

## SUBMISSION CHECKLIST FOR THE 2020/21 FINAL BUDGET, INTEGRATED DEVELOPMENT PLAN AND RELATED DOCUMENTATION

MUNICIPALITY: WCOL48 KNYSNA MUNICIPALITY

In completing and signing the Budget and IDP documentation checklist below, the municipality confirms that Schedule A1 **complies with the Municipal Budget and Reporting Regulations (MBRR)** and that the main tables (A1 - A10) and the supporting tables (SA1 - SA38) are completed in **version 6.4.1** of Schedule A1 (the Excel formats) and **drawn directly from the municipal financial system**.

The Integrated Development Plan 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 must be submitted as required in terms of budget circulars.

Budget Documentation	Yes	No	N/A
Council Resolution in terms of the Budget	✓		
Final Service Delivery and Budget Implementation Plan	✓		
Procurement Plan	✓		
Final Service Level Standards	✓		
Signed Quality Certificate as prescribed in the MBRR	✓		
Budget Narrative, including budget tables in <b>PDF format</b>	✓		
<b>Municipal Budget Tables: Tables A1 to A10</b>			
	Yes	No	N/A
Table A1: Budget Summary	✓		
Table A2: Budgeted Financial Performance (revenue and expenditure by standard classification)	✓		
Table A2A: Budgeted Financial Performance (revenue and expenditure by standard classification)	✓		
Table A3: Budgeted Financial Performance (revenue and expenditure by municipal vote)	✓		

Table A3A: Budgeted Financial Performance (revenue and expenditure by municipal vote)	✓		
Table A4: Budgeted Financial Performance (revenue and expenditure)	✓		
Table A5: Budgeted Capital Expenditure (by vote, standard classification & funding source)	✓		
Table A5A: Budgeted Capital Expenditure (by vote, standard classification & funding source)	✓		
Table A6: Budgeted Financial Position	✓		
Table A7: Budgeted Cash Flow	✓		
Table A8: Cash Backed Reserves/ Accumulated Surplus Reconciliation	✓		
Table A9: Asset Management	✓		
Table A10: Basic Service Delivery Measurement	✓		
<b>Municipal Budget Supporting Tables: Supporting Tables SA1 to SA38</b>			
SA1: Supporting Detail to Budgeted Financial Performance	✓		
SA2: Matrix Financial Performance Budget (revenue source/expenditure type and department)	✓		
SA3: Supporting Detail to Budgeted Financial Position	✓		
SA4: Reconciliation of IDP Strategic Objectives and Budget (revenue)	✓		
SA5: Reconciliation of IDP Strategic Objectives and Budget (operating expenditure)	✓		
SA6: Reconciliation of IDP Strategic Objectives and Budget (capital expenditure)	✓		
SA7: Measurable Performance Objectives	✓		
SA8: Performance Indicators and Benchmarks	✓		
SA9: Social, Economic and Demographic Statistics and Assumptions	✓		
SA10: Funding Measurement	✓		
SA11: Property Rates Summary	✓		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
SA12a: Property Rates by Category (current year)	✓		
SA12b: Property Rates by Category (budget year)	✓		
SA13a: Service Tariffs by Category	✓		
SA13b: Service Tariffs by Category (explanatory)	✓		
SA 14: Household Bills	✓		
SA15: Investment Particulars by Type	✓		

SA16: Investment Particulars by Type	✓		
SA17: Borrowing	✓		
SA18: Transfers and Grant Receipts	✓		
SA19: Expenditure on Transfers and Grant Programme	✓		
SA20: Reconciliation of Transfers, Grant Receipts and Unspent Funds	✓		
SA21: Transfers and Grants made by the Municipality	✓		
SA22: Summary Councillor and Staff Benefits	✓		
SA23: Salaries, Allowances and Benefits (political office bearers/councillors/senior managers)	✓		
SA24: Summary of Personnel Numbers	✓		
SA25: Budgeted Monthly Revenue and Expenditure	✓		
SA26: Budgeted Monthly Revenue and Expenditure (municipal vote)	✓		
SA27: Budgeted Monthly Revenue and Expenditure (standard classification)	✓		
SA28: Budgeted Monthly Capital Expenditure (municipal vote)	✓		
SA29: Budgeted Monthly Capital Expenditure (standard classification)	✓		
SA30: Budgeted Monthly Cash Flow	✓		
SA31: Aggregated Entity Budget (where applicable)			✓
SA32: List of External Mechanisms	✓		
SA33: Contracts having Future Budgetary Implications	✓		
SA34a: Capital Expenditure on New Assets by Asset Class	✓		
SA34b: Capital Expenditure on the Renewal of Existing Assets by Asset Class	✓		
SA34c: Repairs and Maintenance Expenditure by Asset Class	✓		
SA34d: Depreciation by Asset Class	✓		
SA34e: Upgrading of Existing Infrastructure	✓		
SA35: Future Financial Implications of the Capital Budget	✓		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
SA36: Detail Capital Budget	✓		
SA37: Projects Delayed from Previous Financial Years	✓		
SA38: Consolidated Detail Operational Projects	✓		
<b>Excel version</b> of all main (A1 – A10) and supporting budget tables (SA1 – SA38)	✓		

<b>Budget Related Policies</b>			
Information on any amendments to budget related policies			
Suite of budget related policies	✓		
<b>IDP and Related Documentation</b>			
Council Resolution in terms of the IDP			
Final Integrated Development Plan			
A summary of the process referred to in section 29 of the MSA			
A statement that the process has been complied with, together with any explanations that may be necessary to amplify the statement			
In the case of a district and a local municipality, a copy of the framework adopted in terms of section 27 of the MSA			
A copy of the memorandum referred to in Regulation 3(2) of the Local Government: Municipal Planning and Performance Management Regulations of 2001			
Spatial Development Framework			
Council Resolution in terms of the adoption of the <i>Spatial Development Framework</i>			
<b>Additional documentation for the metro</b>			
Built Environment Performance Plan (BEPP)			

**MUNICIPAL REPRESENTATIVE**

Name: M. Meman

Signature: 

Date: 25-06-2020