



**NDLAMBE MUNICIPALITY
FINANCE REPORT FOR DECEMBER 2016**

REPORT TO THE MAYOR

BUDGET STATEMENT REPORT FOR THE PERIOD ENDING 31 DECEMBER 2016

PURPOSE

The purpose of this report is to comply with Sections 71 of the Municipal Finance Management Act (MFMA), and Section 28 of the Municipal Budget and Reporting Regulations as promulgated in the Government Gazette No 32141 of 17 April 2009, which requires that specific financial particulars be reported on and in the formats prescribed. The report also provides a high level overview of the organisations' financial viability and sustainability.

BACKGROUND

Section 71 of the Municipal Finance Management Act (MFMA) states:

"The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for the month and for the financial year up to the end of that month: ...".

Section 28 of the Municipal Budget and Reporting Regulations states:

"The In Year Report of a municipality must be in the format specified as per Schedule C and include all the required tables, charts and explanatory information, taking into account any guidelines issued by the Minister in terms of section 168(1) of the Municipal Management Finance Act".

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1 BANK RECONCILIATION AS AT 31 DECEMBER 2016

OPERATING ACCOUNT		
Operating account receipts were issued to the amount of		75 938 537.45
Operating account expenditure were issued to the amount of		79 112 901.26
Cashbook Balance on 01 December 2016		2 403 931.80
Plus	Income December 2016	75 938 537.45
	Sub Total	78 342 469.25
Less	Expenditure December 2016	79 112 901.26
	Total	770 432.01
Bank Balance on 31 December 2016		3 598 330.48
Less	Outstanding Payments	5 197 681.02
	Sub Total	1 599 350.54
Plus	Outstanding Deposits Reconciled	0
Plus	Outstanding Deposits Not Reconciled	828 918.53
	Total	770 432.01
REVOLVING FUND ACCOUNT (CAPITAL)		
Capital account receipts were issued to the amount of		451.20
Capital account expenditure were issued to the amount of		80.00
Cashbook Balance on 01 December 2016		313 633.48
Plus	Income December 2016	451.20
	Direct Deposits	0.00
	Sub Total	314 084.68
Less	Expenditure December 2016	80.00
	Total	314 004.68
Bank Balance on 31 December 2016		314 004.68
Less	Outstanding Payments	0.00
	Sub Total	314 004.68
Plus	Outstanding Deposit	0.00
	Total	314 004.68
Total Investments as at 31 December 2016		R 47 313 498.14

2. INCOME AND EXPENDITURE

OPERATING EXPENSES DECEMBER 2017

EXPENDITURE				INCOME				
TOTAL ESTIMATE	EXPENDITURE YEAR TO DATE	ESTIMATE YEAR TO DATE	% UTILIZED	DEPARTMENT	TOTAL ESTIMATE	INCOME YEAR TO DATE	ESTIMATE YEAR TO DATE	% UTILIZED
1 626 079	510 331	813 040	31	BEACHES	26 314	0	13 157	0
3 248 238	1 637 591	1 624 119	50	ADMN COMMUNITY PROTECTION	411 149	159 996	205 575	39
517 473	295 140	258 737	57	LOCAL AIDS COUNCIL	0	0	0	0
2 143 550	634 269	1 071 775	30	SANITATION	2 045 009	912 839	1 022 505	45
2 437 782	813 444	1 218 891	33	HEALTH: ENVIROMENTAL	1 781 916	811 262	890 958	46
1 783 956	718 802	891 978	40	ENVIROMENTAL COMPLIANCE	1 082 996	871 262	541 498	80
1 755 550	574 408	877 775	33	RESERVE MANAGEMENT	70 065	28 077	35 033	40
776 373	18 130	388 187	2	MUNICIPAL BYLAW COMPLIANCE	0	0	0	0
8 766 241	3 967 789	4 383 121	45	PARKS, RECREATION AND CEMETRIES	247 316	101 801	123 658	41
3 755 418	1 665 989	1 877 709	44	STREET CLEANING	6 026	0	3 013	0
15 246 323	7 924 437	7 623 162	52	REFUSE	12 647 718	7 862 259	6 323 859	62
470 130	114 396	235 065	24	SMALL ANIMAL POUND	110 775	0	55 388	0
2 962 151	1 440 739	1 481 076	49	T. CLERK	152 722	71 313	76 361	47
4 375 390	1 931 591	2 187 695	44	INFORMATION TECHNOLOGY	19 806	7 575	9 903	38
905 330	384 332	452 665	42	INTERNAL AUDIT	46 000	0	23 000	0
795 861	469 860	397 931	59	COMMUNICATION	0	0	0	0
11 612 936	599 478	5 806 468	5	GENERAL WORKS	340 472	82 506	170 236	24
15 245 414	12 441 571	7 622 707	82	ROADS	1 639 507	1 323	819 754	0
9 924 155	5 950 499	4 962 078	60	SEWERAGE	4 895 287	4 221 374	2 447 644	86
2 476 373	947 023	1 238 187	38	BUILDING CONTROL	953 233	460 917	476 617	48
6 823 952	3 671 238	3 411 976	54	T. ENGINEER	186 521	69 705	93 261	37
2 920 424	1 114 192	1 460 212	38	WORKSHOP	3 230	85 195	1 615	2 638
1 520 701	255 085	760 351	17	PROJECT MANAGEMENT UNIT	0	0	0	0
2 455 667	1 371 064	1 227 834	56	CIVIC BLDGS.	150 000	54 131	75 000	36
131 700	0	65 850	0	CUSTOMER RELATIONS	0	0	0	0
1 416 624	823 247	708 312	58	ESTATES	1 170 040	322 797	585 020	28
2 987 638	943 194	1 493 819	32	HUMAN RESOURCES	0	0	0	0
2 209 239	905 505	1 104 620	41	LIBRARY	13 000	3 506	6 500	27
2 514 019	974 655	1 257 010	39	LICENCING	1 614 644	1 379 589	807 322	85
2 324 046	998 596	1 162 023	43	TOWN PLAN.	200 659	123 940	100 330	62
4 696 539	2 564 430	2 348 270	55	T. SECRETARY	130 000	77 968	65 000	60
277 000	1 530	138 500	1	REGISTRY	0	0	0	0
787 722	160 604	393 861	20	ROAD MARKINGS	2 000	0	1 000	0
6 343 576	2 813 010	3 171 788	44	LAW ENFORCEMENT	1 238 010	877 526	619 005	71
227 041	9 622	113 521	4	DISASTER MANAGEMENT	0	0	0	0
6 000 000	10 008 712	3 000 000	167	RATES	175 851 037	109 930 495	87 925 519	63
31 651 019	5 525 423	15 825 510	17	COUNCIL GEN.	2 580 536	2 694 591	0	0
736 887	306 889	368 444	42	PUBLIC PARTICIPATION UNIT	0	8 000	0	0
5 547 936	3 213 719	2 773 968	58	FIRE PROTECTION	66 712	4 145	33 356	6
110 200	0	55 100	0	PUBLICITY	0	0	0	0
588 911	234 526	294 456	40	STORES OPERATING	0	0	0	0
2 218 889	1 052 382	1 109 445	47	T. TREASURER	182 767	91 383	91 384	50
2 100 971	715 074	1 050 486	34	SUPPLY CHAIN	0	0	0	0
3 110 460	1 034 996	1 555 230	33	BTO	40 710	0	20 355	0
11 589 479	5 374 342	5 794 740	46	FINANCE INCOME	923 748	326 961	461 874	0
2 386 601	1 128 222	1 193 301	47	FINANCE EXPENDITURE	0	0	0	0
336 972	73 363	168 486	22	VALUATIONS	0	0	0	0
9 131 893	817 193	4 565 947	9	HOUSING	3 982 360	-3 408	1 991 180	0
3 690 334	2 041 972	1 845 167	55	LOCAL ECONOMIC DEVELOPMENT	0	0	0	0
879 343	483 283	439 672	55	SPECIAL PROGRAM	0	0	0	0
800 108	552 970	400 054	69	IDP	0	0	0	0
719 320	54 556	359 660	8	PERFORMANCE MANAGEMENT	0	0	0	0
71 728 001	27 436 479	35 864 001	38	ELECTRICITY	54 065 400	30 665 405	27 032 700	57
32 395 861	13 857 502	16 197 931	43	WATER	33 656 619	16 813 364	16 828 310	50
1 876 000	566 434	938 000	30	EC: ECON NDLAMBE WASTE MAN (437)	2 656 000	1 173 400	1 328 000	44
848 840	262 120	424 420	31	IDC: CHICORY	848 840	240 171	424 420	28
43 662	0	21 831	0	CACADU: LED NDL ARTS & CRAFTS	43 662	0	21 831	0
675 000	541 397	337 500	80	SARAH BAARTMAN: LED KAPRIVER	675 000	140 000	337 500	21
46 000	0	23 000	0	INTERNAL AUDIT	46 000	26 580	23 000	58
1 302 700	961 342	651 350	74	MIG: PMU	1 302 700	735 188	651 350	56
0	0	0	#DIV/0!	UPGRADE WATER SUPPLY: BATHURST	3 171 046	1 626 394	1 585 523	51
0	0	0	#DIV/0!	SPORTS FIELD: BATHURST	2 100 000	0	1 050 000	0
0	0	0	0	PUBLIC WORKS: EPWP	1 000 000	656 072	500 000	66
9 950 000	4 258 026	4 975 000	43	DWAF: ACIP	9 950 000	3 744 362	4 975 000	38
0	0	0	0	INEG-DME	5 500 000	0	2 750 000	0
0	0	0	0	MIG: UPGR: ALEXANDRIA RDS (419)	3 718 954	2 380 210	1 859 477	64
0	0	0	0	MIG: UPGR: RD PORT ALFRED	15 761 300	8 077 593	7 880 650	51
327 511	119 997	163 756	37	LED: ESSENTIAL OIL	327 511	91 439	163 756	28
43 787	13 286	21 894	30	LG SETA	43 787	9 576	21 893	22
3 020 000	1 456 517	1 510 000	48	EC SPORT(DSRAC)LIBRARIES	6 100 000	1 005 395	3 050 000	16
3 149 000	2 969 558	1 574 500	94	EQUIT.SHARE: COUNCILLORS	3 149 000	2 470 662	1 574 500	78
650 000	60 900	325 000	9	EQUIT.SHARE: WARD COMMITTEE	650 000	54 600	325 000	8
1 650 000	829 506	825 000	50	FINANCIAL MANAGEMENT GRANT	1 779 000	629 813	889 500	35
337 766 296	145 596 473	168 883 148	43	TOTAL	361 357 104	202 179 250	179 388 284	56

				CONSOLIDATED I&E (TEST RPTRT)				
				CATEGORY	0			0
116 190 939	59 843 554	58 095 470	52	SALARIES & WAGES	0			0
190 662 790	79 160 822	95 331 395	42	GENERAL EXPENSES	0			0
23 035 371	5 456 937	11 517 686	24	REPAIRS & MAINTENANCE	0			0
1 742 090	1 135 161	871 045	65	CAPITAL CHARGES	0			0
0	0	0	0	CAPITAL OUTLAY	0			0
0	0	0	0	CONTRIBUTION TO FUNDS	0			0
0	0	0	0	REVENUE	0			0
331 631 190	145 596 473	165 815 595	44	TOTAL	361 357 104	202 179 250	179 388 284	56
				CONSOLIDATED I&E (TEST RPTRT)				
81 633 689	39 186 411	40 816 845	48	SALARIES				
182 262	0	91 131	0	SALARIES: SHORTFALL				
3 418 402	4 540 526	1 709 201	133	OVERTIME				
2 027 330	1 767 589	1 013 665	87	ALLOWANCES				
327 076	153 755	163 538	47	ALLOWANCES: TELEPHONE				
674 627	506 292	337 314	75	HOUSING SUBSIDIES				
3 198 666	1 402 861	1 599 333	44	VEHICLE SUBSIDIES				
989 096	223 926	494 548	23	GROUP INSURANCE				
7 024 341	4 136 927	3 512 171	59	MEDICAL AID				
10 695 687	5 508 540	5 347 844	52	PENSION FUND				
1 078 374	374 351	539 187	35	U.I.F.				
48 170	22 502	24 085	47	INDUSTRIAL LEVY				
573 655	105 887	286 828	18	UNIFORMS				
4 319 564	1 913 985	2 159 782	44	CASUALS				
116 190 939	59 843 554	58 095 470	52					
3 149 000	2 470 662	1 574 500	78	COUNCILLORS ALLOWANCES				

<u>VOTE</u>	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>VARIANCE</u>
Income			
Council General		R 2 694 591.00	R -2 694 591.00
Municipal Manager	R 76 361.00	R 71 313.00	R 5 048.00
Corporate services	R 65 000.00	R 77 968.00	R -12 968.00
Community Services	R 205 575.00	R 159 996.00	R 45 579.00
Refuse	R 6 323 859.00	R 7 862 259.00	R -1 538 400.00
Infrastructure	R 93 261.00	R 69 705.00	R 23 556.00
Electricity	R 27 032 700.00	R 30 665 405.00	R -3 632 705.00
Water	R 16 828 310.00	R 16 813 364.00	R 14 946.00
Sewer	R 2 447 644.00	R 4 221 374.00	R -1 773 730.00
Sanitation	R 1 022 505.00	R 912 839.00	R 109 666.00
			R 0.00
Expenditure			R 0.00
Council General	R 15 825 510.00	R 5 525 423.00	R 10 300 087.00
Municipal Manager	R 1 481 076.00	R 1 440 739.00	R 40 337.00
Corporate services	R 2 348 270.00	R 2 564 430.00	R -216 160.00
Community Services	R 1 624 119.00	R 1 637 591.00	R -13 472.00
Refuse	R 7 623 162.00	R 7 924 437.00	R -301 275.00
Infrastructure	R 3 411 976.00	R 3 671 238.00	R -259 262.00
Electricity	R 35 864 001.00	R 27 436 479.00	R 8 427 522.00
Water	R 16 197 931.00	R 13 857 502.00	R 2 340 429.00
Sewer	R 4 962 078.00	R 5 950 499.00	R -988 421.00
Sanitation	R 1 071 775.00	R 634 269.00	R 437 506.00

3 CREDITORS PAYMENT REPORT
Top 10 Creditors paid during the month of December 2016

TOP TEN CREDITORS – DECEMBER 2016	
Creditor Name	Amount
INVESTEC BANK	R 27 146 755.59
STANDARD BANK	R 16 287 894.00
ESKOM HOLDINGS	R 8 039 380.02
KAYJAY TRADING	R 1 875 640.62
AMATOLA WATER BOARD	R 1 154 324.59
MOOIFONTEIN QUARRY	R 813 509.71
MASIQHAME TRADING 797 CC	R 772 500.00
PRICE WATERHOUSE COOPERS	R 676 020.00
RE-SOLVE CONSULTING	R 627 499.99
SKUBIE TRADING CC	R 580 435.88
Total Creditors Outstanding	R 57 973 960.40

Value of Creditors at month end processed but payment not effected
THERE ARE NO OUTSTANDING CREDITORS BALANCES

4 TURNOVER RATE OF OUTSTANDING AMOUNTS V/S BUDGETED AMOUNTS PER SERVICES FOR DECEMBER 2016

Service	Budget	DECEMBER 2016		Previous Month	
		Arrears	% of Budget	Arrears	% of Budget
Rates	102 999 110	28 382 563	26	27 153 804	26
Electricity	20 951 338	9 270 452	42	8 766 725	42
Water	51 495 738	24 914 025	46	23 632 260	46
Sewerage	22 393 120	9 974 946	49	10 961 873	49
Refuse	17 771 746	10 745 750	59	10 430 370	59

The turnover rate to be compared to norm of between 11.5% and 15%

5 CASH FLOW REPORT

CASH FLOW DECEMBER 2016

	Cash Flow For the Month	Cash Flow Year to date	Budget Year to Date	Variance actual vs Budget Year to Date
INCOME				
Property Rates	5 778 435.00	41 487 478.30	102 999 110.00	61 511 631.70
Water	1 893 733.00	11 950 638.81	33 656 619.00	21 705 980.19
Electricity	4 859 594.00	32 195 401.68	53 898 787.00	21 703 385.32
Sewerage	509 344.00	3 543 925.00	6 940 296.00	3 396 371.00
Refuse	815 232.00	6 203 733.00	12 647 718.00	6 443 985.00
Subsidies/Grant	32 067 433.00	111 785 117.44	133 425 512.59	21 640 395.15
Sundry	30 014 766.00	73 078 508.27	74 503 217.00	1 424 708.73
TOTAL INCOME	75 938 537.00	280 244 802.50	418 071 259.59	137 826 457.09
EXPENSES				
Salaries/wages/Allowance	14 047 157.00	59 843 553.88	116 190 939.00	56 347 385.12
Bulk Purchases	6 900 017.00	24 528 546.18	58 450 887.00	33 922 340.82
General Expenditure	56 415 576.00	184 837 815.78	182 788 284.00	-2 049 531.78
Repairs and Maintanance	1 510 428.00	5 456 936.34	23 035 371.00	17 578 434.66
Capital Cost	239 723.00	1 135 160.00	1 742 090.00	606 930.00
Cash Contributions	0.00	0.00	0.00	0.00
TOTAL EXPENSES	79 112 901.00	275 802 012.18	382 207 571.00	106 405 558.82

