

MONTHLY FINANCIAL MANAGEMENT REPORT AS AT END NOVEMBER 2015

(9/1/3/6)

Cluster : Finance

Portfolio : Financial Management

PURPOSE

The purpose of the report is to reflect the financial position of the Municipality for the month of NOVEMBER 2015.

OBJECTIVE

The objective of this report is to assist Council to exercise their oversight function to:

- Makes rational decisions about the allocation of resources;
- Assess the current provision of services, as well as the sustainability of future service delivery;
- Assess how officials have discharged their accountability responsibilities;
- Ensure transparency in respect of the municipality's financial position and operating results;
- Assess the performance of the municipality measured against preset targets and objectives;
- Inform Council on how cash and other liquid resources were obtained and utilized;
- Assess whether financial resources were administered in accordance with legislative and regulatory requirements; and
- Promote comparative information for prior periods and actual results against budgeted or planned results;

Legislative Requirements:

It is important for a municipality to report in order to comply with comprehensive legislative and contractual requirements, regulations, restriction and agreements. Effective financial reporting should therefore not only involve the presentation of bare financial facts but should also make provision for compliance issues, integration and interpretation. This will

enable interested parties to readily comprehend the significant aspects of a municipality's financial operations.

This report is compiled as per the requirements of Sections 54 and 71 of the Local Government: Municipal Finance Management Act, 56 of 2003.

BACKGROUND

With reference to section 71 above, “the accounting officer must by no later than 10 working days after the end of each month submit to National treasury and other spheres of government the NOVEMBER —report of the municipality a statement on the implementation of the budget and the state of the financial affairs of the municipality”.

Financial reports are the primary means of communicating financial information to other interested parties. These reports are made accessible to the Executive for additional management and financial information that helps it carries out its planning, decision-making and control responsibilities, and therefore has the ability to determine the form and content of such additional information to meet its own needs.

Governance is built around the responsibilities of accountability and oversight requiring a culture of transparency and regular reporting. More detailed financial reporting to the Council will facilitate an environment in which potential or real financial problems are reported in time and in an appropriate manner to allow the council to remedy the situation.

The financial situation of the municipality as at the end NOVEMBER 2015 is indicated in the different schedules as listed below.

EXECUTIVE SUMMARY

Item of Financial Position/ Performance	Actual OCTOBER 2015	Actual NOVEMBER 2015	Trend Analysis
<i>Current Assets</i>			
Debtors Age Analysis	R 4 446 851	R 4 929 789 5 013 965	Increased from previous month due to no payment received for IT services from Emfuleni LM and Midvaal LM.
<u>Cash & cash equivalents:</u>			
Investments	R 238 753.83	R 25 239 595.36	Increased from previous month due to investment withdrawn made.
Cashbook balance (bank reconciliation) Primary	R 17 015 424 3 648 271	R 41 396 706.64 2 996 419.95	Increased from previous month due to investment withdrawn equitable share received.
Cashbook balance (bank reconciliation)	R 3 792 282 621 051	R 7 467 827.25	
Licensing	421		
<i>Current Liabilities</i>			
Creditors Age Analysis	R 45 337 563 60 638 792 R 4 446 851	R 45 337 563 58 754 991	Increased Decreased in current liabilities due to decrease in trade creditors, refundable deposits and monies payable to license authorities.
<i>Cash Flow</i>			
Cash flow closing balance	R 20 923 495	R 75 746 168	Increased from previous month due to payment done which exceeds revenue.
Cost Coverage indicator	0.73	0.73 2.71	Austerity mechanism to control expenditure implemented and ongoing.
<u>Grants received in OCTOBER 2016:</u>			
Equitable share	R 0	R 77 279 000 0	First tranche of the 2015/16 Equitable Share received in July 2015, second

