

FINANCIAL COMPREHENSIVE MONITORING AND EVALUATION TOOL
 CITIES & DISTRICTS REPORT & DATA INDICATORS
 JULY - JUNE MUNICIPAL FINANCIAL YEAR

MUNICIPAL PROFILE		MUNICIPAL PROFILE	
PERIOD FOR THIS REPORT (i.e. period on which you are reporting, State Quarter)	Year	1. No. & Name of Municipality	Name
DATE (i.e. date on which this report was written)	Year	2. Category of Municipality	Code
REPORT COVERED (FISCAL YEAR)	Year	3. New Deliveries per municipality	Value
NAME OF PERSON COMPLETING REPORT (Please Capitalize)	Name	4. Number of wards per municipality	Value
CONTACT DETAILS OF PERSON COMPLETING THIS REPORT	Address/Location	5. Number of Councilors per municipality	Value
	Phone Number	6. Number of households in municipality	Value
	Mobile	7. Number of households per ward	Value
	Work	8. Number of households per ward	Value

INTERPRETATION OF RESULTS

Green
Satisfactory
Orange
Red

PROVINCIAL SCORES

Municipality (at least which indicators are not applicable in line with the Powers and Functions performed)

Name the municipality from 1 (lowest) to 10 (highest) in terms of:	WEIGHTING	POINTS Q1	SCORE Q1	POINTS Q2	SCORE Q2	POINTS Q3	SCORE Q3	POINTS Q4	SCORE Q4	ANNUAL POINTS	ANNUAL SCORE
A. Putting People First	0										
B. Building Better Cities	15	10.0	100%	10.0	100%						
C. Good Governance	15	10.0	100%	10.0	100%						
D. Sound Financial Management	15	10.0	100%	10.0	100%						
E. Building Capable Local Government Institutions	8	7.0	88%	7.0	88%						
TOTALS	57	47.0	79%	47.0	79%						

- Notes for completing the template:**
- Do not make any amendments to the template i.e. change weightings or indicators
 - All financial indicators are to be accompanied - evidence in respect of the financial indicators will be provided by the COGTA Municipal Finance Unit
 - Any Municipality that is currently under any COGTA intervention will be categorised as "requiring intervention" regardless of the scoring of this template.
 - LM = Local Municipality, DM = District Municipality & IC = Secondary Cities + Complete the indicators applicable to your municipality

