



All there is to know about council's **finance department**



The Finance department has a responsibility, under the Financial Regulations of 1969, to manage the financial business of Council. The finance director has to ensure that departmental sectional procedures and processes are documented and used appropriately for the proper functionality of Council. The department forms the backbone to the effective functioning of Council; and its operations must therefore enhance achievement of Council's vision and mission. One of the major objectives of the department is to ensure the integrity, prudence and authenticity of Council's financial systems and transactions as well as their appropriate recording to improve the organization's liquidity levels. This is done to enhance the functionality of the organization and to facilitate the completion of a substantial number of capital projects and other services. **It is, therefore, extremely important that all property owners pay their due rates.** Without payment of rates (in full) Council cannot be able to deliver expected municipal services to the satisfaction of stakeholders.

SECTIONS

The department comprises of eight (8) sections as illustrated below:

- 1. Revenue section** - the main objective of this section is billing and collection of rates and user fees from the various sources of income of Council.
 - **Rates** - Council levies property taxes on immovable property located within the Manzini urban boundary. This tax is referred to as rates. It is through these taxes that Council is able to carry out her financially reliant responsibilities such as maintenance of road infrastructure, high mast security lights, refuse collection and other services required by city residents.
 - **User fees** – these are levies/charges on services rendered by Council to clients such as parking fees, scrutiny, toilet, pound, etc.

- 2. Creditors section** - the main objective of this section is to pay creditors on time and accurately
- 3. Stores** - the main objective is receipt of incoming goods, inspection of all receipts, storage, identification of all materials stored, materials handling, packaging, issuing and despatch, maintenance of stock records, stores accounting, inventory control, stock-taking as well as adherence to Council's procurement procedure
- 4. Cashbook** - the main objective of this section is to record all cash and bank transactions systematically into Council's main cash book. It is in this section that all records of bank deposits, bank withdrawals, receipts and payments through cheques and Electronic Funds Transfers (EFTs) are safe-guarded and maintained on a daily and monthly basis

RATES AND PROPERTY VALUATION

Rates are charged based on the value of immovable property according to the below differential structure.





Current Differential Rating Structure (decide if we include this part)

The rates differ according to the following designations:

- **Residential properties** – refer to properties zoned for private dwelling purposes only. No commercial activity
- **Commercial 1 properties** – refer to properties zoned as fully commercial activities
- **Commercial 2** – refer to properties zoned as semi-commercial; that is, those that serve both dwelling and commercial purposes
- **Urban farmland** – refer to properties zoned for agricultural purposes
- **Government properties** – refer to properties owned by the State
- **Vacant Land** – refer to all undeveloped properties across all the zones; commercial, residential, Government and farmland

New Differential Rating Structure

Section 5 (2)(b) of the Rating Act of 1995, that Council proposed categorization for property rates to be levied

1. RESIDENTIAL PROPERTIES/DEVELOPED PRIVATE/FAMILY RESIDENTIAL

- Single family dwelling plus accessory buildings such as carports, garages, storerooms, e.t.c.
- One or two buildings e.g. in Coates Valley and Madonsa

2. LEASED PRIVATE RESIDENTIAL PROPERTIES

- Property with a main dwelling plus other rental units up to 6 in number.
- More than (2) units e.g. in Ngwane Park

3. RESIDENTIAL SPECIAL CONSENT

- Single family dwelling houses that have a special consent for a specific timeframe, which is renewable.
- Guest houses, home offices, pre-schools, etc.

4. STAFF HOUSES

- *Multi-family* dwelling units on one plot that house utility service workers or institutional workers. Can be single storey or multi stories, detached or attached.

- (Educational e.g lecturers' quarters and health institutions, doctors' houses, utility companies staff quarters, schools hostels, etc.)

5. COMMERCIAL RESIDENTIAL PROPERTIES

- *Multi-family residential dwellings with high densities; the aim being to provide housing to lower and medium income groups. Having a commercial component is optional.*
- *(More than (6) units, high density multi-dwelling units)*

6. COMMERCIAL PROPERTIES

- Properties with commercial activities only. It may be within the Central Business District (CBD) or within the commercial pockets within the residential townships.
- *Uses include office, business premises, car wash, shops, malls, places of refreshment, etc.*

7. COMMERCIAL SERVICE INDUSTRY

- *Garages including panel beaters, car dealerships, warehouses, tyre fitment shops, etc.*

8. URBAN FARM LAND

- *Agricultural farms*

9. GOVERNMENT PROPERTIES

- *State owned properties; residential, commercial, educational, open spaces, etc.*

VALUATION

Rates are charged based on the value of immovable property. The Rating Act states that the Minister of Housing and Urban Development to value the property must approve an independent valuer.

- This process is done every after four to five (5) years for General Valuation and every after one (1) or two (2) years for supplementary valuation if there significant developments.
 - ◇ A property owner may object against the value given to his property to the Valuation Court by filling in an objection Form as soon as they receive the valuation notice from Council.
 - ◇ The Valuation Court deals strictly with discrepancies in property values and not rates.
 - ◇ Complaints pertaining to rates are attended to by Council.

ACCEPTABLE METHODS OF PAYING RATES

- ◇ Cash or Bank guarantees
- ◇ Electronically (Internet banking, bank transfer, stop orders)
- ◇ Debit orders
- ◇ Postal /money order
- ◇ Debit/credit card swiping

- ◇ Mobile swiping machine (Just phone the department. They will come and swipe your card wherever you are)
- ◇ Mobile payments(mobile money and e-mali)

BANKING DETAILS FOR MANZINI MUNICIPALITY

A/C NAME:MUNICIPAL COUNCIL OF MANZINI
BANK:NED BANK (MANZINI)
ACCOUNT NO:4000001308
BRANCH CODE:360264
YOUR REF:ACCOUNT/ PLOT NO. & TOWNSHIP

A/C NAME:MUNICIPAL COUNCIL OF MANZINI
BANK:FIRST NATIONAL BANK (MANZINI)
ACCOUNT NO:62770574434
BRANCH CODE:282064
YOUR REF:ACCOUNT/ PLOT NO. & TOWNSHIP

A/C NAME:MUNICIPAL COUNCIL OF MANZINI
BANK:STANDARD BANK (MANZINI)
ACCOUNT NO:9110001190655
BRANCH CODE:660564
YOUR REF:ACCOUNT/ PLOT NO. & TOWNSHIP

NAME:MUNICIPAL COUNCIL OF MANZINI
ACCOUNT TYPE:CURRENT ACCOUNT
BANK:ESWATINI BANK (MANZINI)
ACCOUNT NO:77402086885
BRANCH CODE:770002
SWIFT CODE:SDSBSZMB

NAME:MUNICIPAL COUNCIL OF MANZINI
ACCOUNT TYPE:COLLECTION ACCOUNT
BANK:SWD BUILDING SOCIETY (MANZINI)
ACCOUNT NO:52000222820
YOUR REF:ACCOUNT/ PLOT NO. & TOWNSHIP



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