

# AWUTU SENYA DISTRICT ASSEMBLY



REPUBLIC OF GHANA

*In case of reply, the number  
And date of this letter should  
Be quoted*

P. O. Box 4  
Awutu – Beraku

Date 25<sup>TH</sup> OCT, 2024



Our Ref: ASDA/04/10/01/01/09

Your Ref: .....

**call: 0243027046 - 0505293424**

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The Regional Minister,

Central Regional Co-ordinating Council,

Cape Coast

Attn:

The Regional Budget Analyst,

Central Regional Co-ordinating Council

Cape Coast

## **SUBMISSION OF 2025 REVENUE IMPROVEMENT ACTION PLAN**

I forward here with the 2025 Revenue Improvement Action Plan (RIAP) of the Awutu Senya District Assembly for your necessary action.

Please find attached the Revenue Improvement Action Plan

Thank you.

**MS. EUNICE NAALIER**

**(DISTRICT CO-ORDINATING DIRECTOR)**

**For: DISTRICT CHIEF EXECUTIVE**



**REPUBLIC OF GHANA**

**2025 REVENUE IMPROVEMENT ACTION PLAN**

**OF**

**AWUTU SENYA DISTRICT ASSEMBLY**



## CHAPTER ONE

### **1.0 INTRODUCTION**

The name of the assembly, the legislative instrument that founded it, the vision, mission, core function, core values, adopted policy objectives, population structure, legal framework and policy environment are all covered in this chapter. In addition to the municipal economy, key revenue mobilization issues and how they are addressed, database management, fee fixing process, revenue collection administration, billing, revenue collection tracking, enforcement, service delivery, local economic development, capacity development, community and education strategy are all discussed.

#### **1.1 Name of Assembly**

The District Assembly is known as Awutu Senya, and its administrative head is Awutu Beraku.

#### **1.2 Legislative Instrument**

The functions of Awutu Senya District Assembly are primarily derived from statute, as stipulated by Local Governance Act 936, 2016 and Legislative Instrument No. 2024 of 2012, which established it.

#### **1.3 Vision**

The Awutu Senya District Assembly aspires to create and appealing knowledge-based society with an enabling environment that gives equitable opportunities and potentials for socio-economic development for its citizens.

#### **1.4 Mission**

The District Assembly was established to help individuals in the Assembly's jurisdiction enhance their quality of life by providing equitable services for the district's overall development in the context of good governance.

#### **1.5 Core Function**

The following functions are intended to help the District Assembly achieve its goals and fulfil its mission of improving the quality of life of its citizens:

- be responsible for preparation and submission of the District development plans and budgets to the relevant Central Government Agency/Ministry through the Regional Co-ordinating Council (RCC);
- formulate and execute plans, programs and strategies for the effective mobilization of the resources for the development of the district;
- promote and support productive activity and social development in the district and remove any obstacles to initiative and development;

- initiate programs for the development of basic infrastructure and provide municipal works and services in the district;
- be responsible for the development, improvement and management of human settlements and the environment in the district;
- working in co-operation with the appropriate national and local security agencies be responsible for the maintenance for the security and public safety in the district;
- ensure ready access to courts and public tribunals in the district for the promotion of justice;
- initiate, sponsor or carry out such studies as may be necessary for the discharge of any of the functions conferred by Local Governance Act 936 or any other enactment and;
- to effectively and efficiently perform these functions, the Assembly requires variety of skills and professionals to man its various posts created to operate its organization structure.

## **1.6 Core Values**

The District Assembly and the Office of the Head of Local Government Service share the same key values:

• Accountability	• Equity	• Anonymity
• Client-oriented	• Integrity	• Impartiality
• Creativity	• Innovativeness	• Permanence
• Diligence	• Loyalty	• Timeliness
• Discipline	• Commitment	• Transparency

## **1.7 Adopted Policy Objective from the National Medium-Term Development Policy**

### **Framework (NMTDPF) relating to Revenue Mobilization**

Fiscal decentralization has the potential for poverty reduction when it is characterized by greater financial autonomy of the local units with proper budgetary allocation, prioritization, accountability and responsiveness. As a result, we advocate for a more effective, efficient and transparent institutional and legislative structure to enable effective fiscal transfer between the central and local governments, in order to avoid the pitfalls of fiscal decentralization. Factors militating against revenue mobilization in the Awutu Senya District Assembly include:

- Inadequate logistics and security for the revenue mobilization team.
- Low motivation for revenue staff.
- Some amount of revenue leakages.
- Inadequate sensitization on revenue mobilization.

