



OVERBERG

DISTRIKSMUNISIPALITEIT
DISTRICT MUNICIPALITY
UMASIPALA WESITHILI

Financial Monthly Report

February 2019

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Legislative Framework

The Municipal Budget and Reporting Regulations (MBRR) are designed to achieve a range of objectives, including improving the local government sphere's ability to deliver basic services by facilitating improved financial sustainability and better medium term planning and policy choices on service delivery.

This report has been prepared in terms of the following legislative framework:

- The Municipal Finance Management Act – No.56 of 2003, Section 71 and
- The Municipal Budget and Reporting Regulations

The objective of these Regulations is to secure sound and sustainable management of the budgeting and reporting practices of municipalities by establishing uniform norms and standards and other requirements for ensuring transparency, accountability and appropriate lines of responsibility in the budgeting and reporting process and other relevant matters as required by the Act.

To The Executive Mayor

In accordance with Section 71(1) of the Municipal Finance Management Act, I submit the required statement on the state of Overberg District Municipality's budget reflecting the particulars up until the end of **February 2019**.

Section 54(1) of the MFMA requires the Mayor of a municipality to take certain actions on the receipt of this report to ensure that the approved budget is implemented in accordance with the projections contained in the Service Delivery and Budget Implementation Plan.

Recommendations

- The content of this report and supporting documentation for **February 2019** is noted.
- It be noted that the directors ensure that the budget is implemented in accordance with the Service Delivery and Budget Implementation Plan projections and in accordance with the approved budget;
- It be noted that any material variances will receive remedial or corrective actions.



Mr DP Beretti
Municipal Manager

Date: 14 · 3 · 2019

QUALITY CERTIFICATE

I, DP Beretti, Municipal Manager of Overberg District Municipality, hereby certify that –

(mark as appropriate)

- The monthly budget statement
- Quarterly report on the implementation of the budget and financial state affairs of the municipality
- Mid- year budget and performance assessment

for the month of **February 2019** has been prepared in accordance with the Municipal Finance Management Act and regulations made under the Act.

Print name **Mr. DP Beretti**

Municipal Manager of **Overberg District Municipality DC3**

Signature



Date

14.3.2019

EXECUTIVE SUMMARY

Introduction

Section 71 (1) of the Municipal Finance Management Act (MFMA) requires the Municipal Manager, as Accounting Officer of the Municipality, to submit a report in a prescribed format to the Mayor within 10 working days after the end of each month on the state of the Municipality's budget.

Section 54 of the MFMA requires the Mayor to consider the Section 71 report and take appropriate action to ensure that the approved budget is implemented in accordance with the SDBIP.

Consolidated Performance

The following table summarises the overall position on the capital and operating budgets.

	Capital Expenditure	Operating Expenditure	Operating Revenue
Budget	R 32 740 541.00	R205 305 026	R208 614 978
Budget to date (BTD)	R 21 839 027.33	R137 309 846	R133 703 862
Year to date (YTD)	R 16 145 863.74	R131 468 844	R128 429 269
Variance to SDBIP	-R 5 693 163.59	-R5 841 002	-R5 274 594
YTD% Variance to SDBIP	-26%	-4%	-4%
% of Annual Budget	49%	64%	62%

Relevant information

- Revenue to date is below anticipated with a variance of 4%
- Expenditure to date has a variance of 4% below budgeted expenditure to date.
- Capital expenditure is below anticipated.

Conclusion

- Year to date operating revenue amounts to 62% of the total budgeted for the financial year.
- Year to date operating expenditure amounts to 64% of the total budgeted for the financial year.

SUMMARY INCOME & EXPENDITURE 2018/2019 EXCLUDING ROADS AGENCY

Revenue by Source	Budget	Month Actual	YTD Actual	YTD Budget
SERVICES CHARGES	R 9 921 491.00	R -	R -	R 6 614 327.33
RENT OF FACILITIES&EQUIPMENT	R 11 345 019.00	R 3 081.10	R 29 753.50	R 7 563 346.00
INTEREST EARNED-EXTERNAL INVES	R 1 400 000.00	R 23 637.78	R 562 803.76	R 933 333.33
INTEREST EARNED-OUTST DEBTORS	R 100.00	R 885 262.18	R 7 137 967.47	R 66.67
LICENSES & PERMITS	R 134 958.00	R -24 865.44	R 60 184.27	R 89 972.00
INCOME FOR AGENCY SERVICES	R 8 813 199.00	R 734 433.25	R 5 875 466.00	R 5 875 466.00
GRANT&SUBSIDIES (OPERATING)	R 73 724 785.00	R 1 663 208.42	R 58 736 071.00	R 49 149 856.67
GRANT&SUBSIDIES (CAPITAL)	R 1 483 000.00	R -	R -	R 989 210.21
OTHER REVENUE	R 9 272 605.00	R -472 332.90	R 3 703 942.87	R 6 181 736.67
PROFIT ON SALE	R 2 960 000.00	R -	R 1 062 318.30	R -
	R 119 055 157.00	R 2 812 424.39	R 77 168 507.17	R 77 397 314.88

