

2025 REVENUE IMPROVEMENT STRATEGIES

REVENUE IMPROVEMENT ACTION PLAN FOR 2025

1.0 INTRODUCTION

A Sound financial status of every Assembly depicts how smooth and strong the Assembly would be in its current state and a time to come. Looking at the rate at which our statutory funds are not forthcoming and the failings of development partners in flourishing us with donor support, it has become necessary for every Assembly to strengthen effort to increase its Internally Generated Funds (IGF). For this reasons, the following measures have been put in place as the plans to be implemented in 2025 to boost the I.G.F of Wassa Amenfi West Municipal Assembly.

REVENUE PERFORMANCE- IGF						
	ITEM	2024			2025	2026
NO.	REVENUE ITEM	REVENUE BUDGET FOR 2024 (GHC)	REVENUE ACTUAL AS AT DEC 2024 (GHC)	PERF %	PROJECTION (GHC)	PROJECTION (GHC)
1	RATE	323,709.89	123,889.39	38.27	323,709.89	256,890.20
2	LAND AND CONCESSIONS	350,355.00	261,834.00	74.73	350,355.00	367,891.10
3	FEES	158,469.50	175,082.10	110.48	158,469.50	170,887.00
4	FINES	132,865.00	73,499.00	55.32	132,865.00	71,056.20
5	LICENSES	996,809.50	758,438.99	76.09	996,809.50	977,520.60
6	RENTS	190,340.00	35,898.72	18.86	190,340.00	209,849.90
7	TOTAL	2,152,548.89	1,428,642.18	66.37	2,152,548.89	2,154,095.00

NO	ACTIVITIES		OBJECTIVES	ACTIVITIES	OUTPUT INDICATORS	IMPLEMENTATION STRATEGIES	TIME FRAME				COST	RESPONSIBILITY	Funding source
							QTR1	QTR2	QTR3	QTR4			
1	i	Rates: Property Rate	To achieve at least 50% of the Estimated Property Rate by 31 st Dec 2025	-Revenue Collectors and data Manager move to field to Collect New Properties and Business Data on the Field.	Property Rate Registry Updated,	-Collaborating with Revenue Collectors to Take information from New Properties and Business not captured in the data base.					6,000.00	MCD Physical planning, Budget Unit, Revenue Units and Accounts Works Dept	DACF
				Engaging The HRM and National Service Office to Allocate Eight National Service Personnel to Revenue Unit	-Eight National Service personnel admitted in to revenue unit.	-Provision of Staff ID Card and Revenue Jacket for field Mobilization					2,000.00	HRM, National Service District Director, MCD, Revenue Head, Finance	IGF
				Print all rate payers' bills from Rev Data App for Distribution.	Rate payer bills printed and distributed.	-Provision of Logistics for Bills to be Printed and Distributed to rate payers					6,000.00	Budget Unit, Finance, Proc	IGF
				Engaging Rate payers on the importance of paying rate to the Assembly.	-Rate payers Engaged through NCCE, ISD, Community Information service and the radio stations (Public Education)	Going to Radio Stations two times in a week and using of NCCE and ISD for Information Dissemination.					2,000.00	NCCE, ISD, Budget Unit and Revenue Head	IGF
				Training of revenue collectors	All the Revenue collectors trained	Training of revenue on postings and collection strategies					7,000.00	HM/MFO /MBA	DDF/DACF

				Engaging the community chiefs, Assembly Members and Opinion Leaders to help Sensitize rate Payers	Community chiefs engaged and has call on public to pay their rate.	Chiefs using Community Information Centers to sensitize Rate Payers.					15,000.00	Municipal House of Chief, Assembly Members, Managements of the Assembly	DDF/DACF
2	Lands: Building permit	To achieve at least 90% of Estimated Land and Royalties By Dec 2025	Works Department embarking on Data Collection on New Residential and Commercial buildings, all Temporal structures and ongoing project.	Data Base Audited and Buildings not registered with the Assembly identified	Compare the Data Base to identify Buildings not registered with the Assembly					10,000	Revenue unit, Budget unit and Finance Dept., Works, Stat	IGF/DACF	
			Educating the Public on the subject of Building Permit	Awareness created on the subject of Building Permit	Public Hearing, Information Centers, Radio Stations, use of Information Van				4,000.00	NCCE, MFO, MBA, Physical Planning/Works	IGF		
			Form a development Control task force to identify building without permit	-Task force Formed.	-Embark on Developmental Control Exercises - institute an incentive package for the task force/City Gurds				20,000.00	MCE/MCD, MBA,MFO	IGF/ DACF		
			Partnership engagement with ECG	-ECG management engaged and agreed to roll out no Building Permit no new meter	-Partnering ECG to request for Building Permit Certificate before giving out meters.					MCE/MCD			