- Sensitization on property rate to citizens.
- Non-enforcement of bye-laws.
- Inadequate monitoring and supervision.
- High evasion rate.
- Inadequate logistics such as vehicle to embarks on routine inspection and monitoring of development control.
- Inadequate data on ratable items in the district.
- Inadequate and lack of data update on the various revenue sources.

The following are some bulleted strategies for bolstering fiscal decentralization.

**Strategies:**

- Eliminate revenue collection leakages.
- Review existing legislation and all administrative instructions regarding Non-Tax Revenue / Internally Generated Fund (NTR/IGF) to develop an IGF policy.
- Diversify sources of resource mobilization.
- Provision of logistics for revenue collection.
- Carry out public announcement on the need to honor their civic obligation.
- Organize training for the revenue collectors.
- Stakeholder engagements for efficient and reliable revenue mobilization.

**1.8 Legal Framework and Policy Environment**

The constitution, as well as several legal instruments and directives, outline the legal and regulatory framework for revenue mobilization. These measures are designed to make excellent revenue mobilization techniques, as well as transparency and accountability, easier. The following are the bases for revenue generation in Ghana:

- 1992 Republic of Ghana Constitution
- District Assemblies Common Fund Act, 1993 (Act 455)
- Local Government Act, 462 of 1993
- Financial Administration Act, 2003 (Act 654)

**1.9 Population Structure**

The 2021 Population and Housing Census estimated the population of the district to be 161,460, accounting for 5.6 percent of the population of the Central Region. A population

size of 181,725 is projected for the year 2025, made up of 48.44% males (88,036) and 51.56% females (93,688) using a growth rate of 3%.

## **2.0 District Economy and Its Implication for Revenue Mobilization:**

Awutu Senya District is an area with a vibrant economy. Approximately 75.1% and 24.9% of the population aged 15-64 years are economically active and inactive, respectively. This depicts an economic dependency ratio of 33. This means that there are 33 persons in the economically inactive group for every 100 persons in the economically active group. However, this is lower compared to the regional figure (43), but slightly higher than the national of 30. The low dependency ratio is likely to affect economic growth as persons in the economically active group have to spend less on the inactive population, thereby having the opportunity to save and invest to boost economy's growth.

### **2.0.1 Agriculture**

The District is a hub for agriculture and its related activities. Data from the Department of Agriculture in the District and the 2010 Population Census Report indicates that about 54% of households in the District are engaged in agriculture. The dominant occupation of rural households in the District is agricultural and mainly into subsistence farming and small-scale animal rearing. Generally, 75.8% of households engaged in agricultural activities are into crop farming with 23.6% engaged in livestock rearing. Tree planting and fish farming are undertaken by less than one percent of households in agriculture.

The northern portion of the district is suitable for pineapple and vegetable production. There are large and medium scale farmers who produce pineapple for export. Bawjiase is noted for its cassava cultivation, hence the Ayensu Starch Factory. Cocoa is also cultivated in Bawjiase area and beyond. Prudent Farms is one of the large commercial farms which have about 20 out growers. Other large-scale pineapple farmers include Grand mill farms, Jei River Farms and George field farms. Most of these large-scale farmers use irrigation system powered by pumps along river banks, dams and dug-outs. The major crops produced can be put under 3 (three) classifications:

- Horticultural crops - pineapple, vegetables (pepper and cabbage) water melons, garden eggs, papaya.
- Food crops - maize, cassava, yam, plantain, sweet potato.
- Perennial crops such as cocoa, oil palm and coconut are also cultivated.

The District is endowed with about 3km stretch of coastal line. The inhabitants around the coastal stretch, the Senya people, are largely involved in fishing and its accompanying activities such as fish mongering among others.

