



BEAUFORT WEST MUNICIPALITY



ANNUAL BUDGET 2021 / 2022

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PART 1 – FINAL ANNUAL BUDGET

1.1 MAYORAL SPEECH



Cllr Q. Louw

MAYOR'S FOREWORD

The Honorable President of the Republic of South Africa likened the strike of the global pandemic in South Africa to a wild fire that sweeps across mountains where the fynbos grows. He added that like the hardy fynbos of our native land, South Africans have displayed admirable resilience in many ways.

The President proceeded, highlighting that South Africa has been hit hard by the second wave of the virus which was driven by a new variant, hence the severity thereof.

We ought to admire and acknowledge the courage of our health practitioners, police force, community services, law enforcement as well as all essential workers who have dedicated their lives on a daily basis for our people during these trying times. The Honorable President articulated the overriding priorities of 2021 which are, (1) to defeat the corona virus pandemic, (2) accelerate our economy, (3) implement economic reforms to create sustainable jobs and drive inclusive growth. Finally, we must fight corruption and strengthen the state.

As Beaufort West Municipality we are fully committed to playing our role in the realization of the aforementioned 2021 priorities. Consequently, we are in full support of the vaccination sites still to be identified in Beaufort West. This will ensure the vigorous vaccination of our people to reach herd immunity.

In addition, we are very much aware of the current outcry and demonstration by our fellow residents pertaining to slow and inefficient service delivery in certain areas. It is worth noting that some of the service delivery inefficiencies are, among other things, owed to the challenge of revenue collection and the absence of a call Centre system.

The President further articulated that this is indeed a local government election year in which we need to adjust the conditions forced upon us by COVID-19, to ensure our people get the opportunity to determine who represents them at this crucial sphere of government. Beaufort West Municipality is in no way exempted from the above. We are responsible for creating an enabling environment where our people can cast their votes and choose a candidate of their choice to achieve their mandate through government for the people, by the people.

In our efforts to eradicate poverty and decrease the rate of unemployment, Beaufort West Municipality has engaged in the recruitment and employment of Extended Public Works Programme (EPWP) employees. We have employed over 68 people under the EPWP across Beaufort West Municipality.

I would like to take this opportunity to thank the Councilors, Acting Municipal Manager, Section 56 managers and all municipal staff, without them, we as Beaufort West Municipality will not be able to conduct a review of this 5-year strategic plan.

Finally, I would like to thank the members of the public once more who actively and continuously participated during the formulation of this Draft IDP, its programmes and projects and their support and understanding of all aspects with one intention, to have a better future for all in Beaufort West Municipality.

Councilor Q LOUW

EXECUTIVE MAYOR

1.2. BUDGET RESOLUTIONS

The MFMA stipulates that the Mayor must table the annual budget at a council meeting at least 90 days before the start of the budget year and the Mayor must take all reasonable steps to ensure that the municipality approves its annual budget before the start of the budget year.

The Municipal Council acting in terms of section 16(1) and section 24(1) and (2) of the Municipal Finance Management Act (Act 56 of 2003) (MFMA) **approves and adopts** the final budget as outlined in regulation 16 and 17 of the Municipal Budget and Reporting Regulations (MBRR).

It is recommended that council approves:

- 1.2.1. The Annual Budget of the Municipality for the financial year 2021/22 and for the two outer years, 2022/23 and 2023/24, as set out in the Annual Budget Tables, be approved;
- 1.2.2. The Budgeted Financial Performance (revenue and expenditure by standard classification) reflected in Table A2;
- 1.2.3. The Budgeted Financial Performance (revenue and expenditure by municipal vote) as reflected in Table A3;
- 1.2.4. The Budgeted Financial Performance (revenue by source and expenditure by type) as reflected in Table A4;
- 1.2.5. The Multi-year and single year capital appropriations by municipal vote and standard classification and associated funding by source as reflected in Table A5;
- 1.2.6. The detailed capital budget as reflected in **Annexure C**;
- 1.2.7. The property rates tariffs increases for 2021/22 as reflected in **Annexure A** and tariffs for service charges and other sundry tariffs as reflected in **Annexure B**; and
- 1.2.8. The amended budget related policies as reflected in **Annexure E** and **Annexure F** for the 2021/22 budget year and as reflected in paragraph 2.3 of the budget document.

1.3 EXECUTIVE SUMMARY

The 2021/22 Medium Term Revenue Expenditure (MTREF) Budget is reflected in the table below:

Description	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
Total Revenue (excluding Transfers and subsidies - capital)	338,682	358,754	378,663
Total Expenditure	338,514	355,827	375,597
Operating Surplus/(Deficit)	168	2,927	3,066
Transfers and subsidies - capital	19,895	25,587	22,058
Surplus/(Deficit) for the year	20,063	28,515	25,124
Total capital expenditure	23,465	27,245	22,523

The total operating revenue amounts to **R338,7 million** is projected and a total operating expenditure budget R **338,5** is proposed for the 2021/22 budget year. This translates into an operating surplus of **R 167,845** , for the 2021/22 budget year **R2,9 million and R3,1 million** respectively in the two outer years. The total capital budget for the 2021/22 budget year amounts to **R23,5 million**. The capital budget will be funded as follows, **R19,9 million** from transfers and subsidies capital and **R3,6 million** from capital replacement reserve fund.

It should however be noted that it has not been an easy task to get this budget where it is as unpopular choices and sacrifices had to be made by Council to achieve a funded budget. The council and administration will have to work tirelessly to see to the achievement of this budget, especially on implementation of debt and credit control measures.

1.3.1. CAPITAL EXPENDITURE BUDGET

The total capital budget amounts to **R23,5 million** for 2021/22 budget year and **R27,2 million**, and **R22,5 million** for the two outer budget years.

The 2021/22 capital budget will be spend on the following functional areas over the MTREF:

Capital Expenditure - Functional	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
Governance and administration	459	365	465
Executive and council	–	–	–
Finance and administration	459	365	465
Internal audit	–	–	–
Community and public safety	9,841	6,482	3,769
Community and social services	9,841	6,482	3,769
Sport and recreation	–	–	–
Public safety	–	–	–
Housing	–	–	–
Health	–	–	–
Economic and environmental services	–	5,171	8,050
Planning and development	–	–	–
Road transport	–	5,171	8,050
Environmental protection	–	–	–
Trading services	13,166	15,227	10,239
Energy sources	10,042	13,092	7,000
Water management	3,124	–	2,706
Waste water management	–	2,135	–
Waste management	–	–	533
Other	–	–	–
Total Capital Expenditure - Functional	23,465	27,245	22,523

Taking into consideration the current financial situation of the municipality, the capital budget will be financed as follows:

Funded by:	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
National Government	19,895	25,587	22,058
Provincial Government	–	–	–
District Municipality	–	–	–
Transfers and subsidies - capital (monetary allocations)	–	–	–
Transfers recognised - capital	19,895	25,587	22,058
Borrowing	–	–	–
Internally generated funds	3,570	1,657	465
Total Capital Funding	23,465	27,245	22,523

The municipality will however work very hard to ensure that the co-funding of the capital budget through CRR is achieved as these reserves are not cash backed. The detailed capital projects are shown in **Annexure C** of this document.

The table above indicates that the capital budget will be primarily financed from national government grants. The table below provides a breakdown of the transfers and subsidies – capital sources of finance of the 3-year capital budget from 2021/21 to 2023/24:

Funding Source	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
Municipal Infrastructure Grant (MIG)	13,794,950	14,587,250	15,058,450
Integrated National Electrification Programme (Municipal) Grant	6,100,000	7,000,000	7,000,000
Energy Efficiency and Demand Side Management Grant	-	4,000,000	-
Total	19,894,950	25,587,250	22,058,450

The above table clearly indicates that without the intervention of National Government the municipality will not be able to fund its capital programmes. National government contributes 85% towards the capital budget and the municipality still needs to adhere to the maintenance of these assets.

1.3.2 OPERATING EXPENDITURE BUDGET

The total operating expenditure amounts to **R338,5 million** for the 2021/22 budget year and **R355,8 million** and **R375,6 million** for the two outer years.

Employee-related costs

The current Salary and Wage Collective Agreement will lapse on 30th of June 2021. Negotiations are currently underway between SALGA and the unions. Given the current financial position of Beaufort West Municipality, the council has pleaded with unions not to provide for an increase in employee related costs for 2021/22 budget year, but for a 5% increase for the two outer years. No provision has been made for acting, standby or overtime allowances to decrease expenditure on employee related costs..

Remuneration of Councillors

The cost associated with the remuneration of Councillors is determined and informed directly by way of the Remuneration of Public Office Bearers Act, 1998 (Act 20 of 1998). The determined upper limits of salaries, allowances and benefits of members of Council are gazetted annually in December/January. No increase was provided for the same as with employee related cost.

Bulk Purchases

Bulk electricity was determined based on the current trend and increased in line with NERSA approved Eskom's Retail Tariff Structural Adjustment (ERTSA) (Bulk Purchases) on 5 March 2021, which resulted in an increase of 17,8% to municipalities. This increase is in line with Consultation Paper – Municipal Tariff Guideline, Benchmarks and Proposed Timelines for FY

2021/22 published on 12th of March 2021. Bulk purchased for water was increased in line with CPI.

Other expenditure

Other expenditure items were increased in line with inflation whilst others were increased in line with existing contract conditions.

1.3.3 OPERATING REVENUE BUDGET

The operating revenue budget amounts to **R338,7 million** for 2021/22 budget year and **R358,8 million** and **R378,8 million** for the two outer years respectively. This excludes transfers and subsidies capital to the value of **R19,9 million**. The outer years increased by 5,93% per cent and 5,53% per cent year on year.

Beaufort West Municipality depends largely on property rates and service charges service charges to balance its budget. Property rates and service charges consist of **59,4%** of total operating revenue;

- Property rates – R44,681 million or 13,2%;
- Service charges electricity – R96,329 million or 28,4%;
- Service charges water – R30,024 million or 8,9%;
- Service charges sanitation – R20,074 million or 5,9% ; and
- Service charges refuse – R10,132 million or 3%

The tables below, indicate the operating transfers and subsidies made available from National and Provincial Government for the 2020/21 budget year:

	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
National Government:			
Local Government Equitable Share	69,625,000	73,655,000	73,387,000
Municipal Infrastructure Grant (MIG - PMU)	726,050	767,750	792,550
Finance Management Grants	1,914,000	2,085,000	2,185,000
EPWP Incentive Grant	1,285,000	-	-
Total	73,550,050	76,507,750	76,364,550

Provincial Government:	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
Provincial Treasury : Financial Management Capacity Building Grant	250,000	-	-
Human Settlements : Human Settlements Development Grant (Beneficiaries)	280,000	1,000,000	2,811,000
Human Settlements : Municipal Accreditation & Capacity Building Grant	-	264,000	264,000
Transport and Public Works : Financial Assistance to Municipalities for Maintenance and Construction of Transport Infrastructure	50,000	50,000	50,000
Cultural Affairs and Sport : Library services replacement funding for most vulnerable B3 municipalities	6,548,000	6,659,000	6,772,000
Local Government : Community Development Worker Operational Support Grant	226,000	226,000	226,000
Local Government : Thusong Services Centres Grant	150,000	-	146,000
Total	7,504,000	8,199,000	10,269,000

1.3.4 PROPOSED RATES AND TARIFFS

The proposed tariffs are as reflected on the attached **Annexure A** and **B**. These annexures reflect the proposed tariff increases for property rates tariff as well as the tariffs increases for service charges and other sundry tariffs for the budget year 2021/22.

The tariff increases do not exceed the upper limit of 6% proposed by National Treasury except for service charges for refuse that was increased by 9% as the municipality is planning to achieve a cost recovery tariff in this service. Electricity tariffs were increased in line with Consultation Paper – Municipal Tariff Guideline, Benchmarks and Proposed Timelines for FY 2021/22 published on 12th of March 2021 by NERSA.

The proposed overall tariff increases, are as follows:

- Property rates – 5%;
- Service charges electricity – 14.59%;
- Service charges water – 6%;
- Service charges sanitation – 6% ; and
- Service charges refuse 9%

1.4 FINAL ANNUAL BUDGET TABLES

Table A1 Budget Summary

WC053 Beaufort West - Table A1 Budget Summary									
Description	2017/18	2018/19	2019/20	Current Year 2020/21			2021/22 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
Financial Performance									
Property rates	33,876	36,239	39,564	40,903	41,543	41,543	44,881	46,915	49,260
Service charges	107,422	104,489	125,253	135,403	133,518	133,518	158,559	166,730	178,029
Investment revenue	851	616	284	1,155	380	380	550	550	550
Transfers recognised - operational	78,284	77,711	76,735	84,105	93,290	93,290	81,054	84,707	88,634
Other own revenue	55,701	59,274	55,258	66,599	66,948	66,948	55,838	59,853	64,190
Total Revenue (excluding capital transfers and contributions)	274,134	278,329	297,094	328,165	335,677	335,677	338,682	358,754	378,663
Employee costs	94,428	106,439	119,967	119,705	126,530	126,530	125,542	131,304	137,659
Remuneration of councillors	6,068	6,009	6,286	6,515	6,515	6,515	6,288	6,600	6,931
Depreciation & asset impairment	25,202	22,885	22,679	25,096	25,096	25,096	23,813	24,986	26,348
Finance charges	6,266	6,173	7,715	3,124	2,795	2,795	836	626	511
Inventory consumed and bulk purchases	62,579	69,829	75,047	85,842	92,180	92,180	96,074	102,418	109,302
Transfers and grants	223	671	510	500	2,183	2,183	525	550	575
Other expenditure	98,519	101,276	108,982	106,393	101,841	101,841	85,439	89,343	94,271
Total Expenditure	293,286	313,281	341,186	347,175	357,140	357,140	338,514	355,827	375,597
Surplus/(Deficit)	(19,152)	(34,952)	(44,092)	(19,009)	(21,463)	(21,463)	168	2,927	3,066
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)	77,717	30,103	27,800	20,811	22,784	22,784	19,895	25,587	22,058
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions) & Transfers and subsidies - capital (in-kind - all)	155	36	1,259	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	58,720	(4,813)	-	1,801	1,320	1,320	20,063	28,515	25,124
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) for the year	58,720	(4,813)	-	1,801	1,320	1,320	20,063	28,515	25,124
Capital expenditure & funds sources									
Capital expenditure	79,631	29,342	26,423	35,897	24,692	24,692	23,465	27,245	22,523
Transfers recognised - capital	72,222	26,700	25,466	20,811	22,784	22,784	19,895	25,587	22,058
Borrowing	549	439	645	12,800	-	-	-	-	-
Internally generated funds	6,860	2,203	313	2,286	1,908	1,908	3,570	1,657	465
Total sources of capital funds	79,631	29,342	26,423	35,897	24,692	24,692	23,465	27,245	22,523
Financial position									
Total current assets	76,002	62,399	77,385	75,196	92,893	92,893	92,790	112,369	136,125
Total non current assets	530,360	552,249	558,564	556,396	558,414	558,414	557,077	559,154	555,168
Total current liabilities	83,775	78,563	118,051	73,196	127,028	127,028	101,022	95,745	97,477
Total non current liabilities	60,199	57,558	54,403	66,066	50,520	50,520	57,523	58,617	54,383
Community wealth/Equity	462,388	478,527	463,494	492,330	473,758	473,758	491,321	517,161	539,423
Cash flows									
Net cash from (used) operating	81,579	14,243	22,576	26,898	33,270	33,270	37,698	51,178	49,644
Net cash from (used) investing	(79,311)	(27,328)	(19,722)	(35,897)	(24,692)	(24,692)	(23,465)	(27,245)	(22,523)
Net cash from (used) financing	(3,962)	(4,280)	(2,989)	7,816	(1,880)	(1,880)	(1,503)	(759)	(734)
Cash/cash equivalents at the year end	4,945	(12,421)	(12,556)	458	(5,858)	(5,723)	7,007	30,182	56,569
Cash backing/surplus reconciliation									
Cash and investments available	4,945	(12,421)	(12,556)	458	(5,352)	(5,352)	7,007	30,182	56,569
Application of cash and investments	10,843	(1,225)	28,084	(9,292)	36,118	36,118	5,098	1,621	3,685
Balance - surplus (shortfall)	(5,899)	(11,198)	(40,641)	9,751	(41,469)	(41,469)	1,910	28,561	52,884
Asset management									
Asset register summary (WDV)	527,665	549,727	553,748	553,067	553,067	-	553,454	555,712	551,888
Depreciation	25,202	22,885	22,679	25,096	25,096	25,096	23,813	24,986	26,348
Renewal and Upgrading of Existing Assets	-	-	-	-	-	-	7,121	21,041	15,340
Repairs and Maintenance	-	-	-	-	-	-	-	-	-
Free services									
Cost of Free Basic Services provided	20,366	21,796	24,813	26,550	27,788	27,788	32,876	35,010	37,285
Revenue cost of free services provided	10,144	11,131	11,708	12,170	12,170	12,170	12,181	12,790	13,429
Households below minimum service level									
Water:	0	0	0	0	0	0	0	0	0
Sanitation/sewerage:	1	1	1	1	1	1	1	1	1
Energy:	-	-	-	-	-	-	-	-	-
Refuse:	-	-	-	-	-	-	-	-	-

