

INGWE SDBIP FOR 2014 - 2015
BUDGET AND TREASURY OFFICE

Org. Scorecard ref no.	Ward	National KPA	OUTCOME 9	STRATEGIC OBJECTIVE	IDP Ref No.	PROJECT	Indicator No.	INDICATORS	Annual		Q1	Q2	Adjustment as Corrective Measures	Q3	Q4	Responsible Department	Annual Budget	Adjusted Budget	Portfolio of Evidence	
									Target	Actual	Target	Target		Target	Target					
Budget																				
501	N/A	Financial Viability and Financial Management	Improved Municipal Finance and Administrative Capability	To Manage Finances in line with MFMA and other applicable Legislation	5.1.2	MFMA Compliance	1	% compliance with section 75 of MFMA	100% compliance	30-Jun-15	(1) Budget related policies on Website (2) 100% Compliance to Policies	100% Compliance to Policy	No Variances	100% Compliance to Policy	100% Compliance to Policy	BTO	Operational	Operational	Proof of submission to ICT Unit	
502	N/A						2	Qualifications due to Budgets Section	0 Qualifications due to Budgets section	30-Jun-15	Not applicable	Not applicable	No Variances	Not applicable	0 Qualifications due to Budgets Section	BTO	Operational	Operational	AG Audit Report	
503	N/A					Budget Policy	3	Approved Budget Policy and related policies	30-Jun-15	Not applicable	Not applicable	No Variances	Budget Steering Committee presentation, Submission of Draft Budget Policy to Council for adoption, Submission of approved Budget to Treasury (National and Provincial), COGTA and District Municipality	Not applicable	BTO	Operational	Operational	Approved Budget Policies		
504	N/A					Budget Process Plan	4	Approved Legislative Budget Process Plan	31-Aug-14	(1) Submission of Draft to Council - 31 Aug 2014 (2) Submission of Council Approved Plan to Treasury - 10 Days after adoption (3) On Website - 10 Days after adoption	Not applicable	No Variances	Not applicable	Not applicable	BTO	Operational	Operational	Approved Budget Process Plan and Council Resolutions		
505	ALL						5	Number of Budget Roadshows held	2 Roadshows	30-Jun-15	Not applicable	1 Roadshow	No Variances	1 Roadshow	Not applicable	BTO	Operational	Operational	Reports on the Roadshows	
506	N/A						6	Timeous submission of Draft Budget to Treasury	within 10 working days after tabling by Mayor to Council	Not applicable	Not applicable	No Variances	10 Working Days	Not applicable	BTO	Operational	Operational	Proof of submission to Treasury		
507	N/A						7	Approved Budget by date	30-Jun-15	Not applicable	Issue Budget Guidelines to Departments	No Variances	(1) Submission of Draft Budget to IDP (2) Submission of Draft Budget to Council for adoption (3) Tabling of Final Draft Budget to Council by Mayor, Submission of Approved Budget to Treasury, Final Budget on Website and Local Media	Not applicable	BTO	Operational	Operational	Approved Budget, Proof of submission to Treasury and Budget on website		
508	N/A						8	Operational Budget Reports submitted to MANCO and Finance Committee	4 Quarterly Reports submitted	30-Jun-15	1st Q Operational Budget Report submitted	2nd Q Operational Budget Report submitted	POE modified	3rd Q Operational Budget Report submitted	4th Q Operational Budget Report submitted	BTO	Operational	Operational	Budget Reports and Finance Minutes	
509	N/A						9	Capital Budget Reports submitted to MANCO and Finance Committee	4 Quarterly Reports submitted	30-Jun-15	1st Q Capital Budget Report submitted	2nd Q Capital Budget Report submitted	POE modified	3rd Q Capital Budget Report submitted	4th Q Capital Budget Report submitted	BTO	Operational	Operational	Capital Budget Report and Finance Committee Minutes	
510	N/A						10	Budget Reconciliations Reports	12 Monthly Reconciliations Reports Completed	30-Jun-15	3 Reconciliations Reports	3 Reconciliations Reports	POE modified	3 Reconciliations Reports	3 Reconciliations Reports	BTO	Operational	Operational	Bank Recon Reports	
511	N/A						11	Financial Reporting	Financial Reports Produced	12 S71 and S66 Reports produced	Within 10 days after month ends	3 S71 and S66 Reports produced	3 S71 and S66 Reports produced	POE modified	3 S71 and S66 Reports produced	3 S71 and S66 Reports produced	BTO	Operational	Operational	S71 and S66 Reports