CASH FLOW CHART NDLAMBE DECEMBER 2016

<u>CASH BOOK BAL B/FWD</u>	<u>DATE</u>	<u>TOTAL RECEIPTS</u>	<u>TOTAL EXPENDITURE</u>	<u>BALANCE END DAY</u>	<u>CHEQUE NO</u>
R 2 403 931.80				R 2 403 931.80	
R 2 403 931.80	01/12/2016	R -		R 2 403 931.80	
R 2 403 931.80	02/12/2016	R -		R 2 403 931.80	
R 2 403 931.80	03/12/2016	R -		R 2 403 931.80	
R 2 403 931.80	04/12/2016	R -	R -	R 2 403 931.80	
R 2 403 931.80	07/12/2016	R 13 863.33		R 2 417 795.13	L/J105 SALARY COMM NOV
R 2 417 795.13	07/12/2016	R -138 693.33		R 2 279 101.80	L/J105 SALARY COMM NOV
R 2 279 101.80	12/12/2016		R -17 830.03	R 2 296 931.83	CCLD AC033420
R 2 296 931.83	05/12/2016	R -	R 87 982.46	R 2 208 949.37	AC033705-AC033723
R 2 208 949.37	06/12/2016	R -	R 58 905.81	R 2 150 043.56	AC033724-AC033736
R 2 150 043.56	06/12/2016		R 162 500.00	R 1 987 543.56	AC033737-AC033738
R 1 987 543.56	06/12/2016		R 146 358.90	R 1 841 184.66	AC033739
R 1 841 184.66	06/12/2016		R 3 399 041.00	R -1 557 856.34	AC033740
R -1 557 856.34	07/12/2016	R 13 770 450.50	R 664 132.24	R 11 548 461.92	AC033741-AC033742
R 11 548 461.92	07/12/2016		R 114 204.70	R 11 434 257.22	AC033743-AC033761
R 11 434 257.22	09/12/2016		R -22 000.00	R 11 456 257.22	CCLD AC033758
R 11 456 257.22	07/12/2016		R 224 529.48	R 11 231 727.74	AC033762-AC033763
R 11 231 727.74	07/12/2016		R 95 902.31	R 11 135 825.43	AC033764-AC033776
R 11 135 825.43	30/12/2016		R -1 436.15	R 11 137 261.58	CCLD AC033766
R 11 137 261.58	07/12/2016		R 295 063.40	R 10 842 198.18	AC033777
R 10 842 198.18	08/12/2016	R 493 663.47	R 55 229.03	R 11 280 632.62	AC033778-AC033786
R 11 280 632.62	09/12/2016		R -15 000.00	R 11 295 632.62	CCLD AC0 33780
R 11 295 632.62	08/12/2016		R 8 580.00	R 11 287 052.62	CHEQ 88046
R 11 287 052.62	12/12/2016		R -8 580.00	R 11 295 632.62	CCLD CHEQ 88046
R 11 295 632.62	08/12/2016		R 23 300.04	R 11 272 332.58	AC033787-AC033796
R 11 272 332.58	09/12/2016		R 56 873.75	R 11 215 458.83	AC033797-AC033828
R 11 215 458.83	09/12/2016		R 31 500.00	R 11 183 958.83	AC033829-AC033858
R 11 183 958.83	09/12/2016	R 808 827.54	R 176 250.00	R 11 816 536.37	AC033859
R 11 816 536.37	09/12/2016		R 132 077.36	R 11 684 459.01	AC033860-AC033881
R 11 684 459.01	10/12/2016	R -	R -	R 11 684 459.01	
R 11 684 459.01	12/12/2016	R 7 485 338.34	R 1 518 230.35	R 17 651 567.00	AC033882-AC033884
R 17 651 567.00	12/12/2016	R -	R 65 416.38	R 17 586 150.62	AC020733-AC020750
R 17 586 150.62	15/12/2016		R -1 000.00	R 17 587 150.62	CCLD AC020750
R 17 587 150.62	12/12/2016	R -	R 8 580.00	R 17 578 570.62	CHEQ 88047
R 17 578 570.62	13/12/2016	R 357 551.56	R 2 568.00	R 17 933 554.18	CHEQ 88048
R 17 933 554.18	13/12/2016		R 760.00	R 17 932 794.18	CHEQ 88049
R 17 932 794.18	13/12/2016		R 135 660.00	R 17 797 134.18	AC020751
R 17 797 134.18	13/12/2016		R 5 659.52	R 17 791 474.66	CHEQ 88050
R 17 791 474.66	13/12/2016		R 174 511.71	R 17 616 962.95	AC033885-AC033886
R 17 616 962.95	13/12/2016		R 133 222.24	R 17 483 740.71	AC033887-AC033888
R 17 483 740.71	13/12/2016		R 231 500.00	R 17 252 240.71	AC033889
R 17 252 240.71	13/12/2016		R 67 068.90	R 17 185 171.81	AC033890-AC033895
R 17 185 171.81	13/12/2016		R 3 000.00	R 17 182 171.81	CHEQ 88051
R 17 182 171.81	13/12/2016		R 96 903.35	R 17 085 268.46	AC033896-AC033902
R 17 085 268.46	14/12/2016		R 650 361.84	R 16 434 906.62	AC033903-AC033904
R 16 434 906.62	14/12/2016	R 10 452 202.62	R 31 078.12	R 26 856 031.12	AC033905-AC033935
R 26 856 031.12	15/12/2016		R -900.00	R 26 856 931.12	CCLD AC033906
R 26 856 931.12	15/12/2016		R -900.00	R 26 857 831.12	CCLD AC033933
R 26 857 831.12	14/12/2016	R -	R 541 000.00	R 26 316 831.12	AC033936
R 26 316 831.12	14/12/2016	R -	R 503 500.62	R 25 813 330.50	AC033937-AC033947
R 25 813 330.50	14/12/2016	R -	R 32 562.50	R 25 780 768.00	AC033948-AC033975
R 25 780 768.00	14/12/2016	R -	R 32 937.50	R 25 747 830.50	AC033976-AC034011
R 25 747 830.50	15/12/2016	R 975 055.48	R 61 759.11	R 26 661 126.87	AC034012-AC034050

R	26 661 126.87	15/12/2016		R	-900.00	R	26 662 026.87	CCLD AC034040	
R	26 662 026.87	15/12/2016	R	-	R	86 807.04	R	26 575 219.83	AC034051-AC034099
R	26 575 219.83	19/12/2016		R	-86 807.04	R	26 662 026.87	CCLD AC034051-AC034099	
R	26 662 026.87	15/12/2016	R	-	R	68 457.00	R	26 593 569.87	AC034100-AC034113
R	26 593 569.87	14/12/2016	R	14 061.14	R	14 003 242.87	R	12 604 388.14	SALARIES
R	12 604 388.14	19/12/2016			R	83 507.04	R	12 520 881.10	AC034114-AC034158
R	12 520 881.10	19/12/2016			R	-3 996.48	R	12 524 877.58	CCLD AC034125
R	12 524 877.58	19/12/2016			R	-300.00	R	12 525 177.58	CCLD AC034128
R	12 525 177.58	15/12/2016			R	134 342.09	R	12 390 835.49	AC034159
R	12 390 835.49	19/12/2016	R	2 717 533.21	R	57 760.08	R	15 050 608.62	AC034160-AC034203
R	15 050 608.62	19/12/2016	R	-	R	242 381.39	R	14 808 227.23	AC034204
R	14 808 227.23	19/12/2016	R	-	R	199 317.60	R	14 608 909.63	AC034205
R	14 608 909.63	19/12/2016	R	-	R	197 800.00	R	14 411 109.63	AC0134206
R	14 411 109.63	19/12/2016	R	-	R	457 424.28	R	13 953 685.35	AC034207
R	13 953 685.35	19/12/2016			R	27 996.48	R	13 925 688.87	AC034208-QAC034209
R	13 925 688.87	19/12/2016			R	118 660.32	R	13 807 028.55	AC034210
R	13 807 028.55	20/12/2016			R	155 250.00	R	13 651 778.55	AC034211
R	13 651 778.55	20/12/2016			R	157 271.54	R	13 494 507.01	AC034212-AC034213
R	13 494 507.01	20/12/2016	R	776 952.49	R	2 150.00	R	14 269 309.50	CHEQ 88060-CHEQ 88062
R	14 269 309.50	20/12/2016			R	335 586.51	R	13 933 722.99	AC034214-AC34217
R	13 933 722.99	20/12/2016			R	91 002.00	R	13 842 720.99	AC034218-AC034234
R	13 842 720.99	20/12/2016			R	36 200.00	R	13 806 520.99	AC034235-AC034270
R	13 806 520.99	30/12/2016			R	-1 300.00	R	13 807 820.99	CCLD AC034239
R	13 807 820.99	20/12/2016			R	153 150.00	R	13 654 670.99	AC034271-AC034272
R	13 654 670.99	21/12/2016	R	572 354.57	R	247 590.00	R	13 979 435.56	AC034273-AC034275
R	13 979 435.56	21/12/2016			R	6 850.34	R	13 972 585.22	AC034276-AC034281
R	13 972 585.22	21/12/2016			R	92 660.00	R	13 879 925.22	AC034282-AC034283
R	13 879 925.22	21/12/2016			R	445 655.17	R	13 434 270.05	AC034284
R	13 434 270.05	21/12/2016			R	149 364.23	R	13 284 905.82	AC034285
R	13 284 905.82	21/12/2016			R	345 999.87	R	12 938 905.95	AC034286-AC034289
R	12 938 905.95	22/12/2016	R	417 234.25	R	62 251.18	R	13 293 889.02	AC034290-AC034314
R	13 293 889.02	22/12/2016			R	41 296.48	R	13 252 592.54	AC034315-AC034369
R	13 252 592.54	23/12/2016	R	1 037 021.10	R	-1 000.00	R	14 290 613.64	CCLD AC034383
R	14 290 613.64	22/12/2016			R	152 663.57	R	14 137 950.07	AC034370-AC034380
R	14 137 950.07	23/12/2016			R	49 695.63	R	14 088 254.44	AC034381-AC034403
R	14 088 254.44	23/12/2016			R	40 243.75	R	14 048 010.69	AC034404-AC034432
R	14 048 010.69	23/12/2016			R	85 529.32	R	13 962 481.37	AC034433-AC034461
R	13 962 481.37	23/12/2016			R	42 364.05	R	13 920 117.32	AC034462-AC034492
R	13 920 117.32	23/12/2016			R	72 500.00	R	13 847 617.32	AC034493
R	13 847 617.32	28/12/2016	R	1 353 613.35	R	174 912.17	R	15 026 318.50	AC034494-AC034500
R	15 026 318.50	28/12/2016			R	-7 000.00	R	15 033 318.50	CCLD AC034498
R	15 033 318.50	28/12/2016			R	448.30	R	15 032 870.20	CHEQ 88063
R	15 032 870.20	28/12/2016			R	487 303.71	R	14 545 566.49	AC034501-AC034523
R	14 545 566.49	29/12/2016	R	1 166 981.78	R	-27 900.00	R	15 740 448.27	CCLD AC034514
R	15 740 448.27	29/12/2016			R	-33 962.88	R	15 774 411.15	CCLD AC034522
R	15 774 411.15	29/12/2016			R	135 660.00	R	15 638 751.15	AC034524
R	15 638 751.15	29/12/2016			R	135 994.19	R	15 502 756.96	AC034525-AC034535
R	15 502 756.96	29/12/2016			R	-900.00	R	15 503 656.96	CCLD AC034534
R	15 503 656.96	30/12/2016			R	-1 000.00	R	15 504 656.96	CCLD AC034535
R	15 504 656.96	29/12/2016			R	28 215.63	R	15 476 441.33	AC034536-AC034560
R	15 476 441.33	29/12/2016			R	27 125.00	R	15 449 316.33	AC034561-AC034584
R	15 449 316.33	29/12/2016			R	56 907.50	R	15 392 408.83	AC034585-AC034610
R	15 392 408.83	29/12/2016			R	292 703.30	R	15 099 705.53	AC034611
R	15 099 705.53	30/12/2016	R	3 923 840.45	R	28 812.50	R	18 994 733.48	AC034612-AC034634
R	18 994 733.48	30/12/2016			R	25 200.00	R	18 969 533.48	AC034635-AC034661
R	18 969 533.48	30/12/2016			R	62 531.90	R	18 907 001.58	AC034662-AC034680

R	18 907 001.58	30/12/2016		R	87 758.20	R	18 819 243.38	AC034681-AC034693	
R	18 819 243.38	30/12/2016		R	747.00	R	18 818 496.38	CHEQ 88064	
R	18 818 496.38	30/12/2016		R	97 626.25	R	18 720 870.13	AC034694-AC034707	
R	18 720 870.13	30/12/2016		R	676 020.00	R	18 044 850.13	AC034708	
R	18 044 850.13	30/12/2016		R	3 416 625.01	R	14 628 225.12	AC034709	
R	14 628 225.12	30/12/2016		R	156 545.24	R	14 471 679.88	AC034710-AC034714	
R	14 471 679.88	30/12/2016		R	29 543.27	R	14 442 136.61	AC034715-AC034738	
R	14 442 136.61	30/12/2016		R	538 760.53	R	13 903 376.08	AC034739	
R	13 903 376.08	30/12/2016		R	17 359.37	R	13 886 016.71	AC034740-AC034765	
R	13 886 016.71	30/12/2016		R	12 555.02	R	13 873 461.69	AC034766-AC034770	
R	13 873 461.69	30/12/2016		R	27 108.00	R	13 846 353.69	CHEQ 88065	
R	13 846 353.69	31/12/2016	R	1 546 407.07		R	15 392 760.76		
R	15 392 760.76	02/12/2016		R	38 755.59	R	15 354 005.17	01/07/12/3020/INVERST PF	
R	15 354 005.17	02/12/2016	R	-	R	25 608 000.00	R	-10 253 994.83	01/07/12/3020/061
R	-10 253 994.83	07/12/2016	R	-	R	11 017 254.00	R	-21 271 248.83	01/07/12/3020/439
R	-21 271 248.83	07/12/2016	R	-	R	770 700.00	R	-22 041 948.83	01/07/12/3020/368
R	-22 041 948.83	07/12/2016	R	-	R	671 046.00	R	-22 712 994.83	01/07/12/3020/420
R	-22 712 994.83	09/12/2016	R	-	R	1 500 000.00	R	-24 212 994.83	01/07/12/3020/439
R	-24 212 994.83	09/12/2016	R	-	R	3 000 000.00	R	-27 212 994.83	01/07/12/3020/439
R	-27 212 994.83	12/12/2016	R	-	R	828 894.00	R	-28 041 888.83	01/07/12/3020/439
R	-28 041 888.83	05/12/2016	R	-	R	40 286.26	R	-28 082 175.09	ESKOM ACC
R	-28 082 175.09	06/12/2016	R	-	R	231 714.92	R	-28 313 890.01	ESKOM ACC
R	-28 313 890.01	07/12/2016	R	-	R	6 633.67	R	-28 320 523.68	ESKOM ACC
R	-28 320 523.68	08/12/2016		R	152 274.74	R	-28 472 798.42	ESKOM ACC	
R	-28 472 798.42	09/12/2016	R	-	R	22 042.48	R	-28 494 840.90	ESKOM ACC
R	-28 494 840.90	12/12/2016	R	-	R	38 782.20	R	-28 533 623.10	ESKOM ACC
R	-28 533 623.10	13/12/2016	R	-	R	10 887.06	R	-28 544 510.16	ESKOM ACC
R	-28 544 510.16	19/12/2016	R	-	R	24 111.12	R	-28 568 621.28	ESKOM ACC
R	-28 568 621.28	20/12/2016	R	-	R	7 419.49	R	-28 576 040.77	ESKOM ACC
R	-28 576 040.77	23/12/2016	R	-	R	79 143.56	R	-28 655 184.33	ESKOM ACC
R	-28 655 184.33	28/12/2016	R	-	R	22 651.81	R	-28 677 836.14	ESKOM ACC
R	-28 677 836.14	12/11/2016	R	-	R	-	R	-28 677 836.14	VODACOM
R	-28 677 836.14	01/12/2016	R	-	R	1 777.27	R	-28 679 613.41	FINTECH
R	-28 679 613.41	01/12/2016	R	-	R	906.47	R	-28 680 519.88	FINTECH
R	-28 680 519.88	01/12/2016	R	-	R	168 456.22	R	-28 848 976.10	AON
R	-28 848 976.10	01/11/2016	R	-	R	-	R	-28 848 976.10	MULTI CHOICE
R	-28 848 976.10	01/12/2016	R	-	R	602.47	R	-28 849 578.57	VODACOM
R	-28 849 578.57	01/12/2016	R	-	R	5 399.50	R	-28 854 978.07	VODACOM
R	-28 854 978.07	08/12/2016	R	-	R	79.00	R	-28 855 057.07	TELKOM
R	-28 855 057.07	10/12/2016	R	-	R	796.46	R	-28 855 853.53	TELKOM
R	-28 855 853.53	19/12/2016	R	-	R	5 777.16	R	-28 861 630.69	SUNLYN
R	-28 861 630.69	30/11/2016	R	-	R	-	R	-28 861 630.69	MTN
R	-28 861 630.69	31/12/2016	R	-	R	1 501.53	R	-28 863 132.22	MTN
R	-28 863 132.22	31/12/2016	R	-	R	2 016.10	R	-28 865 148.32	MTN
R	-28 865 148.32	30/12/2016	R	-	R	5 458.06	R	-28 870 606.38	MWEB
R	-28 870 606.38	30/12/2016	R	-	R	7 669.03	R	-28 878 275.41	VODACOM
R	-28 878 275.41	30/12/2016	R	-	R	41 586.33	R	-28 919 861.74	NASHUA
R	-28 919 861.74	30/12/2016	R	-	R	480.03	R	-28 920 341.77	NASHUA
R	-28 920 341.77	30/12/2016	R	-	R	25 753.52	R	-28 946 095.29	BANK CHARGES
R	-28 946 095.29	30/12/2016	R	-	R	18 615.25	R	-28 964 710.54	COMMISSION
			R	47 744 258.92	R	79 112 901.26			