Item of Financial Position/ Performance	Actual OCTOBER 2015	Actual NOVEMBER 2015	Trend Analysis
			tranche of R 77 279 000 receivable in November 2015. Third tranche of equitable receivable in March
MSIG	R 0	R 0	Implementation of EPMS system. ←--- Formatted: Right
FMG	R 0	R 0	Financial Management Grant received in July 2015, to be utilized for Financial Management Interns and Financial Capacity Building Formatted: Right
EPWP	R 0	R 0	Extended Public Works Programme managed by SPED. Formatted: Right
NDPG	R 0	R 0	No allocation for 2015/16. ←--- Formatted: Right
HIV/AIDS	R 0	R 2 894 1590	Grant from the Department of Health for HIV and AIDS program. Formatted: Right
Grants spent in NOVEMBER 2016:			
MSIG	R 129 481.58	R 9 473.68	Implementation of EPMS system. ←--- Formatted: Right
FMG	R 97 365	R 75 567.36	Financial Management Interns and Financial Policies expenditure. Formatted: Right
EPWP	R 130 775.59	R 55 719.47	Expenditure on EPWP grants program managed by SPED. Formatted: Right
NDPG	R 353 152.30	R 661 230	Capital projects performed on behalf of the Local Municipality. Formatted: Right
HIV/AIDS	R 151 690.26	R 1 220 993 673 166	HIV/AIDS grant expenditure. ←--- Formatted: Right
Financial Performance			
Operating Revenue for Month	R 12 342 369	R 84 235 984	3058.44% received to date (benchmark 25.0041.67%). Formatted: Right
Operating Expenditure for Month	R 30 183 357	R 30 255 708	2541.42% spent to date (benchmark 25.0041.67%). Formatted: Right
Capital Expenditure for Month	R 670 523	R 405 443	4321.20% of total Capex budget spent to date (benchmark 25.0041.67%). Formatted: Right

Item of Financial Position/ Performance	Actual OCTOBER 2015	Actual NOVEMBER 2015	Trend Analysis
<i>MFMA Compliance</i>			
Monthly reports	MFMA 71,66	MFMA 71,66	Submit monthly reports on budget implementation and employee costs.
Budget	MFMA 21(1) (b) & 53 (1) (b)	MFMA 54 (1)	Review SDBIP.

DISCUSSIONS

The discussions below are broadly categorized under items of financial position (balance sheet), items of financial performance (income statement) and cash flow, as well as other information of key importance such as Asset Management and MFMA Compliance.

Financial Position

The balance sheet of Council is broadly distinguished into “Assets” (what Council owns) and “Liabilities” (what Council owes) as per Generally Accepted Accounting Principles (GRAP). The difference between assets and liabilities is referred to as the “Net Assets.”

The net assets of Council are primarily composed of reserves that Council has built up over the years. The nature of these reserves can be either ring-fenced for specific use only (non-distributable reserves), or redistributable for other use as determined by Council. It must be noted that these reserves are non-cash items and Council’s cash held as investments do not match these reserves.

a) *Current Assets*

Debtors Management and Credit Control Status for the month ending NOVEMBER 2015

The debtor's book balance of the municipality as attached in "Annexure A" at the end of NOVEMBER 2015 amounted to R5 million.

The major debtors were:

- IT services rendered in the month of NOVEMBER 2015:-
 - R 84 176 due from Midvaal Local Municipality whereby R 84 176 is current, R 0 is over 30 days, R 0 is over 90 days and R 0 is over 120 days;
 - R 4 929 789 is due from Emfuleni Local Municipality whereby R 544 738 is current, 1 027 230 is over 30 days, 0 is over 60 days, R 933 124 is over 90 days and 2 424 698 is over 120 days;
 - ~~R 84 176 due from Midvaal Local Municipality whereby R 0 is current, 0 is over 30 days, R 0 is over 90 days and R 0 is over 120 days;~~

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Details of credit control measures implemented by Assets Management are provided in the Debtors' Management report tabled separately to the Committee.

Cash & cash equivalents

Movement on Investment Balances

Surplus cash is invested only over short-term periods of 90 days, 60 days, 32 days and all deposits in order to be able to cater for the envisaged spending within the various months. This results in a fluctuating investment balance which is reported on a monthly basis.