A	PUTTING PEOPLE FIRST	APPLICABLE TO	WEIGHTING (in %)	SCORING RANGE	Name/Standard	Portability of Indicator	QUARTER 1 (January - March)		QUARTER 2 (April - June)		QUARTER 3 (July - September)		QUARTER 4 (October - December)		CHALLENGES	PROPOSED INTERVENTION	COMMENTS
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
1	Number of Ward Committee meetings held per ward in the past quarter (per ward)	LM/IC	0	For all meetings held 100% to 67% +2 / 66% to 50% +1 / 49% to 33% = 0	Functionality as determined by 7 key criteria (COGTA)	Ward committee reports, minutes, attendance registers	70	0	70	0	70	70					
<p>Follow-up Questions</p> <p>Percentage attendance at ward committee meetings</p> <p>What are the main reasons for non-compliance of Ward Committees (e.g. meetings not held, reports not submitted, Quorum not reached, or other reasons)</p> <p>Comments</p>							<p>QUARTER 1</p> <p>0</p>		<p>QUARTER 2</p> <p>100%</p>		<p>QUARTER 3</p> <p>100%</p>		<p>QUARTER 4</p> <p>100%</p>				
<p>The 2020 Local Government Elections has a negative impact in the operations of Committee members in July 2020 since Committee members were pre-occupied with the campaigns</p> <p>The ward committees were pre-occupied with the operations of ward committees, induction workshop and training. Target will be met in next quarter.</p>							None		None		None		None				
2	Number of ward committee reports submitted (per ward)	LM/IC	0	For all meetings held 100% to 67% +2 / 66% to 50% +1 / 49% to 33% = 0	Functionality as determined by 7 key criteria (COGTA)	Ward committee reports, minutes, attendance registers	100%	0%	100%	0%	100%	100%					
<p>Follow-up Questions</p> <p>What are the main reasons for non-submission of reports?</p> <p>Comments</p>							<p>QUARTER 1</p> <p>100%</p>		<p>QUARTER 2</p> <p>67%</p>		<p>QUARTER 3</p> <p>100%</p>		<p>QUARTER 4</p> <p>100%</p>				
<p>The 2020 Local Government Elections has a negative impact in the operations of Committee members in July 2020 since Committee members were pre-occupied with the campaigns</p> <p>The ward committees were pre-occupied with the operations of ward committees, induction workshop and training. Target will be met in next quarter.</p>							None		None		None		None				
3	Number of ward reports submitted per ward committee per month	LM/IC	0	Ward reports submitted 100% to 67% +2 / 66% to 50% +1 / 49% to 33% = 0	Functionality as determined by 7 key criteria (COGTA)	Ward committee reports, minutes, attendance registers	100%	0%	100%	0%	100%	100%					
<p>Follow-up Questions</p> <p>What are the main reasons for non-submission of reports?</p> <p>Comments</p>							<p>QUARTER 1</p> <p>100%</p>		<p>QUARTER 2</p> <p>67%</p>		<p>QUARTER 3</p> <p>100%</p>		<p>QUARTER 4</p> <p>100%</p>				
<p>The 2020 Local Government Elections has a negative impact in the operations of Committee members in July 2020 since Committee members were pre-occupied with the campaigns</p> <p>The ward committees were pre-occupied with the operations of ward committees, induction workshop and training. Target will be met in next quarter.</p>							None		None		None		None				
4	Number of ward reports submitted monthly (per ward)	LM/IC	0	Ward reports submitted 100% to 67% +2 / 66% to 50% +1 / 49% to 33% = 0	Functionality as determined by 7 key criteria (COGTA)	Ward reports	100%	0%	100%	0%	100%	70%					
<p>Follow-up Questions</p> <p>What are the main reasons for non-submission of reports?</p> <p>Comments</p>							<p>QUARTER 1</p> <p>100%</p>		<p>QUARTER 2</p> <p>67%</p>		<p>QUARTER 3</p> <p>100%</p>		<p>QUARTER 4</p> <p>70%</p>				
<p>The 2020 Local Government Elections has a negative impact in the operations of Committee members in July 2020 since Committee members were pre-occupied with the campaigns</p> <p>The ward committees were pre-occupied with the operations of ward committees, induction workshop and training. Target will be met in next quarter.</p>							None		None		None		None				

TOTAL WEIGHTING FOR PILLAR																		
		0					70	0	0	70	0% <th>0</th> <th>0</th> <th>0</th> <th colspan="3"></th>	0	0	0				
B	SERVICE DELIVERY	APPLICABLE TO	WEIGHTING (in %)	SCORING RANGE	Name/Standard	Portability of Indicator	QUARTER 1 (January - March)		QUARTER 2 (April - June)		QUARTER 3 (July - September)		QUARTER 4 (October - December)		CHALLENGES	PROPOSED INTERVENTION	COMMENTS	
5	Percentage of households with access to potable water	DM/IC	0	+100% = 0 90% = 90 % = 1 81% = 90 % = 2 +100% = 3	7-Indicator: number of households with at least a basic level of water service (based on total number of households in the municipal area) (IC)	Billing system and service delivery data / report	N/A (DM Function)	N/A (DM Function)	N/A	N/A (DM Function)	N/A (DM Function)	N/A	N/A (DM Function)	N/A (DM Function)	N/A			
<p>Follow-up Questions</p> <p>Number of Households</p> <p>What are the biggest challenges in terms of billing administration? E.g. Funding, PPA's Capacity, or RCM Delays etc.</p> <p>Number of unplanned interruptions</p> <p>Average time taken to repair unplanned interruptions</p> <p>Isd water losses incurred during the quarter</p> <p>Isd Campaigns to reduce water losses</p>							<p>QUARTER 1</p> <p>n/a</p>		<p>QUARTER 2</p> <p>n/a</p>		<p>QUARTER 3</p> <p>n/a</p>		<p>QUARTER 4</p> <p>n/a</p>					
<p>The 2020 Local Government Elections has a negative impact in the operations of Committee members in July 2020 since Committee members were pre-occupied with the campaigns</p> <p>The ward committees were pre-occupied with the operations of ward committees, induction workshop and training. Target will be met in next quarter.</p>							None		None		None		None					