Table A2 Budgeted Financial Performance (revenue and expenditure by functional classification)

WC053 Beaufort West - Table A2 Budgeted Financial Performance (revenue and expenditure by functional classification)										
Functional Classification Description	Ref	2017/18	2018/19	2019/20	Current Year 2020/21			2021/22 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
Revenue - Functional										
<i>Governance and administration</i>		74,168	80,071	90,744	67,792	73,068	73,068	71,220	73,706	75,887
Executive and council		38,116	37,408	45,008	14,034	17,683	17,683	10,976	11,442	11,438
Finance and administration		37,551	42,193	45,612	53,758	55,385	55,385	60,244	62,264	64,449
Internal audit		500	470	125	-	-	-	-	-	-
<i>Community and public safety</i>		60,212	66,665	53,139	72,931	69,193	69,193	61,971	64,272	68,270
Community and social services		6,059	6,569	7,583	9,010	8,907	8,907	12,797	7,980	8,313
Sport and recreation		5,801	8,303	2,732	472	972	972	2,979	5,817	4,110
Public safety		46,140	51,366	42,519	58,671	58,671	58,671	45,915	49,211	52,772
Housing		2,212	407	305	4,578	444	444	280	1,264	3,075
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		11,562	11,748	3,656	6,988	4,474	4,474	1,393	6,098	5,223
Planning and development		404	771	775	1,916	1,916	1,916	1,343	877	909
Road transport		11,157	10,977	2,882	5,072	2,558	2,558	50	5,221	4,314
Environmental protection		-	-	-	-	-	-	-	-	-
<i>Trading services</i>		206,065	149,984	178,613	201,265	211,725	211,725	223,892	240,265	251,342
Energy sources		85,246	83,626	108,448	105,190	103,209	103,209	118,380	128,551	130,119
Water management		70,324	35,750	35,690	44,578	54,068	54,068	50,914	51,240	56,052
Waste water management		40,019	20,655	23,044	31,275	32,661	32,661	33,608	37,767	40,816
Waste management		10,475	9,953	11,431	20,222	21,787	21,787	21,090	22,708	24,355
<i>Other</i>	4	-	-	-	-	-	-	-	-	-
Total Revenue - Functional	2	352,006	308,468	326,153	348,976	358,460	358,460	358,576	384,342	400,721
Expenditure - Functional										
<i>Governance and administration</i>		78,553	81,887	87,408	71,272	77,227	77,227	88,160	91,432	93,361
Executive and council		19,111	18,697	20,073	20,057	23,775	23,775	15,374	16,231	16,988
Finance and administration		58,035	61,826	66,379	49,461	51,630	51,630	71,220	73,542	74,601
Internal audit		1,407	1,364	956	1,755	1,822	1,822	1,555	1,659	1,771
<i>Community and public safety</i>		65,764	77,466	73,058	90,172	88,085	88,085	58,976	61,124	66,601
Community and social services		8,257	9,352	10,304	9,416	9,907	9,907	11,898	12,132	12,649
Sport and recreation		9,356	8,689	8,982	11,048	11,538	11,538	8,998	9,425	9,890
Public safety		44,648	57,062	51,789	63,321	64,261	64,261	33,844	36,240	38,822
Housing		3,504	2,363	1,981	6,385	2,360	2,360	2,235	3,327	5,239
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		28,378	27,715	26,614	30,676	31,647	31,647	22,859	23,634	24,822
Planning and development		5,183	6,852	7,218	7,574	7,810	7,810	7,899	7,844	8,210
Road transport		23,195	21,062	19,396	23,001	23,837	23,837	14,959	15,790	16,612
Environmental protection		-	-	-	-	-	-	-	-	-
<i>Trading services</i>		120,164	126,214	154,109	155,155	160,180	160,180	170,530	179,637	190,814
Energy sources		68,825	69,962	77,115	94,264	97,080	97,080	104,671	111,631	119,086
Water management		25,787	27,688	33,561	33,431	35,132	35,132	34,230	36,275	38,315
Waste water management		10,440	12,221	20,395	12,687	13,031	13,031	17,598	17,500	18,389
Waste management		15,112	16,344	23,037	14,773	14,938	14,938	14,031	14,231	15,015
<i>Other</i>	4	427	-	(0)	-	-	-	-	-	-
Total Expenditure - Functional	3	293,286	313,281	341,186	347,175	357,140	357,140	338,514	355,827	375,597
Surplus/(Deficit) for the year		58,720	(4,813)	(15,033)	1,801	1,320	1,320	20,063	28,515	25,124

Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)

WC053 Beaufort West - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)										
Vote Description	Ref	2017/18	2018/19	2019/20	Current Year 2020/21			2021/22 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
Revenue by Vote	1									
VOTE 1 - OFFICE OF THE MUNICIPAL MANAGER		966	632	590	-	-	-	7,884	8,249	8,115
VOTE 2 - DIRECTORATE: CORPORATE SERVICES		41,358	43,884	50,927	20,631	24,675	24,675	10,418	10,519	10,950
VOTE 3 - DIRECTORATE: FINANCIAL SERVICES		36,913	40,588	44,134	56,144	45,158	45,158	49,207	51,501	54,096
VOTE 4 - DIRECTORATE: INFRASTRUCTURE SERVICES		213,565	180,859	174,143	189,980	196,816	196,816	204,996	224,390	232,981
VOTE 5 - DIRECTORATE: COMMUNITY SERVICES		59,206	62,505	56,358	82,221	91,812	91,812	86,071	89,682	94,580
		-	-	-	-	-	-	-	-	-
Total Revenue by Vote	2	352,005	308,468	328,153	348,975	358,460	358,460	358,576	384,342	400,721
Expenditure by Vote to be appropriated	1									
VOTE 1 - OFFICE OF THE MUNICIPAL MANAGER		5,986	6,785	5,814	6,797	7,034	7,034	6,486	9,061	9,520
VOTE 2 - DIRECTORATE: CORPORATE SERVICES		42,913	37,355	40,965	39,603	43,778	43,778	33,163	34,229	35,956
VOTE 3 - DIRECTORATE: FINANCIAL SERVICES		28,547	36,766	39,863	26,764	27,926	27,926	35,279	36,547	35,912
VOTE 4 - DIRECTORATE: INFRASTRUCTURE SERVICES		150,053	153,888	174,039	183,442	180,368	180,368	192,106	202,564	214,551
VOTE 5 - DIRECTORATE: COMMUNITY SERVICES		65,787	78,488	80,505	90,569	98,034	98,034	69,480	73,425	79,657
		-	-	-	-	-	-	-	-	-
Total Expenditure by Vote	2	293,286	313,281	341,186	347,175	357,140	357,140	338,514	355,827	375,597
Surplus/(Deficit) for the year	2	58,720	(4,813)	(15,033)	1,801	1,320	1,320	20,063	28,515	25,124

Table A4 Budgeted Financial Performance (revenue and expenditure)

WC053 Beaufort West - Table A4 Budgeted Financial Performance (revenue and expenditure)										
Description	Ref	2017/18	2018/19	2019/20	Current Year 2020/21			2021/22 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
R thousand	1									
Revenue By Source										
Property rates	2	33,876	36,239	39,564	40,903	41,543	41,543	44,681	46,915	49,260
Service charges - electricity revenue	2	67,071	62,477	80,870	85,273	85,195	85,195	96,329	102,642	109,824
Service charges - water revenue	2	18,788	18,425	19,134	22,631	21,135	21,135	30,024	31,825	33,735
Service charges - sanitation revenue	2	14,151	15,590	16,589	18,087	17,750	17,750	20,074	21,219	22,432
Service charges - refuse revenue	2	7,413	7,997	8,659	9,411	9,439	9,439	10,132	11,044	12,038
Rental of facilities and equipment		1,135	1,145	1,378	1,358	1,447	1,447	1,519	1,596	1,676
Interest earned - external investments		851	616	284	1,155	380	380	550	550	550
Interest earned - outstanding debtors		3,648	3,716	4,815	4,798	5,056	5,056	6,729	7,267	7,849
Dividends received		-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		44,642	50,449	41,877	57,326	57,326	57,326	45,002	48,256	51,773
Licences and permits		330	337	230	580	580	580	210	221	232
Agency services		741	852	654	968	968	968	1,100	1,155	1,213
Transfers and subsidies		76,284	77,711	76,735	84,105	93,290	93,290	81,054	84,707	86,634
Other revenue	2	2,731	1,951	1,899	1,570	1,570	1,570	1,278	1,359	1,448
Gains		2,474	824	4,405	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)		274,134	278,329	297,094	328,165	335,677	335,677	338,682	358,754	378,663
Expenditure By Type										
Employee related costs	2	94,428	106,439	119,967	119,705	126,530	126,530	125,542	131,304	137,659
Remuneration of councillors		6,068	6,008	6,286	6,515	6,515	6,515	6,286	6,600	6,931
Debt impairment	3	37,656	41,590	48,715	54,689	54,689	54,689	28,919	29,526	29,243
Depreciation & asset impairment	2	25,202	22,885	22,679	25,096	25,096	25,096	23,813	24,986	26,348
Finance charges		6,266	6,173	7,715	3,124	2,795	2,795	835	626	511
Bulk purchases - electricity	2	52,863	56,355	63,645	68,201	70,500	70,500	75,703	81,003	86,673
Inventory consumed	8	9,716	13,474	11,403	17,641	21,680	21,680	20,371	21,416	22,630
Contracted services		39,623	28,731	30,317	24,931	22,044	22,044	22,882	24,359	27,391
Transfers and subsidies		223	671	510	500	2,183	2,183	525	550	575
Other expenditure	4, 5	19,430	30,348	29,307	26,772	25,107	25,107	33,638	35,458	37,636
Losses		1,810	607	642	-	-	-	-	-	-
Total Expenditure		293,286	313,281	341,186	347,175	357,140	357,140	338,514	355,827	375,597
Surplus/(Deficit)		(19,152)	(34,952)	(44,092)	(19,009)	(21,463)	(21,463)	168	2,927	3,066
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		77,717	30,103	27,800	20,811	22,784	22,784	19,895	25,587	22,058
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)	6	155	36	1,259	-	-	-	-	-	-
Transfers and subsidies - capital (in-kind - all)		-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions		58,720	(4,813)	(15,033)	1,801	1,320	1,320	20,063	28,515	25,124
Taxation										
Surplus/(Deficit) after taxation		58,720	(4,813)	(15,033)	1,801	1,320	1,320	20,063	28,515	25,124
Attributable to minorities										
Surplus/(Deficit) attributable to municipality		58,720	(4,813)	(15,033)	1,801	1,320	1,320	20,063	28,515	25,124
Share of surplus/ (deficit) of associate	7									
Surplus/(Deficit) for the year		58,720	(4,813)	(15,033)	1,801	1,320	1,320	20,063	28,515	25,124

Table A5 Budgeted Capital Expenditure by vote, functional classification and funding

WC053 Beaufort West - Table A5 Budgeted Capital Expenditure by vote, functional classification and funding											
Vote Description	Ref	2017/18	2018/19	2019/20	Current Year 2020/21				2021/22 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
R thousand	1										
Capital expenditure - Vote											
Multi-year expenditure to be appropriated	2										
VOTE 1 - OFFICE OF THE MUNICIPAL MANAGER		-	-	-	-	-	-	-	-	-	-
VOTE 2 - DIRECTORATE: CORPORATE SERVICES		-	-	-	650	650	-	-	439	365	465
VOTE 3 - DIRECTORATE: FINANCIAL SERVICES		-	-	-	-	-	-	-	-	-	-
VOTE 4 - DIRECTORATE: INFRASTRUCTURE SERVICES		-	-	-	13,232	1,539	-	-	2,267	6,787	7,000
VOTE 5 - DIRECTORATE: COMMUNITY SERVICES		-	-	-	-	-	-	-	2,060	5,495	3,769
		-	-	-	-	-	-	-	-	-	-
Capital multi-year expenditure sub-total	7	-	-	-	13,882	2,189	-	-	4,765	12,647	11,234
Single-year expenditure to be appropriated	2										
VOTE 1 - OFFICE OF THE MUNICIPAL MANAGER		-	-	-	-	-	-	-	-	-	-
VOTE 2 - DIRECTORATE: CORPORATE SERVICES		-	-	-	322	478	-	-	20	-	-
VOTE 3 - DIRECTORATE: FINANCIAL SERVICES		-	-	-	-	-	-	-	-	-	-
VOTE 4 - DIRECTORATE: INFRASTRUCTURE SERVICES		-	-	-	8,893	21,525	-	-	10,899	13,610	10,756
VOTE 5 - DIRECTORATE: COMMUNITY SERVICES		-	-	-	12,800	500	-	-	7,781	987	533
		-	-	-	-	-	-	-	-	-	-
Capital single-year expenditure sub-total		-	-	-	22,015	22,503	-	-	18,700	14,598	11,289
Total Capital Expenditure - Vote		-	-	-	35,897	24,692	-	-	23,465	27,245	22,523
Capital Expenditure - Functional											
Governance and administration		1,592	1,924	315	8,972	972	972	-	459	365	465
Executive and council		90	17	871	120	120	120	-	-	-	-
Finance and administration		1,502	1,907	(556)	8,852	852	852	-	459	365	465
Internal audit		-	-	-	-	-	-	-	-	-	-
Community and public safety		11,243	1,872	3,086	3,118	2,195	2,195	-	9,841	6,482	3,769
Community and social services		186	65	472	2,341	1,695	1,695	-	9,841	6,482	3,769
Sport and recreation		10,354	1,807	2,455	777	500	500	-	-	-	-
Public safety		703	1	107	-	-	-	-	-	-	-
Housing		-	-	51	-	-	-	-	-	-	-
Health		-	-	-	-	-	-	-	-	-	-
Economic and environmental services		16,432	8,868	2,364	1,831	2,649	2,649	-	-	5,171	8,050
Planning and development		141	29	49	-	76	76	-	-	-	-
Road transport		16,290	8,840	2,314	1,831	2,573	2,573	-	-	5,171	8,050
Environmental protection		-	-	-	-	-	-	-	-	-	-
Trading services		50,364	16,678	20,658	21,976	18,876	18,876	-	13,166	15,227	10,239
Energy sources		5,739	12,529	17,821	7,320	5,214	5,214	-	10,042	13,092	7,000
Water management		35,637	4,149	2,770	9,856	13,312	13,312	-	3,124	-	2,706
Waste water management		8,987	-	67	-	350	350	-	-	2,135	-
Waste management		-	-	-	4,800	-	-	-	-	-	533
Other		-	-	-	-	-	-	-	-	-	-
Total Capital Expenditure - Functional	3	79,631	29,342	26,423	35,897	24,692	24,692	-	23,465	27,245	22,523
Funded by:											
National Government		37,845	24,950	24,207	19,611	18,329	18,329	-	19,895	25,587	22,058
Provincial Government		34,222	1,714	-	1,200	4,455	4,455	-	-	-	-
District Municipality		-	-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)		155	36	1,259	-	-	-	-	-	-	-
Transfers recognised - capital	4	72,222	26,700	25,466	20,811	22,784	22,784	-	19,895	25,587	22,058
Borrowing	6	549	439	645	12,800	-	-	-	-	-	-
Internally generated funds		6,860	2,203	313	2,286	1,908	1,908	-	3,570	1,657	465
Total Capital Funding	7	79,631	29,342	26,423	35,897	24,692	24,692	-	23,465	27,245	22,523

