FINANCIAL YE	EAR	201112		AUDIT IMPLEMENTATION	PLAN						ANNEXURE C
Municipality N	lame	Greater Tzaneen]					
	Opinion	Disclaimer				_					
Reporting Peri	iod	Dec-12					-				
Audit Findings	Category of Finding	Description of Finding	Finding is new or recurring	Root Cause	Action Plan Description	Start Date	Completion Date	Person Responsible	Position	Progress	Narrative to Progress
					Acquiring of computerised system for the compilation of financial statements	01/02/2013	30/04/2013	Norah Lion	CFO	In progress	In process of acquiring caseware software
	Matters affecting the	Mistatement in the cashflow		Lack of proper system to be used in the compilation of financial	Completion of asset verification process in May of each year.			Norah Lion	CFO	In progress	Meeting arranged for 13 December 2012 to draw a program for 2013 Financial year audit
Immovable Assets	auditor's report	statements		statement. Receipt of information late from consultants dealing with	Establishment of asset management unit			Masiye Mankabidi	мм	In progress	In the process of placement a person to deal with asset management processes
				asset information	Monthly updates of asset register in terms of GRAP 17			Norah Lion	CFO	Not yet started	Person to be trained to run the system by Deloitte Consulting
					Implementation of contract management system in the legal division	01/02/2013	30/08/2013	Adv. Stephen Monyela	Acting Legal Manager	In progress	All appointed contractors are signing service level agreements
Other Disclosure	Matters affecting the auditor's report	Incorrect disclosures of commitments		Inadequate systems to deal with contract management							Prenumbered contract register to be developed which will included contracts that are in progress and those that have been completed
					Implementation of prenumbered journal book			Norah Lion	CFO	In progress	Procuring a duplicate prenumbered Journal Book
Payments Matters affecting th		ation for	No proper record keeping	Implementation of a secured central filling in Budget and Treasury Office	01/01/2013	28/02/2013	Norah Lion	CFO	Not yet started	Identification of a centralised secured filling room in BTO	
	auditor's report	submitted to auditors		(safeguarding of documents)							
					Submission of bids documents for interim audit			Leon Mashao	Acting Manager:SCM	In progress	
		Bids documentation and bids reports Quality Plant Hire and			Implementation of a secured central filling in Budget and Treasury Office	01/01/2013	28/02/2013	Norah Lion	CFO	Not yet started	Identification of a centralised secured filling room in BTO
Procurement	Matters affecting the auditor's report	Bageso Housing and		No proper record keeping (safeguarding of documents)							
		Development Consultants not submitted to auditors									
		Non disclosure interests in		No proper system to identify people	Engage with Auditor General and COGHSTA about the appropriate system	01/01/2013	30/06/2013	Masiye Mankabidi	ММ	Not yet started	Procurement of the system
Procurement	Matters affecting the auditor's report	the bid documents by service		who have business interest and not							
		providers		disclosed							
					Adoption by council of Supply Chain Management Policy which incorporates the amendment to the PPPFA	31/01/2013	31/01/2013	Masiye Mankabidi	ММ	In progress	Draft policy finalised
Procurement		Procurement Preference point not calculated	urement Preference not calculated No full implementantion of the Preferential Procurement Policy Framework Act	Adjustment to the Annual Financial Statements to disclose to awarded bids as irregular expenditure	01/02/2013	30/04/2013	Johan Biewenga	Manager:BTO	In progress	AFS are being adjusted	
. roouronient	auditor's report			Preferential Procurement Policy Framework Act Subr	Submission to council of the awarded tenders in terms of section 32 of the MFMA	01/01/2013	30/04/2013	Norah Lion	CFO	Not yet started	Not yet
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Audit Findings	Category of Finding	Description of Finding	Finding is new or recurring	Root Cause	Action Plan Description	Start Date	Completion Date	Person Responsible	Position	Progress	Narrative to Progress	
					Termination of all expired contracts	01/01/2013	31/03/2013	Adv. Stephen Monyela	Acting Manager:Legal		Writting letters to respective service providers whose contracts have expired	
Descusion	Matters affecting the	Expired contracts not		/	Appointment of new service providers in terms of SCM	01/01/2013	31/01/2013	Norah Lion	CFO	In progress	Finalisation of SCM process as tenders have been advertised	
Procurement	auditor's report	terminated		Inadequate contracts management	Disclosure of the expenditure in the AFS as irregular expenditure	01/02/2013	30/04/2013	Johan Biewenga	Manager:BTO	In progress	Identification and aggregation of all irregular expenditure for disclosure in the AFS	
		No declaration by suppliers			Submission of a list of awarded tenders to COGHSTA/PT for verification	01/01/2013	30/06/2013	Leon Mashao	Acting Manager:SCM	Not yet started	Compilation of the list for submission to COGHSTA of all newly awarded tenders	
Procurement	Administrative matters	that they are employed by the state		No proper system to identify people who in the employ of the state								
		siale										
					Submission of a list of awarded tenders to COGHSTA/PT for verification	01/01/2013	30/06/2013	Leon Mashao	Acting Manager:SCM	Not yet started	Compilation of the list for submission to COGHSTA of all newly awarded tenders	
Procurement	Administrative matters	Awards made to supplier in the employ of the state		No proper system to identify people who in the employ of the state								
			lo public invitation for hids			Advertisement of bids for values above R30 000 in the website and local newspapers	01/01/2013	30/06/2013	Leon Mashao	Acting Manager:SCM	In progress	All tenders above R30 000 are presently being advertised and is not possibl, reasons are given and approval sought from MM
Procurement	Matters affecting the auditor's report	No public invitation for bids above R30 000		Advertisement of bids on the website for bids above R30 000				·····				
					Ensure that all members in bid committees form a				Acting Manager:		Invitations are issued to all bid committees members and	
		Bid evaluation committees			quorum in terms of SCM policy	01/12/2012	30/06/2013	Leon Mashao	SCM	In progress	only when a quorum is formed, the meetings proceed.	
Procurement	Matters affecting the auditor's report	not complying to the SCM regulations		Bids committee not well constiuted								
		regulations										
					Coordinate with Provincial Treasury for the training of SCM practioneers	01/02/2013	28/02/2013	Norah Lion	CFO	Not yet started	Arrange training with Provincial Treasury	
Procurement	Other important	No training for the supply chain management		Non implementation of SCM								
	matters	practioneers		regulations								
					All bids entries and bids results to be published on the	01/01/2013	28/02/2013	Leon Mashao	Acting	In progress	Submission to IT for publication on the website	
		Bids entries and bids results not published in the municipal website			municipal website	0.001/2010	2010212010		Manager:SCM	progross		
Procurement												

