

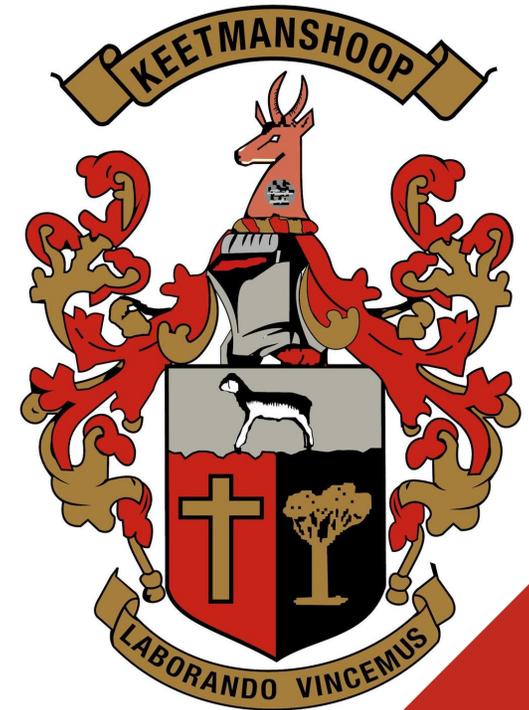


FINANCE DEPARTMENT
STRATEGIC EXECUTIVE
Mrs. Rene Farmer

TOWN MAP



KEETMANSHOOP MUNICIPALITY



37 Hampie Plichta Avenue, 9000
Keetmanshoop, Namibia

**FINANCE
DEPARTMENT**

ABOUT US

The purpose of the **Finance Department** is to manage the financial affairs of Council by formulating the vision of the Council into policies and ensure that these policies are executed in a sound and professional manner.

KEY FUNCTIONS

The department provides accounting and financial services for all Departments of the Municipality. These functions include:

- Annual Operating & Capital Budgeting;
- Financial Reporting
- Accounts Payable
- Accounts Receivable
- Payroll;
- Water/Sewer Billing & Collection; and
- Property Taxation
- The Department consists of the following divisions:
- Billing and Revenue
- Cash Management and Statements
- Debts Management
- Costing and Budgeting
- Procurement and Creditors

REVENUE COLLECTION

Ensuring the effective management of all Council's revenue with emphasis on control of consumer accounts including group accounts.

BANKING

The Banking Section manages and controls the Council's bank accounts and handles direct banking, proof of payment and customer queries



ACCOUNTS PAYABLE

They are responsible for guiding the organizational training/development needs. Council has a good Training and Development policy in place, which provides for training and development of employees, study aid, a child/ student subsidy, bursary scheme, and job attachments.

STORES

Procurement of assets, goods and services as per Council's policy and for effective stock control.

ADMINISTRATION & PROPERTIES

- Manage and maintain valuation rill, issue clearance certificates and change ownership. We also cater to new erven and levy basic services on consumer accounts, process and mail monthly consumers accounts.
- Control and manage of outstanding consumer accounts, sundry accounts and collection of bad debts in accordance with Council's policies.
- Debt management and cut-off procedure, include water connections and disconnections
- Co-ordinates accrual consumer accounts to Attorneys for collections,
- To provide for extension of time of payment of overdue accounts and in appropriate circumstances

PAYMENT METHOD

Accounts can be paid at Municipality Cash Hall, in cash, by debit/credit card, or by direct deposits via debit orders or internet banking. **Debit order form can be obtained from Enquiry Desk**

Please note that consumers are hereby reminded that the due date for the payment of consumers accounts is the 7th of each month and no longer than the 15th of each month. The Municipal cashiers are open weekly from 7h30 until 16h00 to Thursdays and from 7h30 until 16h00 on fridays as well as during the lunch hours (12h30 till 13h30) weekly. **Please pay your account on time thank you!**

ILLEGAL CONNECTION / UNAUTHORIZED CONNECTION

Unauthorized reconnection of water to a property, tempering and with the water meter or the illegal connection of water to a property are criminal offenses, which shall result in legal action being taken and relevant penalties charged against the offender.

DISCONNECTION PROCEDURE

Customer Accounts must be settled in full on or before the due date, as quoted on relevant monthly statements. Water supply will be disconnected immediately to all premises where the consumer accounts have not been paid.