CASH FLOW SCHEDULE		R	-770 432.01			
L/J		R	-			
L/J		R	-			
AS PER MONTHLY DETAILED 31/12/2016		R	770 432.01			
		R	-	DIFFERENCE		R -

AD : AGE ANALYSIS OF DEBTORS (All values in Rand)															
Save File as : Muncde_AD_ccyy_Mnn.XLS (e.g.: GT411_AD_2005_M10)															
Change Year End (ccyy) to Financial Year End (e.g.: 2005 for year 2004/2005) and Month End (Mnn) to Active Month (M01=July...M12=June)(e.g.: M10)															
Change Muncde to your own municipal code (e.g.: GT411)															
To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S															
Year End	Month End	Mun	Item	Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total -	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy
2017	M06	EC105	1100	Debtors Age Analysis By Income Source											
			1200	Trade and Other Receivables from Exchange Transactions - Water	950 072	1 973 169	2 069 348	19 126 219	0	0	0	0	24 118 808	0	0
			1300	Trade and Other Receivables from Exchange Transactions - Electricity	3 697 219	1 706 543	1 181 689	6 382 220	0	0	0	0	12 967 671	0	0
			1400	Receivables from Non-exchange Transactions - Property Rates	5 725 695	2 762 504	2 180 875	12 770 110	0	0	0	0	23 439 184	0	0
			1500	Receivables from Exchange Transactions - Waste Water Management	431 528	450 133	863 628	8 222 874	0	0	0	0	9 968 163	0	0
			1600	Receivables from Exchange Transactions - Waste Management	652 897	508 928	813 838	7 447 323	0	0	0	0	9 422 986	0	0
			1700	Receivables from Exchange Transactions - Property Rental Debtors	0	0	0	0	0	0	0	0	0	0	0
			1810	Interest on Arrear Debtor Accounts	0	0	0	14 342 849	0	0	0	0	14 342 849	0	0
			1820	Recoverable unauthorised, irregular or fruitless and wasteful Expenditure	0	0	0	0	0	0	0	0	0	0	0
			1900	Other	-3 094 589	345 069	916 143	15 370 978	0	0	0	0	13 537 601	0	0
			2000	Total By Income Source	8 362 822	7 746 346	8 025 521	83 662 573	0	0	0	0	107 797 262	0	0
			2100	Debtors Age Analysis By Customer Group											
			2200	Organs of State	-261 231	211 192	152 028	2 459 040	0	0	0	0	2 561 029	0	0
			2300	Commercial	1 189 339	834 057	197 973	687 015	0	0	0	0	2 908 384	0	0
			2400	Households	7 434 714	6 701 097	7 675 520	80 516 518	0	0	0	0	102 327 849	0	0
			2500	Other	0	0	0	0	0	0	0	0	0	0	0
			2600	Total By Customer Group	8 362 822	7 746 346	8 025 521	83 662 573	0	0	0	0	107 797 262	0	0

Notes:

Property Rental Debtors: including housing and land sale debtors

Total By Income Source = Total by Customer Group

The total debtors amount must balance the total amount reflected for debtors on the BSAC return.

Bad Debts=Bad Debts written off during the month

Impairment - Bad Debts i.t.o Council Policy :

The aim of this schedule is to ensure that the impairment contribution is done in a structured manner

The impairment amount that is entered in this block should be the aggregated amount as per the calculation formula in the municipality

If a formula to calculate impairment is not in place this is a tool that can be used to develop such a formula and get it approved as part of the accounting policy

EC105	2017 Actual Month M06 Dec	1. Municipal Governance and Administration					2. Community and Public Safety					3. Economic and Environmental Services				4. Trading Services					TOTAL
		Executive & Council	Budget & Treasury Office	Corporate Services	Subtotal	Community & Social Services	Sport And Recreation	Public Safety	Housing	Health	Subtotal	Planning and Development	Road Transport	Environmental Protection	Subtotal	Electricity	Water	Waste Water Management	Waste Management	Other	
0100	INFRASTRUCTURE																				
0300	Roads, Pavements, Bridges & Storm Water	0	0	0	0	0	0	0	0	0	1 893 157	42 500	0	1 935 657	0	0	0	0	0	0	1 935 657
0400	Water Reservoirs & Reticulation	0	0	0	0	0	0	0	0	0	488 791	0	0	488 791	0	0	0	0	0	0	488 791
0500	Car Parks, Bus Terminals and Taxi Ranks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0600	Electricity Reticulation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0700	Sewerage Purification & Reticulation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0800	Housing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0900	Street Lighting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1000	Refuse sites	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1100	Gas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1200	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1300	Sub-total Infrastructure	0	0	0	0	0	0	0	0	0	2 381 948	42 500	0	2 424 448	0	0	0	0	0	0	2 424 448
1400	COMMUNITY																				
1500	Establishment of Parks & Gardens	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1600	Sportsfields	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1700	Community Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1800	Libraries	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1900	Recreational Facilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2000	Clinics	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2100	Museums & Art Galleries	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2200	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2300	Sub-total Community	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2310	HERITAGE ASSETS																				
2311	Heritage Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2312	Sub-total Heritage Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2320	INVESTMENT PROPERTIES																				
2321	Investment Properties	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2322	Sub-total Investment Properties	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2400	OTHER ASSETS																				
2500	Other motor vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2600	Plant & equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11 522	0	0	0	0	11 522
2700	Office equipment	0	0	45 548	45 548	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	45 548
2800	Abattoirs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2900	Markets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3000	Airports	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3100	Security Measures	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3110	Civic Land and Buildings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3120	Other Land and Buildings	0	0	0	0	80 000	0	0	0	80 000	0	0	0	0	0	0	0	0	0	0	80 000
3200	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3300	Sub-total Other Assets	0	0	45 548	45 548	80 000	0	0	0	80 000	0	0	0	0	0	11 522	0	0	0	0	11 522
3400	SPECIALISED VEHICLES																				
3500	Refuse	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3600	Fire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3700	Conservancy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3800	Ambulances	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3900	Buses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4000	Sub-total Specialised Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4010	AGRICULTURAL ASSETS																				
4011	Agricultural Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4012	Sub-total Agricultural Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4020	BIOLOGICAL ASSETS																				
4021	Biological Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4022	Sub-total Biological Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4030	INTANGIBLES																				
4031	Intangibles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4032	Sub-total Intangibles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4100	TOTAL	0	0	45 548	45 548	80 000	0	0	0	80 000	2 381 948	42 500	0	2 424 448	0	11 522	0	0	0	0	11 522
4200	SOURCE OF FINANCE																				
4300	External Loans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4400	Asset Financing Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4500	Surplus Cash	0	0	45 548	45 548	80 000	0	0	0	80 000	0	0	0	0	0	11 522	0	0	0	0	11 522
4600	Public contributions/ donations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4700	National Government Transfers and Grants	0	0	0	0	0	0	0	0	0	2 381 948	42 500	0	2 424 448	0	0	0	0	0	0	2 424 448
4701	Provincial Government Transfers and Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4702	District Municipality Transfers and Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4703	Other Transfers and Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4800	Leases	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5000	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5100	TOTAL FINANCING	0	0	45 548	45 548	80 000	0	0	0	80 000	2 381 948	42 500	0	2 424 448	0	11 522	0	0	0	0	11 522

INVESTMENTS AS AT 31 DECEMBER 2016

01JULY 2015 TO 30 JUNE 2016

BANK	BALANCES @ 01/12/2016	WITHDRAWN	TRANSFER TO RETENTION	INVESTED	INT TO CRR ACC	INTEREST REC	BALANCES 31/12/2016
NRB	R 73 921.70						R 73 921.70
FNB	R 12 911 734.65	R -		R 91 098.79	R -	R 33 862.79	R 13 036 696.23
STANDARD BANK	R 4 381 191.48	R 3 866 808.77		R 10 959 000.00	R 33 823.82	R 56 330.27	R 11 495 889.16
INVESTEC	R 6 091 222.37	R 10 751 196.30	R -	R 27 146 755.59	R 57 274.97	R 149 778.11	R 22 579 284.80
OLD MUTUAL SHARES	R 118 445.25					R 9 261.00	R 127 706.25
	R 23 576 515.45	R 14 618 005.07	R -	R 38 196 854.38	R 91 098.79	R 249 232.17	R 47 313 498.14

INVESTMENTS AS AT 01 JULY 2016 TO JUNE 2017

01JULY 2015 TO 30 JUNE 2016

BANK	BALANCES @ 01/07/2016	WITHDRAWN	TRANSFER TO RETENTION	INVESTED	INT TO CRR ACC	INTEREST REC	BALANCES 30/09/2016
NRB	R 73 921.70						R 73 921.70
FNB	R 11 727 875.61	R -		R 1 126 300.34	R 228 937.51	R 411 457.79	R 13 036 696.23
STANDARD BANK	R 1 998 430.05	R 18 161 501.26		R 27 603 000.00	R 184 901.22	R 240 861.59	R 11 495 889.16
INVESTEC	R 10 401 019.40	R 47 078 604.04	R -	R 59 180 355.78	R 712 460.95	R 788 974.61	R 22 579 284.80
OLD MUTUAL SHARES	R 141 524.25					R -13 818.00	R 127 706.25
	R 24 342 771.01	R 65 240 105.30	R -	R 87 909 656.12	R 1 126 299.68	R 1 427 475.99	R 47 313 498.14

FAIR VALUE

INVESTMENTS AS AT 31 DECEMBER 2016

01 JULY 2016 TO 30 JUNE 2017

NRB BANK,P.O. BOX 4928,DURBAN.4000 FAX 031:3053547

<u>FOLIO</u>	<u>ACC NO</u>	<u>BAL 01/07/2016</u>	<u>WITHDRAWN</u>	<u>INVESTED</u>	<u>INTEREST</u>	<u>BAL 30/06/2017</u>	<u>INVESTMENT ACC</u>
F33C	0101021/0037/6	R 11 389.51	R -		R -	R 11 389.51	20/05/05/2340/001
F52F	0101021/0038/9	R 6 546.23	R -	R -	R -	R 6 546.23	20/05/05/2340/001
F52J	0103717/0022/5	R 28 028.42	R -	R -	R -	R 28 028.42	20/05/05/2340/001
F52E	0135628/0002/5	R 27 957.54	R -	R -	R -	R 27 957.54	20/05/05/2340/001
	2016/2017	R 73 921.70	R -	R -	R -	R 73 921.70	

INVESTMENTS AS AT 31 DECEMBER 2016

FIRST NATIONAL BANK,P.O. BOX 12,PORT ALFRED.6170

<u>FOLIO</u>	<u>ACC NO</u>	<u>BAL 01/12/2016</u>	<u>WITHDRAWN</u>	<u>INVESTED</u>	<u>INTEREST TO CCR</u>	<u>INTEREST</u>	<u>BAL 31/12/2016</u>	<u>FUND ACC</u>	<u>INVESTMENT ACC</u>
3MONTHS	SURETY DBSA 71078484865	R 3 124 438.20	R -		R -	R -	R 3 124 438.20	REVOLVING ACC	20/05/05/2341/001
3MONTHS	SURETY ESKOM 71538341886	R 3 139 594.47		R -	R -	R -	R 3 139 594.47		20/05/05/2341/003
CALL ACCOUNT	REVOLVING FUND 62402397344	R 6 647 701.98	R -	R 91 098.79	R -	R 33 862.79	R 6 772 663.56	01/07/12/3020/061	
	Dec-16	R 12 911 734.65	R -	R 91 098.79	R -	R 33 862.79	R 13 036 696.23		20/05/05/2341/002

STANDARD BANK OF S A LTD:ACCOUNT NDLAMBE MUNICIPALITY**MAIN DISTRIBUTION ACCOUNT(ACCOUNT NO 045539766)**

CONTACT DETAILS: PHILA NTANTISO, CELL 074 5444 657

ADDRESS: CHURCH SQUARE, HIGH STREET, GRAHAMSTOWN 6139

FOLIO	ACC NO	BAL 01/12/2016	WITHDRAWN	INVESTED	INTEREST TO CC	INTEREST	BAL 31/12/2016	FUND ACC	INVESTMENT ACC
32 DAY CALL	28 888 092 7 ALEXANDRIA	R 157 687.51	R -		R -	R 823.65	R 158 511.16	REVOLVING ACC	20/05/05/2343/001
CALL ACC	FMG 088814416-003	R 1 284 960.89	R 230 031.42	R -	R 7 355.06	R 7 098.11	R 1 054 672.52	01/07/12/3020/184	20/05/05/2344/003
CALL ACC	MSIG 088814416-004	R 41.27	R -	R -	R 0.23	R 0.24	R 41.28	01/07/12/3020/329	20/05/05/2344/007
CALL ACC	NDLAMBE WASTE MANAGEMENT 088814416-006	R 951 878.75	R 144 997.25	R -	R 5 663.51	R 5 410.69	R 806 628.68	01/07/12/3020/437	20/05/05/2344/027
CALL ACC	LED:KAPRIVER NATURE RESERVE 088814416-007	R 678 772.60	R 617 192.00	R -	R 3 772.60	R 1 943.63	R 59 751.63	01/07/12/3020/438	20/05/05/2344/028
CALL ACC	SARAH BAARTMAN FIRE OFFICERS 088814416-008	R 377 095.89		R -	R 2 095.89	R 2 165.75	R 377 165.75	01/07/12/3020/406	20/05/05/2343/002
CALL ACC	MIG: UPGRADE ROADS 088814416-009	R 419 562.42	R 2 671 400.12	R 5 688 360.00 R -	R 3 744.38	R 16 654.06	R 3 449 431.98	01/07/12/3020/439	20/05/05/2343/003
CALL ACC	MIG: UPGRADE BATHURST WATER 088814416-010	R -	R -		R -	R -	R -	01/07/12/3020/419	20/05/05/2343/004
CALL ACC	MIG: UPGRADE .BATHURST SPORTS 088814416-011	R 1 389.92	R -	R 1 499 940.00	R 1 389.92	R 5 500.60	R 1 505 440.60	01/07/12/3020/420	20/05/05/2343/005
CALL ACC	MIG: PMU 088814416-012	R 300.86	R 203 187.98	R 770 700.00	R 300.86	R 3 226.69	R 570 738.71	01/07/12/3020/368	20/05/05/2343/006
CALL ACC	INTERGRATED NATIONAL ELEC 088814416-014	R 509 501.37	R -	R 3 000 000.00 R -	R 9 501.37	R 13 506.85	R 3 513 506.85	01/07/12/3020/322	20/05/05/2343/007
	Dec-16	R 4 381 191.48	R 3 866 808.77	R 10 959 000.00	R 33 823.82	R 56 330.27	R 11 495 889.16		