Audit Findings	Category of Finding	Description of Finding	Finding is new or recurring	Root Cause	Action Plan Description	Start Date	Completion Date	Person Responsible	Position	Progress	Narrative to Progress
					Review of SCM policy regularly	31/01/2013	31/01/2013	Norah Lion	CFO	Completed	SCM policy reviewed awaiting council approval
D	Administrative	Supply chain Management		No							
Procurement	matters	policy not reviewed regularly		Non compliance to SCM regulations							
	Other important	Original Tax Clearance			Implementation of Tender Register which also record all compulsory documentation that must be submitted with every bid	01/01/2013	28/02/2013	Leon Mashao	Acting Manager:SCM	In progress	Development of Pre-Numbered Tender Register in progress
Procurement	matters	Certificate not submitted		Non compliance to SCM regulations							
Human Resources					Submit audit charter to council for approval	31/01/2013	31/01/2013	Masiye Mankabidi	Municipal Manager		
	Administrative matters	Audit committee charter not approved by council and financial statements not reviewed by audit committee		Audit committee charter not submitted to council and minutes for the review of financial statements not submitted AG	Timeous preparation and submission of AFS to audit for review and minutes prepared for submission to AG as POE	20/08/2013	20/08/2013			In progress	
								Norah Lion	CFO		Year end process plan to be drafted and stick to the pla
		Excessive number of leave			Implementation of the SALGBC Agreement			Tinus Visser	Manager: Human Resources	Not yet started	Discussion in the Local Labour Forum for the implementation of the agreement
Human Resources	Other important matters	days retained by employeews	Yes	Non compliance to SALGBC Agreement (1 january 2004)		01/02/2013	30/04/2013				
	matters	from previous leave cycle		rigroomone (1 junuary 2004)		01/02/2013	30/04/2013				
					Compliance to Provisioning policy of the municipality			Masiye Mankabidi	ММ	In progress	
Human Resources	Administrative	Appointment of candidates not recommended by	Yes	Non compliance to staff provisioning		01/12/2012	01/06/2013				
numur (coouroco	matters	interviewing panel	100	policy		01112/2012	01/00/2010				
			No								
	Administrative	Special leave taken not in excess of 3 days as per SALGBC Agreement		Non compliance with the SALGBC Agreement	Implementation of the SALGBC Agreement			Tinus Visser	Manager: Human Resources	Not yet started	
Human Resources	matters				Disclosure of the expenditure in the AFS as irregular expenditure	01/12/2012	30/06/2013	Johan Biewenga	Manager:BTO	In progress	Identification and aggregation of all irregular expendit for disclosure in the AFS
numan nesources							<u> </u>		<u> </u>	 	
					Reconciliation of leave taken as per leave forms to the						
	Administrativa	Posted Leave days differ to			payday payroll system	01/12/2012	30/06/2013		+	+	
Human Resources	Administrative matters	the taken leave days as per	No	No timeous capturing of leave days taken							
		leave form				·	+		<u> </u>	+	
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Audit Findings	Category of Finding	Description of Finding	Finding is new or recurring	Root Cause	Action Plan Description	Start Date	Completion Date	Person Responsible	Position	Progress	Narrative to Progress
	Administrative	Employees taking loove		Non compliance to locure	Leave to be taken after approval by authorised officials	01/02/2013	30/06/2013	MM and All Directors	MM and All Directors	In progress	Memorandum to be written to all employees by Human Resources addressing the issue relating to leave administration
Human Resources	matters	Employees taking leave before it is approved	Yes	Non compliance to leave administration			+		+		
	Other important	Overtime paid to employees		Non compliance to basic conditions	Leave taken to be within the 30% and where there is a need, prior approval to be sought from the municipal manager			MM and All Directors	MM and All Directors	In progress	Memorandum to be issued to all employees and Huma Resources to query all overtimes in excess of 30% without prior approval from the MM
Human Resources	matters	exceeding 30% of monthly	Yes	of employement		01/02/2013	30/06/2013				
		basic salary				01/02/2013	30/06/2013			+	
		Appointment of candidates		Non compliance to the Municipal	Follow the competency levels as per MFMA regulations and the prescripts as per Municipal Systems Act as amended			Masiye Mankabidi	ММ	In progress	All advertisement to follow the competency requiremen and all appointments to be concurrently approved by t MEC of COGHSTA
Human Resources	Other important matters	without minimum work experience and approval by	No	System Act as amended and the		01/01/2013	30/06/2013				
	matoro	the MEC of COGHSTA		Municipal Finance Management Act							
							+				
		Employees cost for prior year		Financial statements not reviewed for	Timeous preparation and review by audit committee of financial statements prior to submission to the AG	01/01/2013	30/04/2013	Norah Lion	CFO	Not yet started	Procurement of CaseWare software system
Human Resources		with statement of financial	No	accuracy			+				
		performance									
		Journal wrongly prepared for			Prenumbered journal forms to be implemented and must authorized by delegated officials	01/01/2013	30/04/2013	Norah Lion	CFO	In progress	Prepared numbered duplicate journal form developed
Other Disclosure	Matters affecting the auditor's report	conditional grant for the	No	Journals not reviewed for accuracy							
	uuunor o roport	Department of Energy									
	Administrative	Accounting policies not		No proper disclosure of Accounting	Utilisation of CaseWare Software which has a comprehensive disclosure of Accounting Policies which comply with GRAP standards	01/01/2013	30/04/2013	Johan Biewenga	Manager: Financial Services	In progress	Procurement of CaseWare software system
Other Disclosure	matters	detailed as GRAP standards	Yes	Policies as per GRAP standards					 		
							+		t		+
									.]
							<u> </u>				
		Amount as per Appendix E (Budget V/s Actual) does not				01/01/2013	30/04/2013		<u> </u>		
Other Disclosure	Other important	agree with the amount as per	No	Incorrect allocation of agency fee					<u> </u>		
	matters	statement of financial	No	from the Department of Transport			+		+	<u> </u>	+
		performance				1	1		1	1	1

Audit Findings	Category of Finding	Description of Finding	Finding is new or recurring	Root Cause	Action Plan Description	Start Date	Completion Date	Person Responsible	Position	Progress	Narrative to Progress
	Other important	No evaluation of the		Lack of monitoring on the	Evalution of the perfromance of programmes funded by conditional grants to be done within two months at the end of the financial year			Masiye Mankabidi	Municipal Manager	Not yet started	Perform monthly monitoring of conditional grants
Other Disclosure	matters	programmes funded by the conditional grants	Yes	programmes funded by the conditional grants		01/01/2013	30/06/2013				
Predetermined Objectives	Other important matters	Unspent conditional grants not revert back to National Treasury	Yes	Non compliance with the DORA requirements	Application for rollovers and follow up with National Treasury	01/02/2013	28/02/2013	Norah Lion	CFO	In progress	Rollover for 2012 financial year applied and approval given.
					Submission internal audit plan and Audit Committee charter by end of June each year for approval by the Audit Committee			Rodgers Shigange	Manager: Internal Audit	In progress	Conducting risk assessment by end April to allow for the development of internal audit plan and Audit Committee Charter
Predetermined Objectives	Administrative matters	Internal audit plan and internal audit charter not approved by Audit Committee	Yes	Non compliance to MFMA		01/12/0212	31/01/2013				
Other Disclosure	Matters affecting the	Subsequent events not accounted properly in the	No	Non compliance to GRAP 14	The disclosure of financial assistance to GTEDA as agency will be disclosed under the notes to the financial statements	01/01/2013	30/04/2013	Johan Biewenga	Manager: Finance Services	In progress	PED started with the GTEDA entity in terms of council resolution
	auditor's report	Annual Financial Statements				0110112013					
Other Disclosure	Administrative matters	No documented process to identify contigent liabilities	No	No formal system for the identification of contigent liabilities	Monthly reporting by Corporate Services of all litigation against the municipality	01/01/2013	30/04/2013	Stephen Monyela	Acting Manager:Legal Services	In progress	Monthly and quarterly reports submitted to both council and audit committee
								·····			
Other Disclosure	Matters affecting the auditor's report	Unauthorised expenditure	Yes	No proper budget control	Monthly monitoring of budget and a detailed report to be discussed in a management meeting and subsequently to council	01/01/2013	30/04/2013	Johan Biewenga	Manager: Finance Services	In progress	Monthly reports submitted to management and portfolio committees and quarterly to council