512	N/A					4 S52 Quarterly Reports Produced	Within 15 days after the end of Quarter				1 S52 Quarterly Reports Produced	1 S52 Quarterly Reports Produced	POE modified	1 S52 Quarterly Reports Produced	1 S52 Quarterly Reports Produced	BTO	Operational	Operational	S52 Reports	
513	N/A					4 Quarterly Financial Statement	30-Jun-15				1st Quarter Financial Statement	2nd Quarter Financial Statement	No Variances	3rd Quarter Financial Statement	4th Quarter Financial Statement	BTO	Operational	Operational	Quarterly Financial Statements	
514	N/A					1 Mid year/ Adjustment Budget Review, S71 Submission	28-Feb-14				Not applicable	Not applicable	No Variances	1 Mid year/ Adjustment Budget Review, S71 Submission	Not applicable	BTO	Operational	Operational	Adjusted Budget and S71 Submission Proof	
515	N/A						15	Cash Flow Management	Ratio of monthly expenditure to cash available	1 ; 3	Monthly	1 ; 3	No Variances	1 ; 3	1 ; 3	BTO	Operational	Operational	Cash Coverage Ration report submitted to FINANCE Committee	
516	N/A						16	Asset Register	% up to date of Asset Register	100% up to date Assets register	30-Jun-15	100% up to date	(1) 100% up to date (2) Conduct 1 Asset Management Workshop - 30 Nov 2014	POE modified	100% up to date	(1) 100% up to date (2) Conduct Asset Verification - 30 June 2015	BTO	Operational	Operational	PPE Register reconciliations submitted to Finance Committee
517	N/A						17		Timespan for coding of new assets	Within 2 days from purchase	Within 2 days from purchase	Within 2 days from purchase	No Variances	Within 2 days from purchase	Within 2 days from purchase	BTO	Operational	Operational	Assets Register	
Supply Chain Management																				
518	N/A	Financial Viability and Financial Management	Improved Municipal Finance and Administrative Capability	To Manage Finances in line with MFMA and other applicable Legislation		Procurement Plan	18	2014 - 2015 Procurement Plan Implementation Reports submitted to MANCO, Treasury and Council	12 monthly reports submitted to MANCO, and Treasury	30-Jun-15	3 Procurement Plan Implementation Reports submitted to MANCO, and Treasury (10th of each month)	3 Procurement Plan Implementation Reports submitted to MANCO, and Treasury (10th of each month)	POE modified	3 Procurement Plan Implementation Reports submitted to MANCO, and Treasury (10th of each month)	3 Procurement Plan Implementation Reports submitted to MANCO, and Treasury (10th of each month)	BTO	Operational	Operational	SCM Reports	
519	N/A						19	4 Quarterly reports submitted to Council	1st Q Procurement Plan Implementation Report submitted to Council	2nd Q Procurement Plan Implementation Report submitted to Council	POE modified	3rd Q Procurement Plan Implementation Report submitted to Council	4th Q Procurement Plan Implementation Report submitted to Council	BTO	Operational	Operational	Procurement Plan reports submitted to Finance Committee and Council			
520	N/A					20	Approved 2015 - 2016 Procurement Plan	Procurement plan approved	30-Jun-15	Not applicable	Not applicable	No Variances	Not applicable	Submission of Draft Procurement Plan for Council Approval	BTO	Operational	Operational	Approved Procurement Plan		
521	N/A						21	MFMA and SCM Policy Compliance	% compliance with MFMA and SCM Policy	100% compliance	30-Jun-15	100% Compliance	100% Compliance	POE modified	100% Compliance	100% Compliance	BTO	Operational	Operational	AG Audit Reports
522	N/A						22		Qualifications due to SCM Section	0 Qualifications due to SCM section	30-Jun-15	Not applicable	Not applicable	No Variances	Not applicable	0 Qualifications due to SCM Section	BTO	Operational	Operational	AG Audit Report
523	N/A						23	SCM Policy Implementation	SCM Policy Implementation Report	10 Working days after end of financial year	Not applicable	Not applicable	No Variances	Not applicable	10 Working days after end of the Financial Year	BTO	Operational	Operational	SCM Reports	
