

Matjhabeng Local Municipality

Request for information register

2018/19

Updated:14 January 2020

Issued, not due	10	11%
Overdue	0	0%
Exception	30	33%
Received	39	42%
Partially received	1	1%
Received late	11	12%
Withdrawn	1	1%
Received late-closed	0	0%
Not issued	0	0%
Total	92	100%

Request of information register

Request #	Requested Items	AG Official	Date Requested	Date Due	Date information received (Last date of info received for request)	Time of submission	Status	Was information received on time	Has all information been received	Information received is adequate to address request	Municipal official who submitted the information	Comments	Exception Raised	Auditors commitments
1	Status of Records Review Information		14/10/2019	17/10/2019			Received							
2	General Planning Information		14/10/2019	17/10/2019	01/11/2019	13:00	Exception	No	Yes	Yes	Tebogo Raad	All received	🚩🔥 ISS. 2	Commitment by MM information should be provided to auditors by COB - 01/11
3	Additional Internal Audit Information		14/10/2019	17/10/2019	01/11/2019	13:00	Exception	No	Yes	Yes	Tebogo Raad	All received	🚩🔥 ISS. 3	Commitment by MM information should be provided to auditors by COB - 01/11 - Only one audit report was provided Management submitted all the information on the 01/11/2019
4	Audit Committee Information		14/10/2019	17/10/2019	17/10/2019	17:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
5	HR and Procurement Information		14/10/2019	17/10/2019	01/11/2019	13:00	Exception	No	Yes	Yes	N/a	All received	🚩🔥 ISS. 5	Commitment by MM information should be provided to auditors by COB - 01/11 Some of the information was received on the 01/11/2019
6	Risk Management Information		14/10/2019	17/10/2019	17/10/2019	16:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
7	ISA request		14/10/2019	17/10/2019	17/10/2019	17:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
8	Cash and bank documents		17/10/2024	22/10/2019	23/10/2019	9:00	Exception	No	Yes	Yes	Tebogo Raad	All received	🚩🔥 ISS. 10	Commitment by MM information should be provided to auditors by COB - 01/11 Received on the 05/11/2019
9	Litigations documents		17/10/2019	22/10/2019	25/10/2019	13:29	Received late	No	Yes	Yes	Tebogo Raad	All received	N/a	
10	Internal audit information		22/10/2019	24/10/2019	01/11/2019	13:00	Exception	No	No	No	N/a	Contract between ARMS and Matjhabeng Local Municipality is still outstanding	🚩🔥 ISS. 8	Commitment by MM information should be provided to auditors by COB - 01/11 Some of the information was received on the 01/11/2019
11	SCM Business Process		22/10/2019	24/10/2019	24/10/2019	15:30	Received late	No	Yes	Yes	Tebogo Raad	All received	N/a	
12	Management Experts		22/10/2019	24/10/2019	29/10/2019	16:15	Received late	No	Yes	Yes	Tebogo Raad	All received	N/a	
13	Environmental		23/10/2019	25/10/2019	25/10/2019	15:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
14	Solar and Payday		23/10/2019	25/10/2019	25/10/2019	15:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
15	Consequence Management		24/10/2019	28/10/2019	07/11/2019	14:00	Exception	No	No	No	Tebogo Raad	7. Any investigation report (for cases reported to SAPS).	🚩🔥 ISS. 13	Commitment by MM information should be provided to auditors by COB - 01/11 Management did not submit the information on the 01/11/2019
16	PMU		28/10/2019	30/10/2019	30/10/2019	16:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
17	Commitment System		28/10/2019	30/10/2019	30/10/2019	12:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
18	Purchases System		28/10/2019	30/10/2019	30/10/2019	3:15	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
19	Revenue		29/10/2019	31/10/2019	30/10/2019	12:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
20	AOPO		31/10/2019	04/10/2019	04/11/2019	16:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
21	Capital Assets System		31/10/2019	04/11/2019	08/11/2019	16:00	Exception	No	Yes	Yes	Tebogo Raad	Item 6 is outstanding (Count sheet ) Transfer Form	🚩🔥 ISS. 9	
22	Audit Committee		04/11/2019	06/11/2019	06/11/2019	3:05	Exception				Tebogo Raad	Declaration of interests of the audit committee members	🚩🔥 ISS. 28	
23	UIF		04/11/2019	06/11/2019	05/11/2019	10:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
24	Interest Declaration		06/11/2019	08/11/2019	11/11/2019	13:04	Exception	No	Yes	Yes	Tebogo Raad	Management Response As per Schedule 1 of the Code of Conduct of the Municipal Systems Act 32 of 2000.	🚩🔥 ISS. 29	
25	Employee Related Cost		06/11/2019	08/11/2019	08/11/2019	10:57	Received	Yes	Yes	Yes	Jaundre	All received	N/a	
26	Supply Chain Management		13/11/2019	15/11/2019	15/11/2019	14:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
27	Revenue Committee		14/11/2019	18/11/2019	15/11/2019	10:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
28	Revenue and receivables		14/11/2019	18/11/2019	15/11/2019	10:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
29	List of terminations for 2018/19		19/11/2019	21/11/2019	21/11/2019	11:29	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
30	Employee related Cost -Payslips		19/11/2019	21/11/2019	21/11/2019	16:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
31	Employee related cost - Allowances		19/11/2019	21/11/2019	21/11/2019	16:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
32	Bulk Purchases		21/11/2019	25/11/2019	25/11/2019	14:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
33	Contracted Services		21/11/2019	25/11/2019	02/12/2019	9:12	Exception				Tebogo Raad	The following was received: Fezi (insurance) and (consultanting), Letsete, Bokwa Inc, Finger Inc Attorney, Chief register	🚩🔥 ISS. 43	
34	Finance Cost		21/11/2019	25/11/2019	22/11/2019	13:30	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
35	General Expenses		26/11/2019	28/11/2019			Exception						🚩🔥 ISS. 44	
36	PPE		26/11/2019	28/11/2019	03/12/32019	15:00	Received late	Yes	Yes	Yes	Tebogo Raad	All received	N/a	