Expenditure by Type	Budget	Month Actual	YTD Actual	YTD Budget
EMPLOYEE COSTS-WAGES&SALARIES	R 66 718 009.00	R 5 116 212.52	R 41 667 490.79	R 46 189 390.85
REMUNERATION OF COUNCILLORS	R 6 168 774.00	R 646 053.31	R 4 148 238.67	R 4 112 516.00
BAD DEBTS	R -	R -	R -	R -
DEPRECIATION	R 3 101 298.00	R 2 364 296.34	R 2 386 197.08	R 2 067 532.00
OTHER MATERIAL	R 2 270 998.00	R 84 240.95	R 1 700 918.10	R 1 513 998.67
INTEREST EXPENSE - EXTERNAL	R 5 618 250.00	R 4 716.54	R 99 404.59	R 3 745 500.00
CONTRACTED SERVICES	R 19 348 898.00	R 1 268 899.60	R 7 945 467.88	R 12 899 265.33
GRANTS & SUBSIDIES PAID	R -	R -	R -	R -
GENERAL EXPENSES - OTHER	R 14 218 978.00	R 574 013.33	R 9 226 469.40	R 9 479 318.67
LOSS ON DISPOSAL OF ASSETS	R -	R -	R -	R -
	R 117 445 205.00	R 10 058 432.59	R 67 174 186.51	R 80 007 521.51
Total	R 1 609 952.00	R -7 246 008.20	R 9 994 320.66	R -2 610 206.63

Revenue by source

Reasons for variance:

-Total income to date is lower than anticipated with a variance of 0.30%.

Allocation error between Interest earned outst debtors and Rent of facilities and equipment.

Expenditure by type:

Reasons for variance:

-Total expenditure is 16.04% lower than anticipated .

Some allocations for new financial year's expenditure needs to be allocated e.g provisions and depreciation.

Interest budget to date is calculated monthly,while Annuity loan is paid bi-annually.

Remedial - Revenue

ODM is investigating a grant management module. In the Interim, grant management will be monitored closely (outside the system). Other Revenue to be monitored closely.

Remedial - Expenditure

Depreciation and other non-cash items to be journalised monthly (where possible).

SUMMARY INCOME & EXPENDITURE 2018/2019 ROADS AGENCY

Revenue by Source	Budget	Month Actual	YTD Actual	YTD Budget
SERVICES CHARGES	R -	R -	R -	R -
RENT OF FACILITIES&EQUIPMENT	R 10 000.00	R -	R 2 596.96	R 6 666.67
INTEREST EARNED-EXTERNAL INVES	R -	R -	R -	R -
INTEREST EARNED-OUTST DEBTORS	R -	R -	R -	R -
LICENSES & PERMITS	R -	R -	R -	R -
INCOME FOR AGENCY SERVICES	R -	R -	R -	R -
GRANT&SUBSIDIES (OPERATING)	R 84 299 321.00	R 7 147 113.73	R 51 146 489.89	R 56 199 547.33
GRANT&SUBSIDIES (CAPITAL)	R -	R -	R -	R -
OTHER REVENUE	R 150 500.00	R 13 779.56	R 111 674.56	R 100 333.33
PROFIT ON SALE	R -	R -	R -	R -
	R 84 459 821.00	R 7 160 893.29	R 51 260 761.41	R 56 306 547.33

Expenditure by Type	Budget	Month Actual	YTD Actual	YTD Budget
EMPLOYEE COSTS-WAGES&SALARIES	R 38 835 300.00	R 3 087 750.03	R 25 200 811.44	R 26 885 976.92
REMUNERATION OF COUNCILLORS	R -	R -	R -	R -
BAD DEBTS	R -	R -	R -	R -
DEPRECIATION	R -	R -	R -	R -
OTHER MATERIAL	R 41 670 000.00	R 6 333 751.30	R 33 604 930.07	R 27 780 000.00
INTEREST EXPENSE - EXTERNAL	R 7 200.00	R -	R -	R 4 800.00
CONTRACTED SERVICES	R 350 000.00	R 168 353.89	R 511 206.23	R 233 333.33
GRANTS & SUBSIDIES PAID	R -	R -	R -	R -
GENERAL EXPENSES - OTHER	R 3 597 321.00	R 607 793.46	R 4 977 709.32	R 2 398 214.00
LOSS ON DISPOSAL OF ASSETS	R -	R -	R -	R -
	R 84 459 821.00	R 10 197 648.68	R 64 294 657.06	R 57 302 324.26

Total	R -	R -3 036 755.39	R -13 033 895.65	R -995 776.92
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Revenue by source

Reasons for variances:

-Total revenue actual versus budgeted varies 8.96% lower than anticipated to date.

Expenditure by type

Reasons for variances:

-Total expenditure is higher than anticipated with a variance of 12.20%.

