



ZULULAND DISTRICT MUNICIPALITY  
SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN  
FOR THE QUARTER ENDED 31 DECEMBER 2016

INQUBEKELA PHAMBILI

NGOBUQOTHO

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## **1. Introduction**

### **1.1. Background to the SDBIP**

In terms of Section 69 (3) (a) of the Municipal Finance Management Act, the Municipal Manager must submit the SDBIP to the Mayor within 14 days after the approval of the Budget. The Mayor must subsequently approve the SDBIP within 28 days after the approval of the Budget in terms of Section 53 (1) (c) (ii) of the Municipal Finance Management Act. The Annual Budget for the 2016/17 financial year was approved by Council on 25 May 2016. The SDBIP for the Zululand District Municipality was approved by the Mayor within 28 days after approval of budget as stated in S53 (1) (c) (ii) and it will be monitored and revised quarterly.

### **1.2. Purpose of the SDBIP**

The purpose of the SDBIP can be summarized as follows:

1. It is a vital link between the Mayor and the administration of the municipality;
2. It facilitates the process for holding management accountable for its performance;
3. It is a tool for implementation, management and monitoring; and
4. It further serves as the basis for the performance measurement in service delivery against the year-end targets and the implementation of the budget.

### **1.3. Importance of the SDBIP**

A properly formulated SDBIP will ensure that appropriate information is circulated internally and externally for purposes of monitoring the execution of the budget, and it:

- *Enables the Mayor to monitor the performance of the Municipal Manager,*
- Municipal Manager to monitor the performance of the senior managers; and*
- The community to monitor the performance of the municipality.*

It is the excellent mechanism that produces quarterly targets that are reported to ensure implementation of the IDP. The SDBIP will also empower all councillors specifically facilitating engagement at ward level and allow them to undertake the appropriate oversight and monitoring of programs. The SDBIP will also measure in-year progress in the implementation of the budget; under spending of budget will be dealt with at early stages because it is reviewed quarterly.

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#### **1.4. The Role of Council with regards to the SDBIP**

It is vitally important for Council to note that the components of the SDBIP are primary indicators of the municipality's performance on the annual Budget. In this regard, Councillors are encouraged to scrutinize the various components of the SDBIP and to pose questions where it is deemed necessary. This form of in-year reporting should uncover major problems and is aimed at ensuring that the Mayor and the Municipal Manager take the corrective steps when any unanticipated problems arise.

#### **1.5. Role of the Accounting Officer in respect of the SDBIP**

The Accounting Officer must:

1. Implement the Budget;
2. Ensure that spending is in accordance with the Budget and ensure that the expenditure is reduced when revenue is anticipated to be less than projected in the Budget or the SDBIP
3. Ensure that revenue and expenditure is properly monitored;
4. Prepare an adjustments Budget when necessary; and
5. Submit the draft SDBIP and draft annual performance agreements for the Municipal Manager and all senior managers.

#### **1.6. The key components of the 2016/17 SDBIP**

In terms of Circular No. 13 of the MFMA No. 56 of 2003, the SDBIP must contain:

- Monthly projections of revenue to be collected for each source;
- Monthly projections of expenditure by source (not required in terms of this Act);
- Monthly projections of expenditure (operating and capital) and revenue for each vote;
- Quarterly projections of service delivery targets and performance indicators of each vote;
- Detailed capital works plan broken down by ward over three years (Capital Plan – MIG)

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These components of the SDBIP are discussed below.

## **2. MONTHLY PROJECTIONS OF REVENUE PER SOURCE**

In terms of Section 15 of the MFMA, a municipality may, except where otherwise provided in this Act,

- incur expenditure only in terms of the approved Budget; and
- Within the limits of the amounts appropriated for the different votes in the approved Budget.

One of the most important and basic priorities of a municipality is to collect all its revenue as budgeted for, failure to collect the revenue will undermine the municipality's ability to deliver services. The SDBIP contains the monthly projections of revenue to be collected per source for the 2016/17 financial year. The reason for the inclusion of this component of the SDBIP is to ensure that the municipality monitors revenue collected during the quarter as all expenditure to be incurred in terms of the approved Budget must be financed from realistically anticipated revenues to be collected.

