

# directorate of finance

BRIAN W SHEPHERD



The Finance Directorate comprises of the following departments:

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## FOCUS

- Asset and Risk Management
- Budget & Treasury
- Revenue Management

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## OBJECTIVES

### OVERALL OBJECTIVES

- The management of Municipal Assets and risks
- The management of Municipal Budgets and Treasury
- The management of Municipal Revenues and the collection of debtors
- The provision of Leadership, Management, Support and Guidance to the staff
- Communication and reporting

## Objectives

- The management of municipal assets and risks.
- The management of municipal revenue.
- The management of the municipal budget.
- The performance of the treasury function.
- The maintenance of internal financial control.
- The production of financial performance reports.

# departmental objectives

## BUDGET & TREASURY

### Nature of Services

- Support services.
- Budgeting and budget reviews.
- Monthly reporting on performance against budget.
- Updating directorates on their cash flow positions on a monthly basis.
- Adjusting budgets.
- Activity based costing.

### Objectives 2004/05

- Improving budgeting systems.
- Accurate performance reporting.
- Develop internal control measures.
- Develop strong and vibrant budget committees in the various directorates.
- Compliance with legislation.
- ABC results used and owned by Departmental managers.
- In-Year reporting.
- Improving budgets per Directorate and department
- Budget priorities.
- Achieve investment returns higher than the market average.
- Link ABC system to Budgeting Software solution in a web-based environment.

### Performance Indicators

- Balanced budget aligned to the Municipal IDP.
- Full compliance with the legislation.
- Budget owned by communities and stakeholders.

## REVENUE MANAGEMENT DEPARTMENT

### Nature of Services

- Valuation and calculation of rates for all properties.
- Read Meters (Electricity and water), calculate sewerage charges, calculate refuse charges and sundry services.
- Produce and mail the monthly service accounts to consumers.
- Collect all consumer service payments and attend to all consumer account related queries.
- Enforce Councils Credit Control Policy.
- Disconnect electricity and water for arrears.
- Utilize the prepayment system to collect arrears.
- Upgrade and extend pay points and vending.
- Set up effective customer queries and complaints procedures and systems.
- Set up proper documented work procedures and systems.

- Training and development of staff.
- Objectives 2004/05
- The development and implementation of a credit control policy
  - The development and implementation of an indigent policy
  - The development and implementation of a valuation procedure
  - The review, acquisition and implementation of a GAMAP compliant financial accounting software package that also complies with all budget reform requirements
  - The development and implementation of an accurate and effective billing system
  - Ensure that effective and efficient Customer Care and Prepayment procedures are implemented
  - Enhance collection of revenues and accountability through receipting and prepaid systems
  - Improve the collection of unpaid monies
  - Ensure effective and efficient customer services/relations
  - Conduct customer education and information campaigns

## ASSET AND RISK DEPARTMENT

### Nature of Services

- Financial Accounting
- Asset Management
- Expenditure processing
- Payroll
- Stores and Procurement

### Objectives 2004/05

- Prepare the monthly and annual financial statements.
- Implement and maintain financial accounting controls.
- Monitor the adherence to policies, procedures and accounting practices.
- Implement and maintain prescribed asset management policies and procedures.
- Balance and reconcile the asset register and regularly update the movable asset tracking system.
- Review the asset register and update the insurance portfolio.
- Implement improvements to the existing accounting system.
- Process all creditor payments including salaries, wages, staff benefits, trade and sundry payments.
- Scrutinise and assess all tender documentation.
- Develop Supply Chain Management Systems.

## PERFORMANCE INDICATOR

- Production of financial statements that comply with the applicable legislation.
- Number and type of audit queries.
- Production of an asset register that is reconciled and balanced.
- Production of an updated insurance portfolio.
- Production of updated policies and procedures.
- Timely payment of all creditors including salaries, wages and staff benefits.
- Number and type of payment complaints documented.
- Number of procurement recommendations approved.