

ORGANISATIONAL SCORE-CARD 2017/18 - 2021/22																						
NEWCASTLE MUNICIPALITY																						
MUNICIPAL FINANCIAL MANAGEMENT AND VIABILITY																						
OUTCOME 9	NATIONAL KPA	BACK TO BASICS PILLAR	IDP PRIORITY	GOAL/OBJECTIVES	STRATEGIES	KPI No. LINKED TO IDP	KEY PERFORMANCE INDICATOR	KPI TYPE (INPUT, OUTPUT, OUTCOME, PROCESS)	UNIT OF MEASURE	BASELINE	ANNUAL TARGET 2017/18	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	RESPONSIBLE DEPARTMENT	FREQUENCY OF REPORTING	PRIMARY SOURCE OF EVIDENCE	ANNUAL TARGET Y02	ANNUAL TARGET Y03	ANNUAL TARGET Y04	ANNUAL TARGET Y05
<u>Outcome 9:</u> Administrative and financial capability.	Financial Management	Sound Financial Management	<u>Sound Financial Management/ Viability</u>	Improve the payment factor by at least 2 percentage basis points annually (by June of every year)	To promote and / improve indigent subsidy and / benefit by ensuring that all indigent are eligible for the support and to eradicate a culture of non payment	PV15.1.1	Number of meetings held per quarter to discuss indigent applications and explain the billing processes and emphasise the payment of municipal bill as per Approved policy and procedures	Output	Number	0	34 (1 meeting per ward)	9 wards	9 wards	9 wards	8 wards	Budget & Treasury Office	Quarterly	Agenda and attendance register of meetings and report back to SED.	1 meeting per ward	1 meeting per ward	1 meeting per ward	1 meeting per ward
<u>Outcome 9:</u> Administrative and financial capability.	Financial Management	Sound Financial Management	<u>Sound Financial Management/ Viability</u>	Improve the payment factor by at least 2 percentage basis points annually (by June of every year)	To promote and / improve indigent subsidy and / benefit by ensuring that all indigent account holders are eligible for the support	PV15.2.1	An annual verification of the indigent register performed at 30 July 2017	Output	Verification Report	0	An annual verification of the indigent register performed at 30 July 2017	1	0	0	0	Budget & Treasury Office	Annually	Verification report including methodology used in the process and portfolio committee in august	Annual review of the indigent register in order to achieve and maintain a credible indigent register	Annual review of the indigent register in order to achieve and maintain a credible indigent register	Annual review of the indigent register in order to achieve and maintain a credible indigent register	Annual review of the indigent register in order to achieve and maintain a credible indigent register
<u>Outcome 9:</u> Administrative and financial capability.	Financial Management	Sound Financial Management	<u>Sound Financial Management/ Viability</u>	Improve the payment factor by at least 2 percentage basis points annually (by June of every year)	To promote and / improve indigent subsidy and / benefit by ensuring that all indigent account holders are eligible for the support	PV15.3.1	Increase of payment factor by 2 percentage basis point by 30 June 2017	output	percentage	77	79%	77.50%	78%	78.50%	79%	Budget & Treasury Office	Quarterly	Payment factor report submitted to finance Portfolio Committee and portfolio minutes	81%	83%	85%	87%
<u>Outcome 9:</u> Administrative and financial capability.	Financial Management	Sound Financial Management	<u>Sound Financial Management/ Viability</u>	Improve the payment factor by at least 2 percentage basis points annually (by June of every year)	Eradication of the culture of non-payment;	PV15.4.1	%age of queries addressed within 90 days	Output	%age	New KPI	100%	100%	100%	100%	100%	Budget & Treasury Office	Quarterly	Query Ageing report	100%	100%	100%	100%