Table A6 Budgeted Financial Position

WC053 Beaufort West - Table A6 Budgeted Financial Position										
Description	Ref	2017/18	2018/19	2019/20	Current Year 2020/21			2021/22 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
R thousand										
ASSETS										
Current assets										
Cash		363	123	67	458	7	7	5,007	25,182	41,569
Call investment deposits	1	12,373	386	2,743	-	500	500	2,000	5,000	15,000
Consumer debtors	1	16,360	12,746	21,110	19,680	38,824	38,824	29,941	31,447	28,302
Other debtors		42,550	45,339	49,156	51,954	49,357	49,357	51,614	46,452	46,904
Current portion of long-term receivables		785	808	1,118	848	1,174	1,174	1,197	1,256	1,319
Inventory	2	3,571	2,998	3,190	2,256	3,031	3,031	3,031	3,031	3,031
Total current assets		76,002	62,399	77,385	75,196	92,893	92,893	92,790	112,369	136,125
Non current assets										
Long-term receivables		2,695	2,522	5,092	2,648	5,347	5,347	3,623	3,442	3,270
Investments		-	-	-	-	-	-	-	-	-
Investment property		7,247	7,033	6,819	6,804	6,000	6,000	6,391	6,177	5,963
Investment in Associates		-	-	-	-	-	-	-	-	-
Property, plant and equipment	3	514,793	537,184	541,005	541,561	541,548	541,548	541,531	544,113	540,606
Biological		-	-	-	-	-	-	-	-	-
Intangible		400	285	423	158	295	295	307	197	94
Other non-current assets		5,225	5,225	5,225	5,225	5,225	5,225	5,225	5,225	5,225
Total non current assets		530,360	552,249	558,564	556,396	558,414	558,414	557,077	559,154	555,158
TOTAL ASSETS		606,362	614,648	635,949	631,592	651,306	651,306	649,866	671,523	691,283
LIABILITIES										
Current liabilities										
Bank overdraft	1	7,792	12,930	15,367	-	5,858	5,858	-	-	-
Borrowing	4	4,194	2,377	1,880	5,323	1,503	1,503	671	734	658
Consumer deposits		1,537	1,831	1,899	2,018	1,975	1,975	1,994	2,094	2,198
Trade and other payables	4	54,812	43,276	77,447	46,798	95,162	95,162	74,700	68,077	68,538
Provisions		15,439	18,149	21,458	19,056	22,531	22,531	23,657	24,840	26,082
Total current liabilities		83,775	78,563	118,051	73,196	127,028	127,028	101,022	95,745	97,477
Non current liabilities										
Borrowing		9,017	6,993	6,785	17,064	5,282	5,282	4,523	3,789	3,131
Provisions		51,183	50,566	47,619	49,002	45,238	45,238	53,000	54,828	51,252
Total non current liabilities		60,199	57,558	54,403	66,066	50,520	50,520	57,523	58,617	54,383
TOTAL LIABILITIES		143,974	136,121	172,455	139,262	177,548	177,548	158,545	154,362	151,860
NET ASSETS	5	462,388	478,527	463,494	492,330	473,758	473,758	491,321	517,161	539,423
COMMUNITY WEALTH/EQUITY										
Accumulated Surplus/(Deficit)		457,899	474,226	459,389	488,029	469,804	469,804	487,367	513,206	535,469
Reserves	4	4,489	4,301	4,104	4,301	3,954	3,954	3,954	3,954	3,954
TOTAL COMMUNITY WEALTH/EQUITY	5	462,388	478,527	463,494	492,330	473,758	473,758	491,321	517,161	539,423

Table A7 Budgeted Cash Flows

WC053 Beaufort West - Table A7 Budgeted Cash Flows										
Description	Ref	2017/18	2018/19	2019/20	Current Year 2020/21			2021/22 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
CASH FLOW FROM OPERATING ACTIVITIES										
Receipts										
Property rates		138,839	146,248	141,274	36,813	31,157	31,157	40,212	42,223	46,797
Service charges		-	-	-	126,126	114,003	114,003	145,346	154,469	164,862
Other revenue		-	-	-	20,479	7,618	7,618	24,509	26,756	29,220
Transfers and Subsidies - Operational	1	143,648	110,730	111,371	84,105	93,290	93,290	81,054	84,707	86,634
Transfers and Subsidies - Capital	1	-	-	-	20,811	22,784	22,784	19,895	25,587	22,058
Interest		4,499	616	284	5,953	5,436	5,436	7,279	7,817	8,399
Dividends		-	-	-	-	-	-	-	-	-
Payments										
Suppliers and employees		(203,408)	(241,297)	(226,822)	(263,765)	(236,039)	(236,039)	(279,238)	(289,206)	(307,240)
Finance charges		(1,775)	(1,362)	(3,021)	(3,124)	(2,795)	(2,795)	(835)	(626)	(511)
Transfers and Grants	1	(223)	(671)	(510)	(500)	(2,183)	(2,183)	(525)	(550)	(575)
NET CASH FROM/(USED) OPERATING ACTIVITIES		81,579	14,243	22,576	26,898	33,270	33,270	37,698	51,178	49,644
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		-	(188)	-	-	-	-	-	-	-
Decrease (increase) in non-current receivables		(377)	173	-	-	-	-	-	-	-
Decrease (increase) in non-current investments		-	-	-	-	-	-	-	-	-
Payments										
Capital assets		(78,934)	(27,314)	(19,722)	(35,897)	(24,692)	(24,692)	(23,465)	(27,245)	(22,523)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(79,311)	(27,328)	(19,722)	(35,897)	(24,692)	(24,692)	(23,465)	(27,245)	(22,523)
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		-	-	-	12,800	-	-	-	-	-
Increase (decrease) in consumer deposits		-	-	-	-	-	-	-	-	-
Payments										
Repayment of borrowing		(3,962)	(4,280)	(2,989)	(4,984)	(1,880)	(1,880)	(1,503)	(759)	(734)
NET CASH FROM/(USED) FINANCING ACTIVITIES		(3,962)	(4,280)	(2,989)	7,816	(1,880)	(1,880)	(1,503)	(759)	(734)
NET INCREASE/ (DECREASE) IN CASH HELD		(1,693)	(17,366)	(135)	(1,183)	6,698	6,698	12,731	23,175	26,387
Cash/cash equivalents at the year begin:	2	6,637	4,945	(12,421)	1,641	(12,556)	(12,421)	(5,723)	7,007	30,182
Cash/cash equivalents at the year end:	2	4,945	(12,421)	(12,556)	458	(5,858)	(5,723)	7,007	30,182	56,569

Table A8 Cash backed reserves/accumulated surplus reconciliation

WC053 Beaufort West - Table A8 Cash backed reserves/accumulated surplus reconciliation										
Description	Ref	2017/18	2018/19	2019/20	Current Year 2020/21			2021/22 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
R thousand										
Cash and investments available										
Cash/cash equivalents at the year end	1	4,945	(12,421)	(12,556)	458	(5,858)	(5,723)	7,007	30,182	56,569
Other current investments > 90 days		-	0	-	-	507	372	-	-	-
Non current assets - Investments	1	-	-	-	-	-	-	-	-	-
Cash and investments available:		4,945	(12,421)	(12,556)	458	(5,352)	(5,352)	7,007	30,182	56,569
Application of cash and investments										
Unspent conditional transfers		3,380	6,477	13,119	-	-	-	-	-	-
Unspent borrowing		-	-	-	-	-	-	-	-	-
Statutory requirements	2	-	-	-	-	-	-	-	-	-
Other working capital requirements	3	7,463	(7,702)	14,966	(9,292)	36,118	36,118	5,098	1,621	3,685
Other provisions		-	-	-	-	-	-	-	-	-
Long term investments committed	4	-	-	-	-	-	-	-	-	-
Reserves to be backed by cash/investments	5	-	-	-	-	-	-	-	-	-
Total Application of cash and investments:		10,843	(1,225)	28,084	(9,292)	36,118	36,118	5,098	1,621	3,685
Surplus(shortfall)		(5,899)	(11,196)	(40,641)	9,751	(41,469)	(41,469)	1,910	28,561	52,884

PART 2 - SUPPORTING DOCUMENTATION

2.1 BUDGET PROCESS OVERVIEW

POLITICAL OVERSIGHT OF THE BUDGET PROCESS

Section 53 (1) (a) of the MFMA (no 56 of 2003) stipulates that the Mayor of a municipality must provide general political guidance over the budget process and the priorities that must guide the preparation of a budget.

Political oversight of the budget process is necessary to ensure that the needs and priorities of the community, as set out in the IDP, are properly linked to the municipality's spending plans.

SCHEDULE OF KEY DEADLINES RELATING TO THE BUDGET PROCESS

The Executive Mayor must, according to the MFMA, co-ordinate the processes for preparing the Annual Budget and for reviewing the municipality's IDP and budget-related policies. The Executive Mayor therefore tabled a schedule of key deadlines with regards to the budgetary process and the review of the municipality's IDP, in council in August 2020. See **Annexure G**.

2.2 ALIGNMENT BETWEEN BUDGET AND THE INTEGRATED DEVELOPMENT PLAN (IDP)

Supporting tables SA4, SA5 and SA6 below provide a reconciliation of the IDP strategic objectives and budgeted revenue, operating expenditure and capital expenditure:

Supporting Table SA4 Reconciliation of IDP strategic objectives and budget (revenue)

WC053 Beaufort West - Supporting Table SA4 Reconciliation of IDP strategic objectives and budget (revenue)		2021/22 Medium Term Revenue & Expenditure Framework		
Strategic Objective	Goal	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
R thousand				
Strategic Priority 1: Service to the people	Provision of basic services to all the people in the municipal area To improve and maintain current basic service delivery through specific infrastructural development projects	93,242	96,838	102,019
Strategic Priority 2: Sustainable Economic Growth	Create an investment friendly environment to attract investment to enable economic growth and job creation. To facilitate investment and maintenance of economic and social infrastructure to ensure infrastructure-led economic growth and development	202,907	217,563	226,992
Strategic Priority 3: Well-run Administration	Establishment of a well governed and accountable administration	1,343	877	909
Strategic Priority 4: Financial Sustainability	Ensure liquidity of the administration	50	5,221	4,314
Strategic Priority 5: Transparent Organisation	Transparency and participation	8,734	9,149	9,068
Allocations to other priorities		49,207	51,501	54,096
		3,092	3,193	3,323
Total Revenue (excluding capital transfers and contributions)		358,576	384,342	400,721

Supporting Table SA5 Reconciliation of IDP strategic objectives and budget (operating expenditure)

WC053 Beaufort West - Supporting Table SA5 Reconciliation of IDP strategic objectives and budget (operating expenditure)		2021/22 Medium Term Revenue & Expenditure Framework		
Strategic Objective	Goal	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
R thousand				
Strategic Priority 1: Service to the people	Provision of basic services to all the people in the municipal area	77,559	81,533	88,095
	To improve and maintain current basic service delivery through specific infrastructural development projects	156,700	165,616	176,021
Strategic Priority 2: Sustainable Economic Growth	Create an investment friendly environment to attract investment to enable economic growth and job creation.	7,899	7,844	8,210
Strategic Priority 3: Well-run Administration	Establishment of a well governed and accountable administration	20,135	21,357	22,588
		30,314	31,799	33,110
Strategic Priority 4: Financial Sustainability	Ensure liquidity of the administration	35,279	36,547	35,912
Strategic Priority 5: Transparent Organisation	Transparency and participation	10,627	11,130	11,662
Allocations to other priorities				
Total Expenditure		338,514	355,827	375,597

Supporting Table SA6 Reconciliation of IDP strategic objectives and budget (capital expenditure)

WC053 Beaufort West - Supporting Table SA6 Reconciliation of IDP strategic objectives and budget (capital expenditure)		2021/22 Medium Term Revenue & Expenditure Framework		
Strategic Objective	Goal	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
R thousand				
Strategic Priority 1: Service to the people	Provision of basic services to all the people in the municipal area	9,841	6,482	4,302
	To improve and maintain current basic service delivery through specific infrastructural development projects	13,166	15,227	9,706
Strategic Priority 2: Sustainable Economic Growth	To facilitate investment and maintenance of economic and social infrastructure to ensure infrastructure-led economic growth and development	–	5,171	8,050
Strategic Priority 3: Well-run Administration	Establishment of a well governed and accountable administration	459	365	465
Allocations to other priorities				
Total Capital Expenditure		23,465	27,245	22,523

2.3 BUDGET-RELATED POLICIES OVERVIEW AND AMENDMENTS

The following policies are submitted annually as part of the budget documentation:

- Credit control and debt collection policy;
- Indigent policy;
- Property rates policy;
- Cash and investment policy;
- Tariff policy;
- Tariffs list;
- Expenditure policy;
- Budget implementation policy;
- Virement policy;
- Borrowing policy;
- Funding and reserves policy;
- Cost containment policy;
- Asset management policy; and
- Supply Chain Management and Inventory Management Policy

A summary of the key amendments to the policy documents is shown in **Annexure E** of this document.

2.4 OVERVIEW OF BUDGET ASSUMPTIONS

The following budget assumptions were taken into consideration when preparing the 2021/22 Medium Term Expenditure Framework (MTREF):

- National Treasury's guidelines and macroeconomic policy;
- National, Provincial and Local economic conditions;
- The municipality's Integrated Development Plan (IDP);
- Electricity tariff increases as approved by the National Electricity Regulator of South Africa (NERSA);
- Service charges tariff increases are proposed (electricity 14,59 per cent, water 6,0 per cent, sanitation 6,0 per cent and refuse 9,0 per cent);
- Property rates tariff increase by 5 per cent;
- Cash flow and revenue collections are projected 90,0 per cent for water, sanitation and refuse, for electricity 95,0 per cent and property rates 90,0 per cent;
- Other sundry tariffs will increase by 6%;
- The current Salary and Wage Collective Agreement will lapse on the 30th of June 2021. Given the current financial position of the municipality a zero per cent increase

in salaries and wages were budgeted for the 2021/22 budget year. No provision will also be made for acting, standby and overtime allowances. A 5% increase year on year is budgeted for the two outer years. No provision was made for acting, standby or overtime allowances to further reduce costs;

- The cost associated with the remuneration of Councillors is determined and informed directly by way of the Remuneration of Public Office Bearers Act, 1998 (Act 20 of 1998). The determined upper limits of salaries, allowances and benefits of members of Council are gazetted annually in December/January. A zero percent increase will also be budgeted for the remuneration of Councillors;
- Bulk electricity were determined based on the current trend and increased in line with NERSA approved Eskom's Retail Tariff Structural Adjustment (ERTSA) (Bulk Purchases) on 5 March 2021, which resulted in an increase of 17,8% to municipalities. This increase is in line with Consultation Paper – Municipal Tariff Guideline, Benchmarks and Proposed Timelines for FY 2021/22 published on 12th of March 2021. Bulk purchased for water were increased with CPI; and
- Other expenditure items were increased in line with inflation whilst others were increase in line with existing contract conditions.

2.5 EXPENDITURE ON ALLOCATIONS AND GRANT PROGRAMMES

Table SA 18 provides particulars of all grants that the Municipality will receive, Table SA 18 reconciles to the relevant gazette.

WC053 Beaufort West - Supporting Table SA18 Transfers and grant receipts			
Description	2021/22 Medium Term Revenue & Expenditure Framework		
	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
R thousand			
RECEIPTS:			
Operating Transfers and Grants			
National Government:	73,550	76,508	76,365
Local Government Equitable Share	69,625	73,655	73,387
Municipal Infrastructure Grant (MIG)	726	768	793
Finance Management	1,914	2,085	2,185
EPWP Incentive	1,285	-	-
Other transfers/grants [insert description]	-	-	-
Provincial Government:	7,504	8,199	10,269
Provincial Treasury : Financial Management Capacity Building Grant	250	-	-
Human Settlements : Human Settlements Development Grant (Beneficiaries)	280	1,000	2,811
Human Settlements : Municipal Accreditation & Capacity Building Grant	-	264	264
Transport and Public Works : Financial Assistance to Municipalities for Maintenance and Construction of Transport Infrastructure	50	50	50
Cultural Affairs and Sport : Library services replacement funding for most vulnerable B3 municipalities	6,548	6,659	6,772
Local Government : Community Development Worker Operational Support Grant	226	226	226
Local Government : Thusong Services Centres Grant	150	-	146
Other transfers/grants [insert description]	-	-	-
District Municipality:	-	-	-
[insert description]	-	-	-
[insert description]	-	-	-
Other grant providers:	-	-	-
[insert description]	-	-	-
[insert description]	-	-	-
Total Operating Transfers and Grants	81,054	84,707	86,634
Capital Transfers and Grants			
National Government:	19,895	25,587	22,058
Municipal Infrastructure Grant (MIG)	13,795	14,587	15,058
Integrated National Electrification Programme (Municipal) Grant	6,100	7,000	7,000
Energy Efficiency and Demand Side Management Grant	-	4,000	-
Other capital transfers/grants [insert desc]	-	-	-
Provincial Government:	-	-	-
Other capital transfers/grants [insert desc]	-	-	-
District Municipality:	-	-	-
[insert description]	-	-	-
[insert description]	-	-	-
Other grant providers:	-	-	-
[insert description]	-	-	-
[insert description]	-	-	-
Total Capital Transfers and Grants	19,895	25,587	22,058
TOTAL RECEIPTS OF TRANSFERS & GRANTS	100,949	110,294	108,692

Table SA 19 provide the expenditure for both capital and operational linked to the program. These amounts include the VAT portion that is claimed and recognised as own revenue, where applicable.