The Accounting Officer must monitor the actual revenues received against those projected in the SDBIP and submit explanations of any remedial action to be taken to ensure that projected revenue and expenditure remain within the municipality's approved Budget. This type of information requires the municipality to take urgent remedial steps to ensure it improves on its revenue-collection capacity if it wants to maintain its levels of service delivery and expenditure.

The revenue for the quarter ended 31 December 2016 is indicated below as follows:

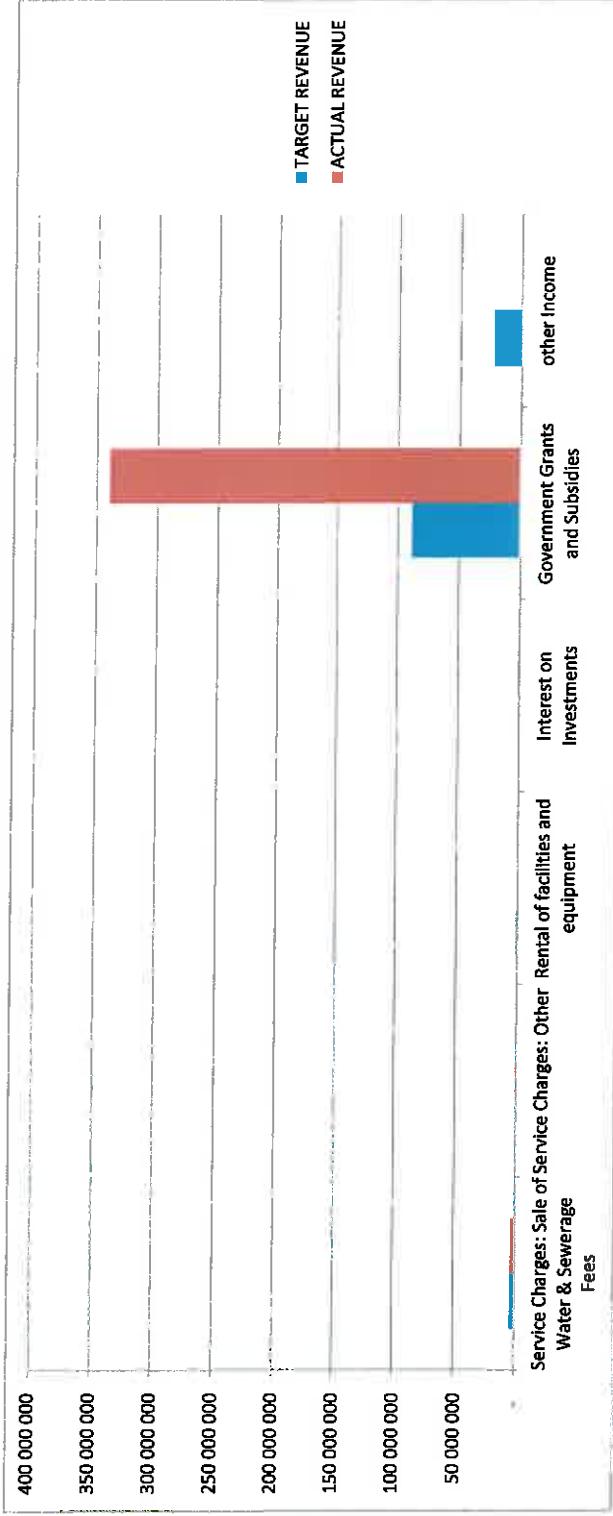
### Monthly projections of total Revenue per Source

The municipality must ensure that it has instituted measures to achieve monthly revenue targets for each revenue source. In order to ensure realistic revenue projections and ultimately balanced budgets, the Zululand District Municipality has to have comprehensive, coherent revenue policies that take into account appropriate service delivery levels, standards, ability to pay and collection efforts.

