

WATER ESTIMATE POLICY 2023/2024 FINANCIAL PERIOD

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1. DECLARATION OF INTENT

At its broadest level, the Municipal Finance Management Act No. 56 of 2003 endeavors' "to secure sound and sustainable management of the fiscal and financial affairs of the municipalities and municipal entities by establishing norms and standards and other requirements".

In particular Chapter 8 of the Municipal Finance Management Act No.56 of 2003 places the onus on the Accounting Officer to manage the financial administration of the municipality and for this purpose to take all reasonable steps to ensure:

- that the resources of the municipality are used effectively, efficiently and economically and
- that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards.

2. OBJECTIVE

The objective of the policy document is to ensure that water consumptions are reliably estimated when no meter readings are available for those meters where water consumption most probably did occur.

This policy document addresses the following areas:

- What gives rise to an estimate being levied
- When will estimates be levied
- How estimates are calculated
- Reasonability calculation for long outstanding estimates
- Provision adjustment at year end

3. TERMINOLOGY AND DEFINITIONS

In this policy, unless the context indicates otherwise, a word or expression to which a meaning has been assigned has the same meaning and -

Actual consumption - means the measured consumption of any consumer.

Average consumption / interim - means the estimated average consumption of a consumer, per meter.

Consumer - means

- a) Any person who occupies premises to whom, and in respect to which premises, the Municipality:
 - i. Has agreed to provide water services;
 - ii. Is actually providing water services;
 - iii. Has entered into an agreement with the Municipality for the provision of water services to or on any premises;

- b) The owner of any premises to which the Municipality is providing water services;
- c) Where water services are provided through a single connection to a number of accommodation units or consumers or occupiers, means the person to whom the Municipality has agreed to provide such water services; and
- d) Any end-user who receives authorised water services from the Municipality or other water service institutions.

Consumer period - means the period between successive monthly readings or reading estimates irrespective of the period between reading dates.

Open Estimates - Is all meters for which interims were levied during the year and at year end, no actual reading has been captured which means this is still an open estimate.

4. SCOPE OF APPLICATION

This policy directs those officers who are charged with accounting of water estimates, as well as those charged with the calculation of the year-end provisions.

5. GOVERNING PRESCRIPTS

- 5.1. Municipal Finance Management Act
- 5.2. MUNSOFT: Meter Maintenance Manual
- 5.3. Water Service By-Law
- 5.4. GRAP 9: Revenue

6. GUIDING PRINCIPALS

Water Services By-law Paragraph 7(3): The Municipality may estimate the quantity of water services provided in respect of a period or periods within the interval between successive measurements and may charge a consumer for the services so estimated.

Munsoft Meter Averaging: Meters may be averaged or estimated only on unread meters. If the meter has been "actually" read the system will not average or estimate the meter.

GRAP 9: Revenue: Revenue should be recognised as follows:

Paragraph 20 - Rendering of services: When the outcome of a transaction involving the rendering of services can be estimated reliably, revenue associated with the transaction shall be recognised by reference to the stage of completion of the transaction at the reporting date. The outcome of a transaction can be estimated reliably when all the following conditions are satisfied:

- (a) The amount of revenue can be measured reliably.
- (b) It is probable that the economic benefits or service potential associated with the transaction will flow to the entity.
- (c) The stage of completion of the transaction at the reporting date can be measured reliably.
- (d) The costs incurred for the transaction and the costs to complete the transaction can be measured reliably.

7. PROCEDURES

Refer to Annexure A of the policy

- 7.1 When will estimates be levied to consumers
- 7.2 Timeframes for a billing run
- 7.3 Exception reports
- 7.4 MUNSOFT calculation of water estimates
- 7.5 Year-end adjustments on water estimates with no actual reading

8. MANAGEMENT REPORTING

A monthly / quarterly report from the Revenue Manager should occur on all problems and progress regarding replacement of water meters. Such replacements / repairs to be done by Technical department.

9. IMPLEMENTATION AND REVIEW

This policy is effective from 01 July 2018 and shall be reviewed annually.