Audit Findings	Category of Finding	Description of Finding	Finding is new or recurring	Root Cause	Action Plan Description	Start Date	Completion Date	Person Responsible	Position	Progress	Narrative to Progress
01	Matters affecting the	No adequate disclosure of	N	No proper system to record irregular	Register for irregular expenditure developed	01/01/2012	30/04/2013	Mokgadi Sono	Manager:Expend iture	In progress	Monthly reporting of irregular expenditure to management and portfolio committee and subsequently to council on a quartely basis
Other Disclosure	auditor's report	Irregular expenditure	Yes	expendituee				······			
	Matters affecting the	Difference between Fixed		No proper reconciliation between	Investigate and establish asset management unit that will ensure that Fixed Asset Register is updated monthy and reconciled to the General Ledget	01/01/2013	30/04/2013	Norah Lion	CFO	In progress	Implement the recommendation of the AG and the Provincial CFOs forum
Immovable Assets	auditor's report	Asset Register and the General Ledger	Yes	Fixed Asset Register and General Ledger							
Immovable Assets	Matters affecting the auditor's report	Difference between Fixed Asset Register and the General Ledger	Yes	No proper reconciliation between General Ledger and Financial Statements	Investigate and establish asset management unit that will ensure that Fixed Asset Register is updated monthy and reconciled to the General Ledget	01/01/2013	30/04/2013	Norah Lion	CFO	In progress	Implement the recommendation of the AG and the Provincial CFOs forum
	Matters affecting the	Completed projects not		No proper system to record	Investigate and establish asset management unit that will ensure that Fixed Asset Register is updated montlhy and reconciled to the General Ledget	01/01/2013	30/04/2013	Norah Lion	CFO	In progress	Implement the recommendation of the AG and the Provincial CFOs forum
Immovable Assets	auditor's report	added to Fixed Asset Register	Yes	completed projects				······			
	Administrative	Physical local for asset not		Fixed Asset Register not updated	Investigate and establish asset management unit that will ensure that Fixed Asset Register is updated montlhy and reconciled to the General Ledget	01/01/2013	30/04/2013	Norah Lion	CFO	In progress	Implement the recommendation of the AG and the Provincial CFOs forum
Movable Assets	matters	contained in the FAR	Yes	monthly				······			
					Identification of land and stands held for sale			Norah Lion	CFO	In progress	Meeting held with Deloitte to do the reclassification
Immovable Assets		Amount in the valuation roll	Vac	Values as per valuation roll not used	Allocation of values for land and stands held for sale as per values in the valuation roll.	01/01/2013	30/04/2013				
inflovable Assels	mmovable Assets auditor's report no	not agreeing to the amount in the Fixed Asset Register	eing to the amount in Yes f	for stand values in the Fixed Asset	Reclassification of stands held for sale as inventory						

Audit Findings	Category of Finding	Description of Finding	Finding is new or recurring	Root Cause	Action Plan Description	Start Date	Completion Date	Person Responsible	Position	Progress	Narrative to Progress
		Monthly reconciliation between Fixed Asset			Investigate and establish asset management unit that will ensure that Fixed Asset Register is updated montlhy and reconciled to the General Ledget			Norah Lion	CFO	In progress	Implement the recommendation of the AG and the Provincial CFOs forum
Immovable Assets		Register and General Ledger	Yes	No dedicated asset management unit							
		not done				01/06/2013	30/06/2013				
					Investigate and establish asset management unit that will ensure that Fixed Asset Register is updated montlhy and reconciled to the General Ledget			Norah Lion	CFO	In progress	Implement the recommendation of the AG and the Provincial CFOs forum
Immovable Assets	Matters affecting the auditor's report	Duplicated assets	Yes	No dedicated asset management unit		01/01/2013	30/04/2013				
	auditor s report										
					Investigate and establish asset management unit that will ensure that Fixed Asset Register is updated montlhy and reconciled to the General Ledget			Norah Lion	CFO	In progress	Implement the recommendation of the AG and the Provincial CFOs forum
Immovable Assets		t Journal not adequatelly supported	Yes	No dedicated asset management unit		01/01/2013	30/04/2013				
	matters										
		Monthly reconciliation between Fixed Asset			Investigate and establish asset management unit that will ensure that Fixed Asset Register is updated monthy and reconciled to the General Ledget			Norah Lion	CFO	In progress	Implement the recommendation of the AG and the Provincial CFOs forum
Immovable Assets		Register and General Ledger	Yes	No dedicated asset management unit		01/06/2013	30/06/2013				
		not done				01/00/2013	30/00/2013				
					Investigate and establish asset management unit that will ensure that Fixed Asset Register is updated montlhy and reconciled to the General Ledget		Norah Lion CFO	CFO	In progress	Meeting held with Deloitte to do the reclassification	
Movable Assets a	Matters affecting the auditor's report	Duplicated assets	Yes	No dedicated asset management unit	All duplications in the Fixed Asset Register to be investigated and corrections effected	01/01/2013	30/04/2013				
						01/01/2013	30/04/2013				
											<u> </u>