**Monthly projections of Revenue by Source of  
Zululand District Municipality for the Quarter  
ended 31 December 2016**

Monthly Projections of Revenue by Source		OCTOBER		NOVEMBER		DECEMBER		Totals for Q_1	
Revenue by Source	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Variance
Service Charges: Sale of Water & Sewerage Fees	1 602 503.17	488 672	1 154 209.92	1 660 492	673 283	3 462 630	2 822 448	840 182	
Service Charges: Other	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	7 333.33	-	7 333.33	-	7 333.33	42 462	42 462	-20 462	
Interest on Investments	166 666.67	242 052	166 666.67	187 034	166 666.67	247 619	500 000	676 705	-176 705
Government Grants and Subsidies : Operating and capital	29 584 916.67	87 893 000	29 584 916.67	14 800 977	29 584 916.67	237 045 000	88 754 780	339 738 977	-250 984 227
Other Income	7 308 963.25	145 062	7 308 963.25	16 701	7 308 963.25	24 638	21 926 880	186 402	21 740 488
Accumulated Surplus									
<b>TOTALS</b>	<b>38 670 363</b>	<b>883 766 786</b>	<b>38 222 090</b>	<b>16 665 205</b>	<b>38 222 090</b>	<b>238 033 001</b>	<b>114 666 270</b>	<b>343 466 993</b>	<b>-228 800 723</b>

## Q2 Chart - Monthly Projections of Revenue by Source



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### **3. MONTHLY PROJECTIONS OF EXPENDITURE PER SOURCE**

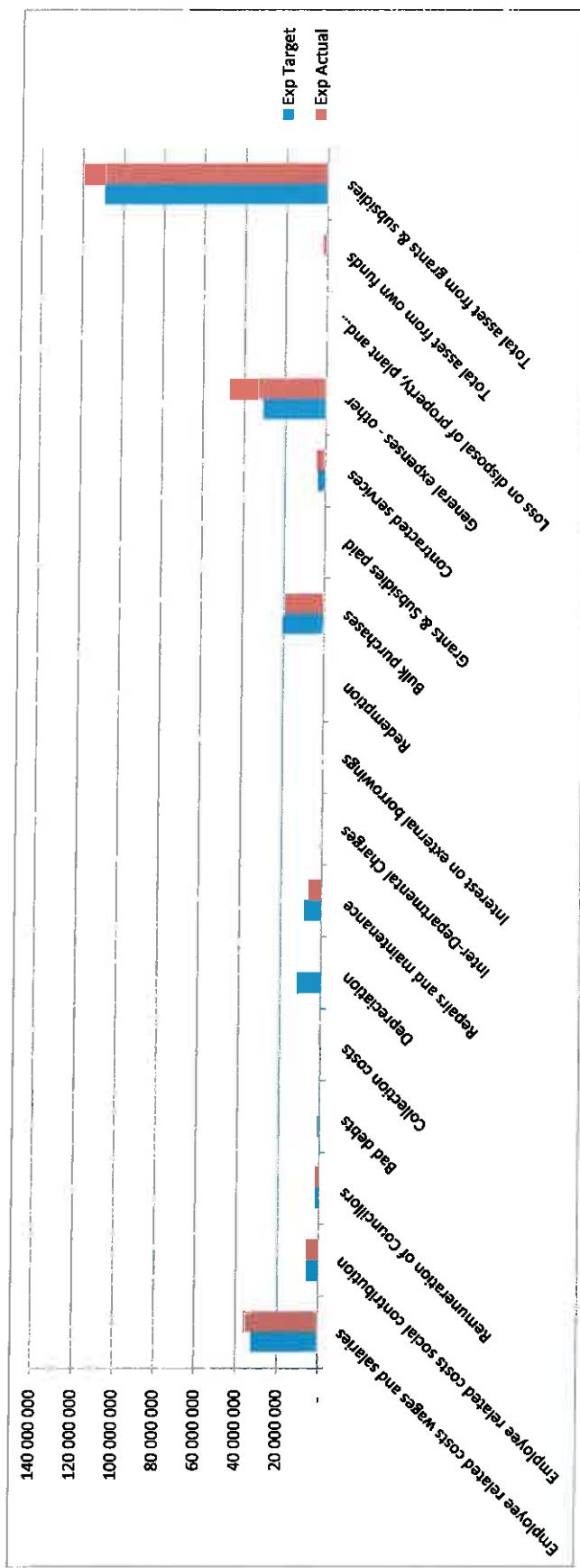
The monthly projections of expenditure per source is not included in terms of circular No 13 of the MFMA, but we as Zululand District Municipality have decided to add this component in order to see the movement of expenditure per source on monthly basis to be able to respond promptly and to initiate any remedial steps when necessary.