INVESTEC BANK

INVESTEC BANK, P O BOX 19484,TECOMA,EAST LONDON. 5214

CONTACT PERSON: MRS ZANELE NYATI / GINA GOODWIN

Cellphone 083 656 4276 Telephone: 043 709 5700

Dec-16

FOLIO	ACC NO	BAL 01/12/2016	WITHDRAWN	TRF TO RETENTI	INVESTED	INT TO CRR A	INTEREST	BAL 30/12/2016	FUND ACCOUNTS	INVESTMENT ACC	
CALL ACC	50007138921 (502)	R 735 646.86	R 10 000 000.00		R 25 608 000.00	R 24 646.86	R 112 655.48	R 16 431 655.48	01/07/12/3020/061	REVOLVING	20/05/05/2344/002
					R -						
CALL ACC	50007410687 (503)	R 345.33	R -		R -	R -	R -	R 345.33	01/07/12/3020/184	FMG	20/05/05/2344/003
CALL ACC	50007410694 (504)	R 242 119.76	R 4 563.50		R -	R 1 484.08	R 1 397.40	R 237 469.58	01/07/12/3020/326	LED ESSENTIAL OIL	20/05/05/2344/004
CALL ACC	50007410704 (505)	R 2 839.58	R -		R -	R -	R -	R 2 839.58	01/07/12/3020/410	LED VUNA AWARD	20/05/05/2344/005
CALL ACC	50007410711 (506)	R 642 483.62	R 24 500.00			R 3 700.63	R 3 702.52	R 617 985.51	01/07/12/3020/398	CHICORY	20/05/05/2344/006
CALL ACC	50007410743 (509)	R -	R -		R -	R -	R -	R -	01/07/12/3020/322	DME	20/05/05/2344/009
CALL ACC	50007410768 (510)	R 13 817.56	R -			R 5.68	R 5.87	R 13 817.75	01/07/12/3020/360	CACADU IDP PROCESS	20/05/05/2344/010
CALL ACC	50007410782 (511)	R 1 286 259.37	R 212 036.62		R 1 500 000.00	R 7 724.87	R 13 793.55	R 2 580 291.43	01/07/12/3020/364	E C SPORT:LIBRARY	20/05/05/2344/011
					R -						
CALL ACC	50007410817 (512)	R 64 212.35	R -		R -	R 359.50	R 371.48	R 64 224.33	01/07/12/3020/376	L G SETA	20/05/05/2344/012
CALL ACC	50007410824 (513)	R -	R -		R -	R -	R -	R -	01/07/12/3020/406	CACADU FIRE OFFICERS	20/05/05/2344/013
CALL ACC	50007410849 (514)	R 3 700.37	R -		R -	R 613.30	R -	R 3 087.07	01/07/12/3020/407	PUBLIC WORKS EPWP	20/05/05/2344/014
CALL ACC	50007410863 (515)	R 528.38	R -		R -	R -	R -	R 528.38	01/07/12/3020/413	EC LOC GOV LED SECTION ASSIST	20/05/05/2344/015
CALL ACC	50007410888 (516)	R 1 795 290.02	R 510 096.18		R -	R 11 455.85	R 10 090.81	R 1 283 828.80	01/07/12/3020/393	EQUITABLE SHARE CCLRS ALL	20/05/05/2344/016
						R -	R -				
CALL ACC	50007410905 (517)	R 824 479.31	R -	R -	R -	R 4 615.94	R 4 769.81	R 824 633.18	01/07/12/3020/419	MIG SEWER MIMOSA/NEMATO	20/05/05/2344/017
					R -						
CALL ACC	50007410895 (518)	R 14 936.57	R -		R -	R 83.62	R 86.41	R 14 939.36	01/07/12/3020/420	SPORTS FIELD STATION HILL	20/05/05/2344/018
					R -						
CALL ACC	50007440949 (519)	R -	R -			R -	R -	R -	01/07/12/3020/418	CACADU IDP SUPPORT	20/05/05/2344/019
CALL ACC	50007963522 (521)	R 192.12	R -		R -	R -	R -	R 192.12	01/07/12/3020/425	NAT WATER: CONSERVATION AUDI	20/05/05/2344/021
CALL ACC	50007988005 (522)	R 0.60	R -		R -	R -	R -	R 0.60	01/07/12/3020/368	MIG PMU	20/05/05/2344/022
CALL ACC	50008682644 (523)	R 418 763.49	R -		R 38 755.59	R 2 329.30	R 2 640.93	R 457 830.71	01/07/12/3020/405	PRE-PAID WATER ARREARS	20/05/05/2344/023
CALL ACC	50008858136 (524)	R 45 607.08	R -		R -	R 255.34	R 263.85	R 45 615.59	01/07/12/3020/433	CACADU:LED INITIATIVE	20/05/05/2344/024
CALL ACC	50008956334 (525)	R -	R -		R -	R -	R -	R -	01/07/12/3020/434	EC:ECON:2ND CLEANEST TOWN	20/05/05/2344/025
CALL ACC	50009519658 (526)	R -	R -	R -	R -	R -	R -	R -	01/07/12/3020/416	MIG RETENTION	20/05/05/2344/026
		R -									
TOTALS DECEMBER 2016		R 6 091 222.37	R 10 751 196.30	R -	R 27 146 755.59	R 57 274.97	R 149 778.11	R 22 579 284.80			

31-Dec-16

31-Dec-16						
OLD MUTUAL,P.O. BOX 386,PORT ELIZABETH.6000 FAX:041:5024994						
FOLIO	ACC NO	BAL 01/12/2016	WITHDRAWN	INVESTED	DIFFERENCE FAIR VALUE	FAIR VALUE 31/12/2016
SHARES	10777056461	R 118 445.25	R -	R -	R 9 261.00	R 127 706.25
3675	PHONED					
	CALL CENTRE					
	0861100928					
	ISIN:GB00B77J0862					
	23/04/2012					

8. EXTERNAL LOANS REPORT

BM : EXTERNAL DEBT CREATED, REPAID OR REDEEMED AND EXPECTED BORROWING										
Save File as : Muncde_BM_ccyy_Qn.XLS (e.g.: GT411_BM_2010_Q1)										
Change Year End (ccyy) to Financial Year End (e.g.: 2010 for year 2009/2010) and Quarter (Qn) to Quarter End (e.g.: Q1 for Quarter 1)										
Change Muncde to your own municipal code (e.g.: GT411)										
To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S										
Municipality	Year End	Quarter	Loans							
EC105	2017	Q2 Oct-Dec	Yes			Principal	Council			
Loan	Municipality		Planned	Loan Term	Term	Debt raised	Resolution	Loan	Commitment	Loan
Instrument	Loan	Start Date	End Date	Year/Month/	Value	at the Inception	Date	Fees	Fees	Type
No	Reference No	(ccyy/mm/dd)	(ccyy/mm/dd)	Day	(no)	(Rand)	(ccyy/mm/dd)	(Rand)	(Rand)	
1	101161/2	2005-06-30	2025-03-31	Y	20	7 500 000				LT - Long-Term Loans (07)
2	13478/101	2000-12-31	2020-12-31	Y	20	5 160 000				LT - Long-Term Loans (07)
3	101855/1	2006-03-31	2016-03-31	Y	10	8 200 000				LT - Long-Term Loans (07)
4	102198/1	2006-03-31	2016-03-31	Y	10	10 000 000				LT - Long-Term Loans (07)
5	102557/1	2008-07-30	2023-09-30	Y	15	10 000 000				LT - Long-Term Loans (07)

Loan	Loan	Loan	Loan
Raised for	Security	Source	Institution
			(max 40 chars)
New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)	Development Bank of South Africa
New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)	Development Bank of South Africa
New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)	Development Bank of South Africa
New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)	Development Bank of South Africa
New Borrowing (04)	Other Securities (05)	Development Bank of SA (03)	Development Bank of South Africa

Loan	Amortization	Type of	Timing of	% Interest	Additional				
					Interest	Balance	Debt Repaid	Principal	Balance
					Paid	at Begin	or redeemed	Accrued	at End
Purpose	Structure	interest	Interest	Rate (2 dec)	This Quarter	of Quarter	This Quarter	This Quarter	of Quarter
			payment	Per Annum	(Rand)	(Rand)	(Rand)	(Rand)	(Rand)
Provision of Infrastructure (01)	Annuity/Compound (01)	Fixed (01)	Semi-annually (02)	12.34	0	5 190 560	0	0	5 190 560
Provision of Infrastructure (01)	Annuity/Compound (01)	Fixed (01)	Semi-annually (02)	17.00	239 724	2 388 685	217 701	0	2 170 984
Provision of Infrastructure (01)	Annuity/Compound (01)	Fixed (01)	Semi-annually (02)	9.68	0	0	0	0	0
Provision of Infrastructure (01)	Annuity/Compound (01)	Fixed (01)	Semi-annually (02)	10.89	0	0	0	0	0
Provision of Infrastructure (01)	Annuity/Compound (01)	Fixed (01)	Semi-annually (02)	8.81	0	5 998 173	0	0	5 998 173
				1.76560816	239 724	13 577 418	217 701	0	13 359 717

WORK PAPER CAPITAL EXPENDITURE DEC 2016			CNTRL TOTAL REPORT MDV CNTRL	
CHQ AND AC NO'S	DATE	OPERATING	TOTAL EXP	
		01/10/25/2025/011		
AC033738	06/12/2016	MZANGWA OMHILE GEN TRADING	R	80 000.00
		01/15/06/2025/101		
AC024286	21/12/2016	CHM VUWANI COMPUTER SOLUTIONS	R	45 547.82
		15/20/55/2025/131		
AC034698	30/12/2016	DIE HUMANSDORPSE KO-OP BPK	R	11 521.58
		TOTAL OPERATING	R	137 069.40
		GRANTS		
		17/20/42/2025/181		
AC033940	02/12/2016	GENKORALD GENERAL TRADING	R	27 300.00
AC034115-AC034334	19/12/2016	WAGES	R	15 200.00
		17/20/81/2025/181		
AC33937	14/12/2016	BRAVOPIX 541	R	50 025.00
AC03883	12/12/2016	KAYJAY TRADING	R	251 304.48
AC033884 ; AC033943	12/12/2016; 14/12/2016	MOOIFONTEIN QUARRY	R	120 708.46
AC033113, AC03338	10/11/2016	MILISUTHANDO TRADING CC	R	32 800.00
AC033946	14/12/2016	POPPIEZ TRADING CC	R	33 952.72
		17/20/85/2025/181		
AC033938	14/12/2016	EMPHUMALANGA TRUST	R	45 849.75
AC033667	12/12/2016	EYETHU MICRO LENDING	R	34 200.00
AC033883 & AC033903	12/12/2016 14/12/2016	KAYJAY TRADING	R	1 161 754.77
AC033941	14/12/2016	KUNGAWO HOLDINGS	R	43 680.00
AC033942	14/12/2016	MDJ CONSTRUCTION	R	43 325.00
		MOOIFONTEIN QUARRY	R	287 981.77
AC03944	14/12/2016	MILISUTHANDO TRADING CC	R	49 200.00
		MWS ENTERPRICE (PTY) LTD		
AC033945	14/12/2016	NOKONGO HOLDINGS PTY LTD	R	56 150.00
AC033947	14/12/2016	SKUBIE TRADING	R	44 856.03
AC033882	12/12/2016	HEMMING TRADING	R	97 600.00
AC034373	2017/12/22	MKHONTO PROTECTION AND ARMS	R	28 560.00
		SUB TOTAL ON 01/17	R	2 424 447.98
		TOTAL CAPEX	R	2 561 517.38

10 MAIN STORES REPORT

The following table indicates the balance of stock on hand at month end;

NO	DESCRIPTION	CODE	BALANCE 30/06/16	BALANCE 01/12/2016	PURCHASE	ISSUE	BALANCE 31/12/2016
1	GENERAL	R	446 925.20	493 004.05	656 522.29	594 009.32	555 517.02
2	WATER	W	134 751.21	96 043.55	50 752.00	30 763.51	116 032.04
3	ELECTRICITY	E	3 216.33	2 424.85	0.00	1 445.74	979.44
			584 892.74	591 472.45	707 274.29	626 218.57	672 528.17

The following table indicates stock losses experienced during the month of December 2016;

STOCK ITEM	LOSS	VALUE
Petrol	Nil	Nil
Diesel	Nil	Nil
Oil	Nil	Nil
TOTAL	Nil	Nil

The following table indicates the sample audit undertaken on certain stock items during the month;

ITEM	DESCRIPTION	ACTUAL	BINCARD	UNIT PRICE
W05946	20x15mm male adaptor	105	105	R 14.91
R05779	MEMO CUE HOLDER	2	2	R 1.90
R06509	MOWER BLADES	12	12	R 11.78
R05877	THINNERS	16	16	R 139.88
R05540	HARD BROOM	5	5	R 82.39
R05547	MOP	24	24	R 49.00
R05574	CUTTING DISK	9	9	R 12.49
R5570	GRINDING DISK	12	12	R 57.90
R4234	VIM	7	7	R 15.75
R03235	CASHIER ROLLS	350	350	R 11.96

11 DEBTORS AGE ANALYSIS
NDLAMBE TOTAL YEAR TODATE DEBTORS - AGE ANALYSIS AS AT DECEMBER 2016

		HAND OVERS	PENALTY INTEREST	+ 90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
Rates (Yearly)	2 300 866	115 401	350 294	1 648 733	219 114	3 341	-64 148	2 272 735
Rates (Monthly)	30 766 303	292 718	3 312 766	17 719 272	1 961 761	2 759 163	5 789 843	31 835 524
Service Charge	7 925 513	963 003	2 219 480	4 337 745	417 112	78 759	18 358	8 034 456
Water	24 842 958	847 443	3 084 944	16 939 121	2 069 348	1 973 169	950 072	25 864 097
Sewage	9 998 413	459 349	1 414 571	6 947 407	761 793	391 825	298 199	10 273 145
Sanitation	1 364 625	9 865	206 122	930 849	101 835	58 308	133 329	1 440 309
Refuse	11 094 844	460 705	1 766 907	7 195 373	813 837	508 928	652 897	11 398 647
Electricity	12 617 688	404 753	843 333	5 134 134	1 181 689	1 706 543	3 697 219	12 967 671
Housing	324 499	83 899	97 098	171 072	37 267	2 738	-69 056	323 018
Legal Fees	500 324	-28 389	2 452	1 033 613	4 545	4 705	-562 339	454 588
Indigent Charge	-3 424	5 099	13 623	17 100	724	-	-39 674	-3 129
Sundry	29 214	50 362	582 804	1 153 162	319 638	105 704	-2 123 237	88 433
Enviromental Levy	2 765 955	16 676	448 455	2 416 178	136 856	153 163	-314 083	2 857 245
Undefined Category	-9 497	-4 519	-	-400	0	-	-4 557	-9 476
TOTAL : DEC 2016		3 676 366	14 342 849	65 643 358	8 025 519	7 746 347	8 362 822	107 797 262
TOTAL : NOV 2016	104 518 282	3 672 490	13 946 527	63 203 552	4 336 717	10 365 758	8 993 238	
NON-INDIGENT DEBT DEC 2016		1 164	14 209 160	62 451 673	7 638 898	7 203 099	9 596 580	104 745 197
INDIGENT DEBT DEC 2016		30 579	133 689	3 191 686	386 621	543 248	-1 233 758	3 052 065
ARREARS PER ADMIN UNIT:								
Ward 1 Kwanonkqubela	4 367 472.11	190 367	612 433	2 908 436	584 206	289 493	-99 354	4 485 580.23
Ward 2 Boknes / C/Rocks / Alex	22 944 653.22	1 090 652	2 938 158	16 059 890	1 766 524	1 450 880	182 731	23 488 835.44
Ward 3 Boesmansriviermond	7 995 483.19	111 120	1 147 921	6 025 397	443 843	466 437	141 231	8 335 949.11
Ward 4 Kenton on Sea	10 627 152.19	64 830	1 390 116	7 080 728	470 717	806 795	1 106 657	10 919 843.95
Ward 5 Bathurst	7 277 782.75	496 616	1 418 381	4 742 004	590 375	269 274	-36 192	7 480 457.25
Ward 6 S/field/Thornhill/Station Hill	12 630 962.50	125 812	1 559 772	9 494 426	870 935	712 490	313 112	13 076 547.27
Ward 7 Nemato	3 208 727.66	222 134	634 527	2 238 049	123 545	95 044	24 511	3 337 810.41
Ward 8 Mimosa / Nemato	5 534 604.31	418 329	1 225 432	3 556 993	278 241	130 230	88 064	5 697 288.56
Ward 9 Nemato	6 105 396.27	404 433	1 446 986	3 785 178	486 949	164 439	33 094	6 321 079.06
Ward 10 Port Alfred	23 826 047.98	552 072	1 969 123	9 752 258	2 410 184	3 361 266	6 608 968	24 653 870.73
TOTAL OUTSTANDING	104 518 282	3 676 366	14 342 849	65 643 358	8 025 519	7 746 347	8 362 822	107 797 262

BREAKDOWN OF OUTSTANDING DEBT BY CONSUMER GROUP

Debt by Group	JULY	AUG	SEPT	OCT	NOV	DEC	Feb	Mar	Apr	May	June
Residents	61 483 178	64 135 884	63 669 164	67 244 629	67 873 112	67 873 112					
Non - Indigents	60 982 248	62 661 500	61 960 656	65 324 305	65 521 150	66 746 111					
Indigents	500 930	1 474 384	1 708 508	1 920 324	2 351 962	3 052 065					
Deceased	1 028 573	1 726 375	2 032 823	3 551 113	4 018 701	4 484 192					
Municipal Staff	1 293 802	1 312 198	1 322 028	1 355 650	1 461 250	1 479 160					
Councillors	9 889	57 400	71 045	74 893	83 260	88 830					
Government (Prov & Nat. Depts)	3 945 412	4 493 630	3 833 278	2 605 746	2 438 615	2 561 030					
Rural/Farmers	8 992 040	8 909 270	9 057 816	9 300 184	8 157 318	8 293 190					
Business	2 268 506	2 970 840	2 697 253	2 504 263	2 706 466	2 908 383					
Handed-Over debt	9 920 007	9 947 040	9 970 781	3 703 690	3 672 490	3 676 366					
<i>Disputed Accounts in Court</i>	-	-	-	-							
<i>LED/COMM. Project Accounts</i>	160 141	164 378	169 334	177 006	160 543	165 086					
Interest	10 941 062	11 143 564	11 384 178	13 732 864	13 946 527	14 342 849					
Interest Other Groups	10 879 978	11 076 991	11 304 775	13 646 254	13 852 919	14 209 160					
Indigents	61 084	66 574	79 403	86 610	93 608	133 689					
Total Debt	100 042 610	104 860 580	104 207 701	104 250 038	104 518 282	107 797 262	-	-	-	-	



COMPANY NO. 2003/013247/21
VAT NO. 4330108202

Neave Stötter Inc.

