

KPA 3: Local Economic Development											
Performance Objectives And Indicators				Annual Performance Targets							
ID	Strategic Objective	Strategies	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	2020/21 Financial Year					
						Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
		society and ensure that young children are provided with an appropriate care and educational support.	support by 2020.	support by 2021.		June 2021.					30 June 2021.



---

---

**KPA 4: Financial Management & Viability**

---

---



KPA 4: Financial Management & Viability										
Performance Objectives And Indicators				Annual Performance Targets						
ID	Strategic Objective	Strategies	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	2020/21 Financial Year				
						Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
4.1(a)	To secure sound financial management practices that enhance financial viability & compliance with the requirements of MFMA & other relevant legislation	Plan, implement, monitor and report on financial management activities in accordance with MFMA, its associated regulations and prescribed accounting norms and standards.	The following Budget related policies reviewed and submitted for approval by Council by 31 May 2021: • Asset Management Policy; • Banking & Investment Policy; • Funding & Reserves Policy; • Budget Virements Policy; • Budget & Reporting	Reviewed draft of the following Budget related policies and proof of their submission to Council for approval by 31 May 2020: • Asset Management Policy; • Banking & Investment Policy; • Funding & Reserves Policy; • Budget Virements Policy; • Budget & Reporting	Current: • Asset Management Policy; • Banking & Investment Policy; • Funding & Reserves Policy; • Budget Virements Policy; • Budget & Reporting Policy; and Supply Chain Management Policy	N/A	N/A	N/A	N/A	Annually review and submit the following Budget related policies for approval by Council by 31 May 2021: • Asset Management Policy; • Banking & Investment Policy; • Funding & Reserves Policy; • Budget Virements Policy; • Budget & Reporting



KPA 4: Financial Management & Viability									
Performance Objectives And Indicators				Annual Performance Targets					
ID	Strategic Objective	Strategies	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	2020/21 Financial Year			
						Annual Target	Quarter 1	Quarter 2	Quarter 3
4.1(b)	To secure sound financial management practices that enhance financial viability & compliance with the requirements of MFMA & other relevant legislation	Plan, implement, monitor and report on financial management activities in accordance with MFMA, its associated regulations and prescribed accounting norms and standards.	The following Financial Management and / or Accounting policies developed and annually reviewed for approval by Council by 31 May 2021: • Debtors / Receivables Policy; • Bad Debts &	Reporting Policy; and Supply Chain Management Policy	N/A	N/A	N/A	N/A	Reporting Policy; and Supply Chain Management Policy
			Reviewed draft of the following Financial Management and / or Accounting policies developed and annually reviewed and proof of their submission to Council for approval by 31 May 2021: • Debtors / Receivables Policy; • Bad Debts & Debt	Reporting Policy; and Supply Chain Management Policy	N/A	N/A	N/A	N/A	Develop, annually review and submit the following Financial Management and / or Accounting policies for approval by Council by 31 May 2021: • Debtors / Receivables Policy; • Bad Debts & Debt Impairment Policy; • Subsequent Events Policy;



KPA 4: Financial Management & Viability									
Performance Objectives And Indicators									
ID	Strategic Objective	Strategies	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Annual Performance Targets			
						Annual Target	Quarter 1	Quarter 2	Quarter 3
4.1(c)	To secure sound financial management practices that enhance	Plan, implement, monitor and report on financial management activities in	Debt Impairment Policy; Subsequent Events Policy; Provisions, Contingencies & Accruals Policy; Unauthorised, Irregular, Fruitless & Wasteful Expenditure Policy; Commitments Policy	Impairment Policy; Subsequent Events Policy; Provisions, Contingencies & Accruals Policy; Unauthorised, Irregular, Fruitless & Wasteful Expenditure Policy; Commitments Policy		Provisions, Contingencies & Accruals Policy; Unauthorised, Irregular, Fruitless & Wasteful Expenditure Policy; Commitments Policy			Debt Impairment Policy; Subsequent Events Policy; Provisions, Contingencies & Accruals Policy; Unauthorised, Irregular, Fruitless & Wasteful Expenditure Policy; Commitments Policy
			100% of suppliers' and service providers' invoices received throughout the	% of suppliers' and service providers' invoices received throughout the year paid within 30 days	2019/20 Creditors Age Analysis Reports.	Pay 100% of valid suppliers' and service providers' invoices received throughout the year	Pay 100% of valid suppliers' and service providers' invoices received throughout the	Pay 100% of valid suppliers' and service providers' invoices received throughout the	Pay 100% of valid suppliers' and service providers' invoices received throughout the