Annexure “B” is the investment schedule which indicates the movements of investments made and funds withdrawn during the month. The investments comprises of mostly ring-fenced committed grant monies that are not currently being utilized.

The opening investment balance at the beginning of the month of NOVEMBER 2015 was R 238 753 There was ~~no~~an investment of R25 million made and there was no investment withdrawn ~~of R 0~~ for the month of NOVEMBER 2015. R 841 .53 was interest which was accumulated and has been recorded in our book of accounts accordingly. The carrying forward balance hence equates to R 25 239 596.36

It must be noted that Council’s investments are comprised of monies from various sources and serve different purposes. Savings from the annual budget that have no conditional purpose are usually held in the “accumulated surplus” of Council. However, it must be noted that the “accumulated surplus” is made up of accounting book-entries and does not necessarily imply that these sums are cash-backed by physical funds in investments. The monies held in investments for Council are mostly made up of grant monies received that is not yet utilized. The following are descriptions of such funds held in our investments:

Fund Source	Purpose
Equitable share	Each municipality receives an allocation of revenue raised nationally. Note that a portion of the equitable share serves as a replacement of the repealed RSC levies.
Conditional grants	Unspent portions of the conditional grants received from National and Provincial Treasuries are held in investments until they are required for making payment as per specifications of the grant. These monies must be treated as “committed” and are not available for use other than that specified in the conditions of the grant.
Provisions backed by cash reserves	Accounting standards (GRAP 19) require contributions to provisions for leave pay and other contingent liabilities to be cash backed by being held in various assets (such as investments)

Bank reconciliation

Annexure” C1 –4” indicates the bank reconciliations prepared for the month of NOVEMBER 2015 with the detail on the bank and cash book balances.

The Council has four operating bank accounts which need to be reported on namely:

- Two Primary bank accounts, and
- Two License bank accounts

Council is operating two primary accounts while currently underway with interim process to transition banking services from one service provider to another.

Bank reconciliations are completed monthly within three working days after the end of each month.

The cashbook shows a favorable balance of R 75 746 168 as at the end of NOVEMBER 2015.

b) Current Liabilities

Creditors’ Age Analysis

Annexure “D” represents the creditors’ age analysis. R- ~~22 232 271 45 337 563~~ million was due payable to the Licensing Authority in ~~NOVEMBER~~—~~DECEMBER~~ 2015 for fees collected in ~~NOVEMBER~~—~~NOVEMBER~~ 2015 as part of the agency function. ~~R9 298 877~~ Council serves to the Provincial Authority, R130 045R147 845 held as refundable deposits, and R36,3 million payable to trade creditors.

c) Net Assets

Reserves

The balance sheet of Council is broadly distinguished into “Assets” (what Council owns) and “Liabilities” (what Council owes) as per Generally Accepted Accounting Principles (GRAP). The difference between assets and liabilities is referred to as the “Net Assets.”

The net assets of Council are primarily composed of reserves that Council has built up over the years. The nature of these reserves is that they are ring-fenced for specific use only (non-distributable reserves), as determined by accounting standards. It must be noted that reserves comprise of mostly accounting book-entries and are non-cash transactions. This implies that the reserves on the face of the financial statements do not equate to cash held as investments by Council.

As required by prescribed accounting standards (GRAP 01), only provisions are shown separately on the face of the Statement of Financial Position. All reserves are “ring-fenced” as internal reserves within the Accumulated Surplus. Ring-fenced reserves are as follows:

- a) Assets fair value reserve
- b) Government grant reserve (GGR)

These reserves not supported by cash but are only used for book entry purposes for the phasing in of increased depreciation charges as a result of the full implementation of GRAP 17.

According to GRAP standards, the GGR is created when the municipality receives government grants for the acquisition and/or construction of fixed assets. Once the conditions of the capital grant have been met, the funds are recognized as “revenue” (non-cash) on the statement of financial performance. This “revenue” recognized is then in turn transferred out of the Accumulated Surplus to the GGR on the Statement of Net Assets in order to offset the future depreciation of the property, plant and equipment in question. Hence, the reserve is committed solely for this purpose and cannot be utilized for any other purpose. This is referred to as the non-distributable portion of the reserves. Council must note that these are all non-cash entries.