### **2.0.2 Roads**

The major roads in the district are the section of Accra-Cape Coast (N1); The Kasoa- Bawjiase road; The Awutu-Obrachire road. There are other feeder roads that link and facilitate

movement of people in the district but are only motorable in the dry season. However, periodic reshaping is done to keep the roads motorable all season. The road network available are summarized in the table below;

Road type	Length	Remarks
First class	2km	This is in the domain of Highways
Trunk Roads	14km	14km need resealing
Engineered Feeder Roads	45km	About 30km requires reshaping and sealing
Un-engineered Feeder Roads	About 45km	Requires engineering and reshaping

### **2.0.3 Education**

The Ghana Education Service superintends the District Education System and a District Education Directorate is situated in Awutu Beraku. The Education Directorate is made up of eight (8) Circuits namely: Ayensuako, Awutu, Bawjiase (A&B), Bontrase, Obrachire, Senya Beraku and Jei-Krodua. The District has 108 Kindergartens/pre-school (61 Private), 149 Primary Schools (88 private) and 106 Junior High Schools (51 private). Obrachire, Senya Beraku and Bawjiase have a Senior High School in each community. However, there are two private Senior High Schools namely; Bontrase Senior Technical Schools at Bontrase and Awutu Winton Senior High School. Enrolment rates at basic levels have exceeded the 100% marks over the past years due to the district's proximity to Kasoa and towns of Gomoa East such as Fetteh Kakraba and Akoti.

### **2.0.4 Health**

Health care delivery is facilitated by the District Health Directorate. The District has five (5) Sub-districts, four (4) public health centres located at Bawjiase, Senya, Awutu Beraku, and Bontrase. There are twenty-two (22) functional Community-Based Health Planning Services (CHPS) zones/compounds and Five (5) privately owned health facilities in the District. There is however no hospital and therefore no Doctor. The nurse-patient ratio in the District is 1:701.

### **2.0.5 Environment**

Vegetation in the District can be broadly classified as forest and savannah woodland. The environment is faced with some challenges, notable among them are: sand winning, bush fires, logging, stone quarrying and inappropriate farming methods which destabilizes the ecosystem. However, the Assembly, in collaboration with stakeholders, has put in measures to curb the menace of these environmental challenges.

## **2.0.6 Sanitation**

The category of solid waste generated comprises: plastics and polythene, Cartons and paper, Organic garbage, Metals, Broken bottles and glasses, Sawdust and wood shavings. One major challenge in this regard is the inadequate dumping sites leading to unauthorized dumping in the communities.

There are 11 communal refuse containers provided by Zoom Lion Company Limited and situated at vantage points in the district, especially markets where refuse is often generated. An additional refuse container was procured by the Assembly within the year, 2024.

Zoom Lion Company also carries out disinfection and disinfestation exercises and the desilting of public drains from time to time.

## **2.0.7 Tourism**

The district is endowed with historical natural sites which would need some level of marketing and investment. A historical monument in Senya called the Good Hope Fort is located along the Gulf of Guinea and was built by the Dutch is considered the second Fort/Castle built in the Central Region of Ghana. Spots of forests in the hinterlands have some natural stone caved feature that needs development and promotion. Forests around Bontrase, Bawuanum, Bosomabena and other areas could be developed with canopy walk ways. The topography of the areas which come in the form of valleys and hills around the forests can also be developed by investors with artificial rivers and golf courses.

## **2.0.8 Security**

The District currently has three police command, a prison yard that serves three Districts, that is, Awutu Senya District, Gomoa East District and Awutu Senya West. There is no fire station and so the station in Kasoa oversees the District. Crime rate in the District is relatively small but with an increase security personnel (improved police-citizen ratio) the future projection would be a calm, peaceful district that allows citizens to enjoy their stay in the District and go about businesses with confidence. The current police citizen ratio is 1:1,245.

## **2.0.9 Energy**

Electricity coverage in the district is encouraging. Unofficial data shows that the District is about 97% covered. The implication is that about 97% of the over 120 communities in the District are connected to electricity. The few remaining communities would be the focus for the current plan alongside extensions to new suburbs of bigger towns such as Senya, Awutu Beraku, Bawjiase, Papaase, Bontrase among others. The future desire would therefore be to see all communities in the district connected to the national grid.