**Monthly Projections of Expenditure by Source of  
Zululand District Municipality for the Quarter ended 31 December 2016**

Monthly Projections of Expenditure by Source

Expenditure by Source	OCTOBER		NOVEMBER		DECEMBER		Totals for Q. 2	
	Target	Actual	Target	Actual	Target	Actual	Target	Actual
<b>Operating Expenditure</b>								
Employee related costs: wages and salaries	10 821 741	20 308 127	10 821 741	29 135 866	10 821 741	12 634 883	32 465 223	36 054 597
Employee related costs: social contribution	1 970 326	3 484 305	1 970 626	501 423	1 975 270	5 911 879	5 959 999	-3 589 374
Rent/tertiation of Councillors	533 414	579 869	533 414	576 365	533 414	587 227	1 600 241	-48 119
Bad debts	289 500	-	299 500	-	289 500	-	898 500	-143 221
Collection costs	90 532	79 281	90 532	111 561	90 532	160 661	271 597	898 500
Depreciation	3 813 384	-	3 813 384	-	3 813 384	-	351 502	-79 905
Repairs and maintenance	2 716 417	2 127 213	2 716 417	2 874 166	2 716 417	959 932	11 440 152	11 440 152
Inter-Departmental Charges	223 917	6 387	223 917	5 088	223 917	102 881	8 149 250	5 961 311
Interest on external borrowings	-	-	-	-	-	-	2 187 939	558 424
Redemption	-	-	-	-	-	-	-	-
Bulk purchases	6 655 226	6 689 928	6 655 426	4 647 975	6 655 426	7 427 050	19 966 278	18 764 953
Grants & Subsidies paid	-	-	-	-	-	-	-	1 201 326
Contracted services	1 164 333	1 264 346	1 164 833	1 354 799	1 164 833	1 238 601	3 494 500	3 857 716
General expenses - other (including abnormal expenses)	10 238 326	6 994 958	10 238 926	19 118 203	10 238 926	20 828 261	30 716 779	-363 216
Loss on disposal of property, plant and equipment	-	-	-	-	-	-	-	-16 224 643
Total Operating Expenditure	38 528 716	41 531 384	38 528 716	32 102 137	38 528 716	48 114 768	115 586 148	119 748 288
Capital Expenditure								
Total asset from own funds	141 667	-	141 667	995 295	141 667	700 046	425 000	1 695 341
Total asset from grants & subsidies	36 468 750	20 442 728	36 468 750	39 309 848	36 468 750	59 442 927	109 406 250	119 195 302
Total Operating Expenditure	36 610 417	20 442 728	36 610 417	40 304 943	36 610 417	60 142 973	109 831 250	120 890 644
<b>TOTAL EXPENDITURE</b>	<b>75 139 133</b>	<b>61 374 111</b>	<b>75 139 133</b>	<b>72 407 080</b>	<b>75 139 133</b>	<b>106 257 741</b>	<b>225 417 399</b>	<b>240 638 831</b>
								<b>-15 221 532</b>