KPA 4: Financial Management & Viability									
Performance Objectives And Indicators									
ID	Strategic Objective	Strategies	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Annual Performance Targets			
						Annual Target	Quarter 1	Quarter 2	Quarter 3
	financial viability & compliance with the requirements of MFMA & other relevant legislation	accordance with MFMA, its associated regulations and prescribed accounting norms and standards.	year paid within 30 days of receipt where there is no disputed delivery of goods / services each year by 30 June 2021.	of receipt where there is no disputed delivery of goods / services each year by 30 June 2021.		within 30 days of receipt where there is no disputed delivery of goods / services each year by 30 June 2021.	throughout the quarter within 30 days of receipt where there is no disputed delivery of goods / services each year by 30 September 2020.	quarter within 30 days of receipt where there is no disputed delivery of goods / services each year by 31 March 2021.	quarter within 30 days of receipt where there is no disputed delivery of goods / services each year by 30 June 2021.
4.1(d)	To secure sound financial management practices that enhance financial viability & compliance with the requirements of MFMA & other	Plan, implement, monitor and report on financial management activities in accordance with MFMA, its associated regulations and prescribed accounting norms	100% cash-backed annual budgets prepared and submitted to Council for approval by 31 May 2021.	% cash-backed annual budgets prepared and proof of submission to Council for approval by 31 May 2021.	2019/20 Approved Budget	Prepare annual budgets that are 100% cash-backed and submit to Council for approval by 31 May 2021.	N/A	N/A	Prepare annual budgets that are 100% cash-backed and submit to Council for approval by 31 May 2021.
4.1(e)	compliance with the requirements of MFMA & other		One (1) annual Audit File compliant with Annexure A of MFMA Circular 50	Number of annual Audit File compliant with Annexure A of MFMA Circular 50	2018/19 Audit File	Prepare and sign-off four (4) annual Audit Files compliant with	Prepare and sign-off four (4) annual Audit Files compliant with	N/A	N/A



KPA 4: Financial Management & Viability										
Performance Objectives And Indicators										
ID	Strategic Objective	Strategies	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Annual Performance Targets				
						Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
4.1(f)	To secure sound financial management practices that enhance financial viability & compliance with the requirements of MFMA & other relevant legislation	and standards. Plan, implement, monitor and report on financial management activities in accordance with MFMA, its associated regulations and prescribed accounting norms and standards.	MFMA Circular 50 and Audit File schedules for each financial year prepared and signed-off by 31 August 2020. One (1) set of Annual Financial Statements prepared in accordance with Generally Recognised Accounting Practices (GRAP) standards and section 122 of MFMA signed-off and submitted to	and Audit File schedules for each financial year prepared and signed-off by 31 August 2020. Number of sets of Annual Financial Statements prepared in accordance with Generally Recognised Accounting Practices (GRAP) standards and section 122 of MFMA signed-off and submitted to the	2018/19 Annual Financial Statements	Annexure A of MFMA Circular 50 and Audit File schedules for each financial year by 31 August 2020. Sign-off one (1) set of Annual Financial Statements prepared in accordance with Generally Recognised Accounting Practices (GRAP) standards and section 122 of MFMA submit to A-G by 31 August	Annexure A of MFMA Circular 50 and Audit File schedules for each financial year by 31 August 2020. Sign-off one (1) set of Annual Financial Statements prepared in accordance with Generally Recognised Accounting Practices (GRAP) standards and section 122 of MFMA submit to	N/A	N/A	N/A



