

**DORMAA WEST DISTRICT ASSEMBLY**

**REVENUE IMPROVEMENT ACTION PLAN FOR 2026**

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## **1.0 INTRODUCTION**

Revenues are benchmark for the implementation of plans and programs of all Metropolitan, Municipal and District Assemblies. In order for the Dormaa West District Assembly to be able to carry out its mandate of ensuring the overall development of the District, the Local Governance Act 2016, Act 936 that establishes the Assembly as the rating authority also mandates it to formulate and execute plans, programs and strategies for the effective mobilization of the resources for the overall development of the District. It is in this respect that the Dormaa West District Assembly has put together a plan to improve upon its revenue in the 2026 fiscal year.

## **VISION**

The vision of Dormaa West District Assembly is to improved standard of living for all the citizenry.

## **MISSION**

The Dormaa West District Assembly exists to improve upon the living standard of the people through effective co-ordination of the Assembly's socio-economic activities and the creation of an enabling environment for private sector development in relation to effective management of all available resources.

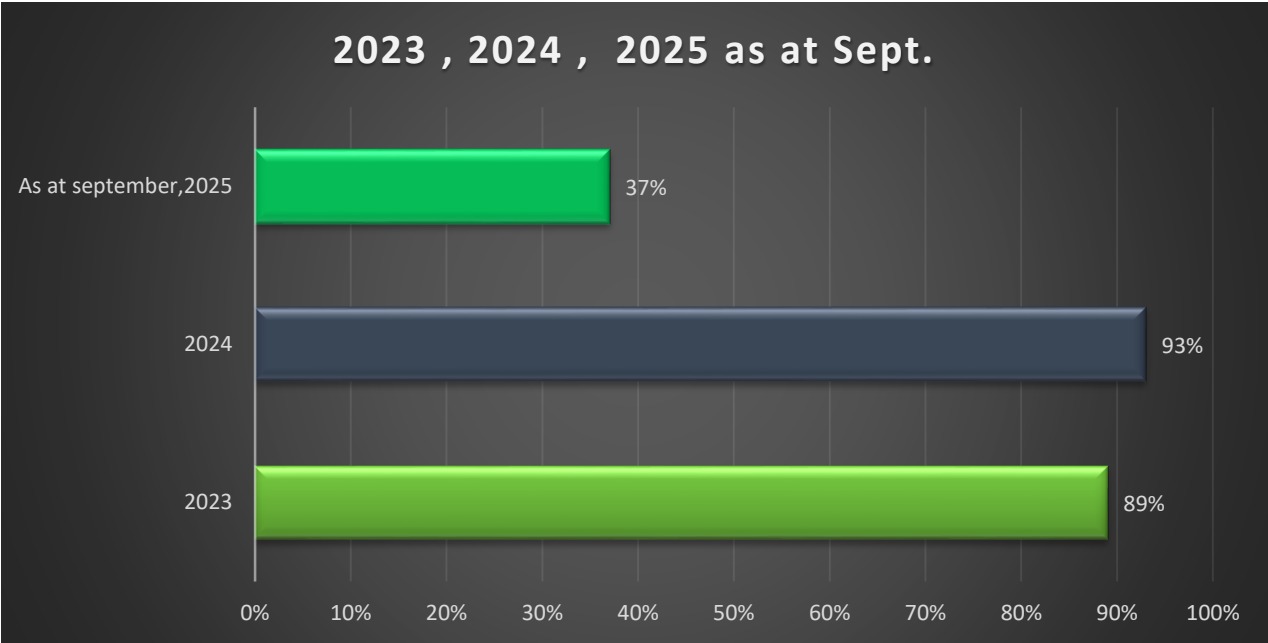
## **OBJECTIVES**

To achieve 100% of the projected IGF revenue of GHC **1,516,609** by 31<sup>st</sup> December 2026 and to utilize 20% of mobilized IGF revenue on physical projects that will benefit the citizenry

To ensure that up to 20% of the IGF revenue that will be mobilize is spent on physical projects that will benefit the citizenry

The table below shows the trend Internally Generated Funds Mobilized in Dormaa West District Assembly from 2023 to 2025