The purpose of these reserves are to promote community equity and facilitate budgetary control by ensuring that sufficient funds (non-cash) are set aside on the accounting books to offset the future depreciation charges (non-cash) that will be incurred over the estimated useful life of the item of property, plant and equipment financed from government grants,

public contributions or a (non-cash) surplus arising from the revaluation of property, plant and equipment.

Council must note that these are all non-cash entries performed only for compliance purposes in line with accounting standards prescribed by the Accounting Standards Board (ASB) and enforced by the Office of the Accountant-General.

A reconciliation of reserves is detailed in a separate report tabled before Council.

Cash Flow

Cash Flow Status for the Month Ending NOVEMBER 2015

See Annexures “B,” C1- 2,” E”

Essentially, the cash flow statement is concerned with the flow of physical cash in and cash out of the municipality as we collect monies owed by debtors and pay out monies due to creditors.

Annexure “E” is Council’s cash flow statement which indicates the movements on the main bank accounts. The incoming receipts amount to R 84 million. Outgoing payments were made to the amount of R 28 million. Taking into account the opening cashbook balance, this left a favorable closing balance of R 76 million at the close of the NOVEMBER 2015 period, which shows a major decrease margin from last month’s closing balance.

Cost coverage indicator

Currently Council has a sum of R 25 239 595 invested which represents project-related grants not yet utilized. Included in this investment sum are the cash-backed provisions for leave days and ring-fenced grant funds.

Finance excludes these committed amounts from the cost coverage calculation to gain a true reflection of Council’s available liquidity.

The investments is divided into 90 days, 60 days, 32 days and call deposits in order to be able to cater for the envisage spending within the various months.

$$\text{The cost coverage formula} = \frac{(\text{All available cash at the end of the period in the Cashbook}) + (\text{Investments at hand less Provisions})}{\text{Monthly fixed operating expenditure}}$$

$$\text{The cost coverage formula} = \frac{(R 48\ 864\ 533\ 506\ 573) + (R 25\ 239\ 595\ 36 - R 583\ 678)}{R 27\ 742\ 817}$$

$$= 2.6571 \text{ TIMES}$$

The cost coverage of the municipality indicates that Council is not capable of covering the monthly fixed operating expenditure (2.7165 times) and shows that the investments and cash flow of the municipality are unfavorable. The formula does not take into consideration the EMS scenario contingent assets and liabilities whereby if taken into consideration this will indicate that the municipality is financially liquid and could settle any outstanding debts and liabilities is having a liquidity problem as identified in the AG reports of both 2013/14 and 2014/15. The unfunded mandate of EMS which amount to R13.5 million will create a more positive financial position once resolved.

a) Cash flows from Grant Funding

Grant allocations and expenditure

Annexure "F" represents the Grants allocation and their expenditure.

- Equitable Share:
First Equitable Share ~~tranch~~ tranche of 2015/16 amounting to R102 400 000.00, million was received in the month of July 2015. The second ~~tranche~~ tranche of R77 279 000 ~~was will be~~ received in November 2015. The last ~~tranche~~ tranche is receivable in ~~in~~ March 2016. All operational expenses are being funded against this grant.

• Finance Management Grant (FMG):

R1, 250 million was received in the month of July 2015. Of this amount, 75_567.36 were incurred in operational expenses against the Finance Management Internship Programme expenses in the month of NOVEMBER 2015. The six FMG Interns were involved in the following activities during the month of NOVEMBER— 2015 as part of their training rotation plan:-

- Four interns in Supply Chain Management;
- One intern in Payroll; and
- One intern in BudgetingExpenditure.

• Municipal Systems Improvement Grant:

An amount of R 930 000.00 waiss received in the month of July 2015. During the month of NOVEMBER expenses of 9 474 was incurred against the grant.

• Neighborhood Development Programme Grant (NDPG):

No amount was received for the month of July 2015; currently an amount of R 661 230 was spend in 2015.