WC053 Beaufort West - Supporting Table SA19 Expenditure on transfers and grant programme			
Description	2021/22 Medium Term Revenue & Expenditure Framework		
	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
R thousand			
EXPENDITURE:			
Operating expenditure of Transfers and Grants			
National Government:	73,550	76,508	76,365
Local Government Equitable Share	69,625	73,655	73,387
Municipal Infrastructure Grant (MIG)	726	768	793
Finance Management	1,914	2,085	2,185
EPWP Incentive	1,285	-	-
Other transfers/grants [insert description]	-	-	-
Provincial Government:	7,504	8,199	10,269
Provincial Treasury : Financial Management Capacity Building Grant	250	-	-
Human Settlements : Human Settlements Development Grant (Beneficiaries)	280	1,000	2,811
Human Settlements : Municipal Accreditation & Capacity Building Grant	-	264	264
Transport and Public Works : Financial Assistance to Municipalities for Maintenance and Construction of Transport Infrastructure	50	50	50
Cultural Affairs and Sport : Library services replacement funding for most vulnerable B3 municipalities	6,548	6,659	6,772
Local Government : Community Development Worker Operational Support Grant	226	226	226
Local Government : Thusong Services Centres Grant	150	-	146
Other transfers/grants [insert description]	-	-	-
District Municipality:	-	-	-
[insert description]	-	-	-
[insert description]	-	-	-
Other grant providers:	-	-	-
[insert description]	-	-	-
[insert description]	-	-	-
Total operating expenditure of Transfers and Grants:	81,054	84,707	86,634
Capital expenditure of Transfers and Grants			
National Government:	19,895	25,587	22,058
Municipal Infrastructure Grant (MIG)	13,795	14,587	15,058
Integrated National Electrification Programme (Municipal) Grant	6,100	7,000	7,000
Energy Efficiency and Demand Side Management Grant	-	4,000	-
Other capital transfers/grants [insert desc]	-	-	-
Provincial Government:	-	-	-
Other capital transfers/grants [insert desc]	-	-	-
District Municipality:	-	-	-
[insert description]	-	-	-
[insert description]	-	-	-
Other grant providers:	-	-	-
[insert description]	-	-	-
[insert description]	-	-	-
Total capital expenditure of Transfers and Grants	19,895	25,587	22,058
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	100,949	110,294	108,692

Table SA 21 provides information on all transfers and grants made by the Municipality.

WC053 Beaufort West - Supporting Table SA21 Transfers and grants made by the municipality			
Description	2021/22 Medium Term Revenue & Expenditure Framework		
	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
R thousand			
Cash Transfers to other municipalities			
<i>Insert description</i>	-	-	-
Total Cash Transfers To Municipalities:	-	-	-
Cash Transfers to Entities/Other External Mechanisms			
<i>Insert description</i>	-	-	-
Total Cash Transfers To Entities/Ems'	-	-	-
Cash Transfers to other Organs of State			
<i>Insert description</i>	-	-	-
Total Cash Transfers To Other Organs Of State:	-	-	-
Cash Transfers to Organisations			
<i>Local Tourism Office</i>	525	550	575
Total Cash Transfers To Organisations	525	550	575
Cash Transfers to Groups of Individuals			
<i>Insert description</i>	-	-	-
Total Cash Transfers To Groups Of Individuals:	-	-	-
TOTAL CASH TRANSFERS AND GRANTS	525	550	575
TOTAL TRANSFERS AND GRANTS	525	550	575

2.6 COUNCILLOR ALLOWANCES AND EMPLOYEE BENEFITS

Supporting Table SA22 Summary councillor and staff benefits

WC053 Beaufort West - Supporting Table SA22 Summary councillor and staff benefits			
Summary of Employee and Councillor remuneration	2021/22 Medium Term Revenue & Expenditure Framework		
	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
R thousand	G	H	I
Councillors (Political Office Bearers plus Other)			
Basic Salaries and Wages	5,753	6,041	6,343
Pension and UIF Contributions	-	-	-
Medical Aid Contributions	-	-	-
Motor Vehicle Allowance	-	-	-
Cellphone Allowance	533	559	587
Housing Allowances	-	-	-
Other benefits and allowances	-	-	-
Sub Total - Councillors	6,286	6,600	6,931
Senior Managers of the Municipality			
Basic Salaries and Wages	5,557	5,788	6,022
Pension and UIF Contributions	191	199	207
Medical Aid Contributions	-	-	-
Overtime	-	-	-
Performance Bonus	108	543	565
Motor Vehicle Allowance	60	60	60
Cellphone Allowance	90	90	90
Housing Allowances	-	-	-
Other benefits and allowances	-	-	-
Payments in lieu of leave	-	-	-
Long service awards	-	-	-
Post-retirement benefit obligations	-	-	-
Sub Total - Senior Managers of Municipality	6,007	6,680	6,943
Other Municipal Staff			
Basic Salaries and Wages	89,354	92,820	97,448
Pension and UIF Contributions	16,004	16,741	17,525
Medical Aid Contributions	2,032	2,076	2,120
Overtime	-	-	-
Performance Bonus	-	-	-
Motor Vehicle Allowance	2,617	2,748	2,885
Cellphone Allowance	194	192	192
Housing Allowances	1,017	1,067	1,119
Other benefits and allowances	7,068	7,669	8,049
Payments in lieu of leave	-	-	-
Long service awards	-	-	-
Post-retirement benefit obligations	1,250	1,312	1,378
Sub Total - Other Municipal Staff	119,536	124,624	130,716
TOTAL SALARY, ALLOWANCES & BENEFITS	131,828	137,904	144,590
TOTAL MANAGERS AND STAFF	125,542	131,304	137,659

Supporting Table SA23 Salaries, allowances & benefits (political office bearers/councillors/senior managers)

WC053 Beaufort West - Supporting Table SA23 Salaries, allowances & benefits (political office bearers/councillors/senior managers)								
Disclosure of Salaries, Allowances & Benefits 1.	Ref	No.	Salary	Contributions	Allowances	Performance Bonuses	In-kind benefits	Total Package
				1.				2.
Rand per annum								
Councillors	3							
Speaker	4	1	716,236	-	46,176			762,412
Chief Whip		-	-	-	-			-
Executive Mayor		1	895,294	-	46,176			941,470
Deputy Executive Mayor		1	716,236	-	46,176			762,412
Executive Committee		2	1,342,944	-	92,352			1,435,296
Total for all other councillors		8	2,266,624	-	369,408			2,636,032
Total Councillors	8	13	5,937,334	-	600,288			6,537,622
Senior Managers of the Municipality	5							
Municipal Manager (MM)		1	1,355,761	-	18,000	-		1,373,761
Chief Finance Officer		1	1,113,150	-	18,000	-		1,131,150
Director Corporate Services		1	1,113,150	-	18,000	108,195		1,239,345
Director Infrastructure Services		1	1,113,150	-	18,000	-		1,131,150
Director Community Services		1	1,113,150	-	18,000	-		1,131,150
								-
<i>List of each official with packages >= senior manager</i>								-
								-
Total Senior Managers of the Municipality	8,10	5	5,808,361	-	90,000	108,195		6,006,556
A Heading for Each Entity	6,7							
List each member of board by designation								-
								-
Total for municipal entities	8,10	-	-	-	-	-		-
TOTAL COST OF COUNCILLOR, DIRECTOR and EXECUTIVE REMUNERATION	10	18	11,745,695	-	690,288	108,195		12,544,178

2.7 MONTHLY TARGETS FOR REVENUE, EXPENDITURE AND CASH FLOW

Supporting Table SA25 Budgeted monthly revenue and expenditure

Ref	Description	WCO53 Beaufort West - Supporting Table SA25 Budgeted monthly revenue and expenditure												Medium Term Revenue and Expenditure Framework		
		Budget Year 2021/22												Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
R thousand		July	August	Sept.	October	November	December	January	February	March	April	May	June			
	Revenue By Source															
	Property rates	3,723	3,723	3,723	3,723	3,723	3,723	3,723	3,723	3,723	3,723	3,723	3,723	44,681	46,915	49,260
	Service charges - electricity revenue	8,027	8,027	8,027	8,027	8,027	8,027	8,027	8,027	8,027	8,027	8,027	8,027	96,329	102,642	109,824
	Service charges - water revenue	2,502	2,502	2,502	2,502	2,502	2,502	2,502	2,502	2,502	2,502	2,502	2,502	31,825	33,735	
	Service charges - sanitation revenue	1,673	1,673	1,673	1,673	1,673	1,673	1,673	1,673	1,673	1,673	1,673	1,673	20,074	21,219	22,432
	Service charges - refuse revenue	844	844	844	844	844	844	844	844	844	844	844	844	10,132	11,044	12,058
	Rental of facilities and equipment	127	127	127	127	127	127	127	127	127	127	127	127	1,519	1,596	1,676
	Interest earned - external investments	46	46	46	46	46	46	46	46	46	46	46	46	550	550	550
	Interest earned - outstanding debtors	561	561	561	561	561	561	561	561	561	561	561	561	6,729	7,267	7,849
	Dividends received	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	Fines, penalties and forfeits	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	45,002	48,266	51,773
	Licences and permits	18	18	18	18	18	18	18	18	18	18	18	18	210	221	232
	Agency services	92	92	92	92	92	92	92	92	92	92	92	92	1,100	1,165	1,213
	Transfers and subsidies	6,755	6,755	6,755	6,755	6,755	6,755	6,755	6,755	6,755	6,755	6,755	6,755	81,054	84,707	88,634
	Other revenue	107	107	107	107	107	107	107	107	107	107	107	107	1,276	1,369	1,448
	Gains	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	Total Revenue (excluding capital transfers and contributions)	28,223	28,223	28,223	28,223	28,223	28,223	28,223	28,223	28,223	28,223	28,223	28,223	338,682	358,754	378,663
	Expenditure By Type															
	Employee related costs	9,905	9,905	9,905	9,905	9,905	9,905	9,905	9,905	9,905	9,905	9,905	9,905	125,542	131,304	137,659
	Remuneration of councillors	524	524	524	524	524	524	524	524	524	524	524	524	6,266	6,600	6,931
	Debt impairment	2,410	2,410	2,410	2,410	2,410	2,410	2,410	2,410	2,410	2,410	2,410	2,410	28,919	29,526	29,243
	Depreciation & asset impairment	1,984	1,984	1,984	1,984	1,984	1,984	1,984	1,984	1,984	1,984	1,984	1,984	23,813	24,986	26,348
	Finance charges	70	70	70	70	70	70	70	70	70	70	70	70	835	826	511
	Bulk purchases - electricity	6,517	6,517	6,517	6,517	6,517	6,517	6,517	6,517	6,517	6,517	6,517	6,517	75,703	81,003	86,673
	Inventory consumed	1,698	1,698	1,698	1,698	1,698	1,698	1,698	1,698	1,698	1,698	1,698	1,698	20,371	21,416	22,630
	Contracted services	1,907	1,907	1,907	1,907	1,907	1,907	1,907	1,907	1,907	1,907	1,907	1,907	22,882	24,369	27,391
	Transfers and subsidies	44	44	44	44	44	44	44	44	44	44	44	44	525	550	575
	Other expenditure	2,803	2,803	2,803	2,803	2,803	2,803	2,803	2,803	2,803	2,803	2,803	2,803	33,638	36,458	37,636
	Losses	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	Total Expenditure	27,861	27,861	27,861	27,861	27,861	27,861	27,861	27,861	27,861	27,861	27,861	27,861	338,514	355,927	375,597
	Surplus/(Deficit)	362	362	362	362	362	(6,316)	362	362	362	362	362	2,862	168	2,927	3,066
	Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)	1,658	1,658	1,658	1,658	1,658	1,658	1,658	1,658	1,658	1,658	1,658	1,658	19,895	25,587	22,058
	Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	Transfers and subsidies - capital (in-kind - all)	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	Surplus/(Deficit) after capital transfers & contributions	2,020	2,020	2,020	2,020	2,020	(4,658)	2,020	2,020	2,020	2,020	2,020	4,520	20,063	28,515	25,124
	Taxation	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	Attributable to minorities	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	Share of surplus/ (deficit) of associate	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	Surplus/(Deficit)	2,020	2,020	2,020	2,020	2,020	(4,658)	2,020	2,020	2,020	2,020	2,020	4,520	20,063	28,515	25,124

Supporting Table SA26 Budgeted monthly revenue and expenditure (municipal vote)

Description		Budget Year 2021/22												Medium Term Revenue and Expenditure Framework			
		Budget Year 2021/22												Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24	
		Ref	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
Revenue by Vote																	
	VOTE 1 - OFFICE OF THE MUNICIPAL MANAGER	657	657	657	657	657	657	657	657	657	657	657	657	7,884	8,249	8,115	
	VOTE 2 - DIRECTORATE: CORPORATE SERVICES	868	868	868	868	868	868	868	868	868	868	868	868	10,418	10,519	10,950	
	VOTE 3 - DIRECTORATE: FINANCIAL SERVICES	4,101	4,101	4,101	4,101	4,101	4,101	4,101	4,101	4,101	4,101	4,101	4,101	49,207	51,501	54,096	
	VOTE 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	17,083	17,083	17,083	17,083	17,083	17,083	17,083	17,083	17,083	17,083	17,083	17,083	204,996	224,390	232,981	
	VOTE 5 - DIRECTORATE: COMMUNITY SERVICES	7,173	7,173	7,173	7,173	7,173	7,173	7,173	7,173	7,173	7,173	7,173	7,173	86,071	89,682	94,580	
	Total Revenue by Vote	29,881	29,881	29,881	29,881	29,881	29,881	29,881	29,881	29,881	29,881	29,881	29,881	358,576	384,342	400,721	
Expenditure by Vote to be appropriated																	
	VOTE 1 - OFFICE OF THE MUNICIPAL MANAGER	686	686	686	686	686	686	686	686	686	686	686	686	8,486	9,061	9,520	
	VOTE 2 - DIRECTORATE: CORPORATE SERVICES	2,686	2,686	2,686	2,686	2,686	2,686	2,686	2,686	2,686	2,686	2,686	2,686	33,163	34,229	35,956	
	VOTE 3 - DIRECTORATE: FINANCIAL SERVICES	2,855	2,855	2,855	2,855	2,855	2,855	2,855	2,855	2,855	2,855	2,855	2,855	35,279	36,947	35,912	
	VOTE 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	16,017	16,017	16,017	16,017	16,017	16,017	16,017	16,017	16,017	16,017	16,017	16,017	192,106	202,564	214,551	
	VOTE 5 - DIRECTORATE: COMMUNITY SERVICES	5,617	5,617	5,617	5,617	5,617	5,617	5,617	5,617	5,617	5,617	5,617	5,617	69,480	73,425	79,657	
	Total Expenditure by Vote	27,861	27,861	27,861	27,861	27,861	27,861	27,861	27,861	27,861	27,861	27,861	27,861	338,514	355,827	375,597	
	Surplus/(Deficit) before assoc.	2,020	2,020	2,020	2,020	(4,658)	2,020	2,020	2,020	2,020	2,020	2,020	4,520	20,063	28,515	25,124	
	Taxation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Attributable to minorities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Share of surplus/(deficit) of associate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Surplus/(Deficit)	1	2,020	2,020	2,020	2,020	(4,658)	2,020	2,020	2,020	2,020	2,020	4,520	20,063	28,515	25,124	