## **2.0.10 Water**

Currently the coverage of potable water to communities within the District is a little over 60%. Potable water includes mechanized boreholes and manual one that gives cleans and

drinkable water, and pipe borne water connections either through Ghana Water Company (GWC) lines or Community Water and Sanitation Agency (CWSA) lines. Water extension would be made to old communities that lack access to portable water and also consider new suburbs of old towns. The projection for the four years would be extending water coverage to communities from 60% to a little over 70% coverage.

#### **2.0.11 Climate Change**

The district is experiencing some climate change issues that required urgent action to prevent future disaster in terms of food security and negative weather changes. The extent degradation of farmlands caused by sand winning activities is becoming grave and if the required steps were not taken the District would lose its greatest resource to climate variabilities. The future projection would be to ensure greening of degraded areas and enforcing the concept of greenings in structural drawings (both private and public buildings).

#### **2.1 Database Management**

Business operation permit (BOP) and property rate for both commercial and residential properties are the two data set on revenue sources currently accessible in the district. The data sets are inadequate in terms of coverage, but they are adequate in terms of identifying items in relation to their location. Collaboration between the Physical Planning unit, the Works Department, the Statistic Unit and the Revenue Collection team can help us expand our coverage while also making identification easier. The database is updated on a regular basis, so it is always up to date, depending on the reporting timelines. The revenue team, together with the other collaborating departments, is working to rectify any data gaps.

#### **2.2 Fee Fixing Resolution**

The foundation for determining the fee and charge range is adequate. The Assembly uses the Part V, Sections 137, 138, 139, 141, 142, 144 of the Local Governance Act 2016, Act 936 with amendment 940 and the “guidelines for charging of fees for the provision of services and facilities and granting of licenses and permits by Metropolitan, Municipal and District Assemblies”. The fee fixing has passed through all the approval processes the last being the General Assembly. Most of the relevant stakeholders were invited to the consultative meeting where the fee fixing was discussed. The chieftain, area and urban councils, market executives from the district's different markets, hotel associations, dressmakers, quarry associations and NGOs, among other groups, were all invited. The fee-fixing resolution for 2025 has been approved and set to be gazetted before the end of 2024 fiscal year and to be implemented in earnest in January, 2025.

### **2.3 Administration of Revenue Collection**

The revenue collectors of the Assembly, commissioned collectors, and resident cashier of the finance department are among the collectors involved in the Assembly's revenue collecting process, but they are not the only ones. The assembly's works, environmental, and physical planning departments all work to generate cash for the assembly. Improvements to their operations will, without a doubt, increase the income received by the Assembly. Management participation is important to IGF operations. The following are some management strategies:

- The plan is to provide vehicles and field operating tools to the existing revenue collection group, as well as prosecute rate defaulters to dissuade others. The assembly also aims to continue valuing commercial properties in the District's three fastest-growing areas (Senya, Bawjiase and Awutu Beraku).
- The strategies are to increase education for obtaining construction permits in the District, prepare plans for Senya, Awutu Beraku and Bontrase to aid spatial planning, and expedite building permit processing by lowering some of the tough requirements that deter people from obtaining permits.
- The strategies are: Position Revenue Collectors at the four quarry sites in the district with tally books to capture records of produce sold and aid the per cubic meter billing system, and remind business operators to obtain and renew licenses by March 31st; defaulters will be penalized.
- There are plans in place to ensure that demand notices are delivered on time, resulting in fast payment.
- The district's electronic data on properties and companies for billing will be updated on a quarterly basis, and revenue collectors rotated quarterly to lessen familiarity with ratepayers.
- Setting goals for revenue collectors to track their progress, in order to achieve a specific level of value for money and penalize underperforming revenue collectors. Best-performing revenue collectors will be recognized and rewarded as a source of inspiration for others to put up their best efforts, and revenue performance and collectors will be continually reviewed and analyzed quarterly to improve revenue mobilization strategies.

To strengthen the Assembly's IGF, all departments, units, committees, and councils must work together. The collection of their designated ceded revenue by the area and urban councils also contributes to revenue mobilization.

## **2.4 Billing**

The Assembly currently uses a manual billing system, which will be enhanced by the purchased specialized billing software. In order to prepare bills and print them for ratepayers, the MIS and statistics section, along with the budget unit, employs RMS online software.