Comments				n/a			n/a			n/a												
6	Percentage of households served with a household facility	ENH/2	2	<ul style="list-style-type: none"> + 70% n 0 70% n 0 n 1 + 80% n 2 	<ul style="list-style-type: none"> * Calculated as number of households with at least a basic level of sanitation service divided by total number of households in the municipal area x 100 (%) + 100% n 0 + 80% n 1 + 60% n 2 	Billing system and service delivery data / report	n/a (DOM Function)	n/a (DOM Function)	n/a	n/a (DOM Function)	n/a (DOM Function)	n/a	n/a (DOM Function)	n/a (DOM Function)	n/a							
							FOLLOW-UP QUESTIONS				QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
							Number of Households				n/a			n/a			n/a					
							What are the major challenges in terms of banking allocation? (e.g. Funding, PMU Capacity, or RCM Delays etc.)				n/a			n/a			n/a					
							Number of unmet interventions				n/a			n/a			n/a					
Number of unmet interventions				n/a			n/a			n/a												
Comments				none			none			none												
7	Percentage of households served with electricity	ENH/2	2	<ul style="list-style-type: none"> + 80% n 0 80% n 0 n 1 + 90% n 2 	<ul style="list-style-type: none"> * Calculated as number of households with an electricity connection divided by total number of households in the municipal area x 100 (%) + 100% n 0 + 80% n 1 + 60% n 2 	Billing system and service delivery data / report	23%	81.27%	2	20%	81.71%	2	20%	81.71%								
							FOLLOW-UP QUESTIONS				QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
							Number of Households				9,158			9,158			9,158					
							What are the major challenges in terms of banking allocation? (e.g. Funding, PMU Capacity, or RCM Delays etc.)				none			none			none					
							Number of unmet interventions				8			8			2					
Comments				Meetings are held where the Municipal Manager and Honorable Mayor address community-based electricity teams.			Meetings are held where the Municipal Manager and Honorable Mayor address community-based electricity teams.			Meetings are held where the Municipal Manager and Honorable Mayor address community-based electricity teams.												