Due to material purchase before Roads year end

DC3 Overberg - Table C1 Monthly Budget Statement Summary - M08 February

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	-	-	-	-	-	-	-	-	-
Service charges	-	9 921	9 921	-	-	6 614	(6 614)	-100%	9 921
Investment revenue	-	1 400	1 400	24	563	933	(371)	-40%	1 400
Transfers and subsidies	-	158 024	161 424	8 810	109 883	105 349	4 533	4%	161 424
Other own revenue	-	32 686	32 686	1 139	17 984	19 818	(1 834)	-9%	32 686
Total Revenue (excluding capital transfers and contributions)	-	202 032	205 432	9 973	128 429	132 715	(4 285)	-3%	205 432
Employee costs	-	105 553	105 553	8 204	66 868	73 075	(6 207)	-8%	105 553
Remuneration of Councillors	-	6 169	6 169	646	4 148	4 113	36	1%	6 169
Depreciation & asset impairment	-	3 101	3 101	2 364	2 386	2 068	319	15%	3 101
Finance charges	-	5 625	5 625	5	99	3 750	(3 651)	-97%	5 625
Materials and bulk purchases	-	43 941	46 941	6 418	35 306	29 294	6 012	21%	46 941
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Other expenditure	-	37 515	37 915	2 619	22 661	25 010	(2 349)	-9%	37 915
Total Expenditure	-	201 905	205 305	20 256	131 469	137 310	(5 841)	-4%	205 305
Surplus/(Deficit)	-	127	127	(10 283)	(3 040)	(4 595)	1 556	-34%	127
Transfers and subsidies - capital (monetary allocations)	-	1 483	3 183	-	-	989	(989)	-100%	3 183
Contributions & Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	-	1 610	3 310	(10 283)	(3 040)	(3 606)	566	-16%	3 310
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	-	1 610	3 310	(10 283)	(3 040)	(3 606)	566	-16%	3 310
Capital expenditure & funds sources									
Capital expenditure	-	32 741	34 441	562	16 146	21 839	(5 693)	-26%	34 441
Capital transfers recognised	-	1 483	3 183	-	-	989	(989)	-100%	3 183
Public contributions & donations	-	-	-	-	-	-	-	-	-
Borrowing	-	26 977	26 977	370	13 921	17 995	(4 073)	-23%	26 977
Internally generated funds	-	4 281	4 281	192	2 224	2 855	(631)	-22%	4 281
Total sources of capital funds	-	32 741	34 441	562	16 146	21 839	(5 693)	-26%	34 441
Financial position									
Total current assets	42 531	31 282	31 282		53 672				31 282
Total non current assets	81 674	116 666	118 366		94 468				118 366
Total current liabilities	32 857	24 432	24 432		59 933				24 432
Total non current liabilities	79 238	114 979	114 979		79 238				114 979
Community wealth/Equity	12 111	8 537	10 237		8 970				10 237
Cash flows									
Net cash from (used) operating	-	8 256	9 956	(7 194)	(1 558)	16 005	17 563	110%	9 956
Net cash from (used) investing	-	(29 781)	(31 481)	(562)	(15 400)	(16 379)	(979)	6%	(31 481)
Net cash from (used) financing	-	24 956	24 956	26 899	26 500	(1 010)	(27 511)	2723%	24 956
Cash/cash equivalents at the month/year end	-	25 167	25 167	-	46 257	20 350	(25 907)	-127%	40 147
Debtors & creditors analysis									
	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	639	123	56	28	21	15	851	87	1 819
Creditors Age Analysis									
Total Creditors	810	-	-	-	-	-	-	831	1 641

DC3 Overberg - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - M08 February

Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
Revenue - Functional										
<i>Governance and administration</i>		-	88 022	90 122	2 406	66 726	56 708	10 018	18%	90 122
Executive and council		-	11 876	11 876	734	6 938	5 944	994	17%	11 876
Finance and administration		-	76 146	78 246	1 671	59 788	50 764	9 024	18%	78 246
Internal audit		-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>		-	21 012	21 012	407	10 426	14 009	(3 582)	-26%	21 012
Community and social services		-	-	-	-	-	-	-	-	-
Sport and recreation		-	15 391	15 391	1 140	10 918	10 261	657	6%	15 391
Public safety		-	5 336	5 336	(739)	(667)	3 558	(4 225)	-119%	5 336
Housing		-	-	-	-	-	-	-	-	-
Health		-	285	285	5	176	190	(15)	-8%	285
<i>Economic and environmental services</i>		-	84 560	87 560	7 161	51 277	56 373	(5 096)	-9%	87 560
Planning and development		-	-	-	-	-	-	-	-	-
Road transport		-	84 460	87 460	7 161	51 261	56 307	(5 046)	-9%	87 460
Environmental protection		-	100	100	-	16	67	(51)	-76%	100
<i>Trading services</i>		-	9 921	9 921	-	-	6 614	(6 614)	-100%	9 921
Energy sources		-	-	-	-	-	-	-	-	-
Water management		-	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-
Waste management		-	9 921	9 921	-	-	6 614	(6 614)	-100%	9 921
<i>Other</i>	4	-	-	-	-	-	-	-	-	-
Total Revenue - Functional	2	-	203 515	208 615	9 973	128 429	133 704	(5 275)	-4%	208 615
Expenditure - Functional										
<i>Governance and administration</i>		-	48 903	49 303	3 410	25 914	33 236	(7 323)	-22%	49 303
Executive and council		-	10 617	10 617	892	6 018	7 155	(1 137)	-16%	10 617
Finance and administration		-	37 027	37 027	2 422	19 076	25 212	(6 136)	-24%	37 027
Internal audit		-	1 259	1 659	96	820	869	(49)	-6%	1 659
<i>Community and public safety</i>		-	56 993	56 993	5 455	37 548	38 979	(1 431)	-4%	56 993
Community and social services		-	-	-	-	-	-	-	-	-
Sport and recreation		-	15 220	15 220	1 537	10 395	10 306	89	1%	15 220
Public safety		-	27 483	27 483	2 720	18 066	18 825	(759)	-4%	27 483
Housing		-	-	-	-	-	-	-	-	-
Health		-	14 290	14 290	1 198	9 087	9 847	(761)	-8%	14 290
<i>Economic and environmental services</i>		-	88 730	91 730	10 523	66 601	60 243	6 359	11%	91 730
Planning and development		-	1 655	1 655	97	812	1 141	(329)	-29%	1 655
Road transport		-	84 460	87 460	10 198	64 295	57 302	6 992	12%	87 460
Environmental protection		-	2 616	2 616	228	1 495	1 800	(305)	-17%	2 616
<i>Trading services</i>		-	7 279	7 279	869	1 406	4 852	(3 446)	-71%	7 279
Energy sources		-	-	-	-	-	-	-	-	-
Water management		-	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-
Waste management		-	7 279	7 279	869	1 406	4 852	(3 446)	-71%	7 279
<i>Other</i>		-	-	-	-	-	-	-	-	-
Total Expenditure - Functional	3	-	201 905	205 305	20 256	131 469	137 310	(5 841)	-4%	205 305
Surplus/ (Deficit) for the year		-	1 610	3 310	(10 283)	(3 040)	(3 606)	566	-16%	3 310