Category of Finding	Description of Finding	Finding is new or recurring	Root Cause	Action Plan Description	Start Date	Completion Date	Person Responsible	Position	Progress	Narrative to Progress
				Identification of land and stands held for sale			Norah Lion	CFO	In progress	Meeting held with Deloitte to do the reclassification
Other important matters	Inventory wrongly classified as investment property	No	Land held sale as stands not identified	Classification of stands held for sale as inventory	01/01/2013	30/04/2013				
							·			
				Use of a prenumbered duplicate journal forms in which supporting will be attached			Norah Lion	CFO	In progress	Prenumbered duplicate journal form developed
Matters affecting the auditor's report	Relevant supporting documentation not provided for journals	Yes	No proper record keeping	Review by delegated officials on completeness of the journal and supporting documentation	01/01/2012	20/04/2012				
					0110112013	30/04/2013	······			
				Investigate and establish asset management unit that will ensure that Fixed Asset Register is updated montlhy and reconciled to the General Ledget			Norah Lion	CFO	In progress	Meeting held with Deloitte to do the reclassification
Matters affecting the auditor's report	e Disposed assets incorrectly reported as impairment	No	No dedicated asset management unit	Identification of assets disposed and effect corrections in the Fixed Asset Register	01/01/2013	30/04/2013				
							·			
Mattern affecting the	Differences for depreciation			Investigate and establish asset management unit that will ensure that Fixed Asset Register is updated montlhy and reconciled to the General Ledget			Norah Lion	CFO	In progress	Implement the recommendation of the AG and the Provincial CFOs forum
auditor's report	and impairments between AFS and General Ledget	No	No dedicated asset management unit		01/01/2013	30/04/2013				
				Perform a deed search to identify all land registered in the name of the municipality and record them in the asset register			Norah Lion	CFO	In progress	Meeting held with Deloitte to do the reclassification
		Yes	No dedicated asset management unit		01/01/2013	30/04/2013				
		N.	No review of Annual Financial	Timeous preparation and review by management and audit committee of financial statements prior to submission to the AG		 	Norah Lion	CFO	In progress	Procurement of Caseware Software system
Iovable Assets Matters affecting the intangible asset not auditor's report recording to prior year closing balance	reconciling to prior year	ible asset not No ciling to prior year			01/01/2013	30/04/2013	·			
	Finding Other important matters Matters affecting the auditor's report Matters affecting the auditor's report	FindingDescription of FindingOther important mattersInventory wrongly classified as investment propertyMatters affecting the auditor's reportRelevant supporting documentation not provided for journalsMatters affecting the auditor's reportDisposed assets incorrectly reported as impairmentMatters affecting the auditor's reportDifferences for depreciation and impairments between AFS and General LedgetMatters affecting the auditor's reportLand not included in the Fixed Asset RegisterMatters affecting the auditor's reportCopening balance for intangible asset not recording to provy year	Category or FindingDescription of Findingnew or recurringOther important mattersInventory wrongly classified as investment propertyNoMatters affecting the auditor's reportRelevant supporting documentation not provided for journalsYesMatters affecting the auditor's reportDisposed assets incorrectly 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Audit Findings	Category of Finding	Description of Finding	Finding is new or recurring	Root Cause	Action Plan Description	Start Date	Completion Date	Person Responsible	Position	Progress	Narrative to Progress	
	Administrative			No connectivity between main	Completion of the rural broadband connectivity			Thulani Thwala	Acting Director: Corporate Services	In progress	Rural Broadband project at completion stage	
Inventory	matters	Inventory system offline	No	building and stores		01/01/2013	31/03/2013	······				
					Use of a prenumbered duplicate journal forms in which supporting will be attached			Johan Biewenga	Manager: Financial Services	In progress	Prenumbered duplicate journal form developed	
Inventory	Other important matters	No supporting documentation attached inventory adjustment journals	No	No proper record keeping	Review by delegated officials on completeness of the journal and supporting documentation							
						01/01/2013	31/03/2013		Manager:Expend			
Inventory	Matters affecting the auditor's report	Net surplus on inventory does not agree to Annual	No		Perform physical stock account Reconcile stock list as per physical stock account and the general ledget			Mokgadi Sono	iture	Not yet started	Compilation of inventory procedure manual	
		Financial Statements				01/01/2013	31/03/2013					
		Non submission of supporting			Use of a prenumbered duplicate journal forms in which supporting will be attached	01/01/2013	31/03/2013	Mokgadi Sono	Manager:Expend iture	In progress	Prenumbered duplicate journal form developed	
Inventory	Matters affecting the auditor's report	documentation for inventory journals	Yes	No proper record keeping	Review by delegated officials on completeness of the journal and supporting documentation							
					Identification of stands dispossed off on credit to	01/01/2013	30/06/2013	Mokgadi Sono	Manager:Expend	In progress	Meeting held with Deloitte to do the reclassification	
Inventory	Other important matters	No reconciliation performed on movement of stands	Yes	No reconciliation on stands allocated for sale	consumers Stands inventory movement to be reconciled against inventory				iture			
									Manager:			
Revenue	Revenue Administrative investment register	lnterest earned as per investment register does not			Working papers not balancing to the	Splitting interest on interest received on investment and interest received on daily cash in the bank	01/01/2013	30/04/2013	Johan Biewenga	Financial Services	In progress	Two line iterms opended in the financial system
		agree to the General Ledger	egister does not Yes	forking papers not balancing to the General Ledger	L		 			 		

Category of Finding	Description of Finding	Finding is new or recurring	Root Cause	Action Plan Description	Start Date	Completion Date	Person Responsible	Position	Progress	Narrative to Progress
				Use of a prenumbered duplicate journal forms in which supporting will be attached			Mokgadi Sono	Manager:Expend iture	In progress	Prenumbered duplicate journal form developed
Other Important matters	journals on interest from the	Yes	No proper record keeping	Review by delegated officials on completeness of the journal and supporting documentation	01/01/2013	30/04/2013				
					0110112013	30004/2013				
Other important	Accounting policies not			Utilisation of CaseWare Software which has a comprehensive disclosure of Accounting Policies which comply with GRAP standards			Johan Biewenga	Manager: Financial Services	In progress	Procurement of Caseware Software system
matters	detailed as GRAP standards	No	Policies as per GRAP standards		01/01/2013	30/04/2013				
							Mokgadi Sono	Manager:Expend iture	Not yet started	Identification of person to do month reconciliation of lease payments
atters affecting the auditor's report	Understatement of finance lease liability	No	ack of reconciliation of reconciliation between lease contracts and lease schedules		01/01/2013	30/04/2013				
	Inderstatement of finance			performed	01/01/2013	30/04/2013	Mokgadi Sono	Manager:Expend iture	Not yet started	Identification of person to do month reconciliation of lease payments
atters affecting the auditor's report	lease liability due to incorrect present value amount used	No	between lease contracts and lease schedules		0110112013	30004/2013				
				Investigate and establish asset management unit that will ensure that Fixed Asset Register is updated monthy and reconciled to the General Ledget	01/01/2013	31/01/2013	Norah Lion	CFO	In progress	Implement the recommendation of the AG and the Provincial CFOs forum
matters	and leased assets recorded	Yes	No dedicated asset management unit							
	A			Investigate and update the Fixed Asset Register with the source documentation	01/01/2013	30/04/2013	Mokgadi Sono	Manager:Expend iture	In progress	Meeting held with Deloitte to do the reclassification
atters affecting the auditor's report	Yes		Fixed Asset Register not complying to GRAP 17							
	Dther important matters Dther important matters Dther important matters ters affecting the auditor's report ters affecting the auditor's report Dther important matters ters affecting the	Dther important matters Supporting documentation for journals on interest from the bank not submitted Dther important matters Accounting policies not detailed as GRAP standards Dther saffecting the suditor's report Understatement of finance lease liability ters affecting the suditor's report Understatement of finance lease liability tters affecting the matters No unique number/barcode or serial number on assets and leased assets recorded in the Fixed Asset Register tters affecting the matters No unique number/barcode or serial number on assets and leased assets recorded in the Fixed Asset Register	Defer important matters Supporting documentation for journals on interest from the bank not submitted Yes Defer important matters Accounting policies not detailed as GRAP standards No Defer important matters Accounting policies not detailed as GRAP standards No ters affecting the auditor's report Understatement of finance lease liability No ters affecting the auditor's report Understatement of finance lease liability No ther important matters No unique number/barcode or serial number on assets and leased assets recorded in the Fixed Asset Register Yes ters affecting the matters Assets not traced to the Yes	Production Precurring Where important matters Supporting documentation for journals on interest from the bank not submitted Yes No proper record keeping Where important matters Accounting policies not detailed as GRAP standards No No proper disclosure of Accounting policies as per GRAP standards Where important matters Accounting policies not detailed as GRAP standards No No proper disclosure of Accounting Policies as per GRAP standards Uther important matters Understatement of finance lease liability No Lack of reconciliation of reconciliation between lease contracts and lease schedules ters affecting the lease liability due to incorrect multior's report Understatement of finance lease liability due to incorrect present value amount used No Lack of reconciliation of reconciliation between lease contracts and lease schedules Dther important matters No unique number/barcode present value amount used No Lack of reconciliation of reconciliation between lease schedules Dther important matters No unique number/barcode present value amount used Yes No dedicated asset management unit ters affecting the Assets not traced to the Yes Fixed Asset Register not complying	recurring recurring Uther important matters Supporting documentation for journals on interest from the bank not submitted Yes No proper record keeping Use of a prenumbered duplicate journal forms in which supporting will be attached Wher important matters Accounting policies not detailed as GRAP standards No No proper disclosure of Accounting Policies which comprehenses disclosure of Accounting Policies which comply with GRAP standards Uther important matters Accounting policies not detailed as GRAP standards No No proper disclosure of Accounting Policies which comply with GRAP standards Uther statement of finance water is a flecting the labelity to serve is labelity to be incorrect mean is schedules No Lack of reconciliation of reconciliation of transce lease liability to be performed Understatement of finance water is invalue amount used No No eddicated asset management unit that will ensure that Fixed Asset Register is schedules Dither important matters No unique number/baccode or serial number to assets is schedule No dedicated asset management unit that will ensure that Fixed Asset Register is schedules Dither important matters No unique number/baccode or serial number to assets is schedule Investigate and estabilish asset management unit that will ensure	Vertication recurring No proper record keeping matters Supporting documentation for pursues on interest rom the bark not submitted Yes No proper record keeping Present Review by delegated dificits on completeness of the pursue and supporting documentation Where important matters Accounting policies not matters No No proper disclosure of Accounting Prolicies as per GRAP standards Utilization of CaseWare Software which has a comprehense disclosure of Accounting Policies which comprehense disclosure of Accounting Policies which comprehenses contrac	Item sets No Programmentation for matters No Programmentation for points on interest from the part and supporting documentation for matters Les of a penumbered diplicate joural forms in which supporting documentation for points on interest from the part and supporting documentation Completences of the part and supporting documentation Les of a penumbered diplicate joural forms in which supporting documentation The important matters Accounting policies not detailed as GRAP standards No No Programment and supporting documentation Profile The important matters Accounting policies not detailed as GRAP standards No No proper disclosure of Accounting Policies as per GRAP standards Mol proper disclosure of Accounting Policies as per GRAP standards Mol proper disclosure of Accounting Policies as per GRAP standards Mol proper disclosure of Accounting Policies as per GRAP standards Mol proper disclosure of Accounting Policies as per GRAP standards Mol proper disclosure of Accounting Policies as per GRAP standards Mol proper disclosure of Accounting Policies as per GRAP standards Mol proper disclosure of Accounting Policies as per GRAP standards Item affecting the water affecting the mass inheling water of finance mass inheling water on assists matters No Morthy calculation of finance lease liability to be performed water and person disclosure of finance mass inheling water on assists and lease flability water on assists matters No Morthy calculation of finance lease li	Ites affecting for a proper second keeping mattersNo proper record keeping PreseUse of a promutational duplicate journal forms in which appoint will be attachedIModegard SonoWhere numbersYesNo proper record keeping PreseReview by delegated dificials on completeness of the purpose documentationII	Viter important mattersSupporting documentation for hash not submittedYes $N_{apper record keepingPrime importantimportantsupporting documentation forhash not submittedYesN_{apper record keepingPrime importantimportantsupporting documentation(M_{apper legandprime importantimportantimportantprime importantimportantmattersN_{apper record keeping(M_{apper record keepingprime importantimportantimportantimportantprime importantmattersN_{apper record keeping(M_{apper record keepingprime importantimportantprime importantprime importantprime importantmatters(M_{apper record keepingprime importantprime $	Verrecurring <thr></thr> recurringrecurringrecurring <th< td=""></th<>