5	Percentage of planned new housing units constructed	50%	2	100 % = 2 82 % = 1 OR % = 1 + 10% = 0	* Calculation: a number of new housing units constructed divided by planned number of new housing units (from DP or SDP targeted) x 100 (%) 1 from 2020	Project completion reports, quarterly reports, mid-year and annual reports	80%	100%	2	80%	100%	2	80%	100%							
FOLLOW-UP QUESTIONS							QUARTER 1	QUARTER 2		QUARTER 3		QUARTER 4									
What is the housing backlog? - number of houses							Plus or minus 10 000		Plus or minus 10 000		Plus or minus 10 000		Plus or minus 10 000								
What are the biggest challenges in terms of housing allocation? E.g. Funding, PMU Capacity, or RCU Delays etc.							Nature of project taken long		How approval of housing project by Dept. of Housing is delayed.		How approval of housing project by Dept. of Housing is delayed.		How approval of housing project by Dept. of Housing is delayed.								
Do you have an approved Housing Backer Plan?							Yes		Yes		Yes		Yes								
Comments							none		none		none		none								
6	Percentage of households which have access to refuse removal	50%	2	100 % = 0 82 % = 0 OR % = 1 + 10% = 2	* Calculation: a number of households provided with a refuse collection service divided by total number of households in the municipal area x 100 (%) Exclude households where street collection service provided to have PLS households for which a permit of collection facilities are available or accessible.	Willing system and refuse	20%	82.0%	2	20%	82.0%	2	20%	82.0%							
FOLLOW-UP QUESTIONS							QUARTER 1	QUARTER 2		QUARTER 3		QUARTER 4									
Households							16,126		16,177		16,871		16,871								
Frequency of refuse removal? (Daily / weekly / 1)							CBD Households - weekly		CBD Households - weekly		CBD Households - weekly		CBD Households - weekly								
How many households receive other forms of refuse removal, if any? (total annual)							none		none		none		none								
What are the biggest challenges and difficulties in terms of refuse removal?							none		none		none		none								
Number of land-fill sites							2		2		2		2								
Number of land-fill sites registered?							1		1		1		1								
Comments							none		none		none		none								
10.5	How the municipality have an approved roads maintenance plan for the year?	50%	2	Approved roads maintenance plan = 2 No plan = 0	* Calculation: a Condition yes or no / 2 from 100%	Approved roads maintenance plan / SDP	Yes	Yes	2	Yes	Yes	2	Yes	Yes							
FOLLOW-UP QUESTIONS							QUARTER 1	QUARTER 2		QUARTER 3		QUARTER 4									
Comments							none		none		none		none								
10.6	Percentage of targeted number of roads included in terms of the Municipality's approved maintenance plan	50%	2	100 % = 2 82 % = 1 OR % = 1 + 10% = 0	* Calculation: a number of roads maintained divided by planned number of roads to be maintained from DP or SDP targeted) x 100 (%) 1 from 2020	Project completion reports, quarterly reports, mid-year and annual reports	20%	25.00%	2	20%	20%	2	20%	20%							
FOLLOW-UP QUESTIONS							QUARTER 1	QUARTER 2		QUARTER 3		QUARTER 4									
Reasons for non-achievement of the target							n/a		n/a		n/a		n/a								
Comments							none		none		none		none								