ATTORNEYS, NOTARIES
CONVEYANCERS, APPRAISERS AND
ADMINISTRATORS OF ESTATES

OUR REF: MRS C COCKCROFT

20 DECEMBER 2016

YOUR REF: PORTIA

YOUR VAT NO: 4330101223

Ndlambe Municipality
P O BOX 13
PORT ALFRED
6170

TAX INVOICE
30 NOVEMBER 2016 -19 DECEMBER 2016
INVOICE NUMBER: STA01-0093

	BALANCE BFD	FEEs	PAYMENTS	INVOICE	VAT
MAT 2091		1045.94	6484.39	-5438.45	128.45
MAT2096					
MAT2095					
MAT2106					
MAT2107					
MAT5450					
ALEX					
MAT2093		508.65	4461.78	-3953.13	62.47
MAT2088		0.00	0.00	0.00	
TOTAL		1554.59	10946.17	-9391.58	190.92

Yours faithfully
NEAVE STÖTTER INC.

13 DEBT COLLECTION REPORT – REVCO

NO REPORT AVAILABLE AS REVCO IS STILL CLOSED FOR THE FESTIVE HOLIDAY PERIOD.

14 CREDIT CONTROL REPORT – INTERNAL CREDIT CONTROL STAFF

The following is an analysis of the work done by the internal credit control staff for the month;

	<u>Number</u>
FINAL DEMANDS COUNT	-
FINAL DEMANDS TOTAL	-
HAND OVER COUNT	-
HAND OVER TOTAL	-
DISCONN COUNT	-
DISCONN TOTAL	-
BLOCKAGE COUNT	
BLOCKAGE TOTAL	
LINKED ACCOUNT COUNT	-
LINKED ACCOUNT TOTAL	-
RE-CONN COUNT	-
RE-CONN TOTAL	-
No Response - DISCONN/BLOCKAGE COUNT	-
No Response - DISCONN/BLOCKAGE TOTAL	-
CALL OUTS COUNT	112
CALL OUTS TOTAL	1 379 899
WRITE OFF COUNT	-
WRITE OFF TOTAL	-
ARRANGEMENT COUNT	-
ARRANGEMENTS TOTAL	-
PAYMENT ON ARRANGEMENTS COUNT	-
PAYMENT ON ARRANGEMENTS TOTAL	-
No Response - ARRANGEMENTS COUNT	40
No Response -ARRANGEMENTS TOTAL	405 750
Indigent application for the month	400
Indigent status verified by Ward councillor	-
Households water restricted	
Households converted to pre-paid water	
Households converted to pre-paid electricity	-

	-
Consumers fined for tampering	
Disconnections done in error	
New applications for supply	
Leases Terminated	
<u>Rates Information</u>	
Certificate issued	22
Total of Certificates	262 912
Payments on Certificate	22
Total payments received	262 912
Letters returned	
Registered letters returned	
Arrangements made	
Letters to arrangement defaulters	
Deceased owners identified	
Letters sent in error	
Letters sent to indigent not 100%	
Handover of accounts for collection	
Assets attached to recover rates	
Property Attached to recover rates	
<u>Legal Action</u>	
Judgements	
Summons	
Default Judgements	
Writs	
Certified copy of judgements	
Notice to appear in court	
Garnishee orders	
Warrant of arrest	
Notice of sale	
Emolument Orders	
Indigent Subsidy Referrals	
Letters of Demand	
Re-Issue Warrant of Execution	
Taking Instructions	
Value of debt still to be collected by attorneys	
Money received from attorneys for the month	10 946
Legal fees paid to attorneys for the month	1 555
<u>Debt Collection Agent</u>	
Letters sent	
e-mails sent	
SMS sent	1 996

Arrangements made by agent	647
Arrangements not honoured	181
Telephone calls made	697
Value of debt still to be collected by agent	35 202 628
Money collected by the agent for the month	664 199
Commission paid to the agent for the month	79 704

AUGUST 2016 -JUNE 2017 CREDIT CONTROL REPORT

Month	FINAL DEMANDS		HAND OVER		DISCONNECTED		BLOCKAGE		LINKED ACCOUNT		RE- CONNECTIONED		No Response - DISCONN/BLOCKAGE		CALL OUTS		WRITE OFF		ARRANGEMENT		PAYMENT ON ARRANGEMENTS	
	Count	Total	Count	Total	Count	Total	Count	Total	Count	Total	Count	Total	Count	Total	Count	Total	Count	Total	Count	Total	Count	Total
May'16	-	-	-	-	19	134 316	22	232 841	-	-	13	133 326	14	178 834	1	4 691	-	-	3 103	4 360 964	211	477 715
Jun'16	131	1 470 677	40	2 257 827	-	-	5	38 150	7	143 534	-	-	-	-	52	501 738	212	709 059	135	3 489 570	69	264 375
July '16	-	-	67	2 279 115	-	-	-	-	1	17 700	-	-	-	-	474	6 238 884	-	-	215	2 310 615	178	495 880
Aug'16	-	-	68	2 279 115	-	-	-	-	-	-	-	-	-	-	112	911 339	-	-	14	-	146	312 388
Sept'16	-	-	-	-	-	-	34	565 640	-	-	8	11 304	25	477 390	34	169 322	-	-	189	1 666 743	233	997 653
Oct'16	-	-	-	-	10	208 609	-	-	-	-	8	49 399	2	50 550	134	1 113 253	-	-	35	58 181	35	58 181
Nov'16	-	-	712	13 694 891	-	-	23	602 199	-	-	-	-	-	-	1 677	6 125 296	-	-	2	12 690	824	1 034 939
Dec'16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	112	1 379 899	-	-	-	-	40	405 750
Jan'17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Feb'17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mar'17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Apr'17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
May'17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jun'17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total YTD	131	1 470 677	887	20 510 949	29	342 925	84	1 438 831	8	161 234	29	194 029	41	706 773	2 596	16 444 421	212	709 059	3 693	11 898 762	1 736	4 046 882
% Age of Total	9.50%	106.77%	64.32%	1489.12%	2.10%	24.90%	6.09%	104.46%	0.58%	11.71%	2.10%	14.09%	2.97%	51.31%	188.25%	1193.89%	15.37%	51.48%	267.80%	863.87%	125.89%	293.81%

AUGUST 2016 -JUNE 2017 CREDIT CONTROL / REVCO REFERRED TO CLIENT REPORT

Month	BALANCE DISPUTE		BILLING QUERY		DUPLICATE ACCOUNT		FARMERS REBATE		LIQUIDATION		OWNERS DISPUTE		PROPERTY SOLD		REBATE QUERY		VALUATION QUERY		GRAND TOTALS	
	Count	Total	Count	Total	Count	Total	Count	Total	Count	Total	Count	Total	Count	Total	Count	Total	Count	Total	Count	Total
Jul	-	-	-	-	-	-	-	-	-	-	-	-	72	1 118 939	-	-	-	-	72	1 118 939
Aug	-	-	-	-	-	-	-	-	-	-	-	-	52	659 896	-	-	-	-	52	659 896
Sep	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Oct	-	-	67	1 194 995	-	-	-	-	19	970 895	39	783 099	31	329 156	13	374 480	24	898 605	193	4 551 230
Nov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dec	-	-	62	1 415 993	-	-	-	-	-	-	62	815 033	55	687 058	126	1 743 886	20	914 638	325	5 576 608
Jan	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Feb	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mar	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Apr	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jun	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total YTD	-	-	129	2 610 988	-	-	-	-	19	970 895	101	1 598 132	210	2 795 050	139	2 118 366	44	1 813 243	642	11 906 674
% Age of Total	0.00%	0.00%	20.09%	21.93%	0.00%	0.00%	0.00%	0.00%	2.96%	8.15%	15.73%	13.42%	32.71%	23.47%	21.65%	17.79%	6.85%	15.23%	100.00%	100.00%

	T AJAH	A NJIBANA	J MNQAKA	P D G	J PETERS	ALL
FINAL DEMANDS COUNT						-
FINAL DEMANDS TOTAL						-
HAND OVER COUNT						-
HAND OVER TOTAL						-
DISCONN COUNT						-
DISCONN TOTAL						-
BLOCKAGE COUNT						-
BLOCKAGE TOTAL						-
LINKED ACCOUNT COUNT						-
LINKED ACCOUNT TOTAL						-
RE-CONN COUNT						-
RE-CONN TOTAL						-
No Response - DISCONN/BLOCKAGE COUNT						-
No Response - DISCONN/BLOCKAGE TOTAL						-
CALL OUTS COUNT		18	60		34	112
CALL OUTS TOTAL		47 961	847 661		484 277	1 379 899
WRITE OFF COUNT						-
WRITE OFF TOTAL						-
ARRANGEMENT COUNT						-
ARRANGEMENTS TOTAL						-
PAYMENT ON ARRANGEMENTS COUNT			34		6	40
PAYMENT ON ARRANGEMENTS TOTAL			372 429		33 321	405 750
No Response - ARRANGEMENTS COUNT	-	-				-
No Response -ARRANGEMENTS TOTAL	-	-				-

2 Arrears per Ward 01 July 2016 - 30 June 2017

Ward	TOTAL ARREARS PER WARD											
	July 16	Aug 16	Sept 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 16
Ward 1 Kwanonkqubela	3 475 934	3 729 123	3 951 244	4 068 186	4 367 472	4 485 580						
Ward 2 Boknes / Cannon Rocks / Alex	21 207 375	22 492 032	22 592 655	23 524 009	22 944 653	23 488 835						
Ward 3 Boesmansriviermond	7 531 750	7 771 864	7 885 639	8 069 333	7 995 483	8 335 949						
Ward 4 Kenton on Sea	10 272 545	10 425 848	10 608 753	10 517 441	10 627 152	10 919 844						
Ward 5 Bathurst	6 877 229	7 045 439	7 168 037	7 160 815	7 277 783	7 480 457						
Ward 6 S/field/Thornhill/Station Hill	12 885 757	13 023 610	13 021 719	12 585 409	12 630 963	13 076 547						
Ward 7 Nemato	2 890 814	3 000 354	3 094 850	3 097 796	3 208 728	3 337 810						
Ward 8 Mimosa / Nemato	5 092 853	5 223 171	5 358 629	5 486 642	5 534 604	5 697 289						
Ward 9 Nemato	5 647 147	5 976 647	5 924 840	6 001 967	6 105 396	6 321 079						
Ward 10 Port Alfred Farmers	24 161 208	26 172 493	24 601 336	23 738 439	23 826 048	24 653 871						
Total	100 042 610	104 860 580	104 207 701	104 250 038	104 518 282	107 797 262	0	0	0	0	0	0
Increase/Decrease %		4.82%	-0.62%	0.04%	0.26%	3.14%	-100.00%	0.00%	0.00%	0.00%	0.00%	0.00%

3 ACCOUNTS RENDERED

Ward	NUMBER OF ACCOUNTS RENDERED PER WARD											
	July 16	Aug 16	Sept 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17
Ward 1 Kwanonkqubela	3 633	3 646	3 672	3 652	3 672	3 672						0
Ward 2 Boknes / Cannon Rocks / Alex	6 695	6 749	6 766	6 784	6 815	6 817						0
Ward 3 Boesmansriviermond	4 591	4 596	4 598	4 603	4 610	4 615						0
Ward 4 Kenton on Sea	4 140	4 154	4 161	4 166	4 170	4 170						0
Ward 5 Bathurst	4 000	4 039	4 043	4 045	4 046	4 048						0
Ward 6 S/field/Thornhill/Station Hill	3 741	3 758	3 773	3 778	3 780	3 784						0
Ward 7 Nemato	1 778	1 783	1 784	1 785	1 786	1 787						0
Ward 8 Mimosa / Nemato	1 680	1 684	1 685	1 685	1 687	1 688						0
Ward 9 Nemato	1 482	1 486	1 487	1 487	1 488	1 490						0
Ward 10 Port Alfred	11 768	11 879	11 910	11 920	11 944	11 971						0
Farmers	1	1	1	1	1	1						0
Total	43 509	43 774	43 880	43 906	43 999	44 043	-	-	-	-	-	-
Increase/Decrease %		0.61%	0.24%	0.06%	0.21%	0.10%	-100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

16. DEBT WRITTEN OFF AND INCOME FOREGONE

The table below in respect of debt written off includes assistance granted to ratepayers and consumers.