DC3 Overberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M08 February

Vote Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
Revenue by Vote	1									
Vote 1 - Municipal Manager		-	13 074	13 074	734	7 321	6 742	579	8.6%	13 074
Vote 2 - Management Services		-	-	-	-	-	-	-	-	-
Vote 3 - Corporate Services		-	24	24	2	16	16	1	3.4%	24
Vote 4 - Finance		-	76 408	78 508	1 669	59 389	50 939	8 450	16.6%	78 508
Vote 5 - Community Services		-	114 010	117 010	7 567	61 703	76 007	(14 304)	-18.8%	117 010
Total Revenue by Vote	2	-	203 515	208 615	9 973	128 429	133 704	(5 275)	-3.9%	208 615
Expenditure by Vote	1									
Vote 1 - Municipal Manager		-	15 405	15 805	1 160	8 515	10 451	(1 936)	-18.5%	15 805
Vote 2 - Management Services		-	-	-	-	-	-	-	-	-
Vote 3 - Corporate Services		-	10 551	10 551	620	5 020	7 191	(2 170)	-30.2%	10 551
Vote 4 - Finance		-	23 501	23 501	1 640	12 501	15 974	(3 473)	-21.7%	23 501
Vote 5 - Community Services		-	152 448	155 448	16 836	105 433	103 694	1 738	1.7%	155 448
Total Expenditure by Vote	2	-	201 905	205 305	20 256	131 469	137 310	(5 841)	-4.3%	205 305
Surplus/ (Deficit) for the year	2	-	1 610	3 310	(10 283)	(3 040)	(3 606)	566	-15.7%	3 310

DC3 Overberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M08 February

Description	Ref	2017/18	Budget Year 2018/19								
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast	
R thousands											
Revenue By Source											
Property rates			-	-	-	-	-	-	-	-	
Service charges - electricity revenue			-	-	-	-	-	-	-	-	
Service charges - water revenue			-	-	-	-	-	-	-	-	
Service charges - sanitation revenue			-	-	-	-	-	-	-	-	
Service charges - refuse revenue			9 921	9 921	-	-	6 614	(6 614)	-100%	9 921	
Service charges - other			-	-	-	-	-	-	-	-	
Rental of facilities and equipment			11 355	11 355	3	32	7 570	(7 538)	-100%	11 355	
Interest earned - external investments			1 400	1 400	24	563	933	(371)	-40%	1 400	
Interest earned - outstanding debtors			0	0	885	7 138	0	7 138	#####	0	
Dividends received			-	-	-	-	-	-	-	-	
Fines, penalties and forfeits			-	-	-	-	-	-	-	-	
Licences and permits			135	135	(25)	60	90	(30)	-33%	135	
Agency services			8 813	8 813	734	5 875	5 875	-	-	8 813	
Transfers and subsidies			158 024	161 424	8 810	109 883	105 349	4 533	4%	161 424	
Other revenue			9 423	9 423	(459)	3 816	6 282	(2 466)	-39%	9 423	
Gains on disposal of PPE			2 960	2 960	-	1 062	-	1 062	#DIV/0!	2 960	
Total Revenue (excluding capital transfers and contributions)			-	202 032	205 432	9 973	128 429	132 715	(4 285)	-3%	205 432
Expenditure By Type											
Employee related costs			105 553	105 553	8 204	66 868	73 075	(6 207)	-8%	105 553	
Remuneration of councillors			6 169	6 169	646	4 148	4 113	36	1%	6 169	
Debt impairment			-	-	-	-	-	-	-	-	
Depreciation & asset impairment			3 101	3 101	2 364	2 386	2 068	319	15%	3 101	
Finance charges			5 625	5 625	5	99	3 750	(3 651)	-97%	5 625	
Bulk purchases			-	-	-	-	-	-	-	-	
Other materials			43 941	46 941	6 418	35 306	29 294	6 012	21%	46 941	
Contracted services			19 699	19 699	1 437	8 457	13 133	(4 676)	-36%	19 699	
Transfers and subsidies			-	-	-	-	-	-	-	-	
Other expenditure			17 816	18 216	1 182	14 204	11 878	2 327	20%	18 216	
Loss on disposal of PPE			-	-	-	-	-	-	-	-	
Total Expenditure			-	201 905	205 305	20 256	131 469	137 310	(5 841)	-4%	205 305
Surplus/(Deficit)											
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)			-	127	127	(10 283)	(3 040)	(4 595)	1 556	(0)	127
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)				1 483	3 183	-	-	989	(989)	(0)	3 183
Transfers and subsidies - capital (in-kind - all)				-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions			-	1 610	3 310	(10 283)	(3 040)	(3 606)			3 310
Taxation				-	-	-	-	-	-	-	-
Surplus/(Deficit) after taxation			-	1 610	3 310	(10 283)	(3 040)	(3 606)			3 310
Attributable to minorities				-	-	-	-	-	-	-	-
Surplus/(Deficit) attributable to municipality			-	1 610	3 310	(10 283)	(3 040)	(3 606)			3 310
Share of surplus/ (deficit) of associate				-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year			-	1 610	3 310	(10 283)	(3 040)	(3 606)			3 310