## Q2 Chart - Monthly Projections of Expenditure by Source



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#### **4. PROJECTIONS OF REVENUE & EXPENDITURE PER VOTE**

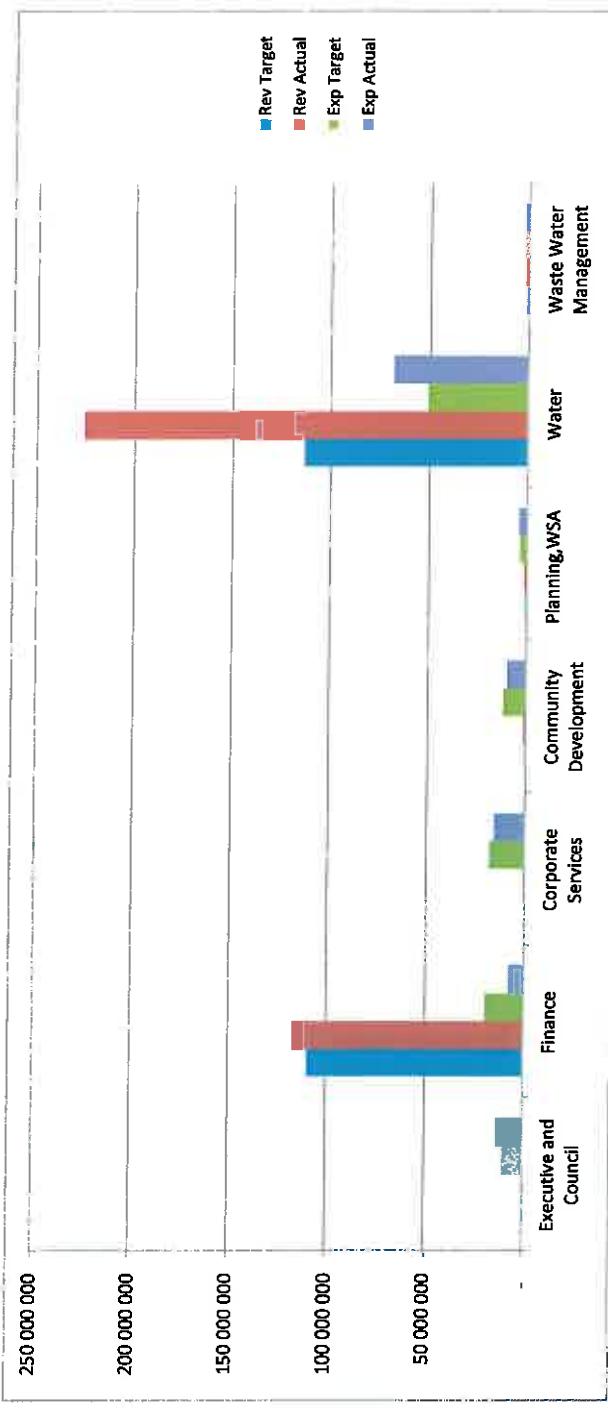
It is important to view expenditure in relation to the revenue used to finance it. In this context, it is easy to see when expenditure exceeds Revenue and the necessary remedial steps can then be taken to correct this situation. Failure to monitor expenditure in relation to Revenue will seriously hamper the municipality's ability to achieve its strategic goals for the year.

##### Projections of Expenditure and Revenue per Vote

Compares the planned revenue and expenditure for the quarter ended 31 December 2016. It is clear that Zululand District Municipality will spend a lot in the provision of water to the community that it serves.

**Monthly Projections of Expenditure & Revenue by Vota  
for Zululand District Municipality for the Quarter  
ended 31 December 2018**

## Q2 Chart - Monthly Projections of Revenue and Expenditure by Vote



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## **5. QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS OF EACH VOTE**

In terms of the SDBIP, Zululand District Municipality is required to provide non-financial measurable performance objectives in the form of service delivery targets and other performance indicators. Service delivery targets relate to the level and standards of service being provided to the community, and include targets for the reductions in backlogs of basic services.

The goals and objectives set by Council as quantifiable outcomes that should be implemented by the administration over the next financial year are indicated on the sheet below.