524	N/A						24	Bid Processing	Time lapse when processing bids	14 days for quotations	30-Jun-15	14 days for quotations	14 days for quotations	No Variances	14 days for quotations	14 days for quotations	BTO	Operational	Operational	SCM Reports
525	N/A					90 days for tenders	30-Jun-15			90 days for tenders	90 days for tenders	No Variances	90 days for tenders	90 days for tenders	BTO	Operational	Operational	SCM Reports		
526	N/A						26	SCM Database	Number of Quarterly Self-Audit Reports submitted to MANCO	4 Quarterly Audit Reports submitted to MANCO	30-Jun-15	1st Q SCM Database Audit Report submitted to MANCO	2nd Q SCM Database Audit Report submitted to MANCO	POE modified	3rd Q SCM Database Audit Report submitted to MANCO	4th Q SCM Database Audit Report submitted to MANCO	BTO	Operational	Operational	SCM Database Reports
527	N/A						27		Number of state officials on Database	0 number of state officials on Database	30-Jun-15	0 number of state officials on Database	0 number of state officials on Database	No Variances	0 number of state officials on Database	0 number of state officials on Database	BTO	Operational	Operational	AG Audit Reports
528	N/A						28		Number of Blacklisted companies on Database	0 number of Blacklisted Companies on Database	30-Jun-15	0 number of Blacklisted Companies on Database	0 number of Blacklisted Companies on Database	No Variances	0 number of Blacklisted Companies on Database	0 number of Blacklisted Companies on Database	BTO	Operational	Operational	AG Audit Reports
529	N/A						29	Monitor Irregular Expenditure	% of irregular expenditure	0% Irregular Expenditure	30-Jun-15	0% Irregular Expenditure	0% Irregular Expenditure	No Variances	0% Irregular Expenditure	0% Irregular Expenditure	BTO	Operational	Operational	AG Audit Reports
530	N/A						30		Reports submitted to Standing Committee	12 Monthly Reports submitted	30-Jun-15	3 Monthly Reports submitted	3 Monthly Reports submitted	POE modified	3 Monthly Reports submitted	3 Monthly Reports submitted	BTO	Operational	Operational	Monthly Reports submitted to Finance Committee
531	N/A						31	Placing of electronic orders for all acquisitions other than those from Petty cash	Printout of purchase orders	Stats of orders created	Monthly	3 Monthly Stats of orders Report	3 Monthly Stats of orders Report	No Variances	3 Monthly Stats of orders Report	3 Monthly Stats of orders Report	BTO	Operational	Operational	Printout of Purchase orders
532	N/A						32	Assets Reporting	Quarterly Assets Reports	4 Quarterly Reports	30-Jun-15	1st Quarter Report	2nd Quarter Report	POE modified	3rd Quarter Report	4th Quarter Report	BTO	Operational	Operational	Assets Reports

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									Target	30-Jun-15	Target	Target		Target	Target				
533	N/A					Asset Register Verification	33	Number of verification exercises conducted	2 Exercises	30-Jun-15	Not applicable	1 Session	No Variances	Not applicable	1 Session	BTO	Operational	Operational	Verification Reports
Revenue Management																			
534	N/A					Implementation of supplementary valuation roll	34	Supplementary Valuation Roll presented to MANCO		30-Jun-15	Not applicable	Not applicable	No Variances	Not applicable	Report Presented to MANCO	BTO	R500 000	R300 000,00	Actual Supplementary Valuation Roll
535	N/A					Reduction of Debtors Book	35	% Reduction of Debtors Book	10% Redction	30-Jun-15	2.5% Reduction	2.5% Reduction	No Variances	2.5% Reduction	2.5% Reduction	BTO	Operational	Operational	Debtors Book Reports
536	N/A					Revenue Enhancement Strategy	36	Approved Strategy		30-Jun-15	Not applicable	Not applicable	No Variances	Not applicable	Submission of Draft Strategy to MANCO for Council Adoption	BTO	Operational	Operational	Approved Strategy and Council Resolutions