DC3 Overberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - M08 February

Vote Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
Multi-Year expenditure appropriation	2									
Vote 1 - Municipal Manager		-	-	-	-	-	-	-	-	-
Vote 2 - Management Services		-	-	-	-	-	-	-	-	-
Vote 3 - Corporate Services		-	-	-	-	-	-	-	-	-
Vote 4 - Finance		-	-	-	-	-	-	-	-	-
Vote 5 - Community Services		-	26 977	26 977	370	13 921	17 995	(4 073)	-23%	26 977
Total Capital Multi-year expenditure	4,7	-	26 977	26 977	370	13 921	17 995	(4 073)	-23%	26 977
Single Year expenditure appropriation	2									
Vote 1 - Municipal Manager		-	72	72	-	4	48	(44)	-91%	72
Vote 2 - Management Services		-	-	-	-	-	-	-	-	-
Vote 3 - Corporate Services		-	279	279	-	32	186	(153)	-83%	279
Vote 4 - Finance		-	310	310	-	6	207	(201)	-97%	310
Vote 5 - Community Services		-	5 103	6 803	192	2 182	3 404	(1 222)	-36%	6 803
Total Capital single-year expenditure	4	-	5 764	7 464	192	2 224	3 844	(1 620)	-42%	7 464
Total Capital Expenditure		-	32 741	34 441	562	16 146	21 839	(5 693)	-26%	34 441
Capital Expenditure - Functional Classification										
Governance and administration		-	643	643	-	41	429	(388)	-91%	643
Executive and council		-	18	18	-	-	12	(12)	-100%	18
Finance and administration		-	607	607	-	38	405	(366)	-91%	607
Internal audit		-	18	18	-	2	12	(10)	-80%	18
Community and public safety		-	5 059	6 759	192	2 163	3 375	(1 211)	-36%	6 759
Community and social services		-	-	-	-	-	-	-	-	-
Sport and recreation		-	1 175	1 175	81	207	784	(576)	-74%	1 175
Public safety		-	3 683	5 383	111	1 952	2 457	(505)	-21%	5 383
Housing		-	-	-	-	-	-	-	-	-
Health		-	201	201	-	4	134	(130)	-97%	201
Economic and environmental services		-	62	62	-	21	41	(21)	-50%	62
Planning and development		-	18	18	-	2	12	(10)	-86%	18
Road transport		-	-	-	-	5	-	5	#DIV/0!	-
Environmental protection		-	44	44	-	14	29	(16)	-54%	44
Trading services		-	26 977	26 977	370	13 921	17 995	(4 073)	-23%	26 977
Energy sources		-	-	-	-	-	-	-	-	-
Water management		-	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-
Waste management		-	26 977	26 977	370	13 921	17 995	(4 073)	-23%	26 977
Other		-	-	-	-	-	-	-	-	-
Total Capital Expenditure - Functional Classification	3	-	32 741	34 441	562	16 146	21 839	(5 693)	-26%	34 441
Funded by:										
National Government		-	-	-	-	-	-	-	-	-
Provincial Government		-	1 483	3 183	-	-	989	(989)	-100%	3 183
District Municipality		-	-	-	-	-	-	-	-	-
Other transfers and grants		-	-	-	-	-	-	-	-	-
Transfers recognised - capital		-	1 483	3 183	-	-	989	(989)	-100%	3 183
Public contributions & donations	5	-	-	-	-	-	-	-	-	-
Borrowing	6	-	26 977	26 977	370	13 921	17 995	(4 073)	-23%	26 977
Internally generated funds		-	4 281	4 281	192	2 224	2 855	(631)	-22%	4 281
Total Capital Funding		-	32 741	34 441	562	16 146	21 839	(5 693)	-26%	34 441

DC3 Overberg - Table C6 Monthly Budget Statement - Financial Position - M08 February

Description	Ref	2017/18	Budget Year 2018/19			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands	1					
ASSETS						
Current assets						
Cash		36 715	25 167	25 167	46 257	25 167
Call investment deposits		-	-	-	-	-
Consumer debtors		2 782	1 111	1 111	1 553	1 111
Other debtors		2 008	4 015	4 015	3 672	4 015
Current portion of long-term receivables		-	-	-	-	-
Inventory		1 026	989	989	2 190	989
Total current assets		42 531	31 282	31 282	53 672	31 282
Non current assets						
Long-term receivables		28 433	28 433	28 433	28 433	28 433
Investments		-	-	-	-	-
Investment property		207	-	-	207	-
Investments in Associate		-	-	-	-	-
Property, plant and equipment		45 756	78 541	80 241	58 599	80 241
Agricultural		-	-	-	-	-
Biological		-	-	-	-	-
Intangible		388	874	874	340	874
Other non-current assets		6 889	8 818	8 818	6 889	8 818
Total non current assets		81 674	116 666	118 366	94 468	118 366
TOTAL ASSETS		124 205	147 948	149 648	148 140	149 648
LIABILITIES						
Current liabilities						
Bank overdraft		-	-	-	-	-
Borrowing		2 556	3 248	3 248	29 046	3 248
Consumer deposits		12	12	12	22	12
Trade and other payables		19 513	10 131	10 131	21 496	10 131
Provisions		10 776	11 042	11 042	9 368	11 042
Total current liabilities		32 857	24 432	24 432	59 933	24 432
Non current liabilities						
Borrowing		258	25 135	25 135	258	25 135
Provisions		78 980	89 843	89 843	78 980	89 843
Total non current liabilities		79 238	114 979	114 979	79 238	114 979
TOTAL LIABILITIES		112 094	139 411	139 411	139 170	139 411
NET ASSETS	2	12 111	8 537	10 237	8 970	10 237
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		12 111	8 537	10 237	8 970	10 237
Reserves		-	-	-	-	-
TOTAL COMMUNITY WEALTH/EQUITY	2	12 111	8 537	10 237	8 970	10 237