KPA 4: Financial Management & Viability										
Performance Objectives And Indicators										
ID	Strategic Objective	Strategies	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Annual Performance Targets				
						Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
4.1(g)	To secure sound financial management practices that enhance financial viability & compliance with the requirements of MFMA & other relevant legislation	Plan, implement, monitor and report on financial management activities in accordance with MFMA, its associated regulations and prescribed accounting norms and standards.	the A-G by 31 August 2020. Twelve (12) monthly budget statement reports and four (4) quarterly financial reports prepared, signed-off and submitted to the Executive Mayor by 30 June 2021.	A-G by 31 August 2020. Number of monthly budget statement reports and quarterly financial reports prepared, signed-off and submitted to the Executive Mayor by 30 June 2021.	12 Monthly budget statement reports and 4 quarterly financial reports in 2019/20.	2020. Prepare and submit to Executive Mayor by 30 June 2020, twelve (12) signed-off monthly budget statement reports and four (4) quarterly financial reports by 30 June 2021.	the A-G by 31 August 2020. Prepare and submit to Executive Mayor by 30 June 2020, three (3) signed-off monthly budget statement reports and one (1) quarterly financial report by 31 December 2020.	Prepare and submit to Executive Mayor by 30 June 2020, three (3) signed-off monthly budget statement reports and one (1) quarterly financial report by 31 March 2021.	Prepare and submit to Executive Mayor by 30 June 2020, three (3) signed-off monthly budget statement reports and one (1) quarterly financial report by 30 June 2021.	Prepare and submit to Executive Mayor by 30 June 2020, three (3) signed-off monthly budget statement reports and one (1) quarterly financial report by 30 June 2021.
4.1(h)			Twelve (12) monthly bank reconciliation statements of all bank accounts prepared and signed-off	Number of monthly bank reconciliation statements of all bank accounts prepared and signed-off 30 June	12 signed-off monthly bank reconciliation statement of all bank accounts in 2019/20.	Prepare and sign-off twelve (12) monthly bank reconciliation statements of all bank accounts by 30 June 2021.	Prepare and sign-off three (3) monthly bank reconciliation statements of all bank accounts by 31 December 2020.	Prepare and sign-off three (3) monthly bank reconciliation statements of all bank accounts by 31 March 2021.	Prepare and sign-off three (3) monthly bank reconciliation statements of all bank accounts by 30 June 2021.	Prepare and sign-off three (3) monthly bank reconciliation statements of all bank accounts by 30 June 2021.



KPA 4: Financial Management & Viability										
Performance Objectives And Indicators					Annual Performance Targets					
ID	Strategic Objective	Strategies	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	2020/21 Financial Year				
						Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
4.1(i)	To secure sound financial management practices that enhance financial viability & compliance with the requirements of MFMA & other relevant legislation	Plan, implement, monitor and report financial management activities in accordance with MFMA, its associated regulations and prescribed accounting norms and standards.	signed-off 30 June 2021. 100% of all monthly payment vouchers and accompanying supporting documents of filed, registered and kept in safe custody within 30 days of the end of each month throughout 2020/21 financial year.	% of all monthly payment vouchers and accompanying supporting documents of filed, registered and kept in safe custody within 30 days of the end of each month throughout 2020/21 financial year.	N/A	100% of all monthly payment vouchers and accompanying supporting documents of filed, registered and kept in safe custody within 30 days of the end of each month throughout 2020/21 financial year.	100% of all monthly payment vouchers and accompanying supporting documents of filed, registered and kept in safe custody within 30 days of the end of each month throughout this quarter	100% of all monthly payment vouchers and accompanying supporting documents of filed, registered and kept in safe custody within 30 days of the end of each month throughout this quarter	100% of all monthly payment vouchers and accompanying supporting documents of filed, registered and kept in safe custody within 30 days of the end of each month throughout this quarter	30 September 2020. 31 March 2021. 30 June 2021.



KPA 4: Financial Management & Viability										
Performance Objectives And Indicators										
ID	Strategic Objective	Strategies	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Annual Performance Targets 2020/21 Financial Year				
						Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
4.1(j)	To secure sound financial management practices that enhance financial viability & compliance with the requirements of MFMA & other relevant legislation	Plan, implement, monitor and report financial management activities in accordance with MFMA, its associated regulations and prescribed accounting norms and standards.	2 biannual assets verification performed and asset registers updated with all assets movements, and report any damaged / missing items by 30 June 2021	Number of biannual assets verification performed and asset registers updated with all assets movements, and report any damaged / missing items by 30 June 2021.	N/A	2 biannual assets verification performed and asset registers updated with all assets movements, and report any damaged / missing items by 30 June 2021.	None	1 biannual assets verification performed and asset registers updated with all assets movements, and report any damaged / missing items by 30 June 2021.	None	1 biannual assets verification performed and asset registers updated with all assets movements, and report any damaged / missing items by 30 June 2021.
4.1(k)	To secure sound financial management practices that enhance financial viability &	Plan, implement, monitor and report financial management activities in accordance with MFMA, its	Nil / Zero amount of unauthorized, irregular and fruitless & wasteful expenditure incurred due to	Amount of unauthorized, irregular and fruitless & wasteful expenditure incurred due to non-compliance to the	N/A	Nil / Zero amount of unauthorized, irregular and fruitless & wasteful expenditure incurred due to non-compliance to the	None	None	Nil / Zero amount of unauthorized, irregular and fruitless & wasteful expenditure incurred due to	Nil / Zero amount of unauthorized, irregular and fruitless & wasteful expenditure incurred due to

