

2023 Revenue Improvement Action Plan

No.	Activities	Expected Outcomes	Time Schedule												Implementing Offices/Officers	Resources required	Estimated Cost GH¢
			J	F	M	A	M	J	J	A	S	O	N	D			
1	Developing a reliable database (to collect data in the 3 Zonal Councils, screen and process the data for billing)	<ul style="list-style-type: none"> To help improve revenue collection. 													MCD, MBO, MFO and Revenue Head	A4 Sheet, pencils, eraser, vehicle and fund	6,000.00
2	Develop Software for Billing and Tracking of Payment	For timely Printing and Distribution of Bills and Track Payments													MCD, MBO. MFO and Revenue Head	Desktop Computer with Printer at the Revenue Office	6,000.00
3	Prepare, print and distribute bills and undertake follow-up of bills	To ensure timely distribution of bills without delays													MFO, MBO, Revenue Head	A4 Sheet (12 reams), Desktop Computers, vehicle and fund	1,500.00
4	Set target for revenue collectors	<ul style="list-style-type: none"> To help improve revenue collection. 													MCD, MBO, MFO and Revenue Head	Copies of the Fee-Fixing, Refreshment and sitting allowance	1,500.00
5	Fully Operationalise Commercial Vehicle Embossment														MCD, MBO, MFO and Revenue Head	Funds to print 500 set of Embossment (250 for Taxis and 250 for Trotro)	10,750.00
	Introduction of District Commercial Drivers License														MCD, MBO, MFO and Revenue Head	Funds (Taxi only =50, Trotro only = 50, Trotro & Taxi = 200)	500.00
6	Organize revenue orientation for staff of Revenue, Works, T&CP and Env. Health Departments/Units	<ul style="list-style-type: none"> To educate them on the Assembly Fee-Fixing and how to use it 													MFO, MBO & Revenue Head	Refreshment, lunch & Allowance	2,000.00

7	Organize training programme for Revenue Collectors & Area Council Members	<ul style="list-style-type: none"> Aids in building the capacity of Revenue Collector & Area Council Members to improve IGR 														MFO, MBO & Revenue Head	Funds	1,000.00
8	Developing of Jingles on tax compliance and Payment	<ul style="list-style-type: none"> Jingles for educating the public on tax compliance issues ready to be played on radio 														MCD & PM	Funds	500.00
	Liaise with Community Addressing Centers to constantly plays the jingles																MCD, NCCE & DIO	Funds
9	Organize orientation for the 7 Area Council on Revenue Mobilization and quarterly review of Area Council performance	<ul style="list-style-type: none"> To enhance the collection capacity of the Area Council so as to meet the targets 														MFO, MBO & Revenue Head	Funds, copies of Bye Laws and Budget and Fee-Fixing	2,000.00
10	Organize quarterly tax education programmes for stakeholders and the general public on their duties and obligations in tax payment and usage of tax paid	<ul style="list-style-type: none"> To educate and build stakeholders confidence in tax payment 														MBO/MFO and Rev Supt.	Funds, copies of Budget & Fee-Fixing and Act 936	2,000.00
11	Hold stakeholders discussions on Fee-Fixed and difficulties faced where possible	<ul style="list-style-type: none"> Sensitize identified groups on fees and payment 														MCD, MFO, Revenue head, Budget and Internal Auditor	Funds	1,000.00
12	Organize a day Serminar for Chiefs on their Role in Revenue Mobilization	<ul style="list-style-type: none"> To Sensitize Chiefs on their Roles in Revenue Generation 														DCE, PM & MCD	Funds	1,000.00
13	Hold F&A and Budget Committee meeting on reviewing and categorization of Revenue items in Fee-Fixing Resolution	<ul style="list-style-type: none"> To ensure that realistic rates are set 														MCD, MFO, MBO & Revenue Head	Funds and Copies of Draft Fee-Fixing	1,500.00
	Publication of Income Expenditure	<ul style="list-style-type: none"> To ensure transparency and 														MCD, MFO	Notice Board &	

14	on the Notice board weekly/monthly	accountability to the general public.															NCCE, SWCD & Revenue Head	Notice Board & Printed Materials	300
15	Strengthening the activities of the revenue task force and assign them to the 7 Zonal Councils to assist in revenue collection occasionally	<ul style="list-style-type: none"> To ensure compliance of tax by recalcitrant payers 															Rev. Supt. Task Force	Funds, Drinks and Vehicle	1,000.00
16	Incorporate activities of District Guards into the Assembly bye- laws	<ul style="list-style-type: none"> To ensure that the Guards are backed by law 															MFO, MBO, Revenue	Media platform, Copies of Bye Laws, Annual Account And Funds	500.00
	Prosecute recalcitrant tax defaulters	<ul style="list-style-type: none"> To take legal action for action for payment 															MCD, Registry, MBO and MFO	Funds, Bye-Law & Copies of Fee Fixing	2,000.00
17	Organize Quarterly Budget Committee	<ul style="list-style-type: none"> To ensure Management is informed on Financial Position of the Assembly and where there problems take corrective measures to rectify them 															MCD, MBO, MFO & Revenue Supt	Tiral Balances and other necessary Financial Documents	1,000.00
18	Organizw Finance and Administrative Sub-Committee Meeting to discuss Financial Performance and Administrative issues	<ul style="list-style-type: none"> To ensure the legislators are informed of Financial Position of the Assembly and aslo discuss the Administrative issues to help 															F&A Chairman, MCD,MBO & MFO	Tiral Balances and other necessary Financial Documents	5,500.00
48,050.00																			