DC3 Overberg - Table C7 Monthly Budget Statement - Cash Flow - M08 February

Description	Ref	2017/18	Budget Year 2018/19								
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast	
R thousands	1										
CASH FLOW FROM OPERATING ACTIVITIES											
Receipts											
Property rates			-	-	-	-	-	-	-	-	
Service charges			9 921	9 921	-	-	5 788	(5 788)	-100%	9 921	
Other revenue			29 726	29 726	949	12 392	18 075	(5 683)	-31%	29 726	
Government - operating			158 024	161 424	8 810	111 389	105 349	6 039	6%	161 424	
Government - capital			1 483	3 183	-	-	1 483	(1 483)	-100%	3 183	
Interest			1 400	1 400	909	7 182	817	6 366	779%	1 400	
Dividends			-	-	-	-	-	-	-	-	
Payments											
Suppliers and employees			(191 969)	(195 369)	(17 857)	(132 422)	(115 315)	17 107	-15%	(195 369)	
Finance charges			(329)	(329)	(5)	(99)	(192)	(93)	48%	(329)	
Transfers and Grants			-	-	-	-	-	-	-	-	
NET CASH FROM/(USED) OPERATING ACTIVITIES			-	8 256	9 956	(7 194)	(1 558)	16 005	17 563	110%	9 956
CASH FLOWS FROM INVESTING ACTIVITIES											
Receipts											
Proceeds on disposal of PPE			2 960	2 960	-	745	-	745	#DIV/0!	2 960	
Decrease (Increase) in non-current debtors			-	-	-	-	-	-	-	-	
Decrease (increase) other non-current receivables			-	-	-	-	-	-	-	-	
Decrease (increase) in non-current investments			-	-	-	-	-	-	-	-	
Payments											
Capital assets			(32 741)	(34 441)	(562)	(16 146)	(16 379)	(233)	1%	(34 441)	
NET CASH FROM/(USED) INVESTING ACTIVITIES			-	(29 781)	(31 481)	(562)	(15 400)	(16 379)	(979)	6%	(31 481)
CASH FLOWS FROM FINANCING ACTIVITIES											
Receipts											
Short term loans			-	-	-	-	-	-	-	-	
Borrowing long term/refinancing			26 977	26 977	26 976	26 976	-	26 976	#DIV/0!	26 977	
Increase (decrease) in consumer deposits			-	-	(15)	11	-	11	#DIV/0!	-	
Payments											
Repayment of borrowing			(2 021)	(2 021)	(62)	(487)	(1 010)	(524)	52%	(2 021)	
NET CASH FROM/(USED) FINANCING ACTIVITIES			-	24 956	24 956	26 899	26 500	(1 010)	(27 511)	2723%	24 956
NET INCREASE/ (DECREASE) IN CASH HELD			-	3 432	3 432	19 143	9 542	(1 385)			3 432
Cash/cash equivalents at beginning:			21 735	21 735		36 715	21 735				36 715
Cash/cash equivalents at month/year end:			-	25 167	25 167		46 257	20 350			40 147

DC3 Overberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M08 February

Description	NT Code	Budget Year 2018/19										Total	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.i.o Council Policy		
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Days	151-180 Days	181 Dys-1 Yr	Over 1Yr	Total over 90 days						
R thousands																
Debtors Age Analysis By Income Source																
Trade and Other Receivables from Exchange Transactions - Water	1200	2	0	-	-	-	-	-	-	-	-	-	-	2	-	-
Trade and Other Receivables from Exchange Transactions - Electricity	1300	43	7	3	1	2	1	3	-	-	-	-	-	61	8	-
Receivables from Non-exchange Transactions - Property Rates	1400	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Receivables from Exchange Transactions - Waste Water Management	1500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Receivables from Exchange Transactions - Waste Management	1600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Receivables from Exchange Transactions - Property Rental Debtors	1700	51	9	5	5	5	0	-	-	-	-	-	-	73	10	-
Interest on Arrear Debtor Accounts	1810	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	1900	579	115	54	38	18	14	64	86	86	221	-	-	970	-	-
Total By Income Source	2000	674	131	62	44	24	15	67	88	88	238	-	-	1 106	-	-
2017/18 - totals only																
Debtors Age Analysis By Customer Group																
Organs of State	2200	(132)	-	-	-	-	-	10	0	-	-	-	-	(121)	10	-
Commercial	2300	17	3	3	15	-	-	3	45	-	-	-	-	85	62	-
Households	2400	772	129	59	30	24	15	54	43	-	-	-	-	1 125	166	-
Other	2500	17	-	-	-	-	-	-	-	-	-	-	-	17	-	-
Total By Customer Group	2600	674	131	62	44	24	15	67	88	88	238	-	-	1 106	-	-

DC3 Overberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M08 February

Description	NT Code	Budget Year 2018/19								
		0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
R thousands										
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	-	-	-	-	-	-	-	-	-
Bulk Water	0200	-	-	-	-	-	-	-	-	-
PAYE deductions	0300	-	-	-	-	-	-	-	-	-
VAT (output less input)	0400	392	-	-	-	-	-	-	-	392
Pensions / Retirement deductions	0500	-	-	-	-	-	-	-	-	-
Loan repayments	0600	-	-	-	-	-	-	-	-	-
Trade Creditors	0700	-	-	-	-	-	-	-	874	874
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	1	1
Total By Customer Type	1000	392	-	-	-	-	-	-	875	1 266