537	N/A					Revenue Enhancement Strategy	37	Quarterly Reports submitted MANCO on the implementation of Strategy	4 Quarterly Reports submitted	30-Jun-15	1st Quarter Implementation Report Submitted	2nd Quarter Implementation Report Submitted	POE modified	3rd Quarter Implementation Report Submitted	4th Quarter Implementation Report Submitted	BTO	Operational	Operational	Implementation Reports and MANCO Minutes
538	N/A					Billing and Collection	38	Collection rate	1:0.6	30-Jun-15	1:0.6	1:0.6	POE modified	1:0.6	1:0.6	BTO	Operational	Operational	Revenue Reports submitted to Finance Committee
539	N/A					Billing and Collection	39	Qualifications due to Revenue Section	0 Qualifications due to Revenue section	30-Jun-15	Not applicable	Not applicable	No Variances	Not applicable	0 Qualifications due to Revenue Section	BTO	Operational	Operational	AG Audit Reports
540	ALL					Indigent Register	40	% up to date of Indigent Register	100% Up to date	30-Jun-15	100% up to date	100% up to date	POE modified	100% up to date	100% up to date	BTO	Operational	Operational	Indigent register
541	ALL					Indigent Register	41	% of qualifying households on Register supported	100% of qualifying households	30-Jun-15	100% of qualifying households	100% of qualifying households	No Variances	100% of qualifying households	100% of qualifying households	BTO	R800 000	R700 000	List of beneficiaries submitted to ESKOM
542	ALL					Indigent Register	42	Data Cleansing Report submitted to MANCO		30 June 2015	Not applicable	Not applicable	No Variances	Not applicable	Report Presented to MANCO	BTO	Operational	Operational	Data Cleansing Report submitted to Finance Committee
543	ALL					Indigent Register	43	No of Community Workshops on Indigent Process	2 Workshops	30-Jun-15	Not applicable	1 Session	POE modified	1 Session	Not applicable	BTO	Operational	Operational	Attendance Register
544	ALL					Indigent Register	44	Quarterly Reports submitted to MANCO	4 Quarterly Reports submitted	30-Jun-15	1st Quarter Report submitted	2nd Quarter Report submitted	POE modified	3rd Quarter Report submitted	4th Quarter Report submitted	BTO	Operational	Operational	Quarterly Reports submitted to Finance
545	N/A					Reconciliations	45	12 Debtors Reconciliations Reports		30-Jun-15	3 Monthly Reports produced	3 Monthly Reports produced	POE modified	3 Monthly Reports produced	3 Monthly Reports produced	BTO	Operational	Operational	Debtors reconciliations Report submitted to Finance Committee
546	N/A					Reconciliations	46	12 Clearing of suspense accounts Reports		30-Jun-15	3 Monthly Reports produced	3 Monthly Reports produced	POE modified	3 Monthly Reports produced	3 Monthly Reports produced	BTO	Operational	Operational	Clearing of suspense accounts reports submitted to Finance Committee
547	N/A					Reconciliations	47	21 Rates Reconciliations Reports		30-Jun-15	3 Monthly Reports produced	3 Monthly Reports produced	POE modified	3 Monthly Reports produced	3 Monthly Reports produced	BTO	Operational	Operational	Rates Reconciliations Report submitted to Finance Committee
548	N/A					Reconciliations	48	12 Consumer Deposit Reconciliations Reports		30-Jun-15	3 Monthly Reports produced	3 Monthly Reports produced	POE modified	3 Monthly Reports produced	3 Monthly Reports produced	BTO	Operational	Operational	Consumer Deposit Reconciliations Reports submitted to Finance Committee
549	N/A					Reconciliations	49	12 Traffic Revenue Reports		30-Jun-15	3 Monthly Reports produced	3 Monthly Reports produced	POE modified	3 Monthly Reports produced	3 Monthly Reports produced	BTO	Operational	Operational	Traffic Revenue Reports submitted to Finance Committee
550	N/A					Reconciliations of the general valuation to the rates billing	50	Reconciliations Report submitted to MANCO and Finance Committee	1 Annual Report submitted to MANCO	30-Jun-15	Not applicable	Not applicable	POE modified	Not applicable	1 Annual Report submitted to Standing Committee	BTO	Operational	Operational	Report and Finance Committee Minutes
