

**IMPLEMENTATION PLAN 2018 / 2019**  
**PROGRAMME 1 - MMID MANAGEMENT & OPERATIONS**

	<b>ACTION STEPS</b>	<b>RESPONSIBLE</b>	<b>FREQUENCY</b>	<b>PERFORMANCE INDICATOR</b>	<b>COMMENTS</b>
1.1	Appoint an accounting and auditing firm	Finance director/AGM	Annually	Monthly reporting to board	
1.2	Assign portfolios to directors	Chair of the Steering Committee	Annually	Directors work with manager to get results & implement business plan Monthly reportback to Board per portfolio	
1.3	Appoint MMID staff	Director - Operations		Retain staff members who perform well Annual performance monitoring by director	Staff appointments will be done as required
1.4	Rent office space	Director - Finance		Adequate to meet requirements; safe parking for vehicles	Initial period of 3 years
1.5	Obtain office equipment & furniture	Director - Finance	Ongoing	Purchase furniture & IT equipment - lease copier/printer	As required & per budget
1.6	Make contact and start meeting community leaders & business people	Manager	On-going	Good co-operation within the MMID area and neighbouring areas. Details of stakeholders met per month to be reported to Board.	Refer to point 6.5 & 6.8 & 6.9
1.7	Host an AGM	Management	Annually	Fully compliant with legal requirements, which would entail electing auditors and directors, providing annual financial statements, directors' reports, and approving the next financial year's budgets and implementation plans	
1.8	Meet & network with other CID managers	Manager / Chair	Ongoing	Good relations & sharing of information of common interest	Attend CID forum meetings
1.9	Have financial statements audited	Director - Finance	Annually	Unqualified audits produced by 31 August	
1.10	Submit audited & signed financial statements to the CoCT	Director - Finance	Annually	Submit by 31 August	
1.11	Mid-year review	Chair	Annually	Submit Board approved year review to CID Branch by 30 January	
1.12	Provide monthly reports to MMID directors	Manager	Monthly	Report items to be assessed, and the status of each one to be recorded per portfolio	refer also to 1.2
1.13	Follow up MMID arrears	Office Manager	Monthly	Directors in arrears may not participate in Board meetings	
1.14	Compile SRA renewal application	Board of directors	Yearly	Submit draft BP to CoCT by 31 August 2021 - approved at AGM	
1.15	Comply with Company Act requirements	Board of directors	Ongoing	Record resolutions, mandates, minutes of meetings CIPC requirements * Register Auditors and submit to CIPC within 10 business days of change * Register Directors within 10 business days of change * Maintain membership list * Submit Annual Returns to CIPC within 30 business days after anniversary	
1.16	Ongoing operation of the MMID management office	Manager/Office manager	Monthly	Effectively run, accessible, responsive; good communication with stakeholders, directors, property owners & community	refer also to 1.4 & 1.5
1.17	Prepare and send financial reports to CoCT	Director - Finance	Monthly	By the 15th of the following month	
1.18	Manage and monitor C3 notification process	Office Manager	Monthly	Report daily on C3 notifications, and record the status of each one Report to Board	Maintenance issues dealt with timeously
1.19	Hold monthly board meetings	Manager	Monthly	Manager to work with Portfolio directors to provide monthly reports	refer also to 1.31

	<b>ACTION STEPS</b>	<b>RESPONSIBLE</b>	<b>FREQUENCY</b>	<b>PERFORMANCE INDICATOR</b>	<b>COMMENTS</b>
1.20	Promote MMID NPC membership	Manager / Board of Directors	Ongoing	Inform all property owners annually of membership application process. MMID Manager to meet with as many property owners as possible Display membership application forms on website	
1.21	Submit input to the City's capital and operational budgets	Director - Finance	Annually	Make annual submission to sub-council manager as part of City Budget process	
1.22	Submit input to the Integrated Development Plan	Board of Directors	Annually	Make annual submission to sub-council manager by 31 December	
1.23	Submit management report and annual financial statements to sub-council(s)	Chair/Director Finance	Annually	Submit to Subcouncil within three months after the AGM	
1.24	Mediate matters/issues arising among property owners	Board of Directors	Ongoing	Bring MMID and Directors' expertise to bear; assist where possible.	
1.25	Update MMID website	Director - Communications, Office Manager	Ongoing	Ensure up to date and legally compliant web page	Refer to point 6.1
1.26	Staff performance evaluations	Director - Operations	Twice a year	Good work performance & satisfied staff - performance bonuses. Driven by results	Refer to point 1.3
1.27	Hold Annual General Meetings	Chair/Directors/Manager	Annually	Hold successful/informative and well attended AGM's.	Refer to point 1.8
1.28	Build working relationships with sub-council managers and CoCT offices and departments that deliver services	Chair/Directors/Manager	On-Going	Maintain relationships with COCT managers and service delivery managers	
1.29	Submit annual tax returns and VAT returns	Director - Finance / Manager	Annually Bi-monthly	Submit VAT returns timeously	
1.30	Perform budget reviews	Director - Finance / Manager	Annually	Comprehensive budget reviews complete by 31 January	
1.31	Present monthly income and expenses at board meetings	Director - Finance / Manager	Monthly	Finance Director to present monthly income and expenditure to Board of Directors	
1.32	Apply for tax exemption status			By end of first financial year	
1.33	Obtain annual Tax Clearance Certificate		Annually	Within one month after expiry date of current Tax Clearance Certificate	
1.34	Compile annual Implementation Plan and Budget		Annually	Board to submit draft Implementation Plan and Budget to CID unit for verification and table at AGM for approval by members	