MONTHLY INVESTMENT REPORT

OVERBERG DISTRICT MUNICIPALITY

REPORTING MONTH: FEBRUARY 2019

Account number	INSTITUTION	Actual date	Balance as at 01 February 2019	Movements for the month			Costs & Fees	Actual date	Balance as at 28 February 2019	Interest earned	
				Investments matured	Investments made	Interest capitalised				Month	Yield
Overberg District Municipality											
9287651045	ABSA BANK		R 10 313 190.31			59 124.25		R 10 372 314.56	R 69 927.17	6.88%	
9287650641	ABSA BANK		R 80 830.96			432.50		R 81 263.46	R 402.18	6.00%	
037881714042	NEDBANK		R 10 172 860.17			R 56 591.74		R 10 229 451.91	R 52 663.24	6.30%	
28 8802 861	STANDARD BANK		R -					R -	R -	5.13%	
1766000029	NEDBANK		R -			R -		R -	R -	5.25%	
			R 20 566 881.44			R 116 148.49		R 20 683 029.93	R 122 992.59	5.72%	
Primary Bank Account											
178-000-006-2	Absa Bank		R 2 044 878.36			R -439 150.76		R 1 605 727.60	R -	0.00%	
117-662-449-6	Nedbank		R 27 266 197.68			R -8 066 750.30		R 19 189 447.28	R -	0.00%	
			R 29 301 075.94			R -8 505 901.06		R 20 795 174.88	R -	0.00%	
Total for Bank Accounts			R 49 867 957.38			R -8 505 901.06		R 41 478 204.81	R 122 992.59	0.00%	
TOTAL											

DATUM:

14/03/2019

MUNIS. BESTUURDER / CFO



DC3 Overberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M08 February

Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
RECEIPTS:	1,2									
Operating Transfers and Grants										
National Government:		-	72 778	72 676	795	56 207	48 451	5 659	11.7%	-
Local Government Equitable Share			67 902	67 902	-	50 927	45 268	5 659	12.5%	
Finance Management			1 000	1 000	-	1 000	667			
EPWP Incentive			1 125	1 125		1 631	750			
Rural Roads Asset Management Grant			2 751	2 649	795	2 649	1 766			
Other transfers and grants [insert description]								-		
Provincial Government:		-	85 246	88 662	7 678	52 505	59 108	(6 667)	-11.3%	-
PT - PAWK			84 299	87 299	7 147	51 146	58 200	(7 053)	-12.1%	
Seta			100	100	29	131	67			
Health Subsidy			150	150	30	115	100	15	15.1%	
CDW Operational Support Grant	4		56	-						
Human Capacity Building Grant			640	1 112	472	1 112	741	371	50.0%	
Other transfers and grants [insert description]								-		
District Municipality:		-	-	-	-	-	-	-		-
<i>none</i>								-		-
Other grant providers:		-	-	-	-	-	-	-		-
<i>none</i>								-		-
Total Operating Transfers and Grants	5	-	158 024	161 338	8 473	108 712	107 559	(1 008)	-0.9%	-
Capital Transfers and Grants										
National Government:		-	-	-	-	-	-	-		-
NONE								-		-
Provincial Government:		-	1 483	4 183	-	2 340	3 183	(843)	-26.5%	-
Fire Service Capacity Building Grant			1 483	3 183	-	2 340	3 183	(843)	-26.5%	
Fire Safety Plan				1 000						
District Municipality:		-	-	-	-	-	-	-		-
NONE								-		-
Other grant providers:		-	-	-	-	-	-	-		-
<i>none</i>								-		-
Total Capital Transfers and Grants	5	-	1 483	4 183	-	2 340	3 183	(843)	-26.5%	-
TOTAL RECEIPTS OF TRANSFERS & GRANTS	5	-	159 507	165 521	8 473	111 052	110 742	(1 851)	-1.7%	-

DC3 Overberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M08 February

Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
EXPENDITURE										
Operating expenditure of Transfers and Grants										
National Government:		–	72 778	72 778	1 132	55 038	48 519	6 519	13.4%	72 778
Local Government Equitable Share			67 902	67 902	–	50 927	45 268	5 659	12.5%	67 902
Finance Management			1 000	1 000	–	–	667	(667)	-100.0%	1 000
EPWP Incentive			1 125	1 125	337	1 462	750	712	94.9%	1 125
Rural Roads Asset Management Grant			2 751	2 751	795	2 649	1 834	815	44.4%	2 751
								–		
Other transfers and grants [insert description]								–		
Provincial Government:		–	85 246	85 246	7 678	54 845	56 831	(2 050)	-3.6%	85 246
PT - PAWK			84 299	84 299	7 147	51 146	56 200	(5 053)	-9.0%	84 299
Seta			100	100	29	131	67			100
Health Subsidy			150	150	30	115	100	15	15.1%	150
CDW Operational Support Grant			56	56	–	–	37	(37)	-100.0%	56
Human Capacity Building Grant			640	640	472	3 452	427	3 025	709.1%	640
								–		
District Municipality:		–	–	–	–	–	–	–		–
<i>none</i>								–		
Other grant providers:		–	–	–	–	–	–	–		–
<i>none</i>								–		
Total operating expenditure of Transfers and Grants:		–	158 024	158 024	8 810	109 883	105 349	4 469	4.2%	158 024
Capital expenditure of Transfers and Grants										
National Government:		–	–	–	–	–	–	–		–
								–		
								–		
								–		
								–		
Provincial Government:		–	1 483	1 483	–	–	989	(989)	-100.0%	1 483
Fire Service Capacity Building Grant			1 483	1 483	–	–	989	(989)	-100.0%	1 483
								–		
District Municipality:		–	–	–	–	–	–	–		–
								–		
Other grant providers:		–	–	–	–	–	–	–		–
								–		
Total capital expenditure of Transfers and Grants		–	1 483	1 483	–	–	989	(989)	-100.0%	1 483
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		–	159 507	159 507	8 810	109 883	106 339	3 480	3.3%	159 507

