



# Minutes of meeting

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

**Date:** 27 September 2018

**Venue:** Matjhabeng Local Municipality, T S Du Plessis Hall, 4<sup>th</sup> floor

Points of discussion	Person responsible
<p><b>1. Opening and welcome</b></p> <p>Mr T Tsoaeli commenced the meeting at 10:02 AM and welcomed everyone to the meeting. The chairman asked if everyone had received the agenda for the meeting as well as the minutes of the previous meeting. It was noted by Mr R Khangale that the minutes of the previous meeting, held on 20 September 2018, will be presented for approval at the next meeting, to be held on 04 October 2018.</p>	Chairperson
<p><b>2. Presence and Apologies</b></p> <p>The following apologies were noted:</p> <ul style="list-style-type: none"><li>- Ms L Williams (Budget Manager)</li><li>- Mrs PF Mc Betty (Admin officer: Infrastructure)</li><li>- Mrs ZK Tindleni (Director: Community Services)</li><li>- Mr MP Vanga (Senior Manager: Legal Services)</li><li>- Ms D Masheane (Senior Manager: AGSA)</li></ul> <p>Please refer to the attendance register for the list of attendees.</p>	AGSA/ Matjhabeng
<p><b>3. Adoption of Agenda</b></p> <p>The agenda was adopted without changes.</p>	AGSA/ Matjhabeng
<p><b>4. Request for information and Communications</b></p> <p>Mr T Tladi presented the status of the request for information register, indicating that a number of 62 requests have been issued and of those, the number of 8 is overdue. The responses to following requests for information were outstanding:</p> <ul style="list-style-type: none"><li>- RFI 11 (Fraud questionnaire) – Mr Mokhesi committed with the AGSA. The AGSA will give feedback at the next meeting.</li><li>- RFI 46 (VAT Reconciliations for 12 months prepared by Fezi)</li><li>- RFI 48 (Latest license renewals and the number of 3 payment vouchers for additions sample)</li><li>- RFI 51 (SCM sample one document)</li><li>- RFI 52 (SCM 3 quotations outstanding of which one was received in the morning)</li></ul>	AGSA/ Matjhabeng

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<ul style="list-style-type: none"> <li>- RFI 56 (Additions for infrastructure assets)</li> <li>- RFI 57 (Supplier Contracts)</li> <li>- RFI 58 (Supply chain management)</li> <li>- RFI 60 (Trade payables)</li> </ul> <p>The chairman indicated that the responsible departments should submit the outstanding information by 12:00 today and that the Auditor General should send, via email, an updated request for information register to the office of the Municipal Manager by the end of business today.</p> <p>Mr R Khangale indicated that if not all information are not submitted, at some point the auditors will raise communications.</p> <p>Ms Masiu presented the status of the communications issued, indicating that a number of 5 communications have been issued and of those, the number of 3 has been responded to and that the auditors are in the process of assessing those responses. Response to communication 4 and 5 is due by 28 September 2018.</p>	
<p><b>5. Standing Matters</b></p> <p>Ms Masiu led the discussion of the standing matters.</p> <p><b>5.1 Fraud Considerations</b></p> <p>If anyone is aware or becomes aware of any instances of fraud or fraud indicators, they should not hesitate to make the audit team aware as well.</p> <p><b>5.2 Independence of the engagement team/auditee</b></p> <p>Ms Masiu expressed that the members of the audit team are still independent and have not been unduly influenced. However if anyone feels differently, they are urged to come forward with this information to the managers of the audit team.</p> <p><b>5.3 Related party transactions:</b></p> <p>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.</p> <p><b>5.4 Audit fees</b></p> <p>Ms Masiu confirmed that the invoice for the month of August 2018 has been sent and payment thereof is not known. The invoice for September 2018 has not yet been sent.</p>	<p><b>AGSA/ Matjhabeng</b></p>

## 6. Closure:

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The chairman indicated that the heads of departments should request officials on leave, to attend to work for the whole of October and November, as this period is usually intensive.

The chairman indicated that he does not see the IT audit part and wants to know if it is concluded.

Mr R Khangane indicated that the IT audit is still in progress.

He furthermore indicated that execution has started and that communications will be sent out.

The chairman emphasised on the fact that the entire municipal team should be available as this is the stage where verifications will be done and thus requiring the applicable experts in the municipality to accommodate the auditors.

The chairman thanked everyone for attending. The meeting was then adjourned at 10:25 AM.

## Signatures:

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Chairperson

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Date

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Secretary

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Date