				Data Collection Officers Sent to collect Data on New Buildings in to data system	Data from New Buildings Collected with and inputed into data system	-Ensure at least 80% coverage of building permit to all buildings not having Building Permit. -Motivation of Field staff				2,000.00	Budget Unit, Finance, Works	IGF
	i			Engagement of Zonal Revenue Commission Collectors and Assembly Members	Zonal Commission Collectors and Assembly members within the zones Engaged	Identify Prioritized project of a Zone and tire it to Zonal Revenue Collection				8,000	Revenue Head, Budget, MCD and Finance	IGF
				Enforcement and Prosecution of Defaulters	Building permit defaulters prosecuted and defaulters ordered to pay.	Enforcement of payment of permit and prosecute defaulters through the use of Court and the by-laws				2,000.00	DWE, Physical Planning/Works, Prosecutor, MIA	IGF
3.	ii	Licences:	Ensure the collection of at least 85% of revenue from Licenses by December 2025	-Update of revenue database.	Business Operating Permit Registry Updated,	Collaborating with Revenue Collectors to Take information from Business not captured in the data base.					MCD, Budget Unit, Revenue Units and Statistic Dept, Accounts	DACF
				Cede Some of the Revenue Items to Zonal Council Office.	some Revenue items ceded for Collection	Cede some Revenue Item to Zonal Council and attach Target for Zonal development.					Works, MCD, Budget, Finance, Planning	DDF
				Engage Stakeholders to Register their business with the Assembly	Business Owners Engaged	Calling and Messaging Stakeholders to come and Register Their Business				3,000.00	Budget Unit, Finance	IGF
				Sensitization of market women, drivers and general public on the market	Awareness created of the Market Days in the Municipality	-use of P/A system, radio stations to educate stakeholders on the need to be law abiding				3,000.00	Rev. Supt./ HoCG/ Finance/Budget	IGF

				days (Engagement of Rate payers)								
				Engage The Security Service to Assist In BOP Payment	Security Service Dept Engaged and agreed to Assist the Assembly	Identify a project to be built for the Police and Tire it to IGF Collection				15,000	MCE, MCD, Finance, Budget	IGF
				Upgrade facilities and services at markets and lorry park, (ie. Markets shed, Urinal, etc)	Conditions at major markets and parks conducive for business	Renovate Deplorable Market Strictures and Motivate Market Sweepers to Sweep Every Morning and Evening				70,000	MCD, Works, Planing, Budget, Finance	IGF
				Prosecution of Defaulters	Defaulters Prosecuted and ordered to pay	Formation of Revenue Mobilisation Enforcement Team to sermon defaulters to court.				2,000.000	MFO,MBA, ASSEMBLY PROSECUTOR, MIA	IGF
				Organise Capacity Building Training for Revenue Collectors	Capcity building for Revenue Collectors organised	Train Revenue Collectors in Relevant areas				15,000.00	MCD, HRM, Budget, Finance	IGF
4	i	Fees	Ensure the collection of at least 100%	Recruit market sweepers and build urinal and public toilet facility for the market	Market sweepers recruited and urinal and public toilet facility build	Tag Build Urinal with the Description "IGF Contribution" to prompt rate payers to pay.				40,000	HM/MFO /MBA	IGF

	ii		of Estimated revenue from Fees by December 2025	Procure and sell stickers for all machines for the means of transport. Meet with the transport unions. Assign collectors to the lorry parks.	Stickers for all machines procured	Prosecute Rate defaulters and those who flout the by law to set as an example to the district. Eg. Traffic offences.					10,000.00	MCD,MFO.MBO, Magistrate Court/Security Service/ Assembly Members	IGF
				Sensitize public on the by-laws and procure toiling car for the assembly	Public sensitized and toing Car Purchased	Towl unauthorized parked cars to the assembly to deter drivers from parking any how					50,000.00	ISD/NCCA/ E.H.D/MTTD	IGF
5	1	Fines	To reduce Indiscipline and treat in the Assembly by 70%	Enforce the Implementatio n of by-laws.	The Gazzeted by law is enforced	Prosecution of defaulters of the Laws					10,000.00	Environmental Heath Dept./ Magistrate Court/Security Service/ Assembly Members	IGF
				Environmental inspectorate Committee Moving to Business to Ensure the bylaw is Adhered to	Environmental inspectorate Committee on the Field inspecting Documents and Business Environment	Enforce the Sanitation Bye Laws				Enviromental Heath Dept/ Magistrate Court/Security Service/ Assembly Members		IGF	
				Equip the sanitary inspectors to conduct the household sanitation checks and sermons programs.	Sanitary inspectors giving all needed equipment	Equip the environmental health unit to take charge of the program.				5,000.00		Environmental Heath Dept./ Magistrate Court/Security Service/ Assembly Members	IGF

		RENT	Ensure the collection of at least 50% of Estimated revenue from Rent by December 2025	Update database on the assembly rented out Properties	Data on assembly rented out properties updated	Use National service personnel to move to all Assembly rented out properties to collect data.				3,000.00	MCD,MFO,MBO	IGF
			Renegotiate the rental fees with occupant of Assembly rented Properties	Re-negotiation with occupant of Assembly rented properties done	Prepare tenant Agreement for all occupant of the Assembly Rented properties					4,000.00	MCD,MFO,MBO, ESTATE MANAGER	IGF

Conclusion

The above plan is expected to help WAWMA achieve its 2025 revenue target of GH¢2,152,549.09 in order to implement the earmarked projects and programs and deliver effectively on its mandate for the year.

ACTIVITES TAKING SO FAR ON REVENUE MOBILISATION

1. FORMATION OF REVENUE MANAGEMENT TASK FOR MADE UP OF 8 STAFFS OF THE ASSEMBLY
2. FORMATION OF DEVELOPMENT CONTROL TASK FORCE TO OVERSEE THE DEVELOPMENT CONTROL OF THE ASSEMBLY.
3. PUBLIC EDUCTION ON RATE PAYMENT ON PROPERTY RATE AT GREEN GOLD RADIO AND ROYAL FM.
4. REVIEW OF DISTRICT LEVEL REVENUE MANAGEMENT SYSYTEM (DLREV) FOR UPDATE OF RATE PAYER’S DETAILS
5. PLANNING ON NUMBRING AND DATA COLLECTION ON PROPERTY RATE AT SAMRABOI .

WASSA AMENFI WEST MUNICIPAL ASSEMBLY

REVENUE IMPROVEMENT ACTION PLAN

FOR 2025