Item	2023		% RECOVERY	2024		% RECOVERY	As at September 2025		% RECOVERY
	Budget	Actual		Budget	Actual		Budget	Actual	
Property Rates	56,400.00	46,335.92	82%	64,400.00	71,947.76	77%	70,000.00	65,023.00	92.89%
Basic Rate	4,000.00	-	-	1,000.00	-	-	1,000.00	-	-
Fees	213,900.00	173,821.00	81%	416,086.00	216,073.00	81%	154,500.00	144,752.00	93.69%
Fines	10,000.00	0.00	0.0%	6,000.00	700.00	0.0%	17,300.00	8,506.00	49.17%
Licenses	99,250.00	66,505.00	67%	123,600.00	107,957.00	67%	204,800.00	123,816.00	60.46%
Land	75,000.00	21,818.88	99%	90,000.00	70,848.71	99%	60,000.00	26,680.00	44.47%
Royalties	560,000.00	604,606.00	108%	1,000,000.00	1,096,717.00		1,392,658.68	328,202.00	23.57%
Rent	25,000.00	17,553.34	70%	25,000.00	27,885.04	70%	33,000.00	22,116.62	67.02%
Investment	-	-		-	-	-	-	-	-
Miscellaneous	200.00	1,841.70	921%	200.00	1,841.70	921%	-	-	
<b>Grand Total</b>	<b>1,043,750.00</b>	<b>932,481.84</b>	<b>89%</b>	<b>1,726,386.00</b>	<b>1,604,141.31</b>	<b>92.92%</b>	<b>1,936,559.63</b>	<b>722,395.22</b>	<b>37.30%</b>



From the graph above, the revenue performance of the Assembly increased from 89% in 2023 to 92.3% in 2024. As at September 2025 the Assembly was able to reach 37.30% of its revenue target set for 2025. Therefore, necessary actions will have to be taken if we want to achieve more than 100% target set for 2025.

**The 2026 Projections are as follows**

Item	Projection	Remark
Property Rate	70,000.00	
Basic Rates	1,000.00	
Fees	174,000.00	
Fines	17,300.00	
Licenses	204,800.00	
Land	60,000.00	
Rent	33,000.00	
Investment	200.00	
Royalties	962,343.00	
Miscellaneous	0.00	
<b>TOTAL</b>	<b><u>1,516,609.00</u></b>	

## **ESTABLISHED WEAKNESS IN THE DISTRICT ASSEMBLY REVENUE**

### **MOBILIZATION**

#### **4.1 RATES**

- Inadequate data on landed properties.
- Interference of traditional/opinion leaders in the collection of property rates.

#### **Lands**

- Non processing of building permit by developers due to non-cooperation from the traditional council.

#### **Fees/Fines**

- Traders reluctant to pay due to inadequate facilities-electricity, urinals, public place of convenience, public lighting system, litter bins,poor roads condition etc.
- Inadequate means of transport for revenue collectors.

#### **Licences**

- Non-prosecution of defaulters.

#### **Rent**

- Non- payment of rent by some staff of the District Assembly for occupying bungalow and quarter.
- Unsatisfactory services delivery.

#### **Investment**

- Absence of investment projects.

### **5.0 Internal and External (SWOT) Situation of the District**

The SWOT analysis of the Dormaa West District Assembly has been summarized and presented in the Table below

SWOT Analysis

<b>STRENGTHS</b>	<b>WEAKNESS</b>	<b>OPPORTUNITIES</b>	<b>THREATS</b>
High ratable population	Unreliable data	Availability of natural Resources	Low remuneration of Revenue staff
Availability of Revenue staff	Weak capacity of revenue staff	Existence of physical infrastructure	Unwillingness of rate Payers to pay

Existence of Assembly Byelaws	Inadequate logistics and public education	Existence of Government's legal instrument	Public reaction towards Increase in rates and introduction of new rates
Availability of Revenue Database	Low revenue base	Increase in local businesses	Existence of other Government Revenue Agencies
Availability of Revenue Sources	Low morale of revenue staff	Motivation	Land tenure system for Long term investment
Rate payers willing to pay	Revenue leakage	Digitization of revenue collection	Network and power fluctuation

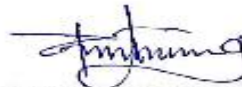
**6.0 ACTION PLAN FOR IMPROVING REVENUE MOBILISATION IN DORMAA WEST DISTRICT ASSEMBLY  
REVENUE MOBILISATION ACTION PLAN FROM JANUARY TO DECEMBER 2026**