## QUARTERLY PERFORMANCE REPORT - Entire District - Quarter 2 - 2016/2017

### National KPA: Basic Service Delivery

#### Balance Scorecard Perspective: Customer

Program Driver	Objective	Indicator	KPI No	Quarter 1		Quarter 2		Quarter 2 - 2016/2017 - Performance		Annual Target				
				Target	Actual	Target	Actual	Score	Evidence	1 - Not Acceptable	2 - Partially Achieved	3 - Effective	4 - Performance Significantly above Expectations	5 - Outstanding Performance
HOD (P) Review and facilitate the District WSDP	Final 2017/2018 WSDP submitted to council for approval by specified date	1								30/07/2017	15/07/2017	30/06/2017	15/06/2017	30/05/2017
HOD (TS) Provide free basic water	Percentage of households with access to basic level of water (as per WSDP) (Recalibration-new household connections)	2	0.17	0.08	0.16	0.07	1		0.63	0.70	0.76	0.82	0.89	
HOD (TS) Improve access to free water	Percentage of households earning less than R1800 pm with access to free water (Note: Rudimentary)	3	0.06	1.97	0.06	5.76	5		0.16	0.24	0.31	0.37	0.45	
HOD (TS) Improve water quantity	Number of water quality tests as per the approved strategy	4								1816.00	1820.00	1836.00	1846.00	1856.00
HOD (TS) Provide free basic sanitation services	Percentage of households with access to basic level of sanitation (as per WSDP)	5	0.31	0.55	0.44	0.31	2		2.34	2.40	2.47	2.53	2.56	
HOD (TS) Improve access to free sanitation	Percentage of households earning less than R1800 pm with access to free basic sanitation	6	0.31	0.55	0.44	0.31	2		2.34	2.40	2.47	2.53	2.56	
HOD (P) Effectively monitor WSP's	Number of WSP Meetings scheduled per quarter	7	2.00	3.00	2.00	2.00	3		4.00	8.00	8.00	10.00	12.00	
HOD (TS) Implement effective Customer Care	Notification of community on planned water supply interruptions	8	48.00	48.00	49.00	209.00	11		12.00	24.00	48.00	60.00	72.00	
HOD (Co), HOD (CS), HOD (EY), HOD (P), HOD (SI), HOD (Co)	Maximize the implementation of Capital budget annually spent on Identified projects	9	20.00 %	42.00 %	40.00 %	100.00 %	4		80.00 %	90.00 %	100.00 %	100.00 %	100.00 %	
HOD (Co), HOD (Co)	Effective coordination of DM plan Disaster management forum meetings scheduled by 30 Jun 2017	10	30/08/2016	18/08/2016	31/12/2016	28/10/2016	11		30/07/2015	15/07/2015	30/06/2015	15/06/2015	01/06/2015	
HOD (Co)	Create awareness of hazards and disasters	11	3.00	3.00	3.00	3.00	3		4.00	8.00	10.00	12.00	14.00	
HOD (Co)	Review and facilitate the Disaster Management Plan	12								30/07/2017	15/07/2017	30/06/2017	15/06/2017	30/05/2017
HOD (Co)	Review and facilitate the municipal airport management plan	13								30/07/2017	15/07/2017	30/06/2017	15/06/2017	30/05/2017

### National KPA: Municipal Financial viability and management

#### Balance Scorecard Perspective: Finances

Program Driver	Objective	Indicator	KPI No	Quarter 1		Quarter 2		Quarter 2 - 2016/2017 - Performance		Annual Target			
				Target	Actual	Target	Actual	Evidence	1 - Not Acceptable	2 - Partially Achieved	3 - Effective	4 - Performance Significantly above Expectations	5 - Outstanding Performance
HOD (F)	Improve revenue collection	Outstanding service debtors recovery rate to revenue per quarter	14	0.25	0.21	1.55	1	1	0.48	0.32	0.25	0.20	0.15
HOD (F)	Improve supply chain application	Number of successful approvals per quarter	15		0.00	0.00	3	3	2.00	1.00	0.00		
HOD (F)	Process payments in time	Processing time of invoices per quarter	16	30.00 day(s)	30.00 day(s)	30.00 day(s)	30.00 day(s)	3	60.00 day(s)	45.00 day(s)	30.00 day(s)		
HOD (F)	Complete and submit accurate annual financial statements	Review and submit Financial Statements by specified date	17	31/08/2016	31/08/2016				30/02/2016	15/02/2016	31/08/2016	15/08/2016	01/08/2016
Municipal Manager	Completes and submit accurate annual financial statements within the specified time period	Maintain unqualified audit opinion from the Auditor General	18		Unqualified	Unqualified	3	3	Qualified	Unqualified			
HOD (F)	Budget for ZDM annually	Final 2017/18 budget submitted to council for approval by specified date	19						30/07/2017	15/07/2017	30/08/2017	15/08/2017	30/05/2017
HOD (F)	Have an effective Auditing Function	Number of Audit committee meetings scheduled per quarter	20	1.00	1.00	0.00	1	1	2.00	3.00	4.00	5.00	6.00
HOD (F)	Report timely and accurately	Quarterly SDBIP reports for 2016/17 submitted to Mayor by specified date	21	15/10/2016	16/07/2016	25/01/2017	31/10/2016	5	30/08/2017	15/08/2017	30/07/2017	15/07/2017	01/07/2017
HOD (F)	Have an effective auditing function	Percentage of audit queries addressed from the AG report by the end of the financial year	22	5.00	0.00	25.00	0.00	1	80.00	85.00	90.00	95.00	100.00
HOD (F)	Increase the cost coverage ratio	Cost coverage ratio achieved per quarter	23		3.00	3.00	3	3	5.00	4.00	3.00	2.00	1.00
HOD (F)	Increase debt coverage ratio	Debt coverage ratio achieved per quarter	24	3.00	0.00	3.00	0.00	5	5.00	4.00	3.00	2.00	1.00
HOD (F)	Report timely and accurately	Annual report 2015/2016 submitted to council by specified date	25						30/03/2017	28/02/2017	30/01/2017		
HOD (F)	Produce accurate statements	Percentage of accounts adjustments effected per quarter	26	3.00	0.18	3.00	0.18	3	5.00	4.00	3.00	2.00	1.00
HOD (F)	Keep a minimum cash balance to cover average monthly expenditure	Number of days with excessive funds in current account in relation to strategy	27		15.00 days	15.00 days	15.00 days	15.00 days	25.00 days	20.00 days	15.00 days	10.00 days	5.00 days
HOD (F)	Align capital programme and IDP	Percentage of capital projects budgeted for in accordance with the IDP	28	100.00	100.00	100.00	100.00	3	80.00	80.00	100.00		