Audit Findings	Category of Finding	Description of Finding	Finding is new or recurring	Root Cause	Action Plan Description	Start Date	Completion Date	Person Responsible	Position	Progress	Narrative to Progress					
	Other important	Backlog depreciation			Investigate and establish asset management unit that will ensure that Fixed Asset Register is updated montlhy and reconciled to the General Ledget	01/01/2013	30/04/2013	Norah Lion	CFO	In progress	Meeting held with Deloitte to do the reclassification					
Movable Assets	matters	incorrectly calculated	Yes	No dedicated asset management unit												
	Matters affecting the	Difference between Fixed Asset Register and Annual			Investigate and establish asset management unit that will ensure that Fixed Asset Register is updated montlhy and reconciled to the General Ledget	01/01/2013	30/04/2013	Mokgadi Sono	Manager:Expend iture	In progress	Meeting held with Deloitte to do the reclassification					
Immovable Assets	auditor's report	Financial Statements due to Work in Progress	Yes	No dedicated asset management unit												
	Other important	Information relating asset			Investigate and establish asset management unit that will ensure that Fixed Asset Register is updated monthy and reconciled to the General Ledget	01/01/2013	30/04/2013	Mokgadi Sono	Manager:Expend iture	In progress	Meeting held with Deloitte to do the reclassification					
Immovable Assets	matters	disposal not provided for audit purposes	No	No dedicated asset management unit												
Movable Assets	Other important	Reconciliation on the carrying amount between the	No	Financial statements not reviewed for	Timeous preparation and review by audit committee of financial statements prior to submission to the AG	01/01/2013	30/04/2013	Johan Biewenga	Manager: Financial Services	In progress	Procurement of Caseware Software system					
	matters	beginning and end of period was not performed		accuracy												
Movable Assets	Other important	Impairment of asset	Yes	No value assessment conducted	Investigate and establish asset management unit that will ensure that Fixed Asset Register is updated montlhy and reconciled to the General Ledget	01/01/2013	30/06/2013	Norah Lion	CFO	In progress	Meeting held with Deloitte to do the reclassification					
movable / looold	matters		100													
	Other important	er important matters No revaluation of assets	t No revaluation of assets	No revaluation of assets Yes						Investigate and establish asset management unit that will ensure that Fixed Asset Register is updated monthy and reconciled to the General Ledget	01/01/2013	30/06/2013	Norah Lion	CFO	In progress	Meeting held with Deloitte to do the reclassification
Movable Assets																

