

Title: Financial Services Department Functions

Introduction:

Welcome to the Financial Services department of Ehlanzeni District Municipality. Our department is dedicated to managing the municipality's finances effectively and transparently. We consist of three vital units: Budget and Reporting, Treasury and Supply Chain Management. Here's a detailed overview of the functions of each unit:

Budget and Reporting:

The Budget and Reporting unit is responsible for the development and management of the municipality's budget. Their key responsibilities include:

1. Developing the annual budget and allocating financial resources effectively and efficiently.
2. Ensuring that budgetary allocations align with the municipality's strategic goals.
3. Monitoring budget performance and making adjustments as necessary.
4. Preparing and presenting financial reports to keep stakeholders informed about the municipality's financial performance.
5. Complying with financial reporting regulations and standards.

Treasury:

The Treasury unit manages the municipality's cash flow and investments to ensure financial stability. Their functions include:

1. Monitoring and managing the municipality's cash reserves to meet financial obligations.
2. Developing strategies to optimize cash flow and manage debt effectively.
3. Managing investments to maximize returns while ensuring safety and compliance.
4. Facilitating financial transactions and banking relationships.
5. Ensuring that the municipality maintains sufficient liquidity to cover expenses.

Supply Chain Management: Supply Chain Management is responsible for overseeing the procurement processes within the municipality. Their duties encompass:

1. Managing the procurement of goods, services, and construction projects in a transparent and efficient manner.
2. Developing and implementing procurement policies and procedures.

3. Ensuring compliance with all relevant procurement regulations, laws, and ethical standards.
4. Promoting fair and competitive bidding processes.
5. Establishing vendor relationships and contracts that provide value to the municipality.

Conclusion: The Financial Services department plays a critical role in the financial well-being and transparency of Ehlanzeni District Municipality. Through prudent budgeting, effective cash management, and transparent procurement practices, we aim to ensure that the municipality's financial resources are used efficiently and responsibly. We are committed to upholding the highest standards of financial integrity and accountability. If you have any questions or require further information about our department's functions, please do not hesitate to contact us. Your trust and confidence in our financial management are essential as we work to support the community's needs and aspirations.