Assembly personnel will be educated to ensure efficiency and effectiveness. Except for the input collected from revenue collectors during bill distribution, the billing system currently creates electronic feedback.

## **2.5 Tracking of Revenue Collection**

The current system for tracking the relationship between bill printing, distribution, collection, and accounting for IGF includes:

- Effective revenue monitoring and supervision
- Database available for all printed bills
- Messenger books record every bill distributed
- Collection information is derived from the General Counterfoil Receipt (GCR)
- Accurate accounting of all funds received
- Instant message delivery on bills and payments of rates by the online software.

## **2.6 Enforcement**

Sensitization of ratepayers and penalties for defaulting ratepayers are some of the current strategies for enforcing compliance from ratepayers. Mop-up taskforce activities are scheduled in order to collect revenue from ratepayers.

## **2.7 Service Delivery**

The assembly can establish a reward scheme for revenue collectors to motivate them, as well as discounts for rate payers who make early payments on a regular basis to encourage early payment as a service delivery initiative to improve voluntary compliance with the IGF collection.

## **2.8 Local Economic Development**

The Assembly's IGF performance can be improved by investing in market stores, sheds, slaughterhouses, urinals, and bathhouses, as well as other local economic development projects within the district.

## **2.9 Capacity Development**

Revenue collectors, among other things, require additional training in communication, revenue collection, use of the online software and basic human relation skills. In the

affirmative, the district should examine retooling plans such as equipment provision, logistics, and so on.

#### **2.10 Communication and Education Strategy**

The Information Service Department has been tasked with consistently educating ratepayers on the importance of meeting their obligations to the Assembly. During their interactions with citizens, other departments such as the revenue team, budget unit, works, finance, and physical planning department also enlighten them.

### 3.0 BUDGET ACTUAL REVENUE COLLECTION PERFORMANCE FROM 2021 TO 2024

REVENUE ITEM	2021			2022			2023			2024		
	ANNUAL EST. (GH₵)	ACTUAL (GH₵)	% ACHIEVED	ANNUAL EST. (GH₵)	ACTUAL (GH₵)	% ACHIEVED	ANNUAL EST. (GH₵)	ACTUAL (GH₵)	% ACHIEVED	ANNUAL EST. (GH₵)	ACTUAL @ SEP. (GH₵)	% ACHIEVED
RATE	86,000.00	71,012.28	82.57	134,000.00	73,234.28	54.65	134,000.00	37,830.48	28.23	200,000.00	147,188.44	73.59
LAND & CONCESSION	247,449.63	246,976.32	99.81	451,485.54	376,607.57	83.42	395,656.00	162,036.00	40.95	425,656.00	131,553.00	30.91
FEES & FINES	316,365.46	321,322.36	101.57	507,572.00	349,447.00	68.85	556,572.00	348,876.00	62.68	881,571.96	937,504.00	106.34
LICENSES	283,086.70	315,818.61	111.56	841,093.90	317,967.95	37.80	586,093.90	182,835.00	31.20	477,976.21	181,505.00	37.97
RENT	33,746.34	18,461.00	54.71	100,480.00	57,238.00	56.96	177,120.00	30,500.00	17.22	70,000.00	26,534.76	37.91
MISCELLANEOUS	3,500.00	5,355.00	153.00	1,000.00	8,425.00	842.50	0.00	83,952.52	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>970,148.13</b>	<b>978,945.57</b>	<b>100.91</b>	<b>2,035,631.44</b>	<b>1,182,919.80</b>	<b>58.11</b>	<b>1,849,441.90</b>	<b>846,030.00</b>	<b>45.75</b>	<b>2,055,204.17</b>	<b>1,424,285.20</b>	<b>69.30</b>