Supporting Table SA30 Budgeted monthly cash flow

WC053 Beaufort West - Supporting Table SA30 Budgeted monthly cash flow																
MONTHLY CASH FLOWS	Medium Term Revenue and Expenditure Framework															
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24	
R thousand	3,351	3,351	3,351	3,351	3,351	3,351	3,351	3,351	3,351	3,351	3,351	3,351	40,212	42,223	46,797	
Cash Receipts by Source																
Property rates	3,351	3,351	3,351	3,351	3,351	3,351	3,351	3,351	3,351	3,351	3,351	3,351	40,212	42,223	46,797	
Service charges - electricity revenue	7,220	7,220	7,220	7,220	7,220	7,220	7,220	7,220	7,220	7,220	7,220	7,220	86,642	92,065	98,509	
Service charges - water revenue	2,351	2,351	2,351	2,351	2,351	2,351	2,351	2,351	2,351	2,351	2,351	2,351	28,209	29,902	31,696	
Service charges - sanitation revenue	1,632	1,632	1,632	1,632	1,632	1,632	1,632	1,632	1,632	1,632	1,632	1,632	19,581	20,696	21,878	
Service charges - refuse revenue	909	909	909	909	909	909	909	909	909	909	909	909	10,914	11,606	12,779	
Rental of facilities and equipment	127	127	127	127	127	127	127	127	127	127	127	127	1,519	1,596	1,676	
Interest earned - external investments	46	46	46	46	46	46	46	46	46	46	46	46	550	550	550	
Interest earned - outstanding debtors	561	561	561	561	561	561	561	561	561	561	561	561	6,729	7,267	7,849	
Dividends received	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Fines, penalties and forfeits	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	20,402	22,426	24,651	
Licences and permits	18	18	18	18	18	18	18	18	18	18	18	18	210	221	232	
Agency services	92	92	92	92	92	92	92	92	92	92	92	92	1,100	1,155	1,213	
Transfers and Subsidies - Operational	6,755	6,755	6,755	6,755	6,755	6,755	6,755	6,755	6,755	6,755	6,755	6,755	81,054	84,707	88,634	
Other revenue	107	107	107	107	107	107	107	107	107	107	107	107	1,278	1,359	1,448	
Cash Receipts by Source	24,867	24,867	24,867	24,867	24,867	24,867	24,867	24,867	24,867	24,867	24,867	24,867	298,401	315,972	335,911	
Other Cash Flows by Source																
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)	1,658	1,658	1,658	1,658	1,658	1,658	1,658	1,658	1,658	1,658	1,658	1,658	19,895	25,567	22,058	
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Private Educational Institutions, Higher Educational Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Proceeds on Disposal of Fixed and Intangible Assets	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Short term loans	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Borrowing long term/financing	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Increase (decrease) in consumer deposits	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Decrease (increase) in non-current/receivables	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Decrease (increase) in non-current investments	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Total Cash Receipts by Source	26,525	26,525	26,525	26,525	26,525	26,525	26,525	26,525	26,525	26,525	26,525	26,525	318,296	341,569	357,970	
Cash Payments by Type																
Employee related costs	9,905	9,905	9,905	9,905	9,905	9,905	9,905	9,905	9,905	9,905	9,905	9,905	125,542	131,304	137,059	
Remuneration of councillors	524	524	524	524	524	524	524	524	524	524	524	524	6,286	6,600	6,931	
Finance charges	70	70	70	70	70	70	70	70	70	70	70	70	835	828	511	
Bulk purchases - electricity	6,517	6,517	6,517	6,517	6,517	6,517	6,517	6,517	6,517	6,517	6,517	6,517	75,703	81,003	86,073	
Acquisitions - water & other inventory	1,698	1,698	1,698	1,698	1,698	1,698	1,698	1,698	1,698	1,698	1,698	1,698	20,371	21,416	22,030	
Contracted services	1,907	1,907	1,907	1,907	1,907	1,907	1,907	1,907	1,907	1,907	1,907	1,907	22,882	24,359	27,391	
Transfers and grants - other municipalities	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Transfers and grants - other	44	44	44	44	44	44	44	44	44	44	44	44	525	550	576	
Other expenditure	2,371	2,371	2,371	2,371	2,371	2,371	2,371	2,371	2,371	2,371	2,371	2,371	28,453	24,523	25,956	
Cash Payments by Type	23,035	23,035	23,035	23,035	23,035	23,035	23,035	23,035	23,035	23,035	23,035	23,035	280,597	280,351	308,325	
Other Cash Flows/Payments by Type																
Capital assets	1,955	1,955	1,955	1,955	1,955	1,955	1,955	1,955	1,955	1,955	1,955	1,955	23,465	27,245	22,523	
Repayment of borrowing	125	125	125	125	125	125	125	125	125	125	125	125	1,503	759	734	
Other Cash Flows/Payments	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Total Cash Payments by Type	25,116	25,116	25,116	25,116	25,116	25,116	25,116	25,116	25,116	25,116	25,116	25,116	305,565	318,355	331,583	
NET INCREASE/(DECREASE) IN CASH HELD	1,409	1,409	1,409	1,409	1,409	1,409	1,409	1,409	1,409	1,409	1,409	1,409	12,731	23,175	26,387	
Cash/cash equivalents at the month/year begin:	(4,314)	(2,905)	(1,496)	(87)	(2,905)	(1,496)	(87)	(2,905)	(1,496)	(87)	(2,905)	(1,496)	(5,723)	(7,007)	(8,182)	
Cash/cash equivalents at the month/year end:	(4,314)	(2,905)	(1,496)	(87)	(2,905)	(1,496)	(87)	(2,905)	(1,496)	(87)	(2,905)	(1,496)	(5,723)	(7,007)	(8,182)	

2.8 MUNICIPAL MANAGER'S QUALITY CERTIFICATE

I, **Jackson Penxa**, acting municipal manager of Beaufort West Municipality, hereby certify that the Annual Budget and supporting documentation have been prepared in accordance with the Municipal Finance Management Act, No. 56 of 2003, and the regulations made under the Act, and that the Annual Budget and supporting documents are consistent with the Integrated Development Plan of Beaufort West Bay Municipality.

Acting Municipal Manager: Beaufort West Municipality WC053

ANNEXURE A
PROPERTY RATES TARIFF INCREASES

Annexure A – Increases in Tariffs for Rates

1. Tariffs for Rates with effect from 1 July 2021:

1.1 the tariffs for property rates – 5% increase;

Beaufort West, Merweville, Nelspoort and Murraysburg

The Rate in the Rand for Property Rates for 2021/2022 financial year are:

RATING CATEGORY	21/22 RATE IN RAND
Residential Properties	0.020066
Business Properties	0.028092
Industrial Properties	0.028092
Agricultural Properties	0.005017
Public service purposes	0.028092
National Monuments	0.028092
Multiple use Properties	As per allocation
Municipal Properties	0.0
Nature Reserve Properties	0.0
PSI	0.0
Vacant Land	0.024079

The rates levied per individual property will be calculated based on the value of that property and multiplied by the rate-in-rand set out in the document. Rebates are also taken into consideration.

RATES RATIOS

The residential category is used as the base rate. The rates ratio per rating category are:

RATING CATEGORY	RATIO TO RES (RES:RC)
Residential Properties	1:1
Business Properties	1:1.4
Industrial Properties	1:1.4
Agricultural Properties	1:0.25 plus additional 70%

Public service purposes	1:1.4
National Monuments	1:1.4
Municipal Properties	1:0
Nature Reserve Properties	1:0
PSI	1:0
Vacant Land	1:1.2

EXEMPTIONS, REDUCTIONS AND REBATES

RESIDENTIAL PROPERTIES

The first R15 000,00 of the market value as per the valuation Roll on Residential Properties as set out in Section 17(1)(h) of the MPRA is exempted from paying property rates; and R4000 reduction determined in the Rates Policy.

Rebates in respect of a category of owners of property are as follows:

Owners of National Monuments qualify for a 10% rebate on the business tariff provided that the rebate will only be granted if –

- The buildings is in a satisfactory condition, and
- The Director Engineering Services has during the second Month of each financial year submitted a report that the building is in a satisfactory condition in order that the municipality may consider whether or not to grant a rebate.

AGRICULTURAL

As a result of, and taking into account, limited rate-funded services supplied to such properties in general, the contribution of agriculture to the local economy, the extent to which agriculture assists in meeting the service delivery and development obligations of the community, and the contribution of agriculture to the social and economic welfare of farm workers, the council bills a reduced rate (as set out below) in respect of properties subject to agricultural use.

This rate rebate is 75% of the rate levied on Residential Properties, which rate on properties subject to agricultural use does not exceed the maximum ratio to the rate on Residential Property prescribed in the MPRA Rate Ratio Regulations.

The council will, when it imposes rates and sets tariffs for the budgeted year, grant an additional rebate of 70% on the rates payable in respect of agricultural properties where –

- there are no municipal roads next to the property;
- there are no municipal sewerage to the property;
- there are no municipal electricity to the property;
- water is not supplied by the municipality;
- refuse removal is not provided by the municipality.

No other rebates will be granted to properties that qualify for the Agricultural rebate. For the avoidance of doubt properties that qualify for the agricultural rebate will not be entitled to the residential rate rebate.

Pensioners

Registered owners of Residential Properties who are pensioners qualify for special rebates according to gross monthly household income of all Pensioners permanently residing on that property. To qualify for the rebate a property owner must be the registered owner of a property which satisfies the requirements of the definition of residential Property. This property owner must on 1 July of the financial year:

- Occupy the property as his/her Primary Residence, and
- Be at least 60 years of age, or
- Has been declared medically unfit even if not yet 60 years of age, and
- Be in receipt of a gross monthly household income not exceeding the amount determined by Council during the Municipality's budgeted process.
- Must annually submit proof to the CFO that he or she is registered with the Department of Social Development as a recipient of an old age or disability grant.

- Market value of the property not exceeding R750 000
 - R1 890 and under 30%
 - R1 891 to R3 780 20%
 - R3 781 to R7 500 10%

An owner must annually provide credible proof of his or her economic/financial position to the CFO.

SCHOOL

- The municipality will grant a rebate of 20% on the rates payable in respect of property used for a public school.
- The municipality will also grant a rebate of 20% on the rates payable in respect of property used as an independent school.

An owner of the property on which a public school is operated must annually submit proof to the CFO that the school is registered with the Provincial Department of Education as an independent school.

Rebates in respect of residential properties will be granted in accordance with the municipality's rates policy.

ANNEXURE B
TARIFFS FOR SERVICE CHARGES AND OTHER SUNDRY
TARIFFS

Annexure B

Increases in Tariffs for Service Charges and Other Sundry Tariffs

1. Tariffs and other sundry tariffs increases from 1 July 2021:

1.1 the tariffs for electricity – **14.59%**. NERSA approved Eskom's Retail Tariff Structural Adjustment (ERTSA) (Bulk Purchases) on 5 March 2021, which resulted in an increase of **17.8%** to municipalities. This increase is in line with Consultation Paper – Municipal Tariff Guideline, Benchmarks and Proposed Timelines for FY 2021/22 published on 12th of March 2021.

1.2 the tariffs for water – **6%**;

1.3 the tariffs for sanitation – **6%**;

1.4 the tariffs for refuse removal – **9%**;

1.5 Other sundry tariffs – **6%**;

1.6 Interest on outstanding debtors be levied monthly at prime plus one percent (1%).

2. Indigent Subsidy from 1 July 2021:

Category: A

- Household monthly income is not more than one state old age pension of R 1,890; such a household will qualify for the following subsidy:

Component	Subsidy
Electricity Basic	100% Subsidy
Water Basic	100% Subsidy
Electricity Consumption	50 kWh electricity usage
Water Consumption	6 kl
Sanitation	100% Subsidy
Refuse Removal	100% Subsidy

Category B

Household monthly income is R 1891 but not more than R 3,780, household income should not be more than two state old age pensions; than such a household will qualify for the following subsidy:

Component	Subsidy
Electricity Basic	100% Subsidy
Water Basic	100% Subsidy
Electricity Consumption	50 kWh electricity usage
Water Consumption	6 kl
Sanitation	70% Subsidy
Refuse Removal	70% Subsidy

ANNEXURE C
DETAILED CAPITAL BUDGET

ANNEXURE C - Detailed Capital Budget 2021/22 MTREF

Vote	Project Name	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24	Funding Source	Capital Expenditure Functional
Vote 2 - DIRECTORATE: CORPORATE SERVICES	Computer equipment Project	388 500	365 000	465 000	CRR	Finance and administration
Vote 2 - DIRECTORATE: CORPORATE SERVICES	Computer equipment Project	50 000	-	-	CRR	Finance and administration
Vote 2 - DIRECTORATE: CORPORATE SERVICES	Furniture and Office Equipment Project	20 000	-	-	CRR	Finance and administration
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	20 MVA 22/11 kV Upgrading of Main Substation Phase IV	6 100 000	-	-	INEP	Energy sources
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	20 MVA 22/11 kV Upgrading of Main Substation Phase V	-	4 300 000	6 000 000	INEP	Energy sources
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	Upgrading of Louw Smit Substation Phase III	-	2 000 000	-	INEP	Energy sources
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	Pre Engineering Plans Murraysburg Line	-	700 000	1 000 000	INEP	Energy sources
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	LED Lights for High Mast Lights : Murraysburg	-	2 700 000	-	EEDSMG	Energy sources
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	LED Lights for High Mast Lights : Merweville	-	1 300 000	-	EEDSMG	Energy sources
Vote 5 - DIRECTORATE: COMMUNITY SERVICES	Upgrade Sport Stadium - Kwa Mandlenkosi	613 712	-	-	MIG	Community and social services
Vote 5 - DIRECTORATE: COMMUNITY SERVICES	Extention of Goue Akker Cemetery : Beaufort West	4 846 372	-	-	MIG	Community and social services
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	Murraysburg: Construction of Two (2) New Reservoirs	1 690 251	-	-	MIG	Water management
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	Murraysburg (Additional Fund Application; project 328491): Construction of Two (2) New Reservoirs	960 882	-	-	MIG	Water management
Vote 5 - DIRECTORATE: COMMUNITY SERVICES	Upgrade Existing Regional Sport Stadium Ph2 : Rustdene	2 059 827	2 059 827	-	MIG	Community and social services
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	New High Mast Lighting - Nelspoort	1 357 111	-	-	MIG	Energy sources
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	New High Mast Lighting - Rustdene, Prince Valley, Lande	2 266 795	1 786 823	-	MIG	Energy sources
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	Rehabilitation Sanitation: Oxidation Ponds : Nelspoort	-	2 134 647	-	MIG	Waste water management
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	Rehabilitate Roads & Stormwater - Murraysburg	-	1 346 930	-	MIG	Road transport
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	Upgrade Streets - Murraysburg: Setlaars, Parden & Pot Roads	-	2 549 448	-	MIG	Road transport
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	Rehabilitate Gravel Roads: Rustdene, Kwa-Mandlenkosi & Hillside 2	-	1 274 292	-	MIG	Road transport
Vote 5 - DIRECTORATE: COMMUNITY SERVICES	Upgrade Sport Stadium - Nelspoort	-	3 435 283	3 769 467	MIG	Community and social services
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	Beaufort West: Klein Hans River: New Water Supply Pipelines & Upgrade Boreholes & Pump Station	-	-	1 894 966	MIG	Water management
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	Nelspoort: New Bulk Water Supply	-	-	810 960	MIG	Water management
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	Kwa-Mandlenkosi: Dliso Ave & Matshaka St: Upgrade Streets	-	-	1 354 192	MIG	Road transport
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	Nelspoort: Freddie Max Crescent: Upgrade Roads	-	-	436 565	MIG	Road transport
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	Rustdene: Pieter Street: Upgrade Gravel Roads	-	-	1 073 542	MIG	Road transport
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	Hillside: New Stormwater Retention Pond Ph2	-	-	3 786 167	MIG	Road transport
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	Murraysburg: New Stormwater Drainage	-	-	1 399 716	MIG	Road transport
Vote 5 - DIRECTORATE: COMMUNITY SERVICES	Beaufort West: New Refuse Transfer Station	-	-	532 875	MIG	Waste management
Vote 5 - DIRECTORATE: COMMUNITY SERVICES	Upgrade Sport Stadium - Kwa Mandlenkosi	357 390	-	-	CRR	Community and social services
Vote 5 - DIRECTORATE: COMMUNITY SERVICES	Extention of Goue Akker Cemetery : Beaufort West	1 963 335	-	-	CRR	Community and social services
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	Murraysburg: Construction of Two (2) New Reservoirs	472 551	-	-	CRR	Water management
Vote 5 - DIRECTORATE: COMMUNITY SERVICES	Upgrade Existing Regional Sport Stadium Ph2 : Rustdene	-	987 232	-	CRR	Community and social services
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	New High Mast Lighting - Nelspoort	318 335	-	-	CRR	Energy sources
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES	New High Mast Lighting - Rustdene, Prince Valley, Lande	-	305 111	-	CRR	Energy sources
Total Capital Expenditure		23 465 061	27 244 593	22 523 450		

ANNEXURE D
PROCUREMENT PLAN

BEAUFORT WEST MUNICIPALITY

PROPOSED PROCUREMENT/DEMAND MANAGEMENT PLAN IN RESPECT OF ADVERTISED COMPETITIVE BIDS

(GOODS, INFRASTRUCTURE PROJECTS OR SERVICES IN EXCESS OF R30 000 (INCLUDING ALL APPLICABLE TAXES) FOR FINANCIAL YEAR 2021/2022