• HIV/Aids:

An amount of R-4_225_800.00 million is received in month of ~~NOVEMBER~~ July 2015, R2,894,159 received in November 2015 and the municipality incurred expense of R ~~661-230~~R1,673,166 in the month of November 2015

• LED Projects:

No amount was received for the month of July 2015. Expenses was incurred during the month of NOVEMBER 2015, to date there were no another commitments against the grant in the month of NOVEMBER 2015.

Formatted: Indent: First line: 0 cm

Formatted: No underline

Formatted: Indent: Left: 2.54 cm, No bullets or numbering

Formatted: Justified

- EPWP Projects:
An amount of R 400 000 was received in the month of August 2015.
Expenses of R 55 719 was incurred during the month of NOVEMBER 2015
- Grant payments to Local Municipalities:
No grant payments were scheduled for local municipalities for the month of NOVEMBER 2015.

~~Letters of Reminder Notices were sent out to responsible Executive Directors to remind them to institute roll-over processes in preparation for year end.~~

Financial Performance

Financial performance shows the results of operations for the given period. It lists sources of revenue and expenses. The statement measures the performance of Council for a given period of time. Surplus or deficit is used to measure financial performance and directly related to the measurement of revenue and expenditure for the reporting period.

Operating expenses are incurred in the course of conducting normal Council business. They are classified by function such as employee related costs, general expenses, finance charges and contributions to provisions.

“See Annexures G, H & I”

b) Actual Expenditure

Annexure “G” represents the organizational Operating Revenue and Expenditure which illustrates that R 84 million was generated in revenue. R 30 million was spent during the month of NOVEMBER 2015 on the operating accounts.

Annexure “H” represents the Capital expenditure and Revenue sources. Capital expenditure amounted to R 405 443 and it was funded internally for various moveable assets such as furniture & equipment, computers & printers.

Details on performance progress on capital projects are outlined as per “Annexure I.”

c) Pro-Rata Operating Comparative Analysis (Budget vs. Actual by Cluster)

The Total Performance of the municipality as per our findings and reviews are as follows:

- As the month of NOVEMBER 2015 signals the ~~first~~second month of the ~~first~~second quarter of the 2015/16 financial year, spending trends ought to be around ~~8.33~~41.67%.

Formatted: Indent: Left: 1.75 cm, Hanging: 0.75 cm

- - “Other Income” consists of income items such as ambulance fees, airfield fuel & fees, IT charges to LMs, profit on sale of assets; skills levy income, tender income as well as recoveries from telephone costs and commission on salaries.

Formatted: List Paragraph, Indent: Left: 1.75 cm, Hanging: 0.75 cm, Bulleted + Level: 1 + Aligned at: 2.63 cm + Indent at: 3.27 cm

Formatted: Indent: First line: 1 cm

- The monthly performance analysis indicates that total expenditure is at ~~164~~142% and revenue is at ~~31~~58.44% of the pro-rata budget.

Formatted: List Paragraph, Indent: Left: 2.5 cm, First line: 1 cm, Bulleted + Level: 1 + Aligned at: 2.63 cm + Indent at: 3.27 cm

- Interventive measures:
 - The Supply Chain Management Unit together with Financial Management both serve on the Contract Management Committee chaired by Corporate Services: Legal & Support to monitor contractual obligations and performance management of service providers.
 - Cost Containment measures are still in place to cut down on expenditure.

d) Pro-Rata Capital Comparative Analysis (Budget vs. Actual by Cluster)

The total Capital Budget approved for 2015/2016 amounts to R 13 616 000 million. Capital projects amount to R13 616 000. The total capital budget of R 13 616 000 million is funded

internally from reserves (accumulated surplus) as clusters failed to gain external funds for those projects when rolling out Council’s capital intensity programme and drive to assist local municipalities.

Details on performance progress on all capital projects are outlined as per “Annexure I.”