No debt was written off during November 2016

INCOME FOREGONE – DECEMBER 2016

Income Foregone – Month Ending December 2016	
Rates	-1 484 278.40

17 **METER READING REPORT**

Month	ALEXANDRIA - Total Monthly			BOKNES - Total Monthly			CANNON ROCKS - Total Monthly		
	Meters	Readings	%	Meters	Readings	%	Meters	Readings	%
Jul	2656	1899	71%	421	419	100%	295	295	100%
Aug	2607	1902	73%	421	416	99%	296	293	99%
Sep	2777	2005	72%	422	418	99%	297	293	99%
Oct	2601	1914	74%	421	417	99%	296	292	99%
Nov	2769	2161	78%	422	418	99%	296	293	99%
Dec	2930	2363	81%	421	416	99%	296	292	99%
Jan									
Feb									
Mar									
Apr									
May									
Jun									
Average	2656	1 899	71%	421	419	100%	295	295	100.0%

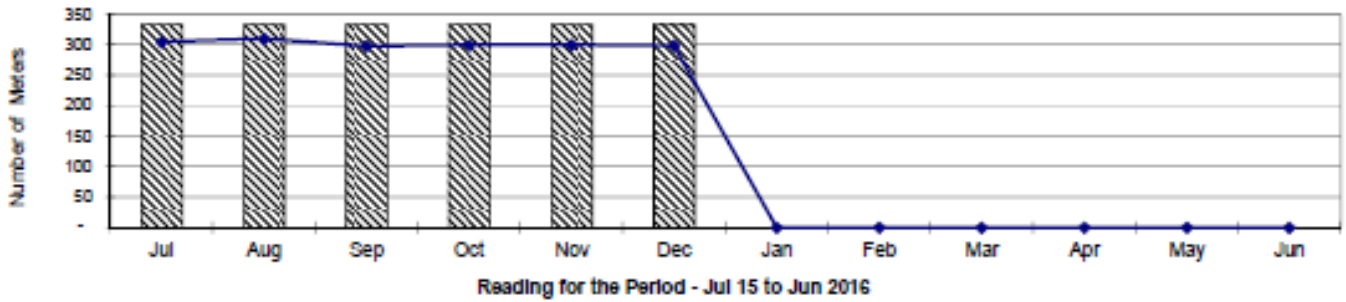
Month	KENTON - Total Monthly			PORT ALFRED			STATION HILL - Total Monthly		
	Meters	Readings	%	Meters	Readings	%	Meters	Readings	%
Jul	3110	2927	94%	5928	5568	94%	950	829	87%
Aug	3114	2937	94%	5920	5587	94%	952	849	89%
Sep	3121	2904	93%	5909	5567	94%	954	850	89%
Oct	3121	2914	93%	5896	5536	94%	955	831	87%
Nov	3122	2935	94%	5890	5524	94%	955	793	83%
Dec	3119	2935	94%	5879	5479	93%	955	792	83%
Jan									
Feb									
Mar									
Apr									
May									
Jun									
Average	3 110	2 927	94%	5 928	5 568	94%	950	829	87%

Month	NEMATO - Total Monthly			BATHURST - Total Monthly			SEAFIELD - Total Monthly		
	Meters	Readings	%	Meters	Readings	%	Meters	Readings	%
Jul	1 369	743	54%	1035	865	84%	305	334	91%
Aug	1 370	754	55%	1036	863	83%	310	334	93%
Sep	1 371	772	56%	1038	857	83%	298	334	89%
Oct	1 370	766	56%	1037	869	84%	300	334	90%
Nov	1 371	774	56%	1037	863	83%	300	334	90%
Dec	1 369	793	58%	1037	550	53%	299	334	90%
Jan									
Feb									
Mar									
Apr									
May									
Jun									
Average	1 369	743	54%	1035	865	84%	305	334	91%

Month	NDLAMBE - Total Monthly Readings		
	Meters	Readings	%
Jul	16 069	13 879	86%
Aug	16 026	13 935	87%
Sep	16 187	14 000	86%
Oct	15 997	13 873	87%
Nov	16 196	14 061	87%
Dec	16 305	13 954	86%
Jan	-	-	0%
Feb	-	-	0%
Mar	-	-	0%
Apr	-	-	0%
May	-	-	0%
Jun	-	-	0%
Average	16 069	13 879	86%

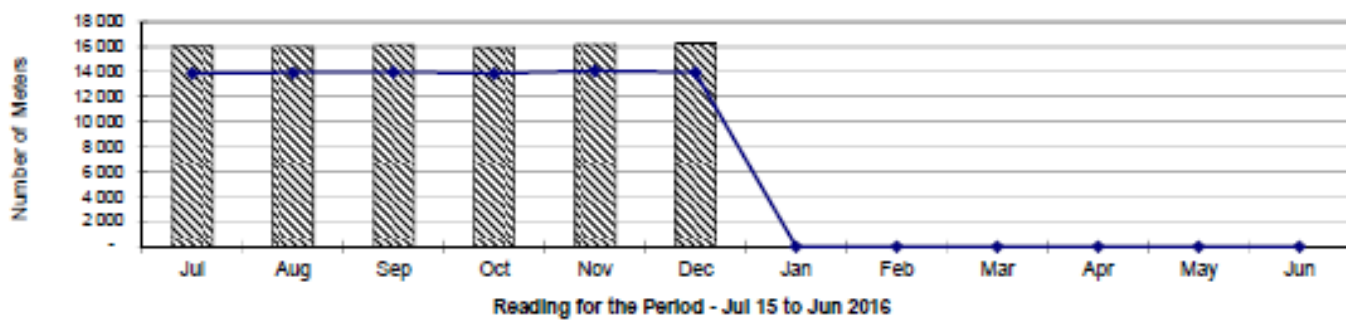
TOWNS	ANALYSIS OF UNREAD METERS					Covered Over	UNREAD	
	Broken Meter	Water inside	UNREAD	Locked	Unread / Not registering		Total	%
Port Alfred	-	-	121	279	-	-	400	17%
K O S	-	-	184	-	-	-	184	8%
ALEX	-	-	-	-	567	-	567	23%
S/ HILL	-	-	-	143	-	20	163	7%
NEMATO	-	-	562	-	-	14	576	24%
SEAFIELD	-	-	24	-	-	11	35	1%
BOKNES	-	-	-	-	-	5	5	0%
CAN.ROCKS	-	-	-	-	-	4	4	0%
BATHURST	-	-	-	136	-	351	487	20%
Total	0	0	891	558	567	405	2421	100%
% of total	0.0%	0.0%	36.8%	23.0%	23.4%	16.7%	100.0%	

SEAFIELD - Monthly Meter Readings



Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AVG
Total Meters	334	334	334	334	334	334	-	-	-	-	-	-	334
Acti Readings	305	310	298	300	300	299	-	-	-	-	-	-	305
Readings %	91%	93%	89%	90%	90%	90%	0%	0%	0%	0%	0%	0%	91%

NDLAMBE MUNICIPALITY - TOTAL Monthly Meter Readings



Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AVG
Total Meters	16 069	16 026	16 187	15 997	16 196	16 305	-	-	-	-	-	-	16069
Acti Readings	13 879	13 935	14 000	13 873	14 061	13 954	-	-	-	-	-	-	13 879
Readings %	86%	87%	86%	87%	87%	86%	0%	0%	0%	0%	0%	0%	86%

The balance of meters not read is as a result of a wide range of reasons reflected in the "Monthly Meter Reading" report.

TOWNS	ANALYSIS OF UNREAD METERS							UNREAD UNREAD	%
	Broken Meter	Water Inside	UNREAD	Locked	Lead / Not register	Covered	Ove		
Port Alfred	0	0	121	279	0	0	0	400	0,165220983
K O S	-	-	184	-	567	-	-	184	8%
ALEX	-	-	-	-	-	-	-	567	23%
S/ HILL	-	-	-	143	-	-	20	163	7%
NEMATO	-	-	562	-	-	-	14	576	24%
SEAFIELD	-	-	24	-	-	-	11	35	1%
BOKNES	-	-	-	-	-	-	5	5	0%
CAN.ROCKS	-	-	-	-	-	-	4	4	0%
BATHURST	-	-	-	136	-	-	361	497	20%
Total	-	-	891	558	567	405	2 421	2 421	100%
% of total	0	0	0	0	0	0	1	1	

18 GOVERNMENT DEPARTMENTS ACCOUNTS – DECEMBER 2016

GOVERNMENT DEPARTMENTS	Amount	Interest	30 Days	60 Days	90 Days	120 + Days	Total	% Of Total
AGRICULTURE	9 927.54	0.00	10 519.28	9 818.80	7 846.43	0.00	38 112.05	1.49%
EDUCATION (SEC 20)	11 220.97	3 470.02	4 984.36	4 579.74	5 582.90	47 448.85	77 286.84	3.02%
EDUCATION (SEC 21)	23 810.00	16 660.12	58 244.40	51 524.21	13 304.21	631 064.67	794 607.61	31.03%
HEALTH	64 483	1 793	75 594	62 833	6 828	43 529	255 060.28	9.96%
PUBLIC WORKS PROVINCIAL - Farms	0	0	0	0	0	0	0.00	0.00%
PUBLIC WORKS PROVINCIAL	-324 336.05	15 364.15	21 714.31	2 808.44	2 808.44	804 080.76	522 440.05	20.40%
PUBLIC WORKS NATIONAL - Farms	12 171.03	82 653.64	13 371.65	13 114.77	12 710.83	516 706.62	650 728.54	25.41%
PUBLIC WORKS NATIONAL - Rates	-56 061.70	2 988.19	11 609.99	2 798.17	23 805.63	86 473.96	71 614.24	2.80%
PUBLIC WORKS NATIONAL	-2 446.56	12 034.76	15 155.30	4 550.29	5 541.02	116 345.81	151 180.62	5.90%
Total	-261 231.44	134 964.11	211 193.45	152 027.61	78 427.04	2 245 649.46	2 561 030.23	100.00%
	-10.2%	5.3%	8.2%	5.9%	3.1%	87.7%	100.0%	-

Provincial Departments								
Department	Analysis od Debt	Current	Interest	30 Days	60 Days	90 Days	120 Days +	Total
Rural Deve & Agrarian Reform	Water							-
	Electricity	9 927.54	0.00	10 519	9 818.80	7 846.43	0.00	38 112.05
	Sewerage							-
	Sannitation							-
	Refuse							-
	Rates / Ann							-
	Rates / Monthly							-
	Other							-
	Total	R 9 927.54	R 0.00	R 10 519.28	R 9 818.80	R 7 846.43	R 0.00	38 112.05

Department	Analysis od Debt	Current	Interest	30 Days	60 Days	90 Days	120 Days +	Total
Education (Sec 20)	Water	5473.29	3469.37	2801.36	2551.24	3435.85	43739.45	61470.56
	Electricity	1912.25	0	233.74	165.97	284.52	417.47	3 013.95
	Sewerage	3748.7	0	1862.53	1862.53	1862.53	3291.93	12 628.22
	Sannitation	0	0	0	0	0	0	-
	Refuse	86.73	0.65	86.73	0	0	0	174.11
	Rates / Ann	-	-	-	-	-	-	-
	Rates / Monthly	-	-	-	-	-	-	-
	Other	-	-	-	-	-	-	-
	Total	11 220.97	3 470.02	4 984.36	4 579.74	5 582.90	47 448.85	77 286.84

Department	Analysis od Debt	Current	Interest	30 Days	60 Days	90 Days	120 Days +	Total
Education (Sec 21)	Water	23635.17	18455.99	52061.25	46740.44	7213.65	419036.33	567 142.83
	Electricity	0	2101.75	2116.99	1732.56	2365.96	9643.47	17 960.73
	Sewerage	0	2768.42	2768.42	2768.42	2768.42	199054.85	210 128.53
	Sannitation	0	0	0	0	782.72	364.1	1 146.82
	Refuse	172.26	433.65	1028.89	260.22	173.46	2965.92	5 034.40
	Rates / Ann	-	-	-	-	-	-	-
	Rates / Monthly	-	-	-	-	-	-	-
	Other	2.57	-7099.69	268.85	22.57	0	0	-6 805.70
	Total	23 810.00	16 660.12	58 244.40	51 524.21	13 304.21	631 064.67	794 607.61

Department	Analysis od Debt	Current	Interest	30 Days	60 Days	90 Days	120 Days +	Total
Health	Water	23392.98	1052.92	22389.49	21788.86	2811.83	22626.78	94 062.86
	Electricity	28 942.59	49.58	42 026.08	30 279.08	1 497.90	953.70	103 748.93
	Sewerage	9 015.10	615.95	9 015.10	9 015.10	659.09	16 464.22	44 784.56
	Sannitation	2 348.18	35.35	804.70	391.36	782.72	1 929.50	6 291.81
	Refuse	954.02	30.12	954.02	954.02	693.84	1 018.49	4 604.51
	Rates / Ann	0	0	0	0	0	0	-
	Rates / Monthly	246.78	6.93	246.78	246.78	246.78	400.68	1 394.73
	Other	-416.32	2.38	157.99	157.99	135.42	135.42	172.88
	Total	64 483.33	R 1 793.23	R 75 594.16	R 62 833.19	R 6 827.58	R 43 528.79	255 060.28

Department	Analysis od Debt	Current	Interest	30 Days	60 Days	90 Days	120 Days +	Total
Public Works	Water	-6 371.53	-223.74	372	372.00	372	75575.34	70 096.07
Provincial	Electricity	-6761.33	0	18905.87	0	0	20031.34	32 175.88
	Sewerage	-303 969.85	0.00	0.00	0.00	0.00	49 689.66	-254 280.19
	Sannitation	-308.11	-	-	-	-	53.55	-254.56
	Refuse	-2048.14	34.55	86.73	86.73	86.73	10687.22	8 933.82
	Rates / Ann	-17.45	12 883.99	2 236.86	2 236.86	2 236.86	599 844.55	619 421.67
	Rates / Monthly	-2 984.44	2 214.91	-	-	-	38 429.78	37 660.25
	Other	-1 875.20	454.44	112.85	112.85	112.85	9 769.32	8 687.11
	Total	-324 336.05	15 364.15	21 714.31	2 808.44	2 808.44	804 080.76	522 440.05

Provincial Total		-214 894.21	37 287.52	171 056.51	131 564.38	36 369.56	1 526 123.07	1 687 506.83
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Consolidation of all National Departments								
Department	Analysis od Debt	Current	Interest	30 Days	60 Days	90 Days	120 Days +	Total
National	Water	856.96	0	810.77	553.93	149.99	297.60	2 669.25
Public works	Electricity	213.42	-	213.42	213.42	213.42	2 515.28	3 368.96
Farms	Sewerage	219.70	-	219.70	219.70	219.70	219.70	1 098.50
	Sannitation	-	-	-	-	-	-	-
	Refuse	86.73	-	86.73	86.73	86.73	86.73	433.65
	Rates / Ann	-	58 495.47	-	-	-	332 347.01	390 842.48
	Rates / Monthly	11 752.41	20 734.07	11 747.62	11 747.58	11 747.58	162 004.29	229 733.55
	Other	-958.19	3 424.10	293.41	293.41	293.41	19 236.01	22 582.15
	Total	12 171.03	82 653.64	13 371.65	13 114.77	12 710.83	516 706.62	650 728.54

Department	Analysis od Debt	Current	Interest	30 Days	60 Days	90 Days	120 Days +	Total
National	Water	9 074.79	1 181.51	11 587.42	2 775.60	1 308.52	17 047.56	42 975.40
Public works	Electricity	-1 421.39	1 115.10	-	-	-	17 541.06	17 234.77
Rates	Sewerage	-	-	-	-	-	4 815.69	4 815.69
	Sannitation	-	-	-	-	-	-	-
	Refuse	-8 416.40	196.12	-	-	-	5 016.73	-3 203.55
	Rates / Ann	-61.39	451.31	-	-	22 474.54	40 964.87	63 829.33
	Rates / Monthly	-1 584.00	-	-	-	-	-	-1 584.00
	Other	-53 653.31	44.15	22.57	22.57	22.57	1 088.05	-52 453.40
	Total	-56 061.70	2 988.19	11 609.99	2 798.17	23 805.63	86 473.96	71 614.24

Department	Analysis od Debt	Current	Interest	30 Days	60 Days	90 Days	120 Days +	Total
National	Water	9 841.23	2 142.42	1 177.38	1 397.25	1 529.32	20 435.62	36 523.22
Public works	Electricity	38 860.23	1.12	11 136.94	2 372.75	3 231.41	50 567.87	106 170.32
Services	Sewerage	2 557.49	-	2 280.39	219.70	219.70	2 891.84	8 169.12
	Sannitation	12 914.99	-	-	-	-	-	12 914.99
	Refuse	-8 168.25	2 788.60	346.92	346.92	346.92	10 214.92	5 876.03
	Rates / Ann	-	-	-	-	-	12 126.80	12 126.80
	Rates / Monthly	123.39	6 628.52	123.39	123.39	123.39	17 503.90	24 625.98
	Other	-58575.64	474.1	90.28	90.28	90.28	2604.86	-55 225.84
	Total	-2 446.56	12 034.76	15 155.30	4 550.29	5 541.02	116 345.81	151 180.62

19 COUNCILLORS AND NDLAMBE STAFF ACCOUNTS OUTSTANDING AT 31 DECEMBER 2016

The following table indicates all Councillors and Ndlambe Staff members that's municipal accounts are outstanding for a period exceeding 30 days;

Department	Analysis od Debt	Current	Interest	30 Days	60 Days	90 Days	120 Days +	Total
Councillors	Water	3 319.42	1 776.91	2 866.68	1 537.43	1 658.39	17 410.76	28 569.59
	Electricity	426.84	732.15	853.68	-	-	6 261.32	8 273.99
	Sewerage	1 537.90	865.63	2 636.39	878.80	1 190.47	16 051.80	23 160.99
	Sannitation	-	70.98	-	-	-	1 456.24	1 527.22
	Refuse	1 451.02	258.95	1 367.85	674.01	520.38	4 697.66	8 969.87
	Rates / Ann	0	0	0	0	0	0	-
	Rates / Monthly	1590.97	147.14	961.4	201.87	178.82	2446.5	5 526.70
	Other	-815.64	332.43	368.29	203.13	11 654.64	1 059.27	12 802.12
	Total	7 510.51	4 184.19	9 054.29	3 495.24	15 202.70	49 383.55	88 830.48
616.22	Analysis od Debt	Current	Interest	30 Days	60 Days	90 Days	120 Days +	Total
Municipal Officials	Water	46 002.70	25 501.05	32 412.09	33 418.39	29 944.88	418 068.38	585 347.49
	Electricity	18 236.61	5 949.20	5 305.67	17 034.52	3 130.59	46 269.36	95 925.95
	Sewerage	27 682.14	7 439.63	15 159.26	14 228.79	13 181.17	231 652.04	309 343.03
	Sannitation	1 168.69	111.49	0.00	1 146.78	0.00	3 270.92	5 697.88
	Refuse	25 325.16	5 967.78	9 199.41	8 591.91	8 178.70	115 935.14	173 198.10
	Rates / Ann	151.40	4.54	0.04	0.00	0.00	530.93	686.91
	Rates / Monthly	22 344.98	17 792.55	7 945.81	14 436.69	5 982.71	180 371.87	248 874.61
	Other	18 350.33	2 141.24	4 560.95	5 295.17	3 604.20	26 133.72	60 085.61
	Total	159 262.01	64 907.48	74 583.23	94 152.25	64 022.25	1 022 232.36	1 479 159.58