	Project leader	Directorate	Department	Project description	Responsible Manager	Procurement Method	Actual Expenditure	Estimated Expenditure	Anticipated submission date of Specifications	Specification Committee Meeting	Tender no.	Date Advertised	Tender Closing Date	Project d BEC	Project d BEC	Project d BAC	Project Commencement date	Project Completion date	Contract period	Comments
COMMUNITY SERVICES																				
1	PMU	Infrastructure	Community Services	Upgrade Sport Stadium - Kwa Mandlenkosi	Jo-Anne Abrahams	SCM 41/2021	MIG & Own Funds	R 971 102,00	N/A	N/A	SCM 41/2021	21/05/2021	28/05/2021	04/06/2021	11/06/2021	18/06/2021	08/10/2021	16 Weeks		
2	PMU	Infrastructure	Community Services	Upgrade Sport Stadium - Kwa Mandlenkosi	Jo-Anne Abrahams															
3	PMU	Infrastructure	Community Services	Extention of Goue Akker Cemetery : Beaufort West	Christopher Wright	Awarded to Amandla Construction	MIG & Own Funds	R 6 809 707,00	N/A	N/A	SCM 29/2021			N/A	N/A	04/06/2021	17/09/2021	22 Weeks		
4	PMU	Infrastructure	Community Services	Extention of Goue Akker Cemetery : Beaufort West	Christopher Wright	Awarded to Amandla Construction														
5	PMU	Infrastructure	Community Services	Upgrade Existing Regional Sport Stadium Ph2 : Rustdene	Jo-Anne Abrahams	Competitive Process	MIG Funds	R 2 059 827,00	05/11/2021	12/11/2021	N/A	19/11/2021	10/12/2021	22/01/2022	05/02/2022	14/03/2022	26/08/2022	24 Weeks		

ANNEXURE E
SUMMARY OF AMENDMENTS TO BUDGET RELATED
POLICIES

Amendments to Budget Related Policies 2021/22



**Beaufort West Municipality
Department: Financial Services
15 June 2021**



Content

1. Revenue Management

- ▶ Rates Policy
- ▶ Tariff Policy
- ▶ Indigent Policy
- ▶ Credit control & Debt Collection Policy
- ▶ Cash Management Policy

2. Expenditure Management

- ▶ Expenditure Policy

3. Financial Administration

- ▶ Asset Management Policy
- ▶ Funding & Reserves Policy
- ▶ Borrowing Policy

4. Supply Chain Management

- ▶ Supply Chain Policy



Rates Policy

Page	Section	Removed	Inserted
1	11		Municipal Services
6	Definitions	<p>“state-owned properties” means those properties within the municipal area <u>where</u> the ownership <u>of</u> which vests in the state and is registered in the name of or in favour of the state, but do not include public infrastructure;</p> <p>The definition was amended to Public Service Purposes</p>	
6	Definitions		Definition for Public Service Purposes
7	5.1.1	Remove R19 000 it already includes the R15000 and the R4000	
8	5.2.1	Properties that are used as Accommodation Establishments where four (4) or more rooms are made available will be granted a 30% rebate on the business tariff	
8	5.2.2	Farm Properties that are used for business, commercial of industrial purposes will be granted a 30% rebate on the business and industrial tariff.	
9	5.5.3	City	Community and Council
9	5.5.3	This rate rebate is 80% (inclusive of the 75% in terms of the MPRA Rate Ratio Regulations) of the rate levied on Residential Properties, which rate on properties subject to agricultural use does not exceed the maximum ratio to the rate on Residential Property prescribed in the MPRA Rate Ratio Regulations.	



9	5.5.3		<p>This rate rebate is 75% of the rate levied on Residential Properties, which rate on properties subject to agricultural use does not exceed the maximum ratio to the rate on Residential Property prescribed in the MPRA Rate Ratio Regulations.</p> <p>The council will, when it imposes rates and sets tariffs for the budgeted year, grant an additional rebate of 70% on the rates payable in respect of agricultural properties.</p>
10	5.5.7	No other rebates will be granted to properties that qualify for the Agricultural rebate. For the avoidance of doubt properties that qualify for the _____ agricultural rebate will not be entitled to the residential rate rebate as set out in paragraph 5.1.1 above	
10	5.5.9	If the registered owner of agricultural property, transfer ownership of Employee's dwellings to bona fide employees, which excludes employees with a family relationship to the owner, trustee(s), or member of the legal person, the Municipality shall grant a 10% rebate in addition to the rebate stipulated in pas 13(2) with regard to –the applicable agricultural property.	
10	5.5.10	The rebate stipulated in sub paragraph 5.5.10 + above, shall lapse in the Event of change of ownership of the property.	
10	5. 5.11	<p>Owners or tenants of farms and smallholdings with a residential Component and with no or limited agricultural activities may apply to be rated at the residential rate and to receive the valuation reduction (i.e. such properties which do not qualify for the agricultural rebate). The owner must apply to the Municipality by the due dates set out above and declare in an affidavit that no contraventions of the zoning scheme are taking place on the property. Should they meet the relevant criteria, the owners of these properties, should they meet the relevant criteria, are precluded from applying for a senior citizens and disabled persons rate rebate, in terms of the Municipality indigent relief measure</p>	

11	5.8.2	<p>on the rates payable in respect of properties</p> <p>——whose owners are not recipients of an old age or disability grant, but who</p> <p>——meet the income limitation for an old age or disability grant</p>	to pensioners not exceeding an household income of R7500
13	Heading	STATE PROPERTY	PUBLIC SERVICE PURPOSE
14	11		<u>MUNICIPAL SERVICES</u>
15	11.4	120	60
15	11.5	120	60
15		<p>-</p> <p>INDIGENCY</p> <p>-</p> <p>In terms of Section 3(3) (f) and Section 15 of the MPRA all indigents, for rating purposes, will qualify in respect of their Residential Properties for the benefits as set out in paragraph 5.1 of this Policy.</p>	
16	18	2019	2021

Tariff Policy

Page	Section	Removed	Inserted
3	2		<p>LEGISLATIVE REQUIREMENTS</p> <p>Tariff policy</p> <p>74. (1) A municipal council must adopt and implement a tariff policy on the levying of fees for municipal services provided by the municipality itself or by way of service delivery agreements, and which complies with the provisions of this Act and with any other applicable legislation.</p> <p>(2) A tariff policy must reflect at least the following principles, namely that—</p> <ul style="list-style-type: none">(a) users of municipal services should be treated equitably in the application of tariffs;(b) the amount individual users pay for services should generally be in proportion to their use of that service;(c) poor households must have access to at least basic services through—<ul style="list-style-type: none">(i) tariffs that cover only operating and maintenance costs; ZI(ii) special tariffs or life line tariffs for low levels of use or consumption of services or for basic levels of service; or(iii) any other direct or indirect method of subsidisation of tariffs for poor households;



d) tariffs must reflect the costs reasonably associated with rendering the service, including capital, operating, maintenance, administration and replacement costs, and interest charges;

(e) tariffs must be set at levels that facilitate the financial sustainability of the service, taking into account subsidisation from sources other than the service concerned

(f) provision may be made in appropriate circumstances for a surcharge on the tariff for a service;

(g) provision may be made for the promotion of local economic development through special tariffs for categories of commercial and industrial users;

(h) the economical, efficient and effective use of resources, the recycling of waste, and other appropriate environmental objectives must be encouraged:

the extent of subsidisation of tariffs for poor households and other categories of users should be fully disclosed.

(3) A tariff policy may differentiate between different categories of users, debtors, service providers, services, service standards, geographical areas and other matters as

long as the differentiation does not amount to unfair discrimination.

6	8.2 (d)	Rural area	Murraysburg
7	3. (a) (iv)	1 700	1 890
7	8.3 (a) (iv)	1 701 to 2 200	1 891 – 3 780
7	8.3 (a) (iv)	2 201	3 781
7	8.3 (a) (v)	and the Rural area	
6	(vi)	the rebates may also be granted to persons in receipt of a social or disability grant.	
7	9		Refer to Tariff list for NERSA Approved Electricity tariffs.

7	9.2 (a)	and Rural	
8	9.2 (e)		a surcharge of 10%
9	10		Refer to Tariff list for Water tariffs.
10	10.3	Consumers in Merweville are assessed at a basic levy as well as a fixed tariff per kiloliter consumed.	
10	10.5		Underground leakage process
10	11		Refer to Tariff list for Refuse tariffs.
10	11.3	Black	refuse
11	11		Refer to Tariff list for Sewerage tariffs.

Indigent Policy

Page	Section	Removed	Inserted
5	3		<p>LEGISLATIVE FRAMEWORK</p> <p><u>Section 97 of the MSA states:</u></p> <p>97. (l) A credit control and debt collection policy must provide for-</p> <ul style="list-style-type: none">(a) credit control procedures and mechanisms:(b) debt collection procedures and mechanisms:(c) provision for indigent debtors that is consistent with its rates and tariff policies and any national policy on indigents: <p><u>Section 104 (l)(L)of the MSA states further:</u></p> <p>104. (1) The Minister may for the purposes of this Chapter make regulations or issue guidelines in accordance with section 120 to provide for or regulate the following matters:</p> <ul style="list-style-type: none">(l) the development and implementation of an indigent policy;



6	4 (iv)		and water
7	5 3 rd bullet	two	Xhosa, three
7	6 3 rd and 4 th	The average monthly consumption of electricity by the household over the previous 12 months may not exceed 450 kWh; The average monthly consumption of water by the household over the previous 12 months may not exceed 18kl;	
7	6		and water
7	Category A	R200	R 1 x state pension
7	Category B	R201	R 1 x state pension – 2 x state pensions

7	Category C	<p>Subsidy: Category C (R 1 x state pension + R1 - 2 x state pension)</p> <ul style="list-style-type: none"> (i) 100% of the basic levy for electricity for one service point per month; (ii) 100% of the basic levy for water for one service point per month; (iii) 20% of the basic levy for sewage for one service point per month; (iv) 50 kWh of electricity; (v) 6 kℓ of water 	
8	6	<p>Subsidy: School Hostels</p> <p>A subsidy equal to the following:</p> <ul style="list-style-type: none"> ➤ Electricity usage subsidised with 10% <p>To qualify for the subsidy benefits, the hostel is required to submit a properly sworn statement not later than 31st day of May of every year.</p> <p>From time to time, subsidies may be adjusted by means of a decision of the Council, in accordance with funds available for the purpose.</p>	

8	7 3 rd bullet		copy of bank statement (not older than 3 months) or letter from SASSA confirming amount of grant;
8	7		<p><u>Additional requirements for Tenants:</u></p> <ul style="list-style-type: none"> ➤ Death Certificate of deceased owner, ID of deceased and sworn affidavit of intent to take responsibility for the resident; ➤ Consent letter from owner and copy of ID of owner
8	9		failure to do so will render the application invalid.
9	10	applicant must grant permission for the municipality to publish his/her name and address on a list of account holders receiving subsidies in terms of this Policy.	municipality will publish a list of account holders receiving subsidies in terms of this policy

9	13		➤ The subsidy terminates when the applicant no longer resides at the resident.
9	15	when registered indigent households fall into arrears	for first time applicants,
9	16 1 st bullet	qualify	qualified
9	16 2 nd bullet		monthly basis.
9	17	2019	2021

Credit control & Debt Collection Policy

Page	Section	Removed	Inserted
1		funding and reserves	Credit control & Debt collection
6	3		2. LEGISLATIVE FRAMEWORK Sections 96 and 97 of the MSA Debt collection responsibility of municipalities Sec 64 of the MFMA Revenue management

8	6.1		(incl.64 (2) (e), (f) and (g) MFMA)
10	7.1.13		implementation and
12	14.3	after this 3 (three) month period. Outstanding arrears will be settled out of any annual bonus due to the staff member.	Staff arrears will be dealt with in accordance with Schedule 2(10) of Local Government: Municipal Systems Act 32 of 2000 and in terms of any procedures, method or actions referred to in this Policy. Notwithstanding any other procedure, method or action that may be taken in terms of this Policy, the Municipality shall deduct any outstanding amount from such staff members' salary if staff member default after one month credit control measures will be enforced

12	14.3	If the employee has given consent for his/ her municipal account to be deducted from their salary, no credit control measures will be implemented against the said staff member.	
13	14.5	30%	10%, plus the current account
14	16.1	Municipal Systems Act, 2000 (Act 32 of 2000)	MSA, wear a name card
14	16.2		Proper record of inability to read meter will be recorded by the meter reader for record purposes
14	16.3	or person authorised by him	
14	16.4.1		provided that the reading is provided by the 20 th of each month and read on the same day of each month to ensure 30 days consumption.
14	16.4.2	meter-readings, once a year.	actual reading, at least every three months

15	17.2 (c)		and physical address
15	17.8 (d)	(d) By mail.	(d) Third Party payments
15	18.2	may	must
18	22.3	Three months	Two months
18	22.3.5		and government departments
18	22.4		<p>2 x state pension household) R100,00 (Indigent)</p> <p>2 x state pension + R200,00 minimum</p> <p>R4 000 plus R400,00 minimum</p>

18	22.5	three months	two months															
18	22.6		and proof of income															
18	22.9	18 levying of interest on a person with an arrangement	17 interest shall be levied as prescribed in clause 21															
18	22.12	Such a consumer's deposit shall be used against his debt.																
18	22.13		proof of income															
19	22.19	Recovery will take place in the following manner:	<p>Defaults</p> <table border="0"> <tr> <td>> 30 days</td> <td>-</td> <td>50% from prepaid purchases</td> </tr> <tr> <td>> 60 days</td> <td>-</td> <td>60% from prepaid purchases</td> </tr> <tr> <td>> 90 days</td> <td>-</td> <td>70% from prepaid purchases</td> </tr> <tr> <td>> 120 days</td> <td>-</td> <td>80% from prepaid purchases</td> </tr> <tr> <td>> 150 days</td> <td>-</td> <td>90 % from prepaid purchases</td> </tr> </table>	> 30 days	-	50% from prepaid purchases	> 60 days	-	60% from prepaid purchases	> 90 days	-	70% from prepaid purchases	> 120 days	-	80% from prepaid purchases	> 150 days	-	90 % from prepaid purchases
> 30 days	-	50% from prepaid purchases																
> 60 days	-	60% from prepaid purchases																
> 90 days	-	70% from prepaid purchases																
> 120 days	-	80% from prepaid purchases																
> 150 days	-	90 % from prepaid purchases																

19		(h) Rates.	(d) Rates
20		DISHONoured CHEQUES AND OTHER UNACCEPTABLE CHEQUES OR	
20	25.4		working
20	25.6		Working, working
20	25.7	regular	monthly
23	30.8.3	Hold back payment to the suppliers of services and goods to the Municipality, if their accounts are overdue. If a supplier is in arrears with municipal services, the supplier must make an arrangement with credit control. (18.2)	

25	33	TAX	<u>MUNICIPAL</u>
25	33.3	The Municipality shall require an advance payment equal to four (4) months' average consumption of all services on the premises before a clearance certificate shall be issued.	
26	37	2019, 2019	2021, 2021

Cash and Investments Management Policy

Page	Section	Removed	Inserted
3	3		Generally Council will invest surplus funds with deposit taking institutions registered in terms of the Bank's Act, 1990 (Act 94 of 1990).
4	3.1		3.1 Revenue management Sec 64 of the MFMA
5	3.2		3.2 Expenditure management Sec 65 (2) of the MFMA

6	3.3		3.3 Withdrawals from municipal bank accounts Sec. 11 of MFMA
4	4.3	<p>The Management of cheques</p> <ul style="list-style-type: none">▪ Cheques are printed in batch format. To prevent the removing of cheques, cheques are delivered in sealed boxes where strict control is exercised over the numerical sequence of cheques on the expenditure system by means of a cheques register.	

- 👤 Cheques
- 👤 A- Authorised Signatories:
 - Municipal Manager
 - Director: Financial Services/Chief Financial Officer
 - Head: Financial Statements and Reporting
 - Deputy Director: Financial Services
 - Manager: Financial Administration
 - Manager: Revenue, Expenditure & SCM
 - Accountant: Budget & Reporting
- 👤 B-Signatories:
 - Head: Expenditure
 - Head: Revenue
 - Senior Accountant: Credit Control

Each cheque needs to be signed by at least two A–signatories, or one A–signatory and one B signatory.

Electronic Funds Transfer (EFT)

A–Authorised Signatories: Municipal Manager

A–Signatories: Director: Financial Services/Chief Financial Officer

Head: Financial Statements and Reporting

B–Signatories:

Head: Expenditure

Head: Revenue

Senior Accountant: Cash Management and Credit Control



6	4.5		<p><u>Cash Management</u></p> <p>All cash that has been receipted and deposited into Beaufort–West municipalities bank accounts need to be banked the next working day</p> <p><u>Cash surpluses:</u> Need to be receipted (surplus miscellaneous) and must be banked</p> <p><u>Cash shortages:</u> Need to be paid in immediately not doing this can result in disciplinary action.</p> <p><u>Receipting of money:</u></p> <p>Persons/institutions responsible for receiving money on councils behalf</p> <p>Permanent and relieve cashiers through the receiving of cash and other payment methods.</p> <p>Third Party Vendors as contracted and listed accordingly.</p> <p>Rights of management to review and amend as needed</p> <p>Need to be reported to council</p>
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Private money

No employee of the municipality is allowed to do the following:

misuse councils cash funds at any stage to be replaced on a later stage.