37	Repairs and Maintenance		26/11/2019	28/11/2019	02/12/2019	9:12	Exception				Tebogo Raad	The following was received: Item 1, 3, 6	🚩🚩 ISS.45	
38	Debt Impairment		26/11/2019	28/11/2019	27/11/2019	14:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
39	Consultants Business Process		26/11/2019	28/11/2019	28/11/2019	17:00	Exception				Tebogo Raad	Only the transfer of skill is still outstanding Reduction Plan Specifications	🚩🚩 ISS.42	
40	Going Concern		26/11/2019	05/12/2019			Exception						🚩🚩 ISS.51	
41	Data Request		26/11/2019	28/11/2019	28/11/2019	17:00	Exception					The following information was not submitted	🚩🚩 ISS.47	
42	Additional Contracted Services		26/11/2019	28/11/2019	02/12/2019	9:36	Exception					The following was received: Enigma x2, Sheppard alarms,	🚩🚩 ISS.46	
43	VAT Receivables		03/12/2019	05/12/2019			Exception						🟢🚩 ISS.50	
44	Fruitless and wasteful expenditure		05/12/2019	09/12/2019	09/12/2019	16:00	Received	Yes	Yes	Yes	Tebogo Raad	All received (Soft Copy)	N/a	
45	Payables from exchange transactions		03/12/2019	05/12/2019			Exception						🟢🚩 ISS.52	
46	Site Visit Schedule - Key Projects		03/12/2019	05/12/2019	05/12/2019	14:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
47	Follow up RFI - Key Projects		03/12/2019	05/12/2019	04/12/2019	14:00	Received	Yes	No	Yes	Tebogo Raad	Not all the information was submitted	🚩🚩 ISS.56	
48	New RFI - Key Projects		03/12/2019	05/12/2019	04/12/2019	14:00	Received	Yes	No	Yes	Tebogo Raad	Not all the information was submitted	🚩🚩 ISS.56	
49	Other projects RFI - Key Projects		03/12/2019	05/12/2019	04/12/2019	14:00	Received	Yes	No	Yes	Tebogo Raad	Not all the information was submitted	🚩🚩 ISS.56	
50	Interest Received		04/12/2019	06/12/2019	04/12/2019	14:00	Exception	No	No	No	Tebogo Raad		🟢🚩 ISS.56	
51	Irregular Expenditure		05/12/2019	09/12/2019	09/12/2019	14:00	Exception	Yes	Yes	Yes	Tebogo Raad	The following information was not submitted: Item 1: Council (Grants Schedules) Item 3: Man In One (Cheque 10114136) Item 5: Main in One (Cheque 10117122) Item 6: MBV Security (Cheque 10116518)	🟢🚩 ISS.31	
52	Employee related cost - Overtime Payments		04/12/2019	06/12/2019	05/12/2019	12:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
53	Property Rates		04/12/2019	06/12/2019	05/12/2019	11:10	Exception	No	No	No	Tebogo Raad		🚩🚩 ISS.55	
54	Cash and Bank & Government grants		05/12/2019	09/12/2019	09/12/2019	10:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
55	Deviations		04/12/2019	06/12/2019	12/12/2019	13:52	Exception	No	No	Yes	Tebogo Raad	The following vouchers habe been received: Cheque 10113786, 10116359, 10114083, 10115880, 10116449	🚩🚩 ISS.60	
56	Competitive Bidding		04/12/2019	06/12/2019	10/12/2019	16:00	Exception	Yes	Yes	Yes	Tebogo Raad	Not all the information was submitted	🚩🚩 ISS.54	
57	Employee related cost - 13th Cheque Payments		05/12/2019	09/12/2019	05/12/2019	11:10	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
58	Employee related cost - EMP201 of 2019		05/12/2019	09/12/2019	10/11/2019	11:10	Received late	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
59	Fraud Discussion Questionnaire		05/12/2019	09/12/2019	11/12/2019	11:00	Received late	No	Yes	Yes	Tebogo Raad	All received	N/a	
60	Employee Benefits Journals		05/12/2019	09/12/2019	10/12/2019	11:00	Received late	No	Yes	Yes	Tebogo Raad	All received	N/a	
61	Traffic Fines register		09/12/2019	09/12/2019	09/12/2019	11:00	Received	Yes	Yes	Yes	Jaundre	All received	N/a	
62	Government Grants		05/12/2019	09/12/2019	09/12/2019	16:00	Exception	Yes	Yes	Yes	Tebogo Raad	Only one payment was submitted (item 11) The WIP Files did not have the other payments	🚩🚩 ISS.53	