20. IRREGULAR EXPENDITURE REPORT

The following table indicates all irregular expenditure detected by finance or reported to finance during the month;

Date	Name	Service Provided	Amount

To-date no irregular expenditure reported to finance

21. UNAUTHORISED EXPENDITURE REPORT

The following table indicates all unauthorised expenditure detected by finance or report to finance during the month;

To-date no unauthorised expenditure reported to finance

22. FRUITLESS AND WASTEFUL EXPENDITURE REPORT

The following table indicates all fruitless and wasteful expenditure that was detected by the finance department during the month;

DATE	SERVICE PROVIDER	INVOICE AMOUNT	INTEREST CHARGED	REASON
Dec 2016	Nil	Nil	Nil	No fruitless and wasteful expenditure incurred during December 2016 detected to-date

23. DEVIATIONS PROCESSED The following table indicates deviations that were processed during the month;

Month	Supplier	Details	Reason per form	R
December	M Klaas	Refund - Gel delivery expenses & lock	5	916.90
December	T Jacobs	Refund - Tshwane University fees	None	3 710.00
December	K Hoyi	Transport costs - learners to Saturday classes	None	13 800.00
December	Siyanceda Catering	Morning teas - Office of the Premier operation launch	5	2 200.00
December	Ndlambe Security	Security at BRM Landfill Site/KOSRA matter	5	13 380.00
December	Khandisisa Trading Enterprise	Streetlight repairs x 24	5	72 500.00
December	Ngevayo General Trading	Streetlight repairs x 24	5	72 500.00
December	Pennypinchers	6000 litre conservancy tanks x 3 - Kwanonqubela pump #3	1	64 022.40
December	A Marasi	Refund - Jhb shuttle service	None	500.00
December	Stellenbosch University	Registration fee - J Ajah-Mvunelwa	5	8 278.00
December	Ndlambe Investments	Highmast light repairs x 6	5	255 850.00
December	Manyanweni Multi Purpose Bricks Cooperative	Paving - Kwanonqubeia Library	5	196 000.00
December	T Mbunge	Refund - accommodation	None	500.00
December	Legacy Marine Manufacturing	R O plant - high pressure manifold pipes	5	95 051.97
December	T C S (Traffic Control Systems)	Licence & service fees - October 2016 to September 2017	5	39 890.88
December	Phuhlani General Trading	Speed fencing - The Krantz	1	65 000.00
December	Ndlambe FM	Educational programme - water conservation & savings measures	None	64 760.00
December	W T Kham-Kham	Refund - PDP renewal costs	5	324.00
December	National Health Laboratory Services	Special water sample testing - PA Duckpond	5	125.61
December	M Ralo	Refund - accommodation	None	500.00

December	P & S Consulting	Water supply - Kruisfontein farm	None	26 736.99
December	Rennies Travel	Cost difference - car hire and accommodation - MM	None	1 887.98
December	New Era Computer Training Centre	Basic Excel training course	None	7 650.00
December	Algoascope (Pty) Ltd	Refuse removal - Alexandria - 7 days	5	18 900.00
December	H Venter Plant Hire (Pty) Ltd	TLB hire	5	20 741.00
December	Ballenden and Robb Consulting Engineers	Contract document preparation - Electricity Operation Management	5	134 535.00
December	Comm Office Port Alfred	Toner for Mr Tandani	None	988.00
December	Work Dynamics	Competency Assessments	2	7 224.00
December	Pathcare	Water sample testing - Blue Flag beaches	None	15 748.00
December	P P Faxi	Refund - fuel expenses	None	875.80
December	Mnyani Civil & General	Refuse removal - KOS/BRM	5	6 000.00
December	C B Agencies / Vanguard Fire & Safety	Uniforms	None	29 035.80
December	Sweet-Orr	Uniforms	None	6 038.58
December	Fleet Dynamics	Filters - Roads tipper truck	2	2 083.91
December	Lexis Nexis	VAT updates	None	851.58
December	Phuhlani General Trading	Refuse removal - KOS/BRM	5	13 500.00
December	Algoascope (Pty) Ltd	Refuse removal - Alexandria	5	11 200.00
December	IWARS (Integrated Waste and Recycling Services)	Polytimber bins x 7	5	7 147.00
December	V Tshangana	Refund - accommodation - Mthatha	None	790.00
December	Makana Security t/a Hitec Security	WW Treatment Plant - Security	1	8 282.96
December	Colourco Holdings	Cleaning materials - Bluetreen & non-slip polish	2	14 814.30
December	Whitesides Attorneys	Legal Services - Cotterell & Others vs Ndlambe LM	5	14 839.53
December	Resort Plant Hire & Machinery Sales cc	Hire of chipper & supervision - BRM Landfill Site/KOSRA matter	5	13 680.00
December	Bushmans Rest Trust	Hire of chipping yard - BRM Landfill Site/KOSRA matter	5	3 420.00

SUMMARY OF DEVIATIONS BY MONTH		
	R VALUE	QTY
July 2016	836 552.05	29
August 2016	989 503.74	32
September 2016	1 355 310.30	25
October 2016	305 568.06	19
November 2016	634 630.96	32
December 2016	1 336 780.19	44
January 2017	0.00	0
February 2017	0.00	0
March 2017	0.00	0
April 2017	0.00	0
May 2017	0.00	0
June 2017	0.00	0
TOTAL	4 121 565.11	137

24. ASSET REPORT

The following table indicates asset movement for the month;

Assets Procured	R 2 561 517.38
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25 STAFF EXPENDITURE REPORT

The Staff Expenditure Report is submitted in terms of Section 66 of the Municipal Finance Management Act, which states that the Accounting Officer of a Municipality must, in a format and for periods as may be prescribed, report to the Council on all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits, and in a manner that discloses such expenditure per type of expenditure, namely;

- a) Salaries and wages
- b) Contributions for pensions and medical aid
- c) Travel, Telephone, Stand-by and other allowances
- d) Housing benefits and allowances
- e) Overtime payments
- f) Subsistence and Travel
- f) Any other type of benefit or allowance related to staff

EARNINGS	
BASIC	R 5 594 094.75
OVERTIME	R 706 951.29
BACK PAY	
BONDS	R 15 648.32
RENTS	R 18 520.00
PENSIONABLE ALLCE	R 4 251.05
VEHICLE ALLOWANCE (80% TAXABLE)	R 219 147.55
VEHICLE ALLOWANCE (100% TAXABLE)	R 8 748.64
STANDBY ALLCE	R 127 804.06
ACTING ALLCE	R 45 717.47
ALLOWANCES	R 35 774.09
TRANSPORT ALLCE	R 12 408.36
LEAVE PAY	R 134 457.57
BONUS	R 4 687 921.46
COUNCILLORS	R 329 481.87
BONUS B/PAY or PERF BONUS	
COUNCILLORS/STAFF BACKPAY	
TRANSPORT ALLCE CCLRS(TAXABL)	R 115 132.00
NON PENS ALLOWANCE	R 48 300.00
STANDBY ALLCE	R 2 982.63
TELEPHONE ALLCE	R 24 305.45
TELEPHONE CCLRS	R 36 526.00
UNIFORMS(6110)	
LONG SERVICE AWARD	R 9 029.04
<u>COMPANY CONTRIBUTIONS:</u>	
UIF	R 70 623.67
PENSION	R 903 682.72
MEDICAL AID	R 678 970.40
CCLRS PENSION	R 9 118.41
GROUP PROVIDENT	R 35 603.22
MEDICAL AID INS	R 532.00
SKILLS LEVY	R 123 701.57
IND LEVY	R 3 809.28
	<u>R 14 003 242.87</u>

26. FINANCE RELATED BY-LAWS / POLICIES

Finance related By-laws and Policies Developed / Reviewed during June 2016					
Newly Developed	Revised	Public Participation conducted prior to adoption of by-laws / Policy (yes/no)	Dates of public participation	By-laws Gazetted* (yes/no)	Date of publication
0	0 By-Laws	N/A	N/A	N/A	N/A

0	17 Policies	Yes	From end March 2016 to 15 June 2016	N/A	17 June 2016 Adopted by Council
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Detailed listing of all finance related by-laws and policies developed or revised during the month are as follows;

1. Rates Policy
2. Indigent policy
3. Budget Policy
4. Creditors, Staff and Councillors Payment Policy
5. Credit Control and Debt Collection Policy
6. Funding and Reserve Policy
7. Virement Policy
8. Subsistence and Travel Policy
9. Policy and Procedures for Irregular, Fruitless and Wasteful Expenditure
10. Fixed Asset Policy
11. Supply Chain Management Policy
12. Write-Off of Irrecoverable Debt Policy
13. Loans Policy
14. Tariff Policy
15. Management of Accumulated Surplus and Bad Debt Policy
16. Imprest Petty Cash Policy
17. Unforeseen and Unavoidable Expenditure Policy

27 GRANTS MADE TO NDLAMBE MUNICIPALITY

GRANT	BROUGHT FORWARD ROLL-OVER 01/07/2016	2016/2017 ALLOCATION 01/07/2016-31/12/2016	EXPENDITURE TO DATE 01/07/2016-31/12/2016	ROLL-OVER APPLICATION REQUIRED (Y/N)
EQUITABLE SHARE		R 53 819 000.00	R 21 300 649.00	
MUNICIPAL SYSTEMS IMPROVEMENT GRANT		R -	R -	
DEPARTMENT WATER AFFAIRS		R 7 000 995.31	R 7 000 995.31	
INTERGRATED NATIONAL ELECTRICITY		R 3 500 000.00	R -	
FINANCE MANAGEMENT GRANT		R 1 825 000.00	R 805 757.19	
EPWP		R 700 000.00	R 705 267.47	
CCLRS ALLOWANCE CONTR.		R 3 799 000.00	R 2 525 262.01	
PRE-PAID WATER METERS		R 267 727.22	R -	
MUNICIPAL SYSTEMS IMPROVEMENT GRANT				
(1) SPORTS BATHURST FIELDS		R -	R -	
(1) SPORTS ROLL OVER 2014/2015		R -	R -	
(2) PMU		R 1 302 700.00	R 741 763.10	
(3) INFRASTRUCTURE (WATER)		R 1 626 394.21	R 1 626 394.21	
(4) RETENTION		R 521 199.71	R 521 199.71	
(4) UPGRADE ROADS		R 16 561 965.79	R 13 129 187.87	
HOUSING		R 1 550 467.26	R 1 550 467.26	
L G SETA		R 73 428.85	R 31 573.44	
SPORTS AND RECREATION LIBRARY	R 3 735 375.19	R 1 499 940.00	R 1 148 187.42	
DISASTER GRANT		R -	R -	
FIRE OFFICERS FUNDER SARAH BAARTMAN		R 375 000.00	R -	
LED				
(1) ESSENTIAL OILS			R 91 438.50	
(2) CHICKORY			R 276 521.58	
(3) LED INITIATIVE			R 6 402.24	
(4) KAPRIVER GAME RESERVE	R 675 000.00	R -	R 617 192.00	R -
IDP REVIEW				
PMS REVIEW				
EC ECON:2ND CLEANEST TOWN	R 167 168.35		R 166 280.00	
ENVIRONMENTAL LEVY (SAARTJIE BAARTMAN)		R 724 343.00	R 724 343.00	
WASTE MANAGEMENT	R 1 137 000.00	R 912 000.00	R 1 247 782.01	R -
		R 96 059 161.35	R 54 216 663.32	R -

THE ROLL OVER FIGURES: COUNCIL RESOLUTION

R 96 059 161.35

28. GRANTS, DONATIONS AND SUBSIDIES MADE BY NDLAMBE MUNICIPALITY

Grants Made By Ndlambe Municipality	Actual for December 2016
Publicity Grant	R54 166.00
Community Police Forum Grant	R10 005.96

29. IT REPORT RELATING TO FINANCE

	Number	Comments from IT Manager
Passwords updated	42 Domain 44 Abakus	Domain and ABAKUS servers set to force password change every 30 days. Same password cannot be used in 12 month cycle.
Passwords locked	22	Passwords are forgotten especially after staff was on leave, therefor locking their access to system by typing incorrect password. Staff do not read what appear on screen when logging on as when passwords expired the user must follow what is on the screen.
Internet violations	0	Un wanted sites are blocked so users will get a violation if trying to enter blocked site. The other problem encountered is if a user open a legal site which show for example a Facebook advert it will also reflect a violation even though user did not try enter the site.
E-Mail violations	0	I.T do not read staff mail so it is difficult to monitor – Checking spam reports and advising staff not to use Ndlambe mail for subscription
IT Policy Violations	0	I.T can only act on violations when known. Managers should report violations to I.T especially users who give out passwords and customer information without approval.
Finance IT Tickets Logged	62	None
Finance IT Tickets Resolved	62	None
Program Access Levels Changed	0	None
Back-ups of financial data	30 Automated	Tape backups done by finance billing and expenditure staff as per approved procedures. Automated backup done daily to backup server.
Back-ups tested	0	None.
Number of Modems in Finance	6	In general my view is this is wasteful expenditure especially if staff do not use modems for work purposes after hours.
Anti-Virus Software updated		Server update computers automatically as and when updates become available.
Virus detected at Finance	6	Kaspersky automatically scan Files/Flash Drives/EXT HDD and delete virus – 99.9%of virus IDENTIFIED are caused BY connecting external storage devices and Cell Phones

30. INSURANCE

Insurance Details for DECEMBER 2016	Number	Value
Losses reported - theft	0	R -
Losses reported - damage	0	R -
Losses reported - accidents	0	R -
Cases reported to insurers	0	
Cases resolved		
Cases rejected by Insurers	0	R -
Subsidised Vehicle claims	0	R -
Subsidised Vehicle insured	0	
Public Liability claims		
Third Party Claim	1	NOT YET KNOWN
Access paid by Municipality	0	R -
Additional Assetts to be insured	1	R 247 500.00
Payouts received from insurance claims	1	R 8 990.10
Staff held accountable for access	not applicable in policy	
Staff held accountable for losses	not applicable in policy	

AON INSURANCE CLAIMS

ACCIDENT CLAIMS		2016-2017									
Reg No. / Location	Description	Date of Accident/Incident	Claim No.	Estimated Quote for repair or other	Write off	Repaired	Excess	Pay Out	Type of claim		
1	8 Hertzog st, BRM	VANDALISM	Jun-16 C154983	R 113 286.98	ASSESSOR DUANE V D WESTHUIZEN				REJECTED BY LION OF AFRICA	Losses-damage	
2	DJP599EC MR COLLEN PETER FIRE DEPT	2005 NISSAN 4X4 HARDBODY	15/07/2016	C155558	R 108 682.23	TO PANEELEATERS	R 35 536.53	R 5 000.00	R 30 536.53		
3	FTGG327EC E NQAMPI SUBSIDISED VEH	2011 NISSAN QASHQAI	17/07/2016		R 74 886.67	SUBSIDISED VEHICLE					
END JULY 2016											
4	HPV603EC M C TULUMANI	REFUSE TRUCK	24/02/2016	MR M C OOSTHUIZEN 3RD PA	R 5 158.94	LEGAL MATTER THIRD PATY CLAIM					
5	FPH548EC DAVID MEHLO	FORD	13/01/2015	MR W YOUNG 3RD PARTY	R 4 425.04	LEGAL MATTER MR D MEHLO DID NOT REPORT THIS ACCIDENT THIRD PARTY CLAIM					
R 4 425.04 PAID AC032125 TO VFV ATTORNEYS 05/10/2016											
6	BDG829EC MZWANELE NELE	1998 ISUZU TANKER	04/08/2016	C156966		NO DAMAGE TO NDLAMBE VEHICLE					
THIRD PARTY DAMAGED HHP403EC VEHIC LE S B FUNDE											
7	HGD673EC P N HANABE	2014 BELL GRADER	21/06/2016	THIRD PARTY CLAIM	11627.48	MS CHANTEL EVERTON CLAIM GRADER CAUSED HER ACCIDENT					
END AUGUST 2016											
8	NEXT TO BOAT HSE TRAFFIC DEPARTMENT	FLEET 076, WITBLITZ RIVER BC	13/09/2016	CL159799	R 17 585.95	PAID SUPREME LEISURE DIRECT	R 2 500.00				
POSSIBLE THEFT											
9	DIR CORPORATE SERVICES L MANELI	SAMSUNG S6 FLAT SCREEN	20/09/2016	CL160096	R 9 750.00		8552.63	R 1 000.00	R 7 552.63		
CELL NO 072 687 8852											
10	CFB811EC WILLIAM KHAM KHAM	2002 NISSAN TRUCK TRACTO	13/09/2016	DAMAGED A WALL AT LINKS RESTAURANT		NO DAMAGE TO MUNICIPAL VEHICLE					
11	FPN916EC JOHN CENGANI	2011 NISSAN REFUSE TRUCK	20/09/2016	CL160490		NO DAMAGE TO MUNICIPAL VEHICLE					
DAMAGED WALL OF THIRD PARTY CLAIM MRS MAUREEN DU PLESSIS, ERF 1235, 5 SUID STREET, ALEXANDRIA											
12	DIRECTOR COMMUNITY PROTECTION	BROKE WINDOW, 1X GEYSER	04/08/2016		R 2 932.00						
NEMATO SPORTS STADIUM GEYSERV WAS NOT INSTALLED											
13	KAPRIVER RESERVE FISHERMANS COTTG	BROKE WINDOW & OTHER	06/09/2016	C161395	R 4 997.60		R 4 482.77	R 2 500.00	1982.77		
GOODS MISSING											
END SEPTEMBER 2016											
14	INFRASTRUCTURE	NEMATO STREET LIGHTS	03/10/2016	CL162820 (ROBINSON ADJUST	R 117 648.34					REJECTED BY LION OF AFRICA DISTR. LINES NOT WITHIN 150 METER OF ELEC SUBSTATION	
15	CORPORATE DEPT AUBRINA COLTMAN	MECER ALL IN ONE COMPUTE	07/10/2016	C166853	R 15 101.63		R 14 920.00	R 1 000.00	R 13 920.00		
16	INFRASTRUCTURE- WATERWORKS	THORNHILL RESERVOIR	26/10/2016	C164930	R 57 531.24					REJECTED BY LION OF AFRICA letter received 22 Nov 2016	

