

# Matjhabeng Local Municipality

## Minutes of the Audit Steering Committee Meeting

**Date: 23 August 2018**

**Venue: Matjhabeng Local Municipality**

Continuation...

Points of discussion	Person responsible
<p><b>1. Opening and Welcome</b></p> <p>Mr Panyani (CFO) opened the meeting and welcomed officials and consultants respectively. He highlighted that it is a very important time for the municipality and encouraged officials to move with speed.</p> <p>The meeting continued at 14:36 pm.</p>	<b>MR PANYANI</b>
<p><b>2. Presence and apologies</b></p> <p>Refer to attendance register for officials in attendance.</p>	<b>ALL</b>
<p><b>3. Signing of Attendance Register</b></p> <p>The attendance register was circulated and signed by all officials in attendance.</p>	<b>ALL</b>
<p><b>4. Matters arising from the previous minutes</b></p> <p>There were no additions or corrections to the previous minutes.</p>	<b>ALL</b>
<p><b>5. Agenda Points</b></p> <p>Mr Panyani highlighted that he was happy with the coordination regarding the meeting. He requested that CFO's be added to the mailing list regarding communications from the office of the Auditor General.</p> <p>Ms Mochochoko had no objections.</p>	

## Points of discussion

## Person responsible

### 5.1 Audit Matters

Mr Panyani reiterated that no document will be given to AG without the sign-off of MM, CFO and Fezi. He explained that all documents are to be reviewed by the Fezi representative before submission. He indicated that Fezi is the lead consultants and all documents are to be submitted by them only.

In the event that officials receive a communication from A.G, Mr Panyani urged officials not to be tempted to respond directly to AG but to rather follow the procedure agreed upon.

There were no objections.

Ms Mosuwe explained that the experience in the past is that AG would obtain information directly from municipal staff without being verified. She highlighted that this can cause problems as the information is not vetted.

Ms Mochochoko highlighted that should officials feel uncomfortable with providing information, they may request the auditors to issue an RFI in which case, they have 3 days to verify the information before submission. She furthermore communicated that officials should not in any form, feel compelled to provide information right away.

Mr Panyana highlighted that any official providing information to the auditors, should ensure that their manager is aware of the submission.

Mr Nkoana requested that everyone pull together and work as a team. He mentioned that the municipality needs to present a united front and not separation.

### 5.2 Deliverables

Mr Panyani highlighted that the turnaround times are imperatives. He mentioned that the municipality cannot afford a regression. Everyone needs to be on the same page. He urged officials to cooperate in this regard.

Mr Nkoana suggested that a work session takes place before the AG Steering Meeting. He explained that this session assists in keeping management up to date with deliverables before the meeting with the auditors.

Mr Panyani suggested that the team can meet at 13:30 on Wednesday. There were no objections.

### 5.3 Movable Assets

Ms Mochochoko requested a communication from the CFO that prohibits the movement of movable assets during the audit. She explained that it would be rather stressful to try and find assets that have been moved around and don't agree to what is on the asset register.

Points of discussion	Person responsible
<p><u>The following matters were proposed for resolution.</u></p> <ol style="list-style-type: none"><li><b>1. Work Sessions to take place on Wednesdays at 13:30</b></li><li><b>2. System issues with BCX to be attended to</b></li></ol> <p><b>6. Closure</b></p> <p>Mr Panyani thanked everyone for attending and the meeting was adjourned at in the absence of other matters.</p> <p>There were no other additions.</p>	