Audit Findings	Category of Finding	Description of Finding	Finding is new or recurring	Root Cause	Action Plan Description	Start Date	Completion Date	Person Responsible	Position	Progress	Narrative to Progress
	Other important	Residual values are recorded zero for all classes of PPE			Investigate and establish asset management unit that will ensure that Fixed Asset Register is updated montlhy and reconciled to the General Ledget	01/01/2013	30/04/2013	Norah Lion	CFO	In progress	Meeting held with Deloitte to do the reclassification
Movable Assets	matters	with diffference planned useful lifes to be shorter than	Yes	No value assessment conducted							
		economic lifes									
					Drafting of procedure mannual for sundry and creditors payment			Norah Lion	CFO	In progress	Drafting of procedure manual commenced
Payments	Other important	Payments vouchers do not make provision for	Yes	No payment procedure manual	Develop payment vouchers that make provision for segregation of duties	01/01/2013	31/01/2013				
	matters	segregation duties									
					Development of financial delegations	01/01/2013	31/03/2013	Norah Lion	CFO	In progress	Delegations development and awaiting discussion with relevant stakeholders
Payments	Other important	No documented financial	Yes	No review of financial delegation							
	matters	delegations									
					Investigate the transaction and provide information to the auditors	01/01/2013	28/02/2013	Mokgadi Sono	Manager: Expenditure	In progress	Information has been made available
Payments		Lack of proper audit trail	No								
ŕ	auditor's report	regarding expenditure									
		No adaguata disalagura of			Opening a job for interest on late payment			Johan Biewanga	Manager: Financial Services	In progress	Job opened under interest paid for interest paid on late payment
Payments	Matters affecting the	No adequate disclosure of fruitless and wasteful	Yes	No proper system to record fruitless		01/01/2013	30/04/2013				
	auditor's report	expenditure - Interest paid		and wasteful expenditure							
					Construction/identification of building to be used as archives/strongroom			Norah Lion	CFO	In progress	Old airconditions rooms identified as archives/strongrooms
					Centralised filing system for all financial documents	01/01/2013	30/04/2013				
Payments	Other important	Non submission of supporting	Yes	No proper record keeping	Implementation of documentation register for recording						
Fayments	matters	documentation for journals	165	No proper record keeping	for all documents requested						
					Investigate the appointment of a filing clerk						
					Submission of supporting documentation to substantiate the transactions	01/01/2013	30/04/2013	Mokgadi Sono	Manager: Expenditure	In progress	Documentts available for follow up audit
Doumonto	Matters affecting the	Expenses per general ledger	No	Look of understanding of the MAT A-4							
Payments	Payments Matters affecting the auditor's report auditor's report does not agree to supporting documentation	No	Lack of understanding of the VAT Act	L		+				······	
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Audit Findings	Category of Finding	Description of Finding	Finding is new or recurring	Root Cause	Action Plan Description	Start Date	Completion Date	Person Responsible	Position	Progress	Narrative to Progress			
					Develop a date stamp for invoices received for payments	01/01/2013	30/06/2013	Mokgadi Sono	Manager: Expenditure	Not yet started	Dated stamp developed			
Payments	Other important matters	Payments made after 30 days	Yes	No tracking system for invoices received for payment	Instructions not to pay specific invoices must be done in writing and to be attached as supporting document									
	Payments Other important matters Incorrect allocation of lega	lassana (Review by delegated officials on completeness and accuracy of transactions	01/01/2013	31/01/2013	Mokgadi Sono	Manager: Expenditure	In progress	Drafting of procedure manual commenced			
Payments		expenditure settlement	No	Lack of review of financial transactions										
		amount		aunoutions										
		matters on the Annual Financial						Review by delegated officials on completeness and accuracy of transactions	01/01/2013	30/04/2013	Mokgadi Sono	Manager: Expenditure	In progress	Drafting of procedure manual commenced
Payments	Other important matters		No	Lack of review of financial transactions				Johan Biewanga	Manager: Financial Services					
		Statements												
					Investigate the transaction and claim input VAT from SARS									
Payments		Input VAT not claimed from payment made to vendors			Inadequate system to verify VAT registration used	Telephone enquiry with SARS when value is material and cannot be verified on the SARS website	01/01/2013	28/02/2013	Mokgadi Sono	Manager: Expenditure	In progress	Documents are available		
	matoro	payment made to rendere		rogionation accu										
					All notes and disclosure must be supported by supporting documentation in the audit file	01/01/2013	30/04/2013	Johan Biewanga	Manager: Financial Services	In progress	Year end plan developed			
Liabilities	Matters affecting the auditor's report	Balance not agreeing to	No	Incomplete audit file				Mokgadi Sono	Manager: Expenditure					
		Creditors age analysis												
							[
			nciliation not Yes	sending the creditors statements		01/02/2013	30/06/2013	Mokgadi Sono	Manager: Expenditure	Not yet started	Creditors reconciliation form developed			
Revenue	Other important matters	Creditors reconciliation not done												
		ione												
					L		<u> </u>			<u> </u>	Jj			

Audit Findings	Category of Finding	Description of Finding	Finding is new or recurring	Root Cause	Action Plan Description	Start Date	Completion Date	Person Responsible	Position	Progress	Narrative to Progress	
Predetermined	Administrative	IDP does not contain			Five year budget projections to be done	01/01/2013	31/05/2013	Johan Biewanga	Manager: Financial Services	In progress	Draft financial plan compiled	
Objectives	matters	financial plan and three year budget projections	Yes	Lack of financial planning								
Predetermined	Other important	General key performance indicators not included in the	Yes	Inadequate oversight	Include the indicators in the IDP	01/12/2012	31/05/2013	Gerald Thwala	IDP Officer	In progress	2012/2013 indicators included in the IDP	
Objectives	matters	IDP			Advertisement in both local and national newspapers,							
Predetermined Objectives	Other important	Community not involved in	Yes	Inadequate oversight	including the municipal website and notice board to be done	01/12/2012	31/05/2013	Gerald Thwala	IDP Officer	In progress		
Objectives	matters the IDP preparation process								· · · · · · · · · · · · · · · · · · ·			
Predetermined	Other important	Late submission of midyear performance report	No	Inadequate oversight	Draft midyear performance report will be submitted to COGHSTA, PT and AG and adopted report will be sent after council has approved			Frida Human	PMS Officer	In progress	Matter discussed with the Audit Committee	
Objectives	matters					01/12/2012	25/01/2013	······				
					Internal audit unit to audit performance information			Rodgers Shigange	Chief Internal Auditor	In progress	Matter discussed with Audit Committee during December 2012 and agreed that Mopani District to assist	
Predetermined Objectives	Other important matters	Performance information not audited by municipal internal audit unit	Yes	Lack of capacity	Request Mopani District District to capacity the unit	01/12/2013	30/06/2013					
					SDBIP and Annual Performance Report to be aligned			Frida Human	PMS Officer	In progress	Framework received from COGHSTA	
Predetermined Objectives	Other important matters	Inconsistency between SDBIP and annual performance report	Yes	Inadequate oversight and review		01/12/2012	30/06/2013					
					Information will be supported by source documents	01/01/2013	30/06/2013	Frida Human	PMS Officer	In progress	Instructions issued for the 2013/2014 financial year	
Predetermined Otl Objectives	Other important matters	No proper system in place for collecting, collating and recording information	and Yes	Yes	Inadequate record keeping				······			
							<u> </u>		<u> </u>			

Audit Findings	Category of Finding	Description of Finding	Finding is new or recurring	Root Cause	Action Plan Description	Start Date	Completion Date	Person Responsible	Position	Progress	Narrative to Progress
Predetermined Objectives	Other important matters	No policy and procedures in place to reporting council properties' theft and damages	Yes	No risk management unit	Establishment risk management unit Develop policies and strategies relating to risk management	01/01/2013	28/02/2013	Masiye Mankabidi	MM	In progress	Unit established and post for Manager-Risk advertised
Predetermined Objectives	Other important matters	Number of households within municipality not updated annually	Yes	Unavailability of official statistics	Update the IDP with new official statistics	01/12/2012	31/03/2013	Geral Thwala	IDP Officer	In progress	IDP update with the 2011 census information
Predetermined Objectives	Other important matters	Incomplete Indigent register	Yes	Lack of capacity	Indigent to be compiled which include rural and urban households	01/12/2013	31/05/2013	Rona Viljoen	Manager: Revenue	In progress	Utilifity Management Service appointed to compile the register
Predetermined Objectives	Other important matters	Adopted IDP not submitted to the MEC of COGHSTA	No	No proper record keeping	Acknowledgement letter to be filed confirming the submission	01/12/2013	10/06/2013	Gerald Thwala	IDP Officer	In progress	Letter of submission for the 2012/2013 fiancial year available
Predetermined Objectives	Other important matters	No targets documented in the IDP and SDBIP	No	Absent of accurate data	IDP to be and SDBIP to be updated with the 2011 census	01/12/2013	31/03/2013	Gerald Thwala	IDP Officer	In progress	IDP update with the 2011 census information
Predetermined Objectives	Other important matters	Non submission of performance information	Yes	Lack of capacity	Internal audit unit to audit performance information	01/12/2013	30/06/2013	Rodgers Shigange	Chief Internal Auditor	In progress	Matter discussed with Audit Committee during December 2012 and agreed that Mopani District to assist
Predetermined Objectives	Other important matters	Key perfomance indicators not reported in the annual performance report	Yes	Non copliance with legislative requirements (Sec 46 of MSA)	Review the Annual Performance Report to be comply with legislative requirements	01/12/2012	20/08/2013	Frida Human	PMS Officer	In progress	Matter discussed in the Audit Committee
Predetermined Objectives	Other important matters	Measures to improve unachieved targets not disclosed	No	Inadequate oversight	All largets not achieved in the reporting period must identified and measures to improve put in place	01/12/2012	30/06/2013	Frida Human	PMS Officer	In progress	Report is prepared