17	INFRASTRUCTURE- WATERWORKS	SANTA RESERVOIR	26/10/2016	C164934	R	27 672.36							REJECTED BY LION OF AFRICA letter received 22 Nov 2016
18	FZR773EC INFRASTRUCTURE- ROADS	2013 CHEV UTILITY-FLEET 174	18/10/2016	C166791	R	25 304.60	PAID BRUNO'S DIRECT				R	5 000.00	
	END OCTOBER 2016												
19	INFRASTRUCTURE- WATERWORKS	EAST BANK RESERVOIR	11/10/2016	C168056	R	176 570.61	AWAITING ASSESORS REPLY						
	ASSESSOR GAVIN COLYN	CHLORINATION SYSTEM PLUS											
		SECURITY DOOR & WOODEN DOOR											
20	FZN044EC INFRASTRUCTURE M SETI	2013 NISSN TANKER SAN TRU	19/11/2016	C168013			NO DAMAGE TO NDLAMBE VEHICLE	R	-	R	-		
	THIRD PARTY P W HOYI CZG549EC TOYOTA AVANZA NO CLAIM TO DATE												
21	FPL558EC INFRASTRUCTURE E WOOD	2011 ISUZU WATER TANKER	25/11/2016	C168022			NO DAMAGE TO NDLAMBE VEHICLE	R	-	R	-		
	THIRD PARTY J C DU PLESSIS HNX006COPEL CORSA LIT NO CLAIM TO DATE												
22	INFRASTRUCTURE- SEWERAGE	LITTLE BEACH PUMP STATION	06/11/2016	C168485	R	16 490.10	EMPUMALANGA TRUST	R	16 490.10	R	7 500.00	R	8 990.10
	THIRD PART DAMAGE:MR YENDEL CANNON												
	6 SOUTH STREET, ALEXANDRIA												
	END NOVEMBER 2016												
23	COMMUNITY PROTECTION SERVICES	MRS J L JURGENS	23/12/2016	C170772			AWAITING CLAIM AMOUNT FROM 3RD PARTY						
	BOKNES BEACH PUBLIC LIABILITY	P O BOX 465	17H00										
		KENTON ON SEA 6191											
		LACERATION TO HER SCALP											

INSURED 01 JULY 2016 TO 30 JUNE 2017								
	Reg No. / Location	Description	Date of Insured	VOTE NUMBER	REGISTRATION	COST	FLEET NO	
1	PORT ALFRED REFUSE REMOVAL	2016 FAW 15.180 FT SKIP LOADER	20/09/2016	17/10/60/2025/131	NOT YET REG	R 695 490.00	69	
	END 30 NOVEMBER 2016							
2	WATERWORKS DEPT	2013 TOYOTA HILUX 4 X4	08/12/2016	15/20/55/2025/131	HBF570EC	R 247 500.00	96	
3								
	END 31 DECEMBER 2016							
	END 30 JUNE 2017							

31. COST CONTAINMENT MEASURES

National Treasury released Circular 82 with the following purpose; *Section 62(1)(a) of the Municipal Finance Management Act No. 56 of 2003 (MFMA) stipulates that the accounting officer of a municipality is responsible for managing the financial administration of a municipality and must for this purpose take all reasonable steps to ensure that the resources of the municipality are used effectively, efficiently and economically.*

In terms of the legal framework, the elected councils and accounting officers are required to institute appropriate measures to ensure that the limited resources and public funds are appropriately utilized to ensure value for money is achieved.

The purpose of this Circular is to guide municipalities and municipal entities on cost containment measures that must be implemented in an effort to address the impact of the country's economic challenges and to promote growth, address unemployment and equality, amongst others.

In line with Legislation, Regulations and National Treasury Circulars, National Treasury requires all Municipal Councils to adhere to the following;

1. *Municipalities adopt this Circular together with their annual budgets;*
2. *Municipalities are advised to review other finance related policies to ensure consistency with this Circular;*
3. *Municipalities implement the circular by creating the appropriate oversight mechanisms to monitor cost containment measures;*
4. *Implementation of such measures will assist in ensuring that the provisions of sections 62 and 167 of the MFMA are complied with to ensure that reasonable steps are taken for public resources to be used effectively, efficiently, economically and in the best interests of the local community.*

To-date the Ndlambe Municipality has implemented the following;

1. Council adopted the Circular and resolved on all cost containment measures to become effective with the annual budget for the 2016/2017 financial year. All cost containment measures become effective on 1 July 2017.
2. Council adopted a delegation register dealing with all cost containment measures where each measure was delegated to an official to implement and for oversight.
3. Council adopted all policies that were reviewed to give effect to all cost containment measures.
4. Municipal Manager held a workshop with all staff dealing with procurement of any goods/service to discuss all cost containment measures.

The following is the resolution that was taken by the Ndlambe Municipal Council regarding cost saving measures;

RESOLVED

- 1 THAT Council implements the following cost saving measures as from 1 July 2016
 - a) That the Municipal Manager only contract with consultants after a gap analysis report has confirmed that the municipality does not have the requisite skills or resources in its permanent employment to perform the services required.
 - b) That documented evidence of acute planning of the project is visible to all relevant persons including the administration and political oversight mechanisms in place at the municipality.
 - c) That all consultants, including construction and infrastructure related services, be remunerated at the rates equal to or below those:
 - I. determined in the "Guidelines on fees for audits done on behalf of the Auditor-General South Africa", issued by the South African Institute of Chartered Accountants (SAICA);
 - II. set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
 - III. prescribed by the body regulating the profession of the consultant.
 - d) That the Municipal Manager must ensure an exacting "specification" of the work to be accomplished accompanies the tender and is used as a monitoring tool, are appropriately recorded and monitored.
 - e) That the Municipal Manager must ensure that contracts for consultants include retention and penalty clauses for poor performance and in this regard against the above specification and that the Municipal Manager invoke such clauses, where deemed necessary.
 - f) That the Municipal Manager concludes on the best "value for money", i.e. matching

- fees against quality and against benchmarked practices.
- g) That the Municipal Manager must appoint consultants on a time and cost basis with specific start and end dates.
 - h) That the Municipal Manager ensures that travel and subsistence costs for the appointment of consultants is in accordance with the travel policy of government and the contract price specifies all travel & subsistence costs.
 - i) That the Municipal Manager must ensure that if travel and subsistence costs for appointed consultants are exclusive of the contract, the costs must be in accordance with the following provisions:
 - I) Hotel accommodation may not exceed R1 350.00;
 - II) Only economy class air tickets may be purchased for flights;
 - III) Only group B vehicles or lower may be hired for engagements
 - IV) Kilometres claimed for the use of private vehicles may not exceed the rates approved by the National Department of Transport, as updated from time to time.
 - j) The Municipal Manager is to develop consultancy reduction plans by 1 July 2016.
 - k) That the Municipal Manager is to undertake all engagements of consultants in accordance with the SCM Regulations and the municipality's SCM policy.
 - l) That the Municipal Manager only approves economy air flights for Councillors and staff and that the rates for air flights as negotiated by National Treasury be utilised as far as possible.
 - j) That the Municipal Manager only approves accommodation for employees in terms of the Ndlambe Municipality Travel and Subsistence Policy.
 - k) That the Ndlambe Municipality Travel and Subsistence Policy be amended to limit the cost of breakfast to R120.00, lunch to R120.00 and dinner to R150.00
 - l) That the Municipal Manager encourages staff to considering using their own fleet first, where viable, prior to hiring of vehicles
 - m) That the Municipal Manager ensures that notwithstanding the provisions above, all employees must make use of shuttle services if the cost of such a service is below the cost of hiring a vehicle
 - n) That the Municipal Manager must ensure that all staff make use of shuttle services if the cost of kilometres claimable by the employee and the cost of parking are higher than the shuttle services
 - o) That the Municipal Manager must ensure that the hiring of vehicles for Councillors and officials are from a category below Group B or an equivalent class. The Municipal Manager may permit Councillors and employees to accept up-graded group of hired vehicles if such an up-grade is offered for free or at a lower charge than Group B.
 - p) That the Municipal Manager is to ensure that vehicle travel claims by Councillors and employees are restricted to the actual distance travelled in excess of the normal distance from the employee's residence to his or her place of work or as may be negotiated using a motor vehicle allowance scheme.
 - q) That the Municipal Manager does not permit the use of any credit cards or petrol cards by the municipality
 - r) That the Municipal Manager is to ensure that no catering expenses are incurred for any meetings where only Councillors and municipal officials are in attendance.
 - s) That the Municipal Manager may incur catering expenses for the following, provided that such lasts for five (5) continuous hours or more:
 - I) The hosting of conferences, workshops, courses, forums, recruitment interviews, training courses, hearings;
 - II) Meetings related to commissions or committees of inquiry; or
 - III) Meetings hosted by the board of directors of municipal entities, including governance committee meetings.
 - t) That the Municipal Manager is to ensure that entertainment allowances of qualifying Councillors and officials do not exceed two thousand rand (R2 000) per person per financial year.
 - u) That no funds of the municipality (grants or internal funds) are utilised to incur any costs on alcoholic beverages.
 - v) That no team building and social functions, including year-end functions, are financed from the municipal budgets (grants or internal funds) or by any suppliers or sponsors.
 - w) That the Municipal Manager may incur no more than the petty cash allocation of R2 000.00 on expenditure from the respective department's budgets to host farewell functions to employees who are either:
 - I) proceeding on retirement due to ill health; or
 - II) proceeding on retirement after reaching the qualifying age limit of a

- minimum of ten (10) or more years working for the public service.
- x) That the Municipal Manager may not allow the hosting of any farewell functions for employees who have:
 - I) been dismissed;
 - II) elected to resign or leave by accepting severance packages; or
 - III) approached the end of their contractual term.
 - y) That the Municipal Manager eliminate all expenditure on events, advertising in magazines, television, newspapers etc. where the municipality can use other cost effective means such as its websites to market the institution or properly publicise the matters or events under consideration.
 - z) That the Municipal Manager is to ensure that memorabilia, gifts and other novelties should be of token value only and should only be offered by the municipalities in order to acknowledge support or a visit or attendance by a dignitary in connection with a benefit to the local community; to reciprocate the giving of a similar token gift by another organisation; or similar but in all cases there must be an identifiable benefit to the community.
 - aa) That the Municipal Manager stops all expenditure on printing of shirts, hosting of sporting events, festivals and other associated events, cruises, lavish functions, and extraordinary costs associated with visits of dignitaries or induction of new councillors.
 - bb) That Councillors and employees of the municipality may attend conferences hosted by professional bodies or non-governmental institutions (external conferences) held within the borders of South Africa provided that expenses related to their attendance do not exceed two thousand five hundred rand (R2 500) per person per day.
 - cc) That the number of Councillors and municipal officials attending any one conference, training, meeting and workshop etc be limited to the maximum of three.
 - dd) That the Municipal Manager must make every effort to take advantage of early registration discounts with regards to cc) above.
 - ee) That no late registration fees will be paid by the municipality with regards to cc) above.
 - ff) That no Councillor or employee be permitted to attend any conference abroad if there is to be any expenditure to be paid by the municipality related to the conference including travel and subsistence costs
 - gg) That the municipality utilise municipal and/or provincial office facilities for conferences, meetings, strategic planning sessions etc. where an appropriate venue exists within the municipal jurisdiction.
 - hh) That the Municipal Manager is to exercise due precaution in refurbishing offices, purchasing equipment, etc. especially when new persons are elected or appointed and that the use of existing facilities and equipment is to be encouraged.
 - ii) That the Municipal Manager is to ensure that office furnishing, when required, be contained to minimal costs, avoiding elaborate and expensive furniture or equipment.
 - jj) That the training attended by employees and Councillors of municipality may only be attended at pre-approved service providers identified by Corporate Services to ensure sufficient quality of training and to obtain value for money.
 - kk) That the Municipal Manager encourages staff to take time off to make up for overtime worked.
 - ll) That planned overtime must be submitted to management for consideration on a monthly basis and reported to Council on a quarterly basis
 - mm) That unplanned overtime worked must be motivated and approved by management and be reported to Council on a quarterly basis
 - nn) That all costs associated with long-standing staff suspensions and legal costs associated with not following due processes when suspending and dismissing staff must be eliminated.
 - oo) That the Municipal Manager ensures the constant management of staff, improvements in productivity levels and documented feedback must be provided to all staff.
 - pp) That municipal funds or assets may not be used to fund election campaign activities, including the provision of supporting material, clothing, food, inducements to vote either as part of, or during election rallies.
 - qq) That the Municipal Manager is to ensure that all commodities and products that the National Treasury designated as transversal contracts are utilised to benefit from savings where lower prices or rates have been negotiated.
 - rr) That the printing of documents must be done on photocopy machines and not stand-alone printers and this must be monitored and reported on by the IT Department at the IT Steering Committee Meetings.
 - ss) That all printing be done back-to-back where practical and the use of colour printing be limited to graphs only.

- tt) That printing be limited to essential items and that other electronic means be utilised to circulate documents and agendas
- uu) That all staff be permitted the use of only one computer ie. One desktop or one laptop to ensure that licence fees for software does not need to be duplicated and that staff needing a computer get access to one
- vv) That the limits placed on telephone calls by staff be reviewed and that staff be required to reimburse Council for private calls made from the municipal phone.
- ww) That the recovery of debt due to Council be intensified and that internal capacity is utilized fully.
- xx) That the Municipal Manager ensures that there is synergy between municipal departments and offices to avoid duplication of processes and efforts
- yy) That the Municipal Manager where possible extends warranties on vehicle and computer equipment that will result in savings on the maintenance budget
- zz) That the purchasing of newspapers and other publications be permitted for the Municipal Manager and libraries only
- aaa) That the Municipal Manager directs a memorandum to all staff raising awareness on energy saving measures such as switching off lights and air conditioners when an office is not occupied
- bbb) That the Municipal Manager ensures that all vehicles and plant maintain log books on a daily basis and that the fleet manager be provided with all log books on a monthly basis to scrutinise and ensure that all vehicles and plant have been used for official purposes only
- ccc) That the Municipal Manager puts systems in place to ensure that no asset of the municipality is used for private gain by any staff member of Councillor.
- ddd) That staff make use of courier services to deliver documents to Bisho, East London and Port Elizabeth and not use their private vehicles to deliver documents.
- eee) That all managers do a report to the Municipal Manager detailing all staff in their department that have modems that are paid for by Council and motivate why the staff member requires the modem.

- 2 THAT all necessary Council policies be updated to include all cost saving measures and that the amended policies be submitted to Council for approval before 1 July 2016
- 3 THAT the Municipal Manager creates a delegation register for all cost containment measures and submits the delegation register to the next Council meeting for noting