### National KPA: Local Economic Development

#### Balance Scorecard Perspective: Learning and growth

Program Driver	Objective	Indicator	KPI No	Quarter 1		Quarter 2		Quarter 2 - 2016/2017 - Performance		Annual Target	
				Target	Actual	Target	Actual	Score	Evidence	1 - Not Acceptable	2 - Partially Achieved
HOD (CS)	Co-Ordinated and Integrated Regional Economic Development:	Approved 2017/2018 LED Strategy submitted to council by specified date	79							30/07/2017	15/07/2017
HOD (CS)	Co-Ordinated and Integrated Regional Economic Development:	Number of tourism awareness and training workshops scheduled per year	30	2.00	7.00	2.00	5.00	5	4.00	6.00	8.00
HOD (TS)	Effectively co-ordinates LED in the district	Number of jobs created through LED initiatives and capital projects	31	50.00	35.00	50.00	919.00	5	100.00	150.00	200.00
HOD (CS)	Effectively co-ordinates LED in the District	Number of LED ward projects implemented	32						100.00	150.00	200.00
HOD (CS)	Plan and Implement institutional measures that would reduce the impact of HIV/AIDs	HIV/AIDS Strategy 2017/2018	33						31/07/2017	15/07/2017	30/08/2017
HOD (CS)	Create HIV/AIDS awareness and education	Number of HIV/AIDS awareness campaigns scheduled	34	4.00	3.00	4.00	4.00	3	0.00	12.00	16.00
HOD (Cs)	The social upliftment of the communities in ZDM	Number of schools/creches inspection reports conducted per quarter	35	15.00	17.00	15.00	35.00	5	30.00	45.00	60.00
HOD (CS)	Access sufficient resources to implement youth and gender programmes	Review & Social Development database submitted to MSA by specified date	36						30/07/2017	15/07/2017	30/08/2017
HOD (CS)	Strategically plan development projects and empowerment initiatives for youth and gender	Number of District youth council meetings scheduled for quarter	37	1.00	1.00	1.00	1.00	3	1.00	2.00	4.00
HOD (CS)	Enable participation and create awareness of council youth and gender programmes	Number of quality of life council gender programmes	38	1.00	1.00	1.00	1.00	3	1.00	2.00	4.00
HOD (CS)	Reduce poverty by implementing community development projects	Number of people participating in ZDM community capacity building programmes by financial year end	39	0.00	0.00	120.00	474.00	5	70.00	200.00	240.00
HOD (CS)	Implement food production compliance	Number of food production site inspection reports produced per quarter	40	12.00	13.00	12.00	25.00	5	24.00	36.00	48.00
HOD (CS)	Enhance mortality compliance	Number of morbidity inspection reports produced for quarter	41	12.00	12.00	12.00	17.00	5	24.00	36.00	48.00
<b>National KPA: Good Governance &amp; Public Participation</b>											
Balance Scorecard Perspective: Learning and growth				Quarter 1		Quarter 2		Quarter 2 - 2016/2017 - Performance		Annual Target	
Program Driver	Objective	Indicator	KPI No	Target	Actual	Target	Actual	Score	Evidence	1 - Not Acceptable	2 - Partially Achieved
HOD (CS), HOD (F), HOD (P), HOD (TS)	Spend grant funding	Percentage of allocated grant funds spent	42	20.00 %	40.10 %	40.00 %	100.00 %	4	80.00 %	80.00 %	100.00 %

