

LESEDI LOCAL MUNICIPALITY

**STANDARD OPERATING PROCEDURES
FOR REVENUE MANAGEMENT – INVESTMENTS
(2013/2014)**

NR	PROCEDURE	FREQUENCY	RESPONSIBLE PERSON
	Investments		
1	An Investments Register Report must be compiled by the Manager: Revenue Management and Credit Control, entailing all Lesedi LM's investments and it must be reconciled to the General Ledger with interest rates, types of investments, date of maturity, account number, amount and the name of the financial institution where the account is held.	Monthly basis	Manager Revenue and Credit Control
2	An Investment Register/ report must be reviewed by the CFO and be submitted to Council for information.	Monthly basis	CFO
3	The additions or withdrawals must be approved as per Investment Policy.	On going	Manager Revenue and Credit Control

APPROVAL OF SOP

SIGNATURE : LINE MANAGER

DATE

SIGNATURE : HEAD OF DEPARTMENT

DATE