#### 4.0 REVENUE COLLECTION PERFORMANCE FOR 2024 AND PROJECTIONS FOR 2025

NO.	REVENUE ITEM	IGF COLLECTION 2024			TOTAL COLLECTION	% OF BUDGET ACHIEVED AS AT SEPT. 2024	IGF COLLECTION COST (JAN. TO SEPT. 2024)	BUDGET FOR 2025
		BUDGET	1ST QTR	2ND QTR	3RD QTR			
1	Property Rate	200,000.00	33,792.27	66,476.17	46,920.00	147,188.44	73.59	- 250,000.00
2	Basic Rate	0.00	0.00	0.00	0.00	0.00	0.00	- 0.00
3	Fees	876,571.96	302,330.00	258,150.00	373,519.00	933,999.00	106.55	- 883,215.00
4	Fines	5,000.00	0.00	1,505.00	2,000.00	3,505.00	70.10	- 13,720.00
5	Licenses	477,976.21	22,373.00	84,515.00	74,617.00	181,505.00	37.97	- 590,000.26
6	Land	425,656.00	53,523.00	53,930.00	24,100.00	131,553.00	30.91	- 332,070.00
7	Rent	70,000.00	4,090.00	9,874.76	12,570.00	26,534.76	37.91	- 87,500.00
8	Investment	0.00	0.00	0.00	0.00	0.00	0.00	- 0.00
	<b>TOTAL</b>	<b>2,055,204.17</b>	<b>416,108.27</b>	<b>474,450.93</b>	<b>533,726.00</b>	<b>1,424,285.20</b>	<b>69.30</b>	<b>- 2,156,505.26</b>

5.0

AWUTU SENYA DISTRICT ASSEMBLY - 2025 REVENUE IMPROVEMENT ACTION PLAN												
REVENUE ITEM	OBJECTIVE(S)	STRATEGIES	EXPECTED OUTPUT/OUTCOME	OUTPUT/OUTCOME INDICATOR	ACTIVITIES	TIME FRAME (QUARTERLY)					EXPECTED COST (GH₵)	RESPONSIBILITY
						4	1	2	3	4		
Rates	Revenue from rates increased by 25% in 2025	i.	Intensify publicity	Voluntary compliance enhanced	Property rate arrears collected without prosecutions	1. Public education carried out on all information Centres, Revenue Van and radio announcements in January, 2025 2. Stakeholder engagements carried out in all 6 area and urban councils 3. 20% IGF capital projects carried out	✓	✓	✓	✓	5,000.00	Revenue Communication team/ Information Service

		ii.	Employ an online electronic billing and collection platform	Gap between potential and actual revenue mobilisation reduced	Revenue collection and data collection computerised	1. Implement an online electronic property billing system 2. Deploy Statisticians, Revenue Collectors, National Service Personnel and other offices to assist in the data collection	✓	✓	✓	✓	% of amount collected	Revenue Collectors / Statisticians / NSS / Taskforce	
		iii.	Commence distribution of bills in 4th quarter, 2024	Demand notices and bills served on time	Property rate payment default reduced	1. Resource the task force to collect data and distribute bills. 2. Make revenue collection everyone's business by deepening collaboration amongst departments.	✓	✓			5,000.00	DCD / DFO	

		iv .	Prosecute defaulters	Payment of 2024 property rate arrears enhanced; rate payers deterred from defaulting on 2025 property rate payments	Property rate and arrears collected	Compile defaulters list for prosecution by 31st March, 2025	√	√			1,000.00	District Prosecutor / Revenue Superintendent
Lands and Royalties	Revenue from building permit related revenues increased by 25% in 2025	i.	Empower and resource Planning and Building Inspectorate Unit	Building development control monitoring enhanced	1. Timely intervention on illegal building development 2. LUSPA 2016, Act 925 and SPC decisions implemented	Regular field work carried out by Planning and Building Inspectorate Unit	√	√	√	√	5,000.00	Hon. DCE/DCD
		ii	Intensify publicity	Voluntary compliance enhanced	Building permit revenue collected efficiently	Carry out public education on all information centres, revenue van, radio stations	√	√	√	√	2,000.00	Planning and Building Inspectorate Unit/Area Councils

					and at stakeholder meetings quarterly								
	iii.	Compliance to the LUSPA 2016, Act 925 provisions	1. Local plans prepared 2. Increased building permit revenue	Building permit applications processed within legally approved time	Hold TSC and SPC meetings monthly	✓	✓	✓	✓	15,000.00		DCD	
	iv .	Enforce compliance by unauthorized developers	Increased compliance	Building permit revenue enhanced	1. Cede fines to Area and Urban Councils to improve development monitoring 2. Deploy taskforce to ensure compliance by citizenry 3. Prosecute unauthorized developers	✓	✓	✓	✓			Area Council Chairpersons / Secretaries/ Taskforce/Prosecutor	
<b>License (Business)</b>	Revenue from BoPs	i.	Commence distribution	Demand notices and	BoP payment	Employ the online data	✓	✓			5,000.00		Revenue Team

