



# Minutes of meeting

**Name of meeting:** Audit Steering Committee meeting

**Date:** 15 November 2019

**Venue:** Matjhabeng Local Municipality, Room 428

Points of discussion	Person responsible
<p><b>1. Opening and welcome</b></p> <p>Mr LB de Bruyn commenced the meeting at 10:10 AM and welcomed everyone to the meeting. He indicated that he is standing in for the CFO. He also requested we sign the attendance register</p>	Chairperson
<p><b>2. Presence and Apologies</b></p> <p>The following apologies were noted:</p> <ul style="list-style-type: none"><li>- Mr Luthando Mbandazayo (Acting Business Executive - AGSA)</li><li>- Ms D.Masheane ( Senior Manager – AGSA)</li><li>- Mr H.Hattingh ( Manager – AGSA )</li><li>- Braam Groenewald (Managing Director – Skillz consultants)</li><li>- Kgabo Moloto (Associate Director – Skillz Consultants)</li></ul> <p>Please refer to the signed attendance register for the list of attendees.</p>	AGSA/ Matjhabeng
<p><b>3. Adoption of Agenda</b></p> <p>The agenda was adopted with the following amendment:</p> <ul style="list-style-type: none"><li>• Mr LB de bruyn mentioned that the minutes of the previous meeting will be dicussed in the next meeting when the CFO is here, so we can skip the this item.</li></ul>	AGSA/ Matjhabeng
<p><b>4. Engagement Letter</b></p> <p>Ms L Masiu asked that the engagement letter and the audit strategy to be discussed on the next meeting when the Municipal Manager is here because those documents requires to be signed by the Municipal Manager. Mr LB de Bruyn accepted the suggestion It was agreed that the engagement letter will be presented and discussed on the 22 November 2019.</p>	AGSA/ Matjhabeng

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<b>5. Audit Strategy</b>  It was agreed that the audit strategy will be presented and discussed on the 22 November 2019.	<b>AGSA/ Matjhabeng</b>
<b>6. Request for information register</b>  Mr T Dubase mentioned that there were 27 RFIs issued out, 13 were received within the 3 days than 12 were received late, 8 with exceptions. Mr T Dubase asked that can Matjhabeng try to submit the information within the 3 days as agreed upon. Tebogo confirmed that RFI register its correct	<b>AGSA/ Matjhabeng</b>
<b>7. Audit communication register</b> Ms L Masiu mentioned that most of the communications were because of information not submitted on time and most of those communications were resolved.	
<b>8. Standing Matters</b>  <b>8.1 Fraud Considerations</b>  Ms L Masiu requested that if anyone is aware or becomes aware of any instances of fraud or fraud indicators, they should not hesitate to make the senior audit team members aware.  <b>8.2 Independence of the engagement team/auditee</b>  Ms L Masiu indicated that if management has concerns with the independence of the engagement team they can notify the senior management of the engagement team.  <b>8.3 Related party transactions</b>  Ms L Masiu indicated that if anyone is aware of related party transactions that were not disclosed in the annual financial statements, they are also urged to make the audit team aware.	<b>AGSA/ Matjhabeng</b>

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<b>8.4 Audit fees</b> Ms L Masiu mentioned she will look for the recent invoice and send it to the CFO so we can receive payment.	
<b>9.1 Other Matters</b>  Ms L Masiu asked whether there other matters  Mr LB de bruyn mentioned that there are no other matters  <b>9.2 Closure</b> The chairperson adjourned the meeting.	

## Signatures:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date