Audit Findings	Category of Finding	Description of Finding	Finding is new or recurring	Root Cause	Action Plan Description	Start Date	Completion Date	Person Responsible	Position	Progress	Narrative to Progress
Predetermined Objectives	Other important matters	Reported results not verifiable	Yes	No proper record keeping	Implementation of proper record keeping system	01/012/2013	30/06/2013	Frida Human	PMS Officer	In progress	Internal audit to audit POE
Predetermined Objectives	Other important matters	Achieved targets not agreeing to supporting documentation	Yes	Lack of proper record keeping	Implementation of proper record keeping system	01/12/2013	30/06/2013	Michael Rabothata	Disaster Management Officer	In progress	
Receivables	Matters affecting the auditor's report	The other receivables on the Trial Balance does not agree to the Financial Statements	No	Financial statements not reviewed for accuracy	Timeous preparation and review by audit committee of financial statements prior to submission to the AG	01/01/2013	30/04/2013	Norah Lion	CFO	In progress	Procurement of Caseware Software system
Receivables	Matters affecting the auditor's report	Non submission of information relating to the writting off of indigent debtors	No	Lack of proper record keeping	Information will be submitted to AG for follow up audit	01/12/2012	31/12/2012	Rona Viljoen	Manager: Revenue	In progress	UMS is engaged to provide the working papers used for the writting off
Receivables	Other important matters	Letter of discontinuity not issued to defaulter debtors	Yes	Ineffective credit control system	Letter to be issued to all default debtors	01/01/2013	30/60/2013	Rona Viljoen	Manager: Revenue	In progress	UMS appointed by the municipality to implement credit control
Receivables	Administrative matters	Assessment rates not charged on stands and some to the wrong account holders	Yes	Lack of tracking system for a transferred stands. No reconciliation of the valuation roll	Clearance certificates to checked against deeds records at year end and rates accounts transferred to the new owner Reconciliation of the valuation roll against the billing system	01/12/2012	30/06/2013	Rona Viljoen	Manager: Revenue	In progress	UMS appointed by the municipality to implement credit control
Receivables	Other important matters	Councillors arrear accounts	No	Non compilance to legislative requirements	stop order system will be implemented to all councillors for payment of rates and taxes	01/12/2012	30/06/2013	Rona Viljoen	Manager: Revenue	In progress	UMS appointed by the municipality to implement credit control

Audit Findings	Category of Finding	Description of Finding	Finding is new or recurring	Root Cause	Action Plan Description	Start Date	Completion Date	Person Responsible	Position	Progress	Narrative to Progress
					Letter to be issued to all default debtors			Rona Viljoen	Manager: Revenue	In progress	UMS appointed by the municipality to implement credit control
					Cmprehensive report to be submitted to council for	01/12/2012	30/06/2013		Revenue		
Receivables		Writting off of bad debts-	No	Ineffective credit control system	writting off of bads debts	01/12/2012	30/00/2013				
	matters	arrear accounts									
					Amounts to be restated and interest charged on arrear						LIMS appointed by the municipality to implement credit
					amounts			30/06/2013	30/06/2013	In progress	UMS appointed by the municipality to implement credit control
						01/12/2012	30/06/2013				
Receivables	Other important matters	Bad debts written off-stands Ioan	No	Ineffective credit control system	Accounts to be handed over to debt collectors						
	matters iOa										
					T'				Manager:		
					Timeous preparation and review by audit committee of financial statements prior to submission to the AG			Johan Biewanga	Financial	In progress	Procurement of Caseware Software system
					Investigate and correct the overstatement of financial				Services Manager:		
Receivables		Overstatement of provision for bad debts		Financial statements not reviewed for accuracy	statements	01/12/2012	30/06/2013	Rona Viljoen	Revenue		
	auditor 3 report			accuracy							
					Timeous preparation and review by audit committee of			Johan Biewanga	Manager: Financial	In progress	Procurement of Caseware Software system
					financial statements prior to submission to the AG			Jonan Diewanga	Services	in progress	Trocurement of Caseware Software System
Dessivebles	Matters affecting the		Ne	Financial statements not reviewed for accuracy	Investigate and correct the overstatement of financial statements	01/12/2012	30/04/2013				
Receivables	auditor's report		No								
						01/12/2012	30/04/2013	Daga Viliana	Manager:		
					Documents to be made available for follow up	01/12/2012	50/04/2015	Rona Viljoen	Revenue	In progress	Documents already submitted to the auditors
Receivables		Receivable journals not	No	No proper record keeping							
	auditor's report	submitted for audit purpose									
					Documents to be made available for follow up			Rona Viljoen	Manager:	In progrado	Documents already submitted to the auditors
								Rona viijoen	Revenue	In progress	
Receivables		Information on receivable not	Yes	No proper record keeping		01/12/2012	31/12/2012				
	auditor's report	submitted within 3 days									
							+	<u> </u>			
					Poviow by delegated officials on completeness st		+		Managor		
					Review by delegated officials on completeness and accuracy of transactions	01/12/2012	30/04/2013	Rona Viljoen	Manager: Revenue	In progress	Drafting of procedure manual commenced
	Other important	Bad debts written off against		Lack of review of financial	<u> </u>		+	<u> </u>			
Receivables	matters	accumulated surplus instead of provision for bad debts	No	transactions			1				
				u ansacuons			<u> </u>		 		
							+		+	+	