<u>Outcome 9:</u> Administrative and financial capability.	Financial Management	Sound Financial Management	<u>Sound Financial Management/ Viability</u>	Achieve Value for money	To have an effective Supply Chain Management system in place;	PV16.1.1	Approved annual procurement plan by July 2017 approved by the Portfolio Steering Committee	Output	Approved procurement plan aligned to the approved budget	New KPI	Approved annual procurement plan by July 2017 approved by the Portfolio Steering Committee	Approved annual procurement plan by July 2017 approved by the Portfolio Steering Committee	N/A	N/A	N/A	Budget & Treasury Office	Annually	Minutes of PFSC and Approved Procurement Plan	a) Develop and maintain an efficient Annual Procurement Plan;	a) Develop and maintain an efficient Annual Procurement Plan;	a) Develop and maintain an efficient Annual Procurement Plan;	a) Develop and maintain an efficient Annual Procurement Plan;
<u>Outcome 9:</u> Administrative and financial capability.	Financial Management	Sound Financial Management	<u>Sound Financial Management/ Viability</u>	Achieve Value for money	Have an effective Supply Chain Management system in place;	PV16.2.1	Turnaround times for bids at 120 days and for quotations 60 days (Tenders/Quotations)	Output	Number of days	120 days for bids and 60 days quotations	Turnaround times for bids at 120 days and for quotations 60 days (Tenders/Quotations)	Turnaround times for bids at 120 days and for quotations 60 days (Tenders/Quotations)	Turnaround times for bids at 120 days and for quotations 60 days (Tenders/Quotations)	Turnaround times for bids at 120 days and for quotations 60 days (Tenders/Quotations)	Turnaround times for bids at 120 days and for quotations 60 days (Tenders/Quotations)	Budget & Treasury Office	Quarterly	register certified by CFO with calculations, bid committees and letter of awards etc.	Turnaround times for bids at 120 days and for quotations 60 days (Tenders/Quotations)	Turnaround times for bids at 120 days and for quotations 60 days (Tenders/Quotations)	Turnaround times for bids at 120 days and for quotations 60 days (Tenders/Quotations)	Turnaround times for bids at 120 days and for quotations 60 days (Tenders/Quotations)
<u>Outcome 9:</u> Administrative and financial capability.	Financial Management	Sound Financial Management	<u>Sound Financial Management/ Viability</u>	To ensure sound financial and fiscal management and good governance	review the financial policies to ensure sound financial and fiscal management and good governance	PV17.1.1	Number of Financial policies reviewed by May 2018	Output indicator	Council resolution and Approved policies	Finance policies approved by 31 May 2017	14	N/A	N/A	14 draft policies submitted to council	14 policies submitted to Council	Budget & Treasury Office	bi- annual	Council Resolution	To review and approve SCM Policy 2018	To review and approve SCM Policy 2018	To review and approve SCM Policy 2018	To review and approve SCM Policy 2018
<u>Outcome 9:</u> Administrative and financial capability.	Financial Management	Sound Financial Management	<u>Sound Financial Management/ Viability</u>	Revenue enhancement	Facilitate the annual Review of the Revenue Enhancement Strategy	PV19.1.1	Review the Revenue Enhancement Strategy by September 2017	Output indicator	Council Minutes and Approved Revenue Enhancement Strategy in line with approved budget	Revenue Enhancement Strategy approved in 2012/13	Review the Revenue Enhancement Strategy by September 2017	Review the Revenue Enhancement Strategy by September 2017	N/A	N/A	N/A	Budget & Treasury Office	Annual	Council resolution and approved Revenue Enhancement Strategy	Annual review of the Revenue Enhancement Strategy and continuous monitoring thereof	Annual review of the Revenue Enhancement Strategy and continuous monitoring thereof	Annual review of the Revenue Enhancement Strategy and continuous monitoring thereof	Annual review of the Revenue Enhancement Strategy and continuous monitoring thereof
