

**LG MTEC 3: 2016/17 CHECKLIST
SUBMISSION OF TABLED BUDGET DOCUMENTATION**

MUNICIPALITY: CAPE AGULHAS MUNICIPALITY

The Budget Document as set out in Schedule A1 of the Municipal Budget and Reporting Regulations, including the main Tables (A1 - A10), version 2.8 of Schedule A1 (the Excel Formats) and the supporting Tables (SA1 - SA37).

- **Please ensure that** (as per MFMA Circular 72) **each page of the hard copy of the budget documentation** as set out in Schedule A of the Municipal Budget and Reporting Regulations, including the main Tables (A1 - A10) and all the supporting Tables (SA1 – SA37) and prescribed minimum narrative information that is submitted to Provincial Treasury (and National Treasury) **has been stamped and signed** by the secretariat responsible for ensuring accurate records of council decisions.

The IDP Document as set out in section 26, 32 and 34 of the Local Government: Municipal Systems Act, No 32 of 2000 and Regulations (MSA) and section 21 of the Local Government Municipal Finance Management Act 56 of 2003 (MFMA).

The Spatial Development Framework, Disaster Management Framework and additional documents that must be submitted as required in terms of budget circulars.

Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
Council Resolution in terms of the Budget	X			X		
Draft Service Delivery and Budget Implementation Plan	X			X		
Draft Service Level Standards	X			X		
Signed Quality Certificate as prescribed in the MBRR	X			X		
Prescribed Minimum Budget Narrative Information	Stamped and Signed Hard Copy Budget Narrative					
Budget Narrative	X			X		
Municipal Budget Tables: Tables A1 to A10	Stamped and Signed Hard Copy A1 – A10					
Table A1: Budget Summary	X			X		
Table A2: Budgeted Financial Performance (revenue and expenditure by standard classification)	X			X		
Table A2A: Budgeted Financial Performance (revenue and expenditure by standard classification)	X			X		
Table A3: Budgeted Financial Performance (revenue and expenditure by municipal vote)	X			X		
Table A3A: Budgeted Financial Performance (revenue and expenditure by municipal vote)	X			X		
Table A4: Budgeted Financial Performance (revenue and expenditure)	X			X		
Table A5: Budgeted Capital Expenditure by vote, standard classification & funding source)	X			X		
Table A5A: Budgeted Capital Expenditure by vote, standard classification & funding source)	X			X		
Table A6: Budgeted Financial Position	X			X		
Table A7: Budgeted Cash Flow	X			X		
Table A8: Cash backed reserves/accumulated surplus reconciliation	X			X		
Table A9: Asset Management	X			X		
Table A10: Basic service delivery measurement	X			X		

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Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
Municipal Budget Supporting Tables: Supporting Tables SA1 to SA37	Stamped and Signed Hard Copy SA1 – SA37					
SA1: Supporting Detail to Budgeted Financial Performance	X			X		
SA2: Matrix Financial Performance Budget (revenue source/expenditure type and dept.)	X			X		
SA3: Supporting detail to Budgeted Financial Position	X			X		
SA4: Reconciliation of IDP strategic objectives and budget (revenue)	X			X		
SA5: Reconciliation of IDP strategic objectives and budget (operating expenditure)	X			X		
SA6: Reconciliation of IDP strategic objectives and budget (capital expenditure)	X			X		
SA7: Measurable performance objectives	X			X		
SA8: Performance Indicators and benchmarks	X			X		
SA9: Social, economic and demographic statistics and assumptions	X			X		
SA10: Funding measurement	X			X		
SA11: Property rates summary	X			X		
SA12a: Property rates by category (current year)	X			X		
SA12b: Property rates by category (budget year)	X			X		
SA13a: Service Tariffs by category	X			X		
SA13b: Service Tariffs by category (explanatory)	X			X		
SA 14: Household bills	X			X		
SA15: Investment particulars by type	X			X		
SA16: Investment particulars by type	X			X		
SA17: Borrowing	X			X		
SA18: Transfers and grant receipts	X			X		
SA19: Expenditure on transfers and grant programme	X			X		
SA20: Reconciliation of transfers, grant receipts and Unspent funds	X			X		
SA21: Transfers and grants made by the municipality	X			X		

Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
SA22: Summary councillor and staff benefits	X			X		
SA23: Salaries, allowances and benefits (political office bearers/councillors/senior managers)	X			X		
SA24: Summary of personnel numbers	X			X		
SA25: Budgeted monthly revenue and expenditure	X			X		
SA26: Budgeted monthly revenue and expenditure (municipal vote)	X			X		
SA27: Budgeted monthly revenue and expenditure (standard classification)	X			X		
SA28: Budgeted monthly capital expenditure (municipal vote)	X			X		
SA29: Budgeted monthly capital expenditure (standard classification)	X			X		
SA30: Budgeted monthly cash flow	X			X		
SA31: Aggregated entity budget (where applicable)			X			X
SA32: List of external mechanisms	X			X		
SA33: Contracts having future budgetary Implications	X			X		
SA34a: Capital expenditure on new assets by asset class	X			X		
SA34b: Capital expenditure on the renewal of existing assets by asset class	X			X		
SA34c: Repairs and maintenance expenditure by asset class	X			X		
SA34d: Depreciation by assets class	X			X		
SA35: Future Financial implications of the capital budget	X			X		
SA36: Detail capital budget	X			X		
SA37: Projects delayed from previous financial years	X			X		
Budget Related Policies						
Information on any amendments to budget related policies	X			X		
Suite of budget related policies	(Only soft copies)					

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Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
IDP Documentation						
App 1. Council Resolution in terms of the IDP (optional for tabling of IDP but compulsory for approval of IDP)	X			X		
R.(CEDP) Draft Integrated Development Plan	X			X		
App 2 Document outlining amendments to the Integrated Development Plan	X			X		
App 2 Process Plan according to section 32(1)(b) of the MSA read in conjunction with section 21(b) of the MFMA	X				X	
Spatial Development Framework						
App 3 Status of the SDF and the applicable council resolution number	X			X		
Draft or adopted Spatial Development Framework (where applicable)	X			X		
Applicable Disaster Management Framework			X			X
Council Resolution in terms of the adoption of the Disaster Management Framework			X			X
Financial Plan						
App 4 A financial Plan – including a budget projection of at least the next three years as a core component of the IDP as per section 26 of the MSA	X			X		
Par-6 IDP A statement clarifying compliance with section 34 of the MSA	X			X		
SA 5147 Key performance indicators and performance targets determined in terms of section 41 of the MSA	X			X		
mSCOA						
App 5 mSCOA project plan and progress to date	X			X		

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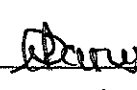
MUNICIPAL REPRESENTATIVE

PROVINCIAL REPRESENTATIVE

Name: SHAUN STANLEY

Name: Anthea Paries

Signature: 

Signature: 

Date: 2016/03/17.

Date: 16/03/2016