

REVENUE IMPROVEMENT ACTION PLAN FOR 2020/2021

Revenue Heads	Objective	Activities	Expected Outcomes	Implementation Strategies	Time Lines for Implementation				Responsibility	Costing/ Budget GHC	2021 Budget Amount	Funding Source
					1ST	2ND	3RD	4TH				
Rate (Property Rate)	To increase revenue from rate by 30%	To have property roll Database	Database on all properties in the district	BABMA should trigger the process of valuation of properties in the District	Printing and distribution of bills	Education and sensitization of rate payers and payment of rate	Collection of rate from rate payers	Formation of taskforce and prosecution of defaulters	Budget Unit and Revenue mobilization Unit	7,000.00	92,000.00	DACF/IGF
		Intensify collection of property rate from the six main area councils	Increase in revenue from property rate	Ensure that bills are prepared and distributed timely								
				Forms special taskforce to retrieve property rate from defaulters								
Fees and Fines	To increase revenue from fees and fines by 25%	Upgrade facilities and services at major markets and lorry parks	Increase in revenue from our facilities	Capturing of the facilities in the Assembly's Annual budget	Education and sensitization of rate payers	Education and sensitization of rate payers and collection of rate	Collection of rate from rate payers	Formation of taskforce and prosecution of defaulters	Budget Unit and Revenue mobilization Unit	5,000.00	59,000.00	DACF/IGF
		Sensitize rate payers on the need to honor tax obligations	Tax payers would honor their tax obligation	Use of Assembly's information Van to educate tax payers								
License	To increase	Upgrade the Assembly database on all existing businesses	Up to date database for all businesses in the District	Public education	Printing and	Education and	Collection of	Formation of	Budget Unit and	8,000.00	156,000.00	DACF/IGF

		and all Individual who have rented Assembly's property	should be prepared		tenants and collect details for preparing tenancy agreement							
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RIAP MONITORING PLAN

Revenue Heads	Objective	Activities	Expected Outcomes	Indicator	Means of Verification	Frequency of Monitoring	Responsibility
Rate (Property Rate)	To increase revenue from rate by 30%	To have property roll Database	Database on all properties in the district	No. of properties captured on the updated property database	Field verification Report and the use of monthly trial balance	Quarterly	Budget and revenue Unit
		Intensify collection of property rate from the six main area councils	Increase in revenue from property rate	Percentage of property rate arrears collected			
Fees and Fines	To increase revenue from fees and fines by 25%	Upgrade facilities and services at major markets and lorry parks	Increase in revenue from our facilities	Number of existing dispute between the Assembly and its rate payers resolved	Monthly Trial Balance	Quarterly	Budget, Environmental and revenue Unit

		Sensitize rate payers on the need to honor tax obligations	Tax payers would honor their tax obligation	No. of sensitization campaigns embark on by the Assembly in the Market and lorry parks			
License	To increase revenue from license by 30%	Upgrade the Assembly database on all existing businesses	Up to date database for all businesses in the District	No of businesses on the Assembly Database	Business Roll Register	Quarterly	Budget and revenue Unit
		Establish taskforce to identify defaulting businesses and collect revenue	Revenue from license would increase	No of defaulted businesses identified by taskforce	Monthly Trial Balance		
Lands	To increase revenue from land by 20%	Intensify monitoring of physical development to ensure developers have acquired appropriate building permit	Reduced rate of building without permit	No. of building permit granted No. of developers who have been stopped from working as a result of not having building permit	Field verification from Taskforce	Quarterly	Works Department and Revenue Unit
Rent	To increase revenue from rent	Update database on all rent of the facilities and properties of the Assembly	All Assembly rentable properties should be fully documented	Number of Assembly rentable properties documented	Monthly trial balance	Quarterly	Revenue and Audit unit

	by 20%	Prepare tenancy agreement between the Assembly and all Individual who have rented Assembly's property	Tenancy agreement on all rented properties of the Assembly should be prepared	Number of tenancy agreement prepared	Tenancy agreements		
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