551	N/A					Rates Clearance	51	Time lapse in the issue of Rates Clearance Certificate	3 Months after the request from buyer/ seller	30-Jun-15	Issue Rates Clearance Certificate 3 Months after the request from buyer/ seller	Issue Rates Clearance Certificate 3 Months after the request from buyer/ seller	No Variances	Issue Rates Clearance Certificate 3 Months after the request from buyer/ seller	Issue Rates Clearance Certificate 3 Months after the request from buyer/ seller	BTO	Operational	Operational	Rates clearance register/ Reports
552	N/A					Ensuring relevant revenue is recorded and billed	52	% of Revenue recorded on Billing System	100% Recording	Monthly	100% Recording	100% Recording	No Variances	100% Recording	100% Recording	BTO	Operational	Operational	Audit Reports
553	N/A					Customer Care	53	Time lapse in resolving of customer care queries		48 Hours from Reporting	Resolve queries within 48 Hours from reporting	Resolve queries within 48 Hours from reporting	No Variances	Resolve queries within 48 Hours from reporting	Resolve queries within 48 Hours from reporting	BTO	Operational	Operational	Customer Care Complaints and Register
General Finance and Accounting																			

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									Target		Target	Target		Target	Target				
554	N/A	Financial Viability and Management	Improved Municipal Finance and Administrative Capability	To Manage Finances in line with MFMA and other applicable Legislation		Perform a monthly review of the general ledger	54	% accurate general ledger and trial balance	100% accurate general ledger and trial balance	30-Jun-15	100% accurate general ledger and trial balance	100% accurate general ledger and trial balance	POE modified	100% accurate general ledger and trial balance	100% accurate general ledger and trial balance	BTO	Operational	Operational	Signed off TB supported by signed off reconciliations
555	N/A				55		Monthly Reports submitted to MANCO	12 Monthly Reports submitted	30-Jun-15	3 Monthly Reports submitted	3 Monthly Reports submitted	POE modified	3 Monthly Reports submitted	3 Monthly Reports submitted	BTO	Operational	Operational	Reconciliation Reports submitted to Finance Committee	
556	N/A				56	Monthly Reports submitted to MANCO	12 Monthly Reports submitted	30-Jun-15	3 Monthly Reports submitted	3 Monthly Reports submitted	POE modified	3 Monthly Reports submitted	3 Monthly Reports submitted	BTO	Operational	Operational	Dora Reports submitted to National Treasury		
557	N/A				57	Annual Financial Statements	Submission of Financial Statements to Auditor General, Treasury and CoGTA	31st August 2014		Financial Statements submitted to Auditor General, Treasury and CoGTA - 31 August 2014	Not applicable		No Variances	Not applicable		BTO	R200 000	R200 000	Proof of submission to AG
558	N/A				5.1.2	Finance Policies and By-laws	Approved Finance Policies and By-laws	30-Jun-15		Not applicable	Not applicable		No Variances	Not applicable		BTO	R100 000	R20 000	Approved Policies and Council Resolutions
559	N/A				59	Investments	Municipal Investments Report submitted to MANCO	12 Monthly Investments Reports	30-Jun-15	3 Monthly Investments Reports	3 Monthly Investments Reports	POE modified	3 Monthly Investments Reports	3 Monthly Investments Reports	BTO	Operational	Operational	Investments Reports	
Expenditure																			
560	N/A	Financial Viability and Financial Management	Improved Municipal Finance and Administrative Capability	To Manage Finances in line with MFMA and other applicable Legislation		Maintain an accurate grant register	60	% accurate grant register prepared and maintained	100% accurate grant register	30-Jun-15	100% accurate grant register	100% accurate grant register	POE modified	100% accurate grant register	100% accurate grant register	BTO	Operational	Operational	Signed off Grant Reconciliations
561	N/A					61	Reports submitted to MANCO	12 Monthly Reports submitted	30-Jun-15	3 Monthly Reports submitted	3 Monthly Reports submitted	POE modified	3 Monthly Reports submitted	3 Monthly Reports submitted	BTO	Operational	Operational	Grants Reports submitted to Finance Committee	