11	Indigent Register	50%	2	Yes = Updated Register = 2, Yes but not updated = 1, No = 0	* Municipality to have Indigent Register based on an approved Indigent Policy	Indigent register and willing system	Yes	Yes	2	Yes	Yes	2	Yes	Yes							
FOLLOW-UP QUESTIONS							QUARTER 1	QUARTER 2		QUARTER 3		QUARTER 4									
Number of registered indigent households							6,209		6,209		6,209		6,209								
How regular does the municipality update the indigent register?							Monthly		Monthly		Monthly		Monthly								
Comments							none		none		none		none								
12	Percentage of registered indigent households meeting from Back Shelter	50%	0	100 % = 0 + 10% = 1	* Calculation: a number of indigent households meeting from back shelter (from the approved and updated indigent register) divided by total number of registered indigent households x 100 (%) 1 from 2020	Indigent register and willing system	N/A (SDM Function)	N/A (SDM Function)	N/A	N/A (SDM Function)	N/A (SDM Function)	N/A	N/A (SDM Function)	N/A (SDM Function)							
FOLLOW-UP QUESTIONS							QUARTER 1	QUARTER 2		QUARTER 3		QUARTER 4									
Reasons for non-achievement of the target							n/a		n/a		n/a		n/a								
Comments							none		none		none		none								
13	Percentage of registered indigent households meeting from Back Shelter	50%	1	100 % = 0 + 10% = 1	* Calculation: a number of indigent households meeting from back shelter (from the approved and updated indigent register) divided by total number of registered indigent households x 100 (%) 1 from 2020	Indigent register and willing system	100%	100%	1	100%	100%	1	100%	100%							
FOLLOW-UP QUESTIONS							QUARTER 1	QUARTER 2		QUARTER 3		QUARTER 4									
Reasons for non-achievement of the target							n/a		n/a		n/a		n/a								
Comments							none		none		none		none								
14	Percentage of registered indigent households meeting from Back Shelter	50%	1	100 % = 0 + 10% = 1	* Calculation: a number of indigent households meeting from back shelter (from the approved and updated indigent register) divided by total number of registered indigent households x 100 (%) 1 from 2020	Indigent register and willing system	100%	100%	1	100%	100%	1	100%	100%							
FOLLOW-UP QUESTIONS							QUARTER 1	QUARTER 2		QUARTER 3		QUARTER 4									
Reasons for non-achievement of the target							n/a		n/a		n/a		n/a								
Comments							none		none		none		none								
TOTAL AVERAGE FOR PMU																					
C	SDO GOVERNANCE	APPLICABLE TO	WEIGHTS	SCORING RANGE	Name/Standard	Portfolio of Indicators	QUARTER 1 (Insert Column)		POINTS AWARDED	QUARTER 2 (Insert Column)		POINTS AWARDED	QUARTER 3 (Insert Column)		POINTS AWARDED	QUARTER 4 (Insert Column)		POINTS AWARDED	CHALLENGES	PROPOSED INTERVENTIONS	COMMENTS
							Target	Actual		Target	Actual		Target	Actual		Target	Actual				
10	Number of Council meetings held over the next quarter	ALL	2	1 meeting = 2 / 0 meeting = 0	1 meeting per quarter		1	0	2	1	2	2	1	1							
FOLLOW-UP QUESTIONS							QUARTER 1	QUARTER 2		QUARTER 3		QUARTER 4									
What are the main reasons for Council not meeting?							n/a		n/a		n/a		n/a								
Quorums not reached							none		none		none		none								
Reports not submitted							none		none		none		none								
Comments							none		none		none		none								