Audit Findings	Category of Finding	Description of Finding	Finding is new or recurring	Root Cause	Action Plan Description	Start Date	Completion Date	Person Responsible	Position	Progress	Narrative to Progress		
	Other important	Interest not charged on			Investigating the affected accounts and implement interest charge	01/12/2012	31/03/2013	Rona Viljoen	Manager: Revenue	In progress	UMS appointed by the municipality to implement credit control		
Receivables	matters	outstanding balance	Yes	Ineffective credit control system									
		Non submission of			Improved audit file	01/12/2012	30/04/2013	Johan Biewanga	Manager: Financial Services	In progress	Documents already submitted to AG		
Other Disclosure	Other important matters	accumulated surplus journals within the agreed 3 days	Yes	No proper record keeping									
					Timeous preparation and review by audit committee of financial statements prior to submission to the AG	01/01/2013	30/04/2013	Johan Biewanga	Manager: Financial Services	In progress	Procurement of Caseware Software system		
Other Disclosure	Matters affecting the auditor's report	Current year comparatives does not agree to prior year working papers		Yes	Yes	Financial statements not reviewed for accuracy	Investigate and correct the error			·			
					Timeous preparation and review by audit committee of financial statements prior to submission to the AG	01/01/2013	30/04/2013	Johan Biewanga	Manager: Financial	In progress	Procurement of Caseware Software system		
Other Disclosure		ne Prior period error on accumulated surplus	Yes	Financial statements not reviewed for accuracy	Investigate and correct the prior period error				Services	·			
	Matters affecting the	Accumulated surplus- Statement of change in net		Financial statements not reviewed for	Timeous preparation and review by audit committee of financial statements prior to submission to the AG Investigate and correct the error	01/01/2013	30/04/2013	Johan Biewanga	Manager: Financial Services	In progress	Procurement of Caseware Software system		
Other Disclosure	auditor's report	assets opening balance not agreeing with prior year audited balances	Yes	accuracy	······································								
					Review by delegated officials on completeness and accuracy of transactions	01/01/2013	31/01/2013	Rona Viljoen	Manager: Revenue	In progress	Manuals are been developed		
Revenue	Administrative matters	Cancellation of receipts	Yes	lack of internal control systems	Access in the system to be in line with the IT policy (Password)								
									Manager:				
Revenue		No proof of payment for		Yes	No proper record keeping	Development of a rental of facilities register	01/01/2013	31/01/2013	Rona Viljoen	Revenue	Not yet started		
	matters	rental of facilities											

Audit Findings	Category of Finding	Description of Finding	Finding is new or recurring	Root Cause	Action Plan Description	Start Date	Completion Date	Person Responsible	Position	Progress	Narrative to Progress
Revenue	Other important matters	Inadequate control over the issuing of receipt books	Yes	No proper record keeping	Development of a register for issuing of prenumbered documents	01/01/2013	31/01/2013	Norah Lion	CFO	Not yet started	
	matters	ISSUING OF TECEPTE DOORS			Data Cleansing	-		Rona Viljoen	Manager: Revenue	In progress	UMS appointed
Revenue	Other important matters	Understatement of service charges	Yes	Outdated billing information	Disconnection of services	01/12/2012	30/06/2013				
Revenue	Other important matters	Incorrect electricity tariffs used	Yes	Billing cycle	Follow up discussions with the AG	01/01/2013	30/04/2013	Norah Lion	CFO	In progress	Meeting arranged with the AG
Revenue	Other important	Distribution loss (electricity)	Yes	Billing cycle	Follow up discussions with the AG	01/01/2013	30/04/2013	Norah Lion	CFO	In progress	Meeting arranged with the AG
Nevenue	matters		165	Dining Cycle	Implementation of proper record keeping system			Rona Viljoen	Manager: Revenue	In progress	Old airconditions rooms identified as
Revenue	Other important matters	Non submission of information relating to the other income	Yes	Lack of proper record keeping		01/01/2013	30/06/2013		Revenue		archives/strongrooms
	Other important				Reconciliation of the RD 0329 report from Enatis on a monthly basis Reconciliation of agency fees on a monthly basis	01/01/2013	28/02/2013	Rona Viljoen	Manager: Revenue	In progress	Person identified to the reconciliaton
Revenue	matters	Overstatement of agency fee	Yes	No proper system		-					
Revenue	Matters affecting the auditor's report	Non submission of supporting documentation- consumer deposits	Yes	No proper record keeping	Implementation of proper record keeping system	01/01/2013	28/02/2013	Rona Viljoen	Manager: Revenue	In progress	Old airconditions rooms identified as archives/strongrooms
					Review by delegated officials on completeness and accuracy of transactions			Rona Viljoen	Manager: Revenue	In progress	Drafting of procedure manual commenced
Revenue	Revenue Administrative	No monthly reconciliation between deposit register and deposit control account	Yes	Lack of review of financial transactions		01/01/2013	28/02/2013				
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Audit Findings	Category of Finding	Description of Finding	Finding is new or recurring	Root Cause	Action Plan Description	Start Date	Completion Date	Person Responsible	Position	Progress	Narrative to Progress	
				-	Timeous preparation and review by audit committee of financial statements prior to submission to the AG	01/01/2013	30/04/2013	Johan Biewanga	Manager: Financial Services	In progress	Procurement of Caseware Software system	
Revenue	Other important matters	Understatement of equitable shares	No	Financial statements not reviewed for accuracy	Investigate and correct the error		+					
	matoro			accuracy								
	Other important		No reconciliation on grants		Financial statements not reviewed for	Timeous preparation and review by audit committee of financial statements prior to submission to the AG Investigate and correct the error	01/01/2013	30/04/2013	Johan Biewanga	Manager: Financial Services	In progress	Procurement of Caseware Software system
Revenue	matters	and subsidies	No	accuracy								
		No reconciliation between the			Review by delegated officials on completeness and accuracy of transactions	01/01/2013	30/06/2013	Rona Viljoen	Manager: Revenue	In progress	Drafting of procedure manual commenced	
Revenue	Other important matters	valuation roll and billing	Yes	Lack of review of financial transactions								
	matters system	system		0013000013								
					Follow up discussions with the AG			Norah Lion	CFO	In progress	Meeting arranged with the AG	
						01/01/2013	30/04/2013					
Revenue	Administrative matters	Cut-off dates for electricity	or electricity Yes	Yes	Billing cycle							
	matters											
	Mattern affecting the	Understatement of revenue-			Use data from the traffric fines recording system to estimate the percentage based on three year performance information			Johan Biewanga	Manager: Financial Services	In progress	Traffic fines recording system procured	
Revenue	auditor's report	traffic fines estimates	Yes	No proper system		01/01/2013	30/04/2013					
		Payments of interest and			Register for fruitless and wasteful expenditure			Mokgadi Sono	Manager:Expend iture	In progress	Monthly reporting of fruitless and wasteful expenditure to management and portfolio committee and subsequently to council on a quartely basis	
Other Disclosure	Matters affecting the auditor's report	penalties due late payment -	No	No proper system to record fruitless and wasteful expenditure		01/01/2013	30/04/2013					
	addition of report	VAT					 					
							[
					Review by delegated officials on completeness and accuracy of transactions			Mokgadi Sono	Manager:Expend iture	In progress	Drafting of procedure manual commenced	
Revenue	Other important	Loss of rvenue due VAT not	Yes	Lack of review of financial	Request the correct invoices and claim input VAT	01/01/2013	28/02/2013					
	matters	claimed on input VAT		transactions					<u> </u>			
				-								
						<u>+</u>		<u> </u>				

Audit Finding	Category of Finding	Description of Finding	Finding is new or recurring	Root Cause	Action Plan Description	Start Date	Completion Date	Person Responsible	Position	Progress	Narrative to Progress
					Implementation of proper record keeping system		L	Mokgadi Sono	Manager:Expend iture	In progress	Old airconditions rooms identified as archives/strongrooms
Records	Other important	Supporting documentation for VAT journals not submitted within 2 dows	Yes	No proper record keeping		01/01/2013	31/01/2013				
	mators	within 3 days									
					Perform monthly reconciliations			Mokgadi Sono	Manager:Expend iture	In progress	Old airconditions rooms identified as archives/strongrooms
Other Disclosur	Other important	VAT 201 submitted to SARS not agreeing to the general ledger	Yes	Lack of review of financial		01/01/2013	31/01/2013				······································
	matters			transactions							
							[]]	