DC3 Overberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M08 February

Summary of Employee and Councillor remuneration	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands		A	B	C					%	D
Councillors (Political Office Bearers plus Other)										
Basic Salaries and Wages			3 936	3 936	428	2 674	2 624	51	2%	3 936
Pension and UIF Contributions			202	202	22	139	134	4	3%	202
Medical Aid Contributions			-	-	-	-	-	-	-	-
Motor Vehicle Allowance			1 632	1 632	162	1 069	1 088	(19)	-2%	1 632
Cellphone Allowance			400	400	33	266	266	-	-	400
Housing Allowances			-	-	-	-	-	-	-	-
Other benefits and allowances			-	-	-	-	-	-	-	-
Sub Total - Councillors			6 169	6 169	646	4 148	4 113	36	1%	6 169
% increase	4		#DIV/0!	#DIV/0!						#DIV/0!
Senior Managers of the Municipality										
Basic Salaries and Wages			3 199	3 199	257	1 947	2 215	(268)	-12%	3 199
Pension and UIF Contributions			5	5	11	90	4	86	2320%	5
Medical Aid Contributions			-	-	-	-	-	-	-	-
Overtime			-	-	-	-	-	-	-	-
Performance Bonus			144	144	-	-	100	(100)	-100%	144
Motor Vehicle Allowance			490	490	28	225	340	(115)	-34%	490
Cellphone Allowance			30	30	4	27	21	7	31%	30
Housing Allowances			8	8	0	3	5	(2)	-35%	8
Other benefits and allowances			26	26	2	2	18	(16)	-91%	26
Payments in lieu of leave			-	-	-	-	-	-	-	-
Long service awards			-	-	-	-	-	-	-	-
Post-retirement benefit obligations			-	-	-	-	-	-	-	-
Sub Total - Senior Managers of Municipality			3 902	3 902	302	2 294	2 702	(407)	-15%	3 902
% increase	4		#DIV/0!	#DIV/0!						#DIV/0!
Other Municipal Staff										
Basic Salaries and Wages			71 401	71 401	5 312	45 119	49 432	(4 313)	-9%	71 401
Pension and UIF Contributions			11 251	11 251	932	7 259	7 789	(530)	-7%	11 251
Medical Aid Contributions			4 741	4 741	354	2 738	3 282	(544)	-17%	4 741
Overtime			1 783	1 783	427	1 973	1 234	738	60%	1 783
Performance Bonus			-	-	-	-	-	-	-	-
Motor Vehicle Allowance			5 213	5 213	359	3 048	3 609	(561)	-16%	5 213
Cellphone Allowance			394	394	33	263	273	(10)	-4%	394
Housing Allowances			716	716	50	380	496	(116)	-23%	716
Other benefits and allowances			2 960	2 960	358	2 772	2 049	723	35%	2 960
Payments in lieu of leave			470	470	-	391	326	65	20%	470
Long service awards			296	296	78	631	205	426	208%	296
Post-retirement benefit obligations			2 424	2 424	-	-	1 678	(1 678)	-100%	2 424
Sub Total - Other Municipal Staff			101 651	101 651	7 902	64 574	70 374	(5 800)	-8%	101 651
% increase	4		#DIV/0!	#DIV/0!						#DIV/0!
Total Parent Municipality			111 722	111 722	8 850	71 017	77 188	(6 171)	-8%	111 722
			#DIV/0!	#DIV/0!						#DIV/0!
Total Municipal Entities			-	-	-	-	-	-	-	-
TOTAL SALARY, ALLOWANCES & BENEFITS			111 722	111 722	8 850	71 017	77 188	(6 171)	-8%	111 722
% increase	4		#DIV/0!	#DIV/0!						#DIV/0!
TOTAL MANAGERS AND STAFF			105 553	105 553	8 204	66 868	73 075	(6 207)	-8%	105 553

DC3 Overberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M07 January

Month	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
R thousands									
Monthly expenditure performance trend									
July		2 000	2 000	1 648	1 648	2 000	352	17.6%	8%
August		2 000	2 000	15	1 663	4 000	2 337	58.4%	8%
September		2 000	2 000	3 278	4 941	6 000	1 059	17.7%	23%
October		2 000	2 000	3 386	8 327	8 000	(327)	-4.1%	38%
November		2 000	2 000	5 085	13 411	10 000	(3 411)	-34.1%	61%
December		2 000	2 000	2 063	15 474	12 000	(3 474)	-29.0%	71%
January		4 379	4 379	109	15 584	16 379	796	4.9%	71%
February		5 460	5 460	562	16 146	21 839	5 693	26.1%	74%
March						21 839	-		
April						21 839	-		
May						21 839	-		
June						21 839	-		
Total Capital expenditure	-	21 839	21 839	16 146					

OVERBERG DISTRICT MUNICIPALITY
Bank reconciliation on 28 February 2019

Cash book

Balance on 1 February 2019		R	<u>(1 460 358.66)</u>
Plus: Receipts		R	43 381 598.67
		R	41 921 240.01
Min: Expenses		R	20 947 835.93
		R	<u>20 973 404.08</u>

Bank statement


Balance as per bank statement Nedbank		R	19 189 447.28
Balance as per bank statement ABSA		R	1 605 727.60
Plus: Cash on hand		R	1 998.40
Debits on bank statement Absa		R	508 399.66
Rec - J/E - fake note in cash deposit		R	100.00
Error in cashbook			
		R	<u>21 305 672.94</u>

Minus: Deposits not quoted ABSA		R	115 522.46
Deposits not quoted Nedbank		R	194 419.90
Outstanding cheques		R	20 625.00
Vodacom - Jnl22		R	516.49
Movements into investment not yet captured			
Error in cashbook		R	1 185.00
		R	332 268.85
		R	<u>20 973 404.08</u>


Investments

ABSA Depositor Plus: 92 8755 1045		R	10 372 314.56
ABSA Depositor Plus: 92 8755 0641		R	81 263.46
Nedbank Call Account: 037 881 714 042		R	10 229 451.91
Cash Float/Petty Cash			

Total:		R	<u>41 656 434.01</u>
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Compiled: 

Date: 14/03/2019

Reviewed: 

Date: 14/3/2019