<b>ss Operati ng Permit- BOP)</b>	increased by 20%		of bills in 4th quarter, 2024	bills served timously and efficiently	default reduced	collection and billing system							
	ii.	Commence mop up exercise on July 1st	Increased compliance	BoP payment default reduced	Establish revenue mop- up team to identify defaulting businesses and collect BOP arrears				✓	✓			Revenue Mob-up Team
	iii.	Intensify publicity	Voluntary compliance enhanced	Most BoP collected without prosecution	1. Public education carried out on all information centres, revenue van in January, 2025 2. Stakeholder engagements carried out in all 6 area and urban councils in first quarter		✓				1,500.00		Revenue Communication team

<b>Fees</b>	Revenue from fees increased by 25%	i.	Enforce burial permit collection	Increased revenue from fees	Revenue from burial fees	1. Embark on stakeholder consultations with funeral committees 2. Empower Area Councils to collect burial permits	✓	✓	✓	✓	1,500.00	Management / Area Councils/ Birth & Death Registry
		ii.	Intensify monitoring of conveyance fees collection	Increased compliance by truck drivers	Revenue from conveyance fees enhanced	Deploy taskforce to quarry sites for monthly monitoring	✓	✓	✓	✓	3,000.00	DFO/Rev. Supt.
		iii.	Intensify health screening	Increased coverage of health screening and certification	Revenue from health certification fees enhanced	Empower and motivate Environmental Health Unit to embark of health screening exercises	✓	✓	✓	✓	15,000.00	
<b>Fines, Penalties and Forfeits</b>	Revenue from fines increased by 25%	i.	Enforce penalties for defaulters	Increased compliance	Fines revenue collected	1. Gazzete fee fixing resolution and Assembly bye law by 31st January, 2025	✓				4,000.00	DBA
		ii.	Prosecute defaulters	Increased compliance	Fines revenue collected		✓	✓	✓	✓	1,000.00	DFO/ Prosecutor

		iii.	Intensify monitoring and publicity	Increased monitoring and compliance	Fines revenue collected	1. Cede fines collection to all 6 Area Councils 2. Deface/seize billboards 3. Build animal pounds in Area and Urban Councils	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1,500.00	Area Council Chairpersons/Secretaries
Rent	Revenue from rent increased by 25%	i.	Enforce payment of rent on Assembly Bungalows	Increased revenue from rent payment	Rent revenue collected	1. Draft rent agreement with all tenants of Assembly bungalow by 1st quarter	<input checked="" type="checkbox"/>				1,000.00	DCD/Estate Officer
		iii.	Update the database on all rentable facilities and properties	Increased monitoring and compliance	Rent revenue collection enhanced	Intensify collaboration amongst Revenue Unit, Area Councils and Estate Office	<input checked="" type="checkbox"/>					Revenue Superintendent/Statistics Department
		iv.	Eject rent defaulters and reallocate unused rented properties	Reduction in the number of rent defaulters	Rent revenue collected	1. Embark on rent collection exercise very in the year.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		DCD /Estate Officer

## **6.0 CONCLUSION**

The main objective behind this Revenue Improvement Action Plan is to provide a framework to guide all Heads of Department towards effective revenue mobilization.

The Awutu Senya District Assembly is fully committed to extend all efforts and resources to implement this Revenue Improvement Action Plan (RIAP) to help achieve its 2025 revenue target. However, successful execution requires the support of all units, departments, stakeholders and the timely provision of logistics to resource the units and departments.



**EUNICE NAALIER**  
**(DISTRICT COORDINATING DIRECTOR)**  
**AWUTU SENYA DISTRICT ASSEMBLY**  
**AWUTU BERAKU**  
**28<sup>TH</sup> OCTOBER, 2024**