16	Real operating budget spent	ALL	3	100% (100%) / 100%	None - 100% - 100%	20%	82.7%	2	20%	80%	2	20%	100%					
FOLLOW-UP QUESTIONS																		
<p>Quarter 1: QUARTER 1</p> <p>Quarter 2: QUARTER 2</p> <p>Quarter 3: QUARTER 3</p> <p>Quarter 4: QUARTER 4</p>																		
<p>Actual % of Budget spent</p> <p>Reasons for under expenditure if length not achieved</p>																		
17	Real repairs and maintenance spent	ALL	3	100% (100%) / 100%	100%	20%	20%	2	20%	20.5%	2	20%	100%					
FOLLOW-UP QUESTIONS																		
<p>What percentage of the total municipal budget has been allocated for repairs and maintenance?</p> <p>What percentage of the repairs and maintenance budget was spent on infrastructure maintenance?</p> <p>Comments</p>																		
17	Real repairs and maintenance spent	ALL	3	100% (100%) / 100%	None - 100%	n/a	n/a		100%	100%	1	100%	100%					
FOLLOW-UP QUESTIONS																		
<p>Total billed revenue (R)</p> <p>Actual Collected Revenue (R)</p> <p>Reasons for under collection</p> <p>Comments</p>																		
18	Performance Indicators (KPIs)	ALL	3	100% (100%) / 100%	None - 100%	n/a	n/a		0%	0%	0	0%	100%					
FOLLOW-UP QUESTIONS																		
<p>Have value >100 done</p> <p>What measures have been put in place to address long outstanding debts</p> <p>Comments</p>																		
19	Costs Backlog of Capitalised Assets	ALL	3	100% (100%) / 100%	None - 100%	n/a	100%	2	100%	100%	2	100%	100%					
FOLLOW-UP QUESTIONS																		
<p>Costs back backlog, what are the reasons?</p> <p>Comments</p>																		
20	Real Projects, Profiles and Waste Expenditure budgeted	ALL	3	100% (100%) / 100%	100%	20%	20%		0%	7%	0	0%	100%					
FOLLOW-UP QUESTIONS																		
<p>Reasons for the projects, profiles and wasteful expenditure</p> <p>Number of ESE amendments</p> <p>Total value of ESE amendments</p> <p>Number of ESE amendments approved by Council</p> <p>Has the ESE amendment register been updated?</p> <p>Comments</p>																		
21	Real Projects, Profiles and Waste Expenditure realised	ALL	3	100% (100%) / 100%	100%	n/a	n/a		0%	0%	0	20%	100%					
FOLLOW-UP QUESTIONS																		
<p>Did the municipality apply Section 57 of the MFMA in resolving the MFMA irregularities?</p> <p>If yes, what was the result, what is the current status?</p> <p>Is the MFMA register complete?</p> <p>Comments</p>																		
22	% Capital Budget Spent	ALL	3	100% (100%) / 100%	None - 100%	20%	47.8%	3	20%	18%	3	20%	100%					
FOLLOW-UP QUESTIONS																		
<p>What are the challenges and bottlenecks in regard of Capital Expenditure? E.g. PM3 Capacity, SCM Delay etc.</p> <p>What measures have been put in place to address targets if not achieved</p> <p>Comments</p>																		
TOTAL SCORING FOR PILLAR																		
E	REGULATORY COMPLIANCE LOCAL GOVERNMENT INSTITUTIONS	APPLICABLE TDs	ASPIRES	SCORING RANGE	Name/Standard	Portfolio of Evidence	QUARTER 1 (Source Column)	POINTS AWARDED	QUARTER 2 (Source Column)	POINTS AWARDED	QUARTER 3 (Source Column)	POINTS AWARDED	QUARTER 4 (Source Column)	POINTS AWARDED	CHALLENGES	PROPOSED MITIGATION	COMMENTS	
	23	Number of Vacancies 5478 posts filled	ALL	3	100% (100%) / 100%	+ Official posts vacant - Section 54(3) 5478 posts filled within 90 days after post is vacant + Official posts vacant in terms of Municipal Systems and Regulations + Calculation of 5478 posts		7	8	7	7	8	7	8				
FOLLOW-UP QUESTIONS																		
<p>Number of vacant posts?</p> <p>Reasons for vacancy</p> <p>Period of vacancy (specify details for each party)</p> <p>Have all Performance Agreements been signed and agreed and submitted to the MEC for local Government?</p> <p>Comments</p>																		
24	Number of vacant budgeted posts against approved contingency	ALL	3	100% (100%) / 100%	+ Approved and funded organizational structure + Contingency - vacancy rate should be less than 10% of the entire staff establishment		n/a	10%	2	n/a	7%	1	n/a	7%				
FOLLOW-UP QUESTIONS																		
<p>Number approved posts</p> <p>Number filled</p> <p>Vacancy rate</p> <p>Any other Comments</p>																		

23	Total budget spent on implementing Sustainable SDG 10a.	%	3	1376-102647 / 1376-48962 / 13-133661 / 78940	No expenditure against quarterly target as per SDP and SBSP	20%		20%		20%		20%		20%		20%		20%		20%	
						Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
FOCUS-UP QUESTIONS																					
State the actual number of Councilor (or/and target) that underwent training						QUARTER 1				QUARTER 2				QUARTER 3				QUARTER 4			
Target						32				25				7							
Actual						25				47				28							
State the actual number of officials (or/and target) that underwent training						22				20				20							
Target						22				20				20							
Actual						32				22				29							
If target were not met, state reasons for under-achievement																					
Target						40%				40%				30							
Actual						40%				40%				28							
Comment						There was less training initiated in the first quarter.				Expenditure fluctuates depending on available training spaces. Expenditure guided by a 15% principle in terms of overall salary budget as provided by the 2018 Development Act. Over expenditure observed through Adjusted Budget in terms of Section 23 of the MFMA.				none							
TOTAL BUDGET FOR FILLAS						8						7									