Program Driver	Objective	Indicator	KPI No	Quarter 1			Quarter 2			Quarter 2 - 2016/2017 -			Annual Target	
				Target	Actual	Score	Target	Actual	Evidence	1 - Not Achieved	2 - Partially Achieved	3 - Effective		
HOD (P)	Encourage participation in IDP process; ensure alignment with Local Municipalities	Number of stakeholder alignment meetings held by the end of the financial year	47	2.00	2.00	4.00	4.00	4.00	4.00	4.00	6.00	8.00	10.00	12.00
HOD (P)	Encourage participation in IDP process; ensure alignment with Local Municipalities	Date of submission of 2017/2018 IDP Framework Plan to Council for adoption	48	30/06/2016	28/06/2016					30/01/2016	15/10/2016	30/09/2016	01/09/2016	
HOD (P)	Effective spatial development	Reviewed Spatial Development Framework submitted to Council by specified date	49							20/07/2017	15/07/2017	30/06/2017	30/05/2017	
HOD (P)	Encourage participation in IDP process; ensure alignment with Local Municipalities	Integrated Development plan submitted to council for adoption by specified date	50							30/07/2017	15/07/2017	30/06/2017	30/05/2017	
HOD (P)	To effectively deal with development and environmental applications in line with legislation	Percentage of environmental applications responded to within 30 days of receipt by the end of financial year	51	100.00	100.00	100.00	100.00	100.00	100.00	40.00	80.00	100.00		
Municipal Manager	Implement and Manage Employment Equality	Number of people from employment equity target groups employed in three highest levels of Management in compliance with a Workplace skills plan 2016/2017 submitted to Local labour Forum by specified date	52	13.00	18.00	13.00	18.00	18.00	18.00	5.00	10.00	13.00		
HOD (Co)	Maintain Institutional Capacity to render Municipal Services	Percentage of municipality's target actually spent on implementing its workplace skills plan	53							30/07/2017	15/07/2017	30/06/2017	30/05/2017	
HOD (Co)	Maintain Institutional Capacity to render Municipal Services	Percentage of municipality's target actually spent on implementing its workplace skills plan	54	20.00 %	1.50 %	40.00 %	18.47 %	1	1	20.00 %	90.00 %	100.00 %		

#### National KPA: Municipal transformation and institutional development

##### Balance Scorecard Perspective: Internal Processes

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## **6. DETAILED CAPITAL WORKS PLAN**



DC26 Zululand DM MiG Implementation Plan

Zululand District Municipality  
IMPLEMENTATION OF HIG PROJECTS 3-year Cash Flow  
Financial year:  
Reporting Period:  
Compiled by:  
December 2016  
Version Name

Table 1: IUGS Registered Projects

PROVINCIAL ACCUMULATIVE EXPENDITURE TARGET (%) MUNICIPAL ACCUMULATIVE CERTIFIED EXPENDITURE (%)

DC26 Zululand DM MIG Implementation Plan

**Zululand District Municipality**  
**IMPLEMENTATION OF BRC PROJECTS 3-year Cash flow**  
**Financial year: 2018H7**  
**Reporting Month:** December 2018  
**Compiled by:** Gavine N. #

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**PROTEIN-PEPTIDE EXPENDITURE IS A PREDICTOR OF BONE LOSS!**

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**MUNICIPAL ACCUMULATIVE CERTIFIED EXPENDITURE (%):**

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**6. APPROVAL OF THE ZULULAND DISTRICT MUNICIPALITY'S SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN FOR THE QUARTER ENDED 31 DECEMBER 2016.**

The Zululand District Municipality's SDBIP for the quarter ending 31 December 2016 has been reviewed and approved by the Honourable Mayor: Cllr. E.M Buthelezi as said in S69 (3) (a) and S54 (3) of the Municipal Finance Management Act.

**Date Approved:**

17/01/2017

**The Honorable Mayor**

E.M. Buthelezi

**Signature:**