63	Property Rates		05/12/2019	09/12/2019			Exception						🚩🚩 ISS.78	
64	Management Experts		05/12/2019	09/12/2019	10/12/2019	10:00	Received late	Yes	Yes	Yes	Tebogo Raad	All received (Item 5, data used by the expert –Tebogo mentioned that, the expert use the asset register)	N/a	
65	Indigents		05/12/2019	09/12/2019	10/12/2019	16:00	Received late	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
66	MPAC Reports -unauthorised expenditure		05/12/2019	09/12/2019	11/12/2019	14:00	Received late	Yes	Yes	Yes	Tebogo Raad	All received	🚩🚩 ISS.59	
67	Consumer Deposits		06/12/2019	10/12/2019	Extension requested	Extension requested	Issued, not due					Exension Due Date (07/01/2019)	N/a	
68	Key Deposits		06/12/2019	10/12/2019	11/12/2019	11:00	Received late	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
69	Quotation		06/12/2019	10/12/2019	11/12/2019	10:00	Exception	No	Yes	Yes	Tebogo Raad		🚩🚩 ISS.57	
70	Follow up Contracted Services		06/12/2019	11/12/2019			Exception						🚩🚩 ISS.55	
71	Council Minutes and Mpac Reports		10/12/2019	13/12/2019	11/12/2019	11:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
72	Legal Costs'		11/12/2019	13/12/2019	Extension requested	Extension requested	Partially received					Extension Due Date (07/01/2019)		
73	Telephone list		11/12/2019	13/12/2019			Withdrawn							
74	Rental Agreements		17/12/2019	19/12/2019	Extension requested	Extension requested	Exception					Extension Due Date (07/01/2019)	🚩🚩 ISS.101	
75	Annual Performance Report 2018/19		17/12/2019	19/12/2019			Exception						🚩🚩 ISS.81	
76	Employee related costs - Appointments (Employee files)		18/12/2019	06/01/2020	06/01/2020	16:00	Received	yes	yes	yes	Sharon	Employee file of masukula not received	N/a	
77	Employee related costs - Termination (Employee files)		18/12/2019	06/01/2020	07/12/2020	16:00	Received	Yes	Yes	Yes	Tebogo Raad	All information received	N/a	
78	Employee related costs - Physical Verification		19/12/2019	20/01/2020			Issued, not due							
79	Employee related costs - Rental Agreement		19/12/2019	07/01/2020			Exception	No	No	No			🚩🚩 ISS.100	
80	Government Grants - Re-payment of unspent conditional grants		20/12/2019	08/01/2020	08/01/2020	13:35	Received	Yes	Yes	Yes	Tebogo Raad	All information received	N/a	
81	Leave Accrual payments		08/01/2020	12/01/2020	09/01/2020	14:50	Received	Yes	Yes	Yes	Tebogo Raad	All information received	N/a	
82	Debt impairment (write off)		07/01/2020	10/01/2020	09/01/2020	12:00	Received	Yes	Yes	Yes	Tebogo Raad	All information received	N/a	
83	Fruitless & Wasteful expenditure (Transactions)		07/01/2020	10/01/2020	09/01/2020	12:00	Received	Yes	Yes	Yes	Tebogo Raad	All information received	N/a	
84	Payables from Exchange Transactions - Additional Sample		07/01/2020	10/01/2020	Extension requested	Extension requested	Issued, not due					Exension Due Date (13/01/2020)	N/a	
85	Venter fire station Projects RFI - Key Projects		07/01/2020	14/01/2020			Issued, not due							
86	Expenditure Completeness		08/01/2020	12/01/2020			Issued, not due							
87	Employee costs		07/01/2020	10/01/2020	09/01/2020	15:30	Received		Yes	Yes	Yes	Tebogo Raad	All information received	N/a
88	Irregular Expenditure (specific noncompliance)		08/01/2020	13/01/2020			Issued, not due							
89	Work in progress (Verifications)		10/01/2020	14/01/2020			Issued, not due							
90	Contract management		10/01/2020	14/01/2020			Issued, not due							
91	Contracted Services Journals		11/01/2020	15/01/2020			Issued, not due							
92	Salary Control Account		11/01/2020	15/01/2020			Issued, not due							
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