<u>Outcome 9:</u> Administrative and financial capability.	Financial Management	Sound Financial Management	<u>Sound Financial Management/ Viability</u>	To ensure sound financial and fiscal management and good governance	To ensure efficient and effective implementation of financial internal controls	PV18.1.2	%age compliance with MFMA reporting obligations as per MFMA calendar	output	%age	100%	100%	100%	100%	100%	100%	Budget & Treasury Office	Quarterly	National Treasury Compliance Report	100%	100%	100%	100%
<u>Outcome 9:</u> Administrative and financial capability.	Financial Management	Sound Financial Management	<u>Sound Financial Management/ Viability</u>	To ensure sound financial and fiscal management and good governance	To ensure efficient and effective implementation of financial internal controls	PV18.1.3	Approval of Annual Budget for 2018/19 by the 31 May 2018	Output	Council Resolution and Approved Budget	Approve annual budget for 2017/18 by 31 May 2017	Approved Budget by 31 May 2018	N/A	N/A	Draft Annual Budget for 2018/19 table to council	Approved annual budget for 2018/19	Budget & Treasury Office	bi- annual	Council resolution	Approved annual budget for 2019/20	Approved annual budget for 2020/21	Approved annual budget for 2021/22	Approved annual budget for 2022/23
<u>Outcome 9:</u> Administrative and financial capability.	Financial Management	Sound Financial Management	<u>Sound Financial Management/ Viability</u>	To ensure sound financial and fiscal management and good governance	To ensure efficient and effective implementation of financial internal controls	PV18.1.4	Approval of Adjustment Budget by 28 February 2018	OutPut	Council Resolution and Approved adjusted Budget	28-Feb-17	Approval of Adjustment Budget by 28 February 2018	N/A	N/A	Approval of Adjustment Budget by 28 February 2018	N/A	Budget & Treasury Office	Annually	Council Resolution/ Proof of submission to the Mayor	Approval of Adjustment Budget by 28 February 2019	Approval of Adjustment Budget by 28 February 2020	Approval of Adjustment Budget by 28 February 2021	Approval of Adjustment Budget by 28 February 2022
<u>Outcome 9:</u> Administrative and financial capability.	Financial Management	Sound Financial Management	<u>Sound Financial Management/ Viability</u>	To ensure sound financial and fiscal management and good governance	To ensure efficient and effective implementation of financial internal controls	PV18.1.5	Financial viability in terms of debt coverage	Output	Percentage	60%	6%	9%	11%	7%	6%	Budget & Treasury Office	Quarterly	Loan statements, Section 71 Reports and calculation	5%	5%	4%	4%
<u>Outcome 9:</u> Administrative and financial capability.	Financial Management	Sound Financial Management	<u>Sound Financial Management/ Viability</u>	To ensure sound financial and fiscal management and good governance	To ensure efficient and effective implementation of financial internal controls	PV18.1.6	Financial viability in terms of cost coverage	Output	number of Months	1 Month	1 Month	2 Months	2 Months	1 Month	1 Month	Budget & Treasury Office	Quarterly	Bank Statement and Investment Schedule and Section 71 Reports	2 Month	2 Month	2 Month	2 Month
<u>Outcome 9:</u> Administrative and financial capability.	Financial Management	Sound Financial Management	<u>Sound Financial Management/ Viability</u>	To ensure sound financial and fiscal management and good governance	To ensure efficient and effective implementation of financial internal controls	PV18.1.7	Financial viability in terms of outstanding service debtors	Output	%age	82%	80%	82%	82%	81%	80%	Budget & Treasury Office	Quarterly	Monthly income report submitted to Portfolio and calculation	80%	78%	76%	75%
<u>Outcome 9:</u> Administrative and financial capability.	Financial Management	Sound Financial Management	<u>Sound Financial Management/ Viability</u>	To ensure sound financial and fiscal management and good governance	To ensure compliance with the roll out of MSCOA	PV18.1.1	%age compliance with MSCOA assessment by National Treasury	Output	%age	New KPI	100%	n/a	n/a	n/a	100%	Budget & Treasury Office	Annual	Compliance report by National Treasury	n/a	n/a	n/a	n/a