Keeping private funds with/amongst councils funds (cash) etc., cashier safes, Petty cash boxes etc.

Cashier floats

Every cashier receive an float, that need to be counted and put in cashier safe after every shift.

This used be give change to consumers after paying their accounts, motor registrations etc.

Floats currently allocated

Town

Cash Management cashiers?

Outside Offices/Outside Towns

Cash management Cashiers?

Traffic Department Cashiers?

Library Cashiers?

Swimming Pool (in season)?

Cash Procedures

Internal Controls– Supervisor checks floats of cashiers weekly.

Issuing of Receipts: Weekly: Customers/Client come to cash office, provide the cashier with a municipal account/relevant information, the cashier will then issue receipt.

Cancellations of receipts: If an error is made by customer or cashier, Receipt get reissued. Cashier bring cancelled receipt to supervisor to be cancelled.

Signed by cashier and reviewed by supervisor.

Prepaid cancellations: No cancellations on Prepaid water and electricity issued.

6

4.5

Cash balancing

After cash shift, cashier must count the money re-count and do balancing on the financial system. After that cashier send end of day report to supervisor to check if money is correct/

Differences: If any difference is picked up, supervisor will call in cashier/phone cashier to do the necessary corrections on day end report. Recount if there is a shortage/surplus. Money need to be paid in immediatly. If here is a shortage. Money to be receipted if there is a surplus. If cashier balance, supervisor will do balancing and generate the balancing report for that shift.

Deposit Books

It is kept in Stock, and when the las book is used the supervisor will reorder books from the bank.

Other payment methods

6

4.5

Direct Deposits and ACB

Client will do direct deposit into municipal bank account via internet/their bank, using municipal account number as reference. This information is extracted daily and when doing uploads from bank statement is then credited against the clients accounts. Accounts are also paid by means of a debit order (ACB) payment by consumers bank.

Third party payments

Clients do a payment of various Retail stores, like Shoprite, checkers etc. Data is extract daily and credited to clients/consumers account

NB* A list of third Party Vendors that are approved and contracted.

6	5		<p><u>CASHIER FLOATS</u></p> <p>Cashiers receive an amount (Float) which need to be returned to the municipality at the end of individual shifts. These floats are used to make change to consumers after paying their municipal accounts, motor registrations, fines, etc.</p> <p>a) Insert list of pay points and amounts of float for each point</p>
6	5.1	<p>Petty Cash Framework</p> <p>5.1 General Policy</p> <p>a) The use of petty cash floats is strictly confined to individual cash purchases of:</p> <p>i) up to a maximum of R300, where the petty cash floats in <u>other departments</u> are used to make purchases,</p> <p>ii) up to a maximum of R2000, when claimed from the Financial Services Petty Cash Float.</p> <p>a) It is not acceptable for one receipt or a number of receipts, in respect of the same event, which have been obtained by the same person, to be split over two cash purchase claims.</p>	

a	5.1	<p data-bbox="779 172 1072 201">Petty Cash Framework</p> <p data-bbox="682 305 2147 619">a) A petty cash float is not to be used for any of the following:</p> <ul data-bbox="682 354 2147 619" style="list-style-type: none"><li data-bbox="682 354 1065 382">▪ the cashing of cheques;<li data-bbox="682 401 1174 429">▪ loans to any person whatsoever;<li data-bbox="682 448 2147 525">▪ payment of personal remuneration to any employee whatsoever, whether for fees, salaries, wages, travel allowance as part of remuneration, honorarium or other reason;<li data-bbox="682 544 1141 572">▪ Purchase of capital items; and<li data-bbox="682 591 1281 619">▪ Purchases from SCM Database suppliers. <p data-bbox="682 686 2147 811">b) Other cash floats may also be established for the purpose of providing change, for a cash register, or any other purpose approved by the Chief Financial Officer. Use of such floats is restricted to the purpose for which they were established.</p> <p data-bbox="682 876 2147 1001">c) The Chief Financial Officer may approve the use of petty cash for excluded use, based on practical reasons or cost-benefit reasons. Such an authority will be done on a case by case basis for the purposes of considering merit.</p>	
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7	5.2	<p data-bbox="665 235 1281 268">Establishing and Operating a Petty Cash Float</p> <ul data-bbox="665 372 2168 953" style="list-style-type: none"><li data-bbox="665 372 2168 454">a) To establish a new petty cash float or increase an existing advance, a written application is to be made to the Chief Financial Officer by the relevant Department.<li data-bbox="665 525 2168 704">a) The total value of the advance requested will be an amount which would normally necessitate reimbursement approximately once a week. This level of advances keeps to a minimum the overall cash in the buildings on municipal property and ensures regular inclusion of information regarding expenditure in financial reports and for budget control purposes.<li data-bbox="665 775 2168 953">a) A request for the establishment of an advance will indicate the name and status of senior administrative or clerical staff to be held responsible for the operation of the petty cash float. The staff member's specimen signature must also be submitted by the Department to the Chief Financial Officer, together with the application documentation.	
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7	5.2	<p>d) The application will indicate the security arrangement in place to ensure safe custody of funds in the office. The minimal security arrangement that will be acceptable is that the float will be kept in a locked box which will be kept in a locked filing cabinet or safe.</p> <p>e) If an advance is approved, the petty cash clerk will advise the Department accordingly and request that the responsible staff member collect the advance. This establishing advance will be charged to a "Petty Cash Advances – ...Name/Dept..." in the General Ledger and not against any expenditure votes. A register of advances is thus maintained per Ledger Account for the purpose of accounting for all petty cash floats.</p>	
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8	5.3	<p data-bbox="680 178 1826 207">5.3 Security of Petty Cash Floats</p> <p data-bbox="680 301 1837 529">a) The cash on hand and used petty cash vouchers are to be kept in a locked box for which there should be two keys. One key is to be retained by the officer (on their person) normally responsible for the petty cash and the other to be kept in a sealed envelope in the office safe or other secure place, to be used only in an emergency.</p> <p data-bbox="680 644 1837 822">b) The locked petty cash box must be kept in a secure place when not in use and should be removed and returned by the responsible staff member only. At no stage should staff other than the responsible administrative/clerical staff member have access to the storage place of the petty cash box.</p>	
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8

5.3

c) Under no circumstances are keys to be left in the lock to the petty cash box, cabinet or safe.

d) If the responsible officer is either going on leave or is leaving the Municipality's employment, the petty cash float is to be reconciled and signed by the departing– as well as replacement staff members, to indicate their agreement as to its balance. The replacement staff specimen signature must also be submitted to the Chief Financial Officer.

9	5.4 & 5.5	5.4 Completing a Cash Purchase Claim Form a) Petty cash stationery is available from the petty cash clerk which consists of two parts: (i) Cash Purchase Claim page (ii) Cash Purchase Record page b) All details entered on the Cash Purchase Claim appear on the Cash Purchase record page.	
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9

5.4 & 5.5

c) The Cash Purchase Claim must be completed as follows:

- description and cost of the goods/services purchased
- purchaser's signature
- vote number to be charged
- signature of the Officer in Charge of Petty Cash.

d) Original receipts or other valid documentation as required must be attached as proof of payment, with the signature of an appropriate financial delegate on this documentation. A financial delegate cannot authorise a cash purchase claim where she or he is the purchaser.

9

5.4 & 5.5

5.5

Out-of-Pocket Payments

- a) Where a staff member has made purchases from their own funds and now seeks reimbursement from the petty cash, supporting documentation must be provided to substantiate the claim.

- a) The supporting documentation is to be attached to the claim.

- a) The recording, documentation- and authorization requirements will be as stated in the above paragraph (Completing a Cash Purchase Claim Form).

10

5.7

Reimbursement of Petty Cash Floats

- a) A petty cash float is operated on the basis that expenditure from the float is periodically reimbursed. Such reimbursement–
- returns the cash level of the petty cash float to its original level; and
 - charges the expenditure which has been made, to the correct expenditure vote.
- b) Accordingly, at any point of time, the sum of the cash on hand, i.e. remaining unspent, plus the cash advances for unfinalised purchases, plus the completed cash purchase claim forms, will equal the level of the petty cash advanced to the Department.

10

5.7

- a) Completed Cash Purchase Claim forms, with attached cash register slips, etc., must be taken by the officer in charge of the Petty Cash in a Directorate/Department, to the petty cash clerk for reimbursement, after the Summary Claim Cover Page and attached documentation have been authorised by a financial delegate at least once in 14 days. Reimbursement of claims where supporting documentation is missing will not be entertained.
- a) The prescribed Summary Cash Purchase Claim form as well as other relevant forms attached to it must be completed in full.
- a) The most recently completed Cash Purchase Claim form must record the reconciliation of the petty cash float. The Assistant Accountant: Accounts Payable will refuse reimbursement of claims where this is not supplied.
- a) A petty cash float must never be reimbursed with funds derived from any other source whatsoever.

11	5.8	a) Reconciled petty cash registers (cash slips attached), accompanied with the cash balance must be returned to the Chief Financial Officer a week before the financial year end.	At the end of each financial year, all floats will be reconciled and signed off by the Controller: Cashiering.
11	6.1	<p>6.1 General Policy</p> <p>Generally Council will invest surplus funds with deposit taking institutions registered in terms of the Bank's Act, 1990 (Act 94 of 1990).</p>	

6.3.1 External Investment Managers

- a) The municipality may as and when the need arise approach an external A-graded investment manager to administer the investment portfolio on its behalf.
- a) The external investment manager will be appointed in terms of SCM policy and service level agreement will govern the functions and responsibility of the service provider.
- a) All investments made by the external investment manager on behalf of the Council of Stellenbosch must be made within the ambit of this policy and with National Treasury's investment regulations

12	6.3.2	by the internal investment manager	internally
12	6.4.2	Budget Office	the Manager: Revenue, Manager: Financial Administration and Manager: Expenditure
12	6.4.2 (a) bullet 4	Income in the Budget Office,	
13	6.4.2 (a) bullet 5	Income in the Budget Office	Revenue
14	7	2015	2021

Expenditure Policy

<u>Amount</u>	<u>Focus Area</u>	<u>Custodian</u>



Asset Management Policy



Funding & Reserves Policy



Borrowing Policy



Supply Chain Management Policy



Thank You

Questions?



ANNEXURE F
BUDGET RELATED POLICIES

ANNEXURE G
IDP AND BUDGET PROCESS PLAN



MUNISIPALITEIT / MUNICIPALITY
BEAUFORT-WES/BEAUFORT WEST/BHOBHOFULO
Department Korporatiewe Dienste / Department Corporate Services

Rig asseblief alle korrespondensie aan die **Munisipale Bestuurder**/Kindly address all correspondence to the
Municipal Manager/Yonke imbalelwano mayithunyelwe kuMlawuli kaMasipala

Verwysing
Reference
Isalathiso

5/1/2/1; 10/3/3/5/11

Privaatsak/Private Bag 582
Faks/Fax 023-4151373
Tel 023-41481000

Navrae
Enquiries
Imibuzo

L.P. Lakay

E-pos / E-mail admin@beaufortwestmun.co.za
Donkinstraat 112 Donkin Street
BEAUFORT-WES
BEAUFORT WEST
BOBHOFULO

Datum
Date
Uhmla

9 September 2020

CERTIFIED EXTRACT FROM THE MINUTES OF THE 5th MONTHLY COUNCIL MEETING OF THE LOCAL COUNCIL FOR BEAUFORT WEST HELD ON WEDNESDAY, 2 SEPTEMBER 2020

8.17 BEAUFORT WEST MUNICIPALITY: IDP and BUDGET TIME SCHEDULE: 2021/2022

Councillor N.Constable seconded by Councillor O.Haarvoor propose:-

- 8.17.1 That the IDP and Budget Time schedule for the 2021/2022 Financial year set out in **Annexure 005 to 020** of the agenda be approved and accepted.
- 8.17.2 That the dates of the public participation meetings be advertised in the local News Paper, on Council's Notice Boards and the Municipal Website.

UNANIMOUSLY ACCEPTED
THUS RESOLVED

Certified a true extract from the minutes.

A.C. Makendlana
Director: Corporate Services

THE ADMINISTRATOR

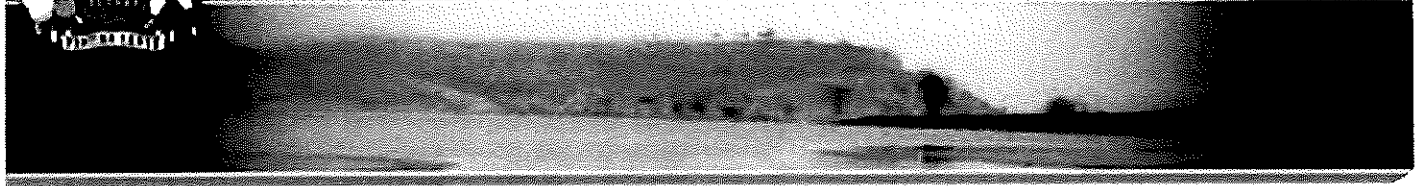


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5/12/11



BEAUFORT WEST MUNICIPALITY

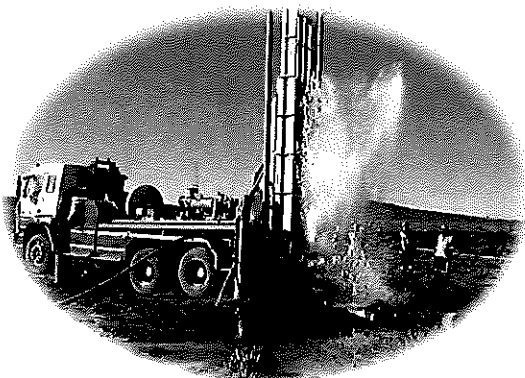


2021 / 2022



IDP & BUDGET

TIME SCHEDULE



LIST OF ABBREVIATIONS

BSC	Budget Steering Committee
CFO	Chief Financial Officer
IDP	Integrated Development Plan
MBRR	Municipal Budget and Reporting Regulations
MFMA	Municipal Finance Management Act
MPPMR	Municipal Planning and Performance Management Regulations
MSA	Municipal Systems Act
NT	National Treasury
PT	Provincial Treasury
CO	Compliance Officer

1. INTERGRATED TIME SCHEDULE FOR REVIEW OF THE IDP AND BUDGET FOR THE 2021/22 FINANCIAL YEAR:

MONTH	ACTIVITY/DELIVERABLE FOR IDP & BUDGET	RESPONSIBLE PERSON	PMS	LEGISLATIVE FRAMEWORK
JULY 2020	<ul style="list-style-type: none"> Preparation of the draft IDP & Budget Time Schedule for 2021/2022 Engagement with Budget office and PMS for alignment purposes Consider comments received on previous Time Schedule document as well as input from DLG July 2020 Provincial IDP Coordinators Forum 16 July 2020 District, IDP, Public Participation & DLG pre-planning engagement to ensure alignment, continuity and integration of S21 time schedules Review participatory forums and mechanisms 	IDP/CFO/CO	<ul style="list-style-type: none"> Roll-out of the SDBIP Finalize section 57 Performance Contracts Monthly monitoring of SDBIP 	<ul style="list-style-type: none"> Structures Act, 1998 Part 4 & S83 & 88 Systems Act, 2000 S17, 34, 76-81 & 105 MFMA 2003 S21, 53, 68 & 77
AUGUST 2020	<p>Tabling of IDP/Budget Time schedule for 2021/2022 to Council for adoption00</p> <p>Advertise IDP/Budget Time Schedule for public information and in order to meet AG audit requirements</p> <p>Constituting IDP steering committee.</p> <p>Provincial IDP Coordinators engagement to ensure integration and continuity</p>	IDP/CFO	<p>Submission of Q4 SDBIP reports (for last quarter of previous financial year) MPPR Reg. 14</p> <p>Compile Annual Performance Reports prepared in terms of section 46 of MSA 2000</p> <p>Quarterly Audit Committee Meeting (last quarter of previous financial year) MFMA S166 & MPPR Reg.14(3)(a)</p> <p>Tabling of Draft Performance Report to Audit - & Performance Committee</p>	<p>Structures Act, 1998 Part 4 & S83</p> <p>Section 17, 34, 36 & 105 of MSA 2000</p> <p>Section 21 & 166 of MFMA</p> <p>The accounting officer of a municipality must prepare the annual financial statements of the municipality and,</p>