562	N/A					62	Creditors Payments	Time lapse from submission of invoice till payment	30 Days from submission	30-Jun-15	Payment of Invoice 30 days from submission	Payment of Invoice 30 days from submission	No Variances	Payment of Invoice 30 days from submission	Payment of Invoice 30 days from submission	BTO	Operational	Operational	Creditors Reports
563	N/A					63	Implementation of the Grants and projects procedures	Implementation and compliance reports submitted to MANCO and Finance Committee	12 monthly reports submitted to MANCO and Finance Committee	30-Jun-15	3 monthly reports submitted to standing committee	3 monthly reports submitted to standing committee	POE modified	3 monthly reports submitted to standing committee	3 monthly reports submitted to standing committee	BTO	Operational	Operational	Monthly Reports submitted to Finance Committee
564	N/A					64	MFMA and Expenditure Policy Compliance	% compliance with MFMA and Policies	100% compliance	30-Jun-15	100% Compliance	100% Compliance	POE modified	100% Compliance	100% Compliance	BTO	Operational	Operational	AG Audit Reports
565	N/A					65		Qualifications due to Expenditure Section	0 Qualifications due to Expenditure section	30-Jun-15	Not applicable	Not applicable	No Variances	Not applicable	0 Qualifications due to Expenditure Section	BTO	Operational	Operational	AG Audit Report
566	N/A					66		% up to date of Payrol Database	100% up to date	30-Jun-15	100% up to date	100% up to date	POE modified	100% up to date	100% up to date	BTO	Operational	Operational	AG Audit Report
567	N/A					67	Payrol	Payment date	25th day	Monthly	25th day of each month	25th day of each month	No Variances	25th day of each month	25th day of each month	BTO	Operational	Operational	Payrol Reports
568	N/A					68		Payment of staff due to termination of employment or resignation	All payments to have proof letter from HR on Asset Return Verification	30-Jun-15	All payments to have proof letter from HR on Asset Return Verification	All payments to have proof letter from HR on Asset Return Verification	No Variances	All payments to have proof letter from HR on Asset Return Verification	All payments to have proof letter from HR on Asset Return Verification	BTO	Operational	Operational	Creditors Reports
569	N/A					69	Monitor grants and project actual expenditure against the budget	Monthly grants and projects reports prepared and submitted to MANCO and Finance Committee	12 Monthly grants and projects reports prepared	30-Jun-15	3 Monthly grants and projects reports prepared	3 Monthly grants and projects reports prepared	POE modified	3 Monthly grants and projects reports prepared	3 Monthly grants and projects reports prepared	BTO	Operational	Operational	Reports submitted to Finance Committee
570	N/A					70	Expenditure Reports	Monthly Reports submitted to MANCO and Finance Committee	4 VAT, Creditors, Salaries, Petty Cash Monthly Reports submitted to MANCO and Finance Committee	30-Jun-15	1st Quarter VAT, Creditors, Salaries, Petty Cash Monthly Reports submitted to Standing Committee	2nd Quarter VAT, Creditors, Salaries, Petty Cash Monthly Reports submitted to Standing Committee	POE modified	3rd Quarter VAT, Creditors, Salaries, Petty Cash Monthly Reports submitted to Standing Committee	4th Quarter VAT, Creditors, Salaries, Petty Cash Monthly Reports submitted to Standing Committee	BTO	Operational	Operational	Quarterly reconciliation reports submitted to Finance Committee
571	N/A		71	Prepare and maintain Retention, Reconciliations and other trade creditors	Monthly Reconciliations Report submitted to MANCO and Finance Committee	12 Monthly Reconciliations Reports submitted	30-Jun-15	3 Monthly Reconciliations Reports submitted	3 Monthly Reconciliations Reports submitted	POE modified	3 Monthly Reconciliations Reports submitted	3 Monthly Reconciliations Reports submitted	BTO	Operational	Operational	Retention and creditors reconciliation reports submitted to Finance Committee			