The spending analysis on own fixed assets as at the end of the month of NOVEMBER 2015 is shown in the table below:

Description	Original Budget	Current Month Expenditure	Committed	YTD Movement	Available	% Spent
TOTAL SUMMARY						
FURNITURE AND EQUIPMENT	1 860 6081 421 000	186 950186950.	0	429 555242 604	1 431 0531259470	1723.08
COMPUTERS AND PRINTERS	1 220 0001 000 000	29 834.24	0	365 390335 555	854 610664 499	33.5829 95
VEHICLES	0	0	0	0	0	0
CAPITAL PROJECTS	3 435 3924 095 000	120 740	0	620 474499 734	2 814 913 595 2686	7.6918.0 6
NETWORKS	6 400 000	0	0	1 227 722	5 172 278.27	19.18
INTERNAL NETWORKS	700 000	67 9187.81	0	244 52176 610 8	455 472523 390	2534.93
Sub-Total	13 616 000	405 442443	0	2 887 6694 254 503	10 728 3314 652 116	21.20

- Formatted: Font: 9 pt
- Formatted Table
- Formatted: Font: 9 pt
- Formatted: Font: 9 pt
- Formatted: Font: 10 pt
- Formatted: Right
- Formatted: Font: 10 pt
- Formatted: Right
- Formatted: Font: 10 pt
- Formatted: Font: 10 pt
- Formatted: Right
- Formatted: Font color: Black
- Formatted: Font: 10 pt
- Formatted: Font: 10 pt
- Formatted: Right
- Formatted: Font: 10 pt
- Formatted: Right
- Formatted: Font: 10 pt
- Formatted: Right
- Formatted: Right
- Formatted: Font: 10 pt
- Formatted: Right

The indication for capital projects is that all expenses is funded internally for the various components of assets as per the above table of the analysis for the month of NOVEMBER 2015 is that expenditure of R 405 442 is funded internally for various moveable assets such as furniture &

a) Asset Management
Other Financial Matters

~~equipment, computers & printers.~~

Asset Management

- The Loss Control Committee meets periodically to ascertain the responsibility of loss and advise Council accordingly. Details of proceedings and findings are tabled in a separate report.
- A scheduled year-end asset stock take took place and during this stock-take the physical condition and location of assets were verified in order to ensure completeness and accuracy of the fixed asset register.
- Assets Management and CFO have made follow-up with the Department of Health on matters outstanding EMS debt.
- No other matters of material significance to report for Asset Management.

e) Monitoring of Compliance

Policy Governance of Municipal Finance and MFMA Compliance

As part of improving Sedibeng District Municipality's MFMA reporting module, the project plan report indicates our compliance to the requirements as outlined per the MFMA for the financial year ended from 1 November 2015 to 30 June 2016, which has been divided into timeframes of reporting: Annually, Quarterly, Monthly & Ad-hoc.

Finance is pleased to inform the Committee that our obligations in terms of compiling the annual financial statements within the prescripts of GRAP and the requirements of the MFMA have been duly met on time.

It must be noted that the individual Clusters are responsible to action projects and programmes based on their planned OPEX and CAPEX budgets as aligned with their overall SDBIPs. Finance facilitates and supports the Clusters in an overview capacity to ensure that required targets are met. However, without full cooperation of the Clusters in providing substantiation to the comparative reports, Finance cannot completely assure the quality and accuracy of the information disclosed in this report.

See Attached Annexures reflecting detail information:

- “A” – Debtors Age Analysis
- “B” – Investment Schedule
- “C” – Bank Reconciliations
- “D” – Creditors Age Analysis
- “E” – Cash Flow Statement
- “F” – Grants Allocation and Expenditure
- “G” – Operating Revenue and Expenditure
- “H” – Capital Expenditure and Revenue Source
- “I” – Capital Projects Progress
- “J” – MFMA Compliance

RECOMMENDED:

1. THAT the report and the contents thereof be tabled for approval at the NOVEMBER Mayoral Committee.

MR. B J SCHOLTZ
CHIEF FINANCIAL OFFICER

CLLR. P B TSOTETSI
MMC FOR FINANCE

Date

Date

