BUDGET AND TREASURY

2025-2026 ORGANOGRAM -BUDGET AND TREASURY DEPARTMENT

DEPARTMENT: BUDGET AND TREASURY OFFICE

PURPOSE: TO MANAGE BUDGET AND TREASURY SERVICES FUNCTIONS:

- Provide a budget planning and management service
- Provide an expenditure management service
- Provide a revenue management service
 Provide a supply chain management
- 4. Provide a supply chain management service
- Provide an asset management service
 Develop and manage implementation of financial policies and procedures
- 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:

- Prepare credible budgets for Municipality
 Provide budget information for compiling
 the SDBIP
- Acquire, instal and manage financial systems to ensure data integrity (in collaboration with ICT)
- Manage budget information and provide in-year monitoring (IYM) and reporting
 Compile Annual Financial Statements
- X1 MANAGER BUDGET PLANNING AND

REPORTING (filled)
X2 Assistant Manager: Budget &
Reporting (filled)

X1 Accountant Budget (Filled)

DIVISION: EXPENDITURE MANAGEMENT PURPOSE: TO MANAGE EXPENDITURE

AND PAYMENTS FUNCTIONS:

- Manage creditors (Accoounts payable)
- Manage and implement all payments
 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 Assistant Manager: Expenditure (filled)
 X1 Accountant Expenditure (Filled)
- X1 Accountant Payroll (filled)

DIVISION: REVENUE MANAGEMENT PURPOSE: TO MANAGE REVENUE COLLECTION AND SAFEGUARDING FUNCTIONS:

- Manage debtors (Accoounts receivable)
 Operate and manage billing and revenue
- collection systems and banking
 3. Manage the collection of intergovernmental amounts / debts due
- Set and manage all municipal tariffs / rates
 Provide legislative and best practice
- framework for all municipal cashier services
 X1 MANAGER: REVENUE (Filled)
- X2 Assistant Manager: Revenue, Receivables and Vat (filled) X2 Accountant Debt Collection & Revenue (filled)

X1 Cashier (filled)

DIVISION: SUPPLY CHAIN MANAGEMENT PURPOSE: TO RENDER SUPPLY CHAIN

MANAGEMENT SERVICES
FUNCTIONS:

Conduct commodity and industry analysis for demand planning

Collate all projects' procurement schedules and compile annual municipal procurement plan
 Manage all open and closed bid

acquisitions as per annual procurement plan
3. Manage all service level agreements for
all purchases / acquisitions (contract
management)

 Monitor and report on supply chain performance (in collaboration with risk management & internal audit services)

X1 MANAGER: SUPPLY CHAIN(filled) X1 Assistant Manager: Supply Chain (filled)

X4 Accountant Demant & Acquisition (X4 filled)

DIVISION: ASSET MANAGEMENT

PURPOSE: TO RENDER AN ASSET MANAGEMENT SERVICE FUNCTIONS:

- Provide a life cycle asset management to all fixed assets (guidelines only for fleet)
 Compile and maintain a GRAP-compliant
- municipal asset register (including fleet)

 Manage asset depreciation and disposals
- (guidelines only for fleet)
 4. Manage logistics / inventory and stock-taking
- X1 MANAGER ASSETS (filled)
- X1 Assistant Manager: Assets(Filled)
- X2 Accountant Assets & Inventory (filled)

DIVISION: TRANSPORT & FLEET MANAGEMENT

PURPOSE: TO RENDER THE SAFE and EFFICIENT PROVISION OF FLEET MANAGEMENT SERVICES FUNCTIONS:

- Manage municipal fleet and transport
 Manage Administrative Services
- Manage Risk and Compliance
 Stakeholder Management Support
- x1 MANAGER: TRANSPORT AND FLEET

X1 Accountant: Logistics(filled) X5 Drivers(Filled)