ANNEXURE A

7.1) ESTIMATED LEVIES Estimates will be levied in one of the following circumstances: (i) In the absence of an actual meter reading due to one of the following reasons the financial system (Nunsott) will calculate an estimate: ERROR CODES Code - Description O000 - Unknown 0000 - Unknown 0000 - Meter box covered 0003 - Meter to accept with 0005 - Meter upside down 0007 - Meter covered 0008 - Meter to accept 0018 - Meter to ac	Procedures	Implemented Yes / No	Source of Information	Time frame	Responsibility	Recommendation
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0100 - Possible change in land use 0101 - Internet reading 0102 - Photo reading 0103 - Protective structures 0104 - Not in route 0105 - Meter too high to read 0106 - Obstructed by vehicle 0107 - Unable to locate Property 0108 - Community refused entry						
0101 - Internet reading 0102 - Photo reading 0103 - Protective structures 0104 - Not in route 0105 - Meter too high to read 0106 - Obstructed by vehicle 0107 - Unable to locate Property 0108 - Community refused entry						
0102 - Photo reading 0103 - Protective structures 0104 - Not in route 0105 - Meter too high to read 0106 - Obstructed by vehicle 0107 - Unable to locate Property 0108 - Community refused entry						
0103 - Protective structures 0104 - Not in route 0105 - Meter too high to read 0106 - Obstructed by vehicle 0107 - Unable to locate Property 0108 - Community refused entry						
0104 - Not in route 0105 - Meter too high to read 0106 - Obstructed by vehicle 0107 - Unable to locate Property 0108 - Community refused entry						
0105 - Meter too high to read 0106 - Obstructed by vehicle 0107 - Unable to locate Property 0108 - Community refused entry						
0106 - Obstructed by vehicle 0107 - Unable to locate Property 0108 - Community refused entry						
0107 - Unable to locate Property 0108 - Community refused entry						
Property 0108 - Community refused entry						
0108 - Community refused entry						
entry entry						
	0109 - Meter dials unclear					

				•	
0110 - Meter face down					
0111 - Glass broken					
0112 - No meter, straight pipe					
0113 - Water leak					
0114 - Replaced lid					
0115 - Premises vacant					
0116 - Meter disconnected					
0117 - Can't see meter No.					
0118 - Read by Consumer					
0119 - New installation					
0120 - Unknown location					
9999 - Unknown					
(ii) These estimates will be	Yes	Munsoft	Monthly	Billing section	
reversed by means of a	. 00			29 000	
meter adjustment or bulk					
meter adjustment.					
meter adjosiment.					
7.0 71445 5044456 500					
7.2 TIME-FRMAES FOR					
BILLING RUN	ν.	A 4	A 4 = 41 1	Dilling as a 11	
(i) Reading are read on the	Yes	Munsoft	Monthly	Billing section	
01st monthly, unless the 1st					
falls on the weekend, in this					
case the first applicable					
working day.					
(ii) Billing to take place	Yes	Munsoft	Monthly	Billing section	
between the 20th & 25th					
monthly, unless prevented					
by circumstances beyond					
the municipality's control, a					
suitable date will be					
determined.					
determined.					
7.3 EXCEPTION REPORTS					
The following exception					
reports should be done run					
and reviewed on a monthly					
basis for each billing cycle					
before the dummy billing is					
done.				D.III. II.	
Code- Description	Yes	Munsoft	Monthly	Billing section	
			before		
01 - Active meters with no			billing		
Consumption					
02 - Inactive meters with					
Consumption					
03 - Negative consumption					
04 - Meters not read					
05 - Deviation report					
06 - Bad meters					
07 - High consumption					
08 - Meters with capacity					
09 - Meters estimated more					
Than 3 months					
Procedures to be executed			İ		
on this report:					
All deviations and	Yes	Munsoft	Monthly	Billing section	
	1 53	1410113011	before	Pilling 30CHOLL	
exceptions should be identified on the meter					
			billing		
exception reports should be			1		
المسترات الم					
investigated, adjustments					
made and properly					
made and properly documented.					
made and properly documented. The report with all the	Yes	Munsoft	Monthly	Billing section	
made and properly documented.	Yes	Munsoft	Monthly before billing	Billing section	

signed by the Revenue Manager and / or Revenue Accountant as evidence of review. All reports should be filed	Yes	Munsoft	Monthly	Billing section	
with the supporting documents for audit purposes.			before billing		
7.4 MUNSOFT CALCULATION OF WATER ESTIMATES					
The MUNSOFT formula used to determine the water estimate for the particular month and any underlying assumptions used by the formula to determine the estimate:	Yes	Munsoft	Monthly	Billing section	
Meter Daily Average x 30days / 6 months					
Any codes if applicable, used by the MUNSOFT system in order to inform the system of the estimate to be made for the particular month.					
The system looks at the reading - if zero the system sees the meter as 'unread'.					
Averaging is done on 'not read' meters indicated by an 'N'					
7.5 YEAR END ADJUSTMENTS ON WATER ESTIMATES WITH NO ACTUAL READINGS					
The Municipality should process an adjustment at year end based on the outcome of a reasonability test performed on the					
meters for which estimates were levied but no actual reading was available for the 12 month period.					
Procedures: 1.) Obtain a list of all water meters with estimates as at 30 June:					
a) As minimum, a list should include the following:					
i) Account number ii) Meter number iii) Code/Reason for estimate iv) Date of last meter reading and last meter reading					

Prepare a list from the information above that includes only water meters where estimates / interims were levied for 12 months and longer.			
2.) Prepare the journal for the year end correction to water income due to the over / (under) estimated water income. Date of journal is 30 June			
3) This journal should be authorised and signed by the Snr Manager: Finance before it is captured on the financial system (Munsoft)			