# BUDGET AND TREASURY

# 2021-2022 ORGANOGRAM -BUDGET AND TREASURY DEPARTMENT

**DEPARTMENT: BUDGET AND TREASURY OFFICE**

PURPOSE: TO MANAGE BUDGET AND TREASURY SERVICES
FUNCTIONS:
1. Provide a budget planning and management service
2. Provide an expenditure management service
3. Provide a revenue management service
4. Provide a supply chain management service
5. Provide an asset management service
6. Develop and manage implementation of financial policies and procedures
7. Install and manage implementation of internal controls

**X1 CHIEF FINANCIAL OFFICER (FILLED)**
**X1 DEPUTY CHIEF FINANCIAL OFFICER (FILLED)**

**X1 ADMIN ASSISTANT(FILLED)**

**DIVISION: BUDGET PLANNING AND REPORTING**

PURPOSE: TO PROVIDE A BUDGET PLANNING AND REPORTING SERVICE
FUNCTIONS:
1. Prepare credible budgets for Municipality
2. Provide budget information for compiling the SDBIP
3. Acquire, instal and manage financial systems to ensure data integrity (in collaboration with ICT)
4. Manage budget information and provide in-year monitoring (IYM) and reporting
5. Compile Annual Financial Statements

**X1 MANAGER BUDGET PLANNING AND REPORTING (filled)**
**X1 Accountant Budget (filled)**
**X1 Accountant Budget Reporting (filled)**
**X1 Bookkeeper (Filled)**

**DIVISION: EXPENDITURE MANAGEMENT**

PURPOSE: TO MANAGE EXPENDITURE AND PAYMENTS
FUNCTIONS:
1. Manage creditors (Accoounts payable)
2. Manage and implement all payments
3. Monitor all expenditure and provide monthly reports
4. Manage payroll and personnel expenditure (verification of staff-expenditure entries with HR on a monthly basis)

**X1 MANAGER EXPENDITURE (filled)**
**X1 Accountant (filled)**
**X1 Bookkeeper (filled)**
**X2 Payroll Officer(filled)**

**DIVISION: REVENUE MANAGEMENT**

PURPOSE: TO MANAGE REVENUE COLLECTION AND SAFEGUARDING
FUNCTIONS:
1. Manage debtors (Accoounts receivable)
2. Operate and manage billing and revenue collection systems and banking
3. Manage the collection of intergovernmental amounts / debts due
4. Set and manage all municipal tariffs / rates
5. Provide legislative and best practice framework for all municipal cashier services

**X1 MANAGER: REVENUE (Vacant)**
**X1 Accountant Revenue (filled)**
**X1 Accountant Account Receivable and Vat (filled)**
**X1 Bookkeeper debt Collection(Filled)**
**X1 Bookkeeper ( filled)**
**X1 Compliance Officer (new)**
**X2 Supervisor Cashiers (filled)**
**X8 Cashiers (8 Filled)**

**DIVISION: SUPPLY CHAIN MANAGEMENT**

PURPOSE: TO RENDER SUPPLY CHAIN MANAGEMENT SERVICES
FUNCTIONS:
1.Conduct commodity and industry analysis for demand planning
2.Collate all projects' procurement schedules and compile annual municipal procurement plan
3. Manage all open and closed bid acquisitions as per annual procurement plan
3. Manage all service level agreements for all purchases / acquisitions (contract management)
4. Monitor and report on supply chain performance (in collaboration with risk management & internal audit services)

**X1 MANAGER: SUPPLY CHAIN( Vacant)**
**X1 Supply Chain Accountant (filled)**
**X4 Acquisition Officers ( X1 Vacant & X3 filled)**
**X1 Contract and Logistics Officer (filled)**

**DIVISION: ASSET MANAGEMENT**

PURPOSE: TO RENDER AN ASSET MANAGEMENT SERVICE
FUNCTIONS:
1. Provide a life cycle asset management to all fixed assets (guidelines only for fleet)
2. Compile and maintain a GRAP-compliant municipal asset register (including fleet)
3. Manage asset depreciation and disposals (guidelines only for fleet)
4. Manage logistics / inventory and stock-taking

**X1 MANAGER ASSETS (filled)**
**X2 Accountants (filled)**
**X1 Assets Officer (filled)**
**X1 Inventory Officer (filled)**
**X3 Drivers(X2 Filled)(X1 new)**