FOCUS AREA	ACTIVITIES TO BE UNDERTAKEN TO IMPROVE REVENUE	OBJECTIVE	EXPECTED OUTCOME	EXPECTED COST GHC	FOCAL PERSONS	TIME FRAME			
						1 <sup>ST</sup> QTR	2 <sup>ND</sup> QTR	3 <sup>RD</sup> QTR	4 <sup>TH</sup> QTR
1. Update and Digitization of revenue database	To create credible and verifiable database and Liaise with GIZ for inclusion in the revenue software.	1.To increase revenue 2.To make collection of revenue easy and effective	Data on revenue items available	5,000.00	1.DFO 2.DBA 3.DFO 4.REVENUE Head 5. PPD Head	X	X	X	X
2. Intensify public education and sensitization	An hourly weekly air time on Osikani and Nsoroma fm and other information centers.	1. To make collection of revenue easy and effective 2.To increase revenue	Citizens education on purpose of revenue mobilization	4,000.00	1.DFO 2.DBA 3..REVENUE Head 4. PPD Head	X	X	X	X
3. Prosecution of Defaulters	Prosecute all the rate defaulters at the magistrate court at Nkrankwanta.	To reduce revenue linkages	Deterrence for other payers not to default rate	500.00	1 DBA 2 DFO 3 NCCE 4 Revenue Head	X	X	X	X
4. Monitoring Area Council and Revenue collectors	Quarterly monitoring of Area Council Revenue collectors and all revenue collectors.	1.To increase revenue 2.to make collection of revenue very easy and effective	To achieve their respective task assign them	1000.00	1. DBA 2. DFO 3. Revenue Head 4. DIA	X	X	X	X
5. Develop Capacity of the District towards effective revenue mobilization	I. Training of Area Council staff/Revenue collectors on Rate education. II. Recruitment of more revenue collectors. III. Collecting basic rate from permit seekers.	To build capacities of the sub-district staff and revenue collectors in other to increase revenue	Area Council staff trained on effective revenue mobilization	3,000.00	1. DBA 2. DFO 3. Internal Auditor 4. Revenue Head	X		X	
6. Provide inputs for revenue mobilization	I. Procurement of uniforms, raincoat and ID cards for revenue collectors. II. Supply regular value books.	To improve upon revenue, mobilize for the District Assembly	Revenue Improved by 20%	1,000.00	1. DCD 2.Procurement Officer	X	X	X	X
7. Engaging rate payers and others stakeholders on fee-fixing resolution and Gazetting	Gazette of fee-fixing by the end of the year 2025.	Enforce Assembly bye laws on rate defaulters	Fees were agreed after stakeholders meetings	25,000.00	1.DBA 2.Revenue Head 3 DFO 4 DIA			X	

FOCUS AREA	ACTIVITIES TO BE UNDERTAKEN TO IMPROVE REVENUE	OBJECTIVE	EXPECTED OUTCOME	EXPECTED COST GHC	FOCAL PERSONS	TIME FRAME			
						1 <sup>ST</sup> QTR	2 <sup>ND</sup> QTR	3 <sup>RD</sup> QTR	4 <sup>TH</sup> QTR
8. Set Revenue Targets for Revenue Collectors and Area Councils	Monthly revenue targets set for commission/ non-commission collectors, Area councils and revenue collectors.	To Motivate and promote General Commitment of Revenue Collectors To increase revenue mobilization	District Assembly achieved its revenue targets of revenue collection	300.00	1.Revenue Head 2 DFO 3.DBA	X	X	X	X
9. Publication of 2019 FFR	Publish and/or announce 2019 Fee-Fixing Resolution of the Assembly on radio and all Area council notice boards and public places and gazette the document.	Effective rate payment compliance and clients cooperation in revenue mobilization	Assembly Fee-Fixing Resolution published on notice boards public places and gazette	200.00	Revenue Head, Head, FM stations, Assembly members, F&A Sub-committee			X	
10. To improve IGF from 99% -100 %	Tasks force to mobilized revenue at the various collection areas .	To maximize revenue	Revenue task force was established and operational to mobilize revenue	3,000.00	1. Revenue Head 2. Security Forces and Guards	X	X	X	X
<b>TOTAL</b>				<b>43,000.00</b>					

#### **7.0 REVENUE ADMINISTRATION STRATEGY**

1. Intensify public education on revenue mobilization
2. Training of revenue collectors on new techniques in collecting revenue
3. Provide means of transport for revenue mobilization/ supervision/ monitoring
4. Setting targets for revenue collectors.
5. Develop vibrant local economy to create jobs.
6. Ensure availability of value books and certificate at all means.
7. Introduce incentives package for best revenue collectors.
8. Being accountable and transparency to the citizens
9. Approval and Gazetting assembly bye - laws
10. Erect revenue barriers at the appropriate points to ease revenue collection.
11. Prosecute defaulter.
12. Putting measures in place to ensure the various Area council are functioning effectively.



**DISTRICT CO-ORDINATING DIRECTOR  
ESTHER ABACHING**