	<p>14 August 2020 District IDP Managers Forum - district provide feedback and discuss alignment with local municipalities in district</p> <p>Consult and review financial position and performance</p>		Monthly Monitoring of SDBIP	<p>within two months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing. MFMA Section 126(1)(a):</p>
	<p>Submit annual financial statements and annual performance report to the Auditor- General for auditing (within two months after the end of the financial year)</p>	Budget / CFO		
	<p>Submit approved time schedule to DLG and Provincial Treasury</p>	IDP		
<p>SEPTEMBER 2020</p>	<p>CKDM Public Participation meetings in Beaufort West from 1 - 30 September 2020 to review municipal needs falling within functional mandate of other organs of state for submission to them. Ward Committee Forum meetings in each municipal are to review and prioritize ward needs</p>	CKDM IDP	<p>Auditor General (AG) audit of performance measures</p> <p>Monthly monitoring SDBIP</p>	<p>Structures Act, 1998 Part 4</p> <p>Systems Act, 2000 S17, 31, 34 & 105</p>
	<p>Provincial IDP Coordinators engagement to ensure integration and continuity</p>	IDP		

	Beaufort West Sector Engagements: Sector Inputs	IDP		Administration engages with Provincial and National sector departments on sector specific programmes for alignment with municipal plans (schools, libraries, clinics, water, electricity, roads, etc.
	District IDP Managers engagement to ensure integrated development planning for the district as a whole and provide feedback from above engagement	IDP		
	Internal IDP & Budget Steering Committee (Analysis)	All internal Departments		
	Review and update of the IDP Vision, Mission and Strategic Objectives and Values (if any change Public Participation to follow)	IDP/MMI/Mayor		
OCTOBER 2020	Public participation engagements 1 - 30 October 2020	IDP/PP/CO/CFO	Compile and submit Quarterly Performance Report for Q1 to Council	Structures Act, 1998 Part 4 & S83 Systems Act, 2000 S17 & 34
	Strategic engagements (SIME) with municipalities on planning priorities and service delivery challenges	MM/All DIRECTORS/IDP/IA & DLG	Internal Audit, audit quarter 1 performance	
	CKDM - Provincial Public Participation Forum	IDP/PP Unit/PMS/CO	Make public quarter 1 report	
	IDP Steering Committee (Feedback on situational analysis)	IDP/CFO/PMS/CO	Monthly monitoring of SDBIP	MFMA, 2003 S35, 36, 42 & 52 MTBPS
	Integration of information from adopted sector plans into IDP Review	IDP		
	Internal engagements to prioritise needs for assistance from sector departments	IDP / All internal departments		

	Send priorities to sector departments	IDP		
	Provincial IDP Coordinators engagement to ensure integration and continuity	IDP		
	District IDP Managers Forum - district provide feedback	IDP		
	District Communicators Forum - sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation	IDP/MM/Mayor		
NOVEMBER 2020	Meetings with all Ward Committees: 1-15 Nov 20	IDP	Quarterly Audit- & Performance Audit Committee Meeting (for 1 st quarter of current financial year) MFMA 166 & MPPR Reg. 14(3)(a)	Structures Act, 1998 Part 4 & 583 Systems Act, 2000 S17, 34 & 105 MFMA, 2003 S71, 121 & 166
	Provincial IDP Coordinators engagement to ensure integration and continuity	IDP	Previous Financial year Final S57 Managers Performance Assessments	
	District IDP Managers engagement to ensure integrated development planning for the district as a whole and provide feedback from above engagement	IDP/PMS/CO	Monthly monitoring of SDBIP	
		MM/CFO/AG	Finalize Audit Report for the financial year	
	District Communicators Forum - sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation	IDP / PP/MM/Mayor		
	18 Nov 20 District - Provincial Public Participation Forum meeting	IDP/PP Unit		
	Provide Community Needs/Priorities To Directors for Comments	IDP/PP/ALL Directors PMS/CO		
	Mayco determines strategic choices for next three years	MM/DCS/CFO/Mayco		

	Request input for budget related policies	All Directorates	
DECEMBER 2020	Internal IDP Steering Committee Comment on reviewed Municipal Strategies (Prioritize projects & programmes)	IDP/MM/ CFO/PMS/CO	Finalize 2019/2020 Annual Report (MFMA section 127)
	Provincial IDP Managers Forum - District specific engagement Central Karoo (subject to National direction in respect of state of disaster)	IDP /PMS/CO	Monthly monitoring of SDBIP
	Request input from all internal departments for the capital and operating budget	MM, CFO & Senior Managers	
	Outline / Review municipal Strategic Objectives, KPAs, KPIs and Targets	IDP / PMS / CO	
JANUARY 2021	Prepare detailed budget and plans for next three years	CFO	Table Draft Annual Report to Council
	Identification of priority IDP Projects	All Directors/IDP Budget Steering Committee/MM	Compile and submit Quarterly Performance Report for Q2 to Council
	Provincial IDP Coordinators engagement to ensure integration and continuity - districts provide feedback to local municipalities	IDP/MM	Mid-term / Midyear Report submitted to Mayor in terms of Section 72 of MFMA
	District IDP Managers engagement - district provide feedback	IDP/DCS/PMS / CO	Midterm / midyear Report is published in the local newspaper and Mun. Website
	District Communicators Forum - sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation	IDP/MM/PMS/CO	Monthly monitoring of SDBIP

Systems Act, 2000 S31, 34 & 105

Structures Act, 1998 S83

Systems Act, 2000 S34

MFMA, 2003 S21, 36, 52, 72 & 75

MFMA Section 127(2)

FEBRUARY 2021	Continuous Review of Municipal Strategic Objectives, KPIs, KPIs and Targets	IDP/PMS/CO	Make public the Annual Report and invite community inputs into report [MFMA 127 & MSA section 21(a)]	
	Proposed National and Provincial Allocations to municipality incorporated into Draft IDP and Budget	IDP/CFO/DCS	Submit Annual Report to AG, Provincial Treasury & CoGTA (MFMA section 127)	
	Conclusion of Sector Plans for inclusion in Draft IDP	IDP /All internal Departments/DCS	Make public the Mid-year Report	
	11 February 2021 CKD - Provincial Public Participation Meeting	IDP/PP Unit/PMS/CO	Prepare Draft SDBIP	
	Provincial IDP Coordinators engagement to ensure integration and continuity - districts provide feedback to local municipalities	IDP/PMS/CO	Quarterly Audit Committee meeting (MFMA S166 & MPPR Reg 14(3)(a))	
	Internal IDP Steering Committee (Alignment)	IDP/MM/PMS/CO	Draft SDBIP for next financial year developed for incorporation into the Draft IDP for planned financial year.	Structures Act, 1998 Part 4 & 583 & 88
	Technical Integrated Municipal Engagement (TIME)	DLG	Preparation of Oversight Report on Annual Report	Systems Act, 2000 S17, 31, 34 & 105
	District IDP Managers engagement to ensure integrated development planning for the district as a whole - particularly in respect of the Draft Final IDP Review	IDP	Monthly monitoring of SDBIP	MFMA, 2003 Section S21, 28, 87, 127 & 166
	District Communicators Forum - sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation	MM/IDP		
	Finalize draft budget-related policies	CFO/All		
	Finalize draft budget	Departments/IDP/Budget Steering Committee		
	Workshop Draft Budget with Directors and Managers	MM/CFO		

<p>MARCH 2021</p>	<p>Workshop draft IDP & Budget with IDP/Budget Committee/Council</p>	<p>IDP/Mayor / MM / CFO</p>	<p>Table Annual Report to MPAC for input in order to compile Oversight Report</p>	<p>Structures Act, 1998 Part 4 Systems Act, 2000 S17, 34 and as Amended MFMA, 2003 S16, 17, 22, 37, 42 & 129</p>
	<p>Provincial IDP Managers Forum - District specific engagement Central Karoo (subject to National direction in respect of state of disaster)</p>	<p>IDP/PMS/CO</p>	<p>Council to consider and adopt an Oversight Report (Due by 31 March)</p>	
	<p>District Communicators Forum - sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation</p>	<p>MM/IDP</p>	<p>Table Revised SDBIP (if necessary)</p>	
	<p>IDP & Budget Steering committee for Finalization of IDP/Budget</p>	<p>IDP / CFO / IDP/Budget Steering Committee</p>	<p>Set Performance objectives for revenue for each budget vote</p>	
	<p>Draft SDBIP for incorporation into draft IDP</p>	<p>DCS/PMS /CO</p>	<p>Monthly monitoring of SDBIP</p>	
	<p>Draft IDP and Budget approved by Council</p>	<p>Executive Mayor / MM</p>		
<p>APRIL 2021</p>	<p>Send Draft IDP to Minister, PT, NT and the Central Karoo District Municipality</p>	<p>IDP/MM/PMS/CO</p>	<p>Prepare Quarterly Performance Report (Section 52) for Q3 and submit to council</p>	<p>Structures Act, 1998 Part 4, S83 & 88</p>
	<p>Advertise IDP and Budget document for public Inputs and Comments</p>	<p>IDP</p>	<p>Section 57 Managers informal quarterly assessment</p>	
	<p>Public Participation meetings on the Draft IDP/Budget documents</p>	<p>IDP/CFO/PMS/CO</p>	<p>Review Annual organizational performance targets (MPPR Reg- 11)</p>	
	<p>April 2020 CK District Public - Provincial Public Participation Meeting</p>	<p>CKDW/ IDP/PP/IA</p>	<p>Internal Audit, audit Q3 Performance</p>	
	<p>April/May 20 Draft IDP Assessments by Provincial Gov</p>	<p>IDP/CFO/MM/PMS/CO</p>	<p>Make public Q3 Report</p>	

	Provincial IDP Coordinators engagement to ensure integration and continuity - districts provide feedback to local municipalities	IDP/PMS/CO	Community input into org. KPIs and targets through the Draft IDP	Systems Act, 2000 S17, 25, 31, 34 and 105
	District IDP Forum - District provide feedback to local Municipalities	IDP/PMS /CO	Monthly monitoring of SDBIP	MFMA, 2003 S22, 23, 37, & 52
	District Communicators Forum - sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation	MM/IDP		
	IDP/Budget Steering Committee Meeting	IDP/CFO/Steering Committee		
	Consultation and meetings with the public, stakeholders, Provincial and National Treasury and other organs of State. (LGMTEC)	MM / Council and provincial departments		
	Consider written representations in respect of Draft IDP/Budget			
	Consider LGMtec recommendations on Draft IDP/Budget for inclusion in Final IDP/Budget			
MAY 2021	Review written comments in respect of the draft (advertised) IDP/Budget	IDP/MM/Steering Committee/Council/PM S/CO	Monthly monitoring of SDBIP	
	Consider LGMtec recommendations on Draft IDP/Budget for inclusion in Final IDP/Budget	IDP/CFO/MM / Council and provincial departments		
	Provincial IDP Coordinators engagement to ensure integration and continuity	IDP		Systems Act, 2000 S17 and 34
	District IDP Managers Forum - District provide feedback to local Municipalities	IDP/MM		MFMA, 2003 S16, 26 & 53
	District Communicators Forum - sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation			

	Final Adoption of IDP & Budget by Municipal Council	MM/IDP/CFO/Council	
JUNE 2021	Approval of Top Layer SDBIP		
	Advertise the IDP and Budget documents in the local newspaper/Mun Notice Boards and Mun Website	MM/DCS/Executive Mayor IDP and CFO MM/HR	
	June 2020 CK District Public - Provincial Public Participation Meeting	IDP/PP Unit DCS/MM	Submit copies of SDBIP to National and Provincial Treasury
	Send IDP/Budget documents to DLG (Minister) & PT	IDP/CFO PMS/CO/HR	Make public the performance agreements of MM and Senior Managers (Municipal Website)
	District IDP Managers Forum		
	District Communicators Forum - sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation		
	Submit copies of the performance agreements of MM and Senior Managers to MEC and make public on municipal website		
	Prepare IDP & Budget Time Schedule & submit to district for the year 2022 / 2023	IDP DCS/ MM/HR	
	District IDP Managers Forum - Workshop Section 27 District IDP Framework and Process Plan	IDP PMS / CO/CFO	Compile and submit Quarterly Performance Report for Q4 to Council
			Roll-out of SDBIP
		Finalize section 57 Performance	
JULY 2021			

Structures Act, 1998 Part 4
Systems Act, 2000 S17, 21, 31, 34 - 45
Structures Act, 1998 Part 4 S83 & 88
Systems Act, 2000 S17, 34, 76-81 & 105
MFMA, 2003 S21, 53,68 & 77

			<p>Contracts</p> <p>Submit copies of Performance Agreements to MEC</p> <p>Monthly Monitoring of SDBIP</p>	
<p>AUGUST 2021</p>		<p>PMS/CO/CFO</p>	<p>Submit Q4 SDBIP reports for last quarter of financial year</p>	<p>Structures Act, 1998 Part 4 S83</p>
	<p>IDP steering committee meeting, to discuss draft time schedule and identify gaps in the IDP Process</p>	<p>IDP/PMS/CO/DCS</p>	<p>Submission of Annual Performance Report prepared in terms of section 46 of MSA 2000</p>	<p>Systems Act, 2000 S17, 26, 28, 29, 36, 46 & 105</p>
	<p>Table draft Process Plan to MAYCO for comments and recommendation</p>	<p>IDP/IA</p>	<p>Quarterly Audit Committee meeting (last quarter of previous financial year) MFMA S166 & MPPR Reg. 14(3)(a)</p>	<p>MFMA, 2003 S21, 126 & 166</p>
	<p>Consult and Review performance and financial position</p>	<p>CFO/MM</p>	<p>Tabling of Draft Performance Report to Audit - & Performance Audit Committee</p>	
	<p>Executive Mayor tables Draft Process Plan to Council for approval for next 5 years</p>	<p>IDP/MM / MAYOR CFO</p>	<p>Submit annual financial statements and annual performance report to the Auditor- General for auditing</p>	
	<p>Advertise Process Plan</p>	<p>IDP/MM</p>		

PROPOSED DATES FOR IDP PUBLIC ENGAGEMENTS: 2021/22 IDP REVIEW AND BUDGET CYCLE

Date 2020	Day	Time	Ward	Venue	Ward Councillor	Facilitator	CDW Support
05 Oct 2020	Monday	17H30	1	Murraysburg Town hall, Beaufort Street, Murraysburg	October Haarvoor	Mr L Lakay	Nerina
06 Oct 2020	Tuesday	17H30	2	Beaufort West Primary School Hall, Pastorie Street	Derick Welgemoed	Mr L Lakay	Heidi Boesak
07 Oct 2020	Wednesday	17H30	2	Restvale Primary School Hall, Nelspoort	Derick Welgemoed	Mr L Lakay	Heidi Boesak
08 Oct 2020	Thursday	17H30	3	Geelsaal, Alfonso Avenue, Nieuwveld Park	Lena Basson	Mr L Lakay	Raymond
12 Oct 2020	Monday	17H30	4	Kwa Mandlenkosi Hall, Kwa Mandlenkosi	Sinkie M Motsokane	Mr L Lakay	Ronald Twani
13 Oct 2020	Tuesday	17H30	5	Rustdene Hall, Long Street	Mcebisi Kilani	Mr L Lakay	
14 Oct 2020	Wednesday	17H30	6	Pinkster Eenheid Church, Ebenezer Avenue, Rustdene	Euna Wentzel	Mr L Lakay	
15 Oct 2020	Thursday	17H30	7	Merweville Sport Ground, Community Hall, Merweville	Japie Van Der Linde	Mr L Lakay	Shaun Plaatjies
19 Oct 2020	Monday	17H30	7	Beaufort West Primary, Pastorie Street	Japie Van Der Linde	Mr L Lakay	James Esbach
MEETINGS WITH WARD COMMITTEES							
Date 2020	Day	Time	Ward	Venue	Ward Councillor	Facilitator	CDW Support
26 Oct 2020	Monday	17:30	1	To be confirmed	October Haarvoor	Mr. L. Lakay	Nerina
27 Oct 2020	Tuesday	17:30	2	To be confirmed	Derick Welgemoed	Mr. L. Lakay	Heidi Boesak
28 Oct 2020	Wednesday	17:30	3	To be confirmed	Lena Basson	Mr. L. Lakay	Raymond
29 Oct 2020	Thursday	17:30	4	To be confirmed	Michael Motsokane	Mr. L. Lakay	Ronal Twani
03 Nov 2020	Tuesday	17:30	5	To be confirmed	Mcebisi Kilani	Mr. L. Lakay	
04 Oct 2020	Wednesday	17:30	6	To be confirmed	Euna Wentzel	Mr. L. Lakay	Raymond
05 Nov 2020	Thursday	17:30	7	To be confirmed	Japie van der Linde	Mr. L. Lakay	James Esbach / Shaun Plaatjies

2. ADOPTION OF THE IDP / BUDGET TIME SCHEDULE BY COUNCIL

The Review IDP and Budget time schedule must be approved by Council by the 31 August 2020.