Matjhabeng Local Municipality Request for information register 2018/19

odated: 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Withdrawn	1	1%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	Time of submission	Status	Was information received on time	Has all information been received	Information received is adequate to	Municipal official who submitted the information	Comments	Exception Raised	Auditors commitments
1	Status of Records Review Information		14/10/2019	17/10/2019	request)		Received			address request				
2	General Planning Information		14/10/2019	17/10/2019	01/11/2019	13:00	Exception	No	Yes	Yes	Tebogo Raad	All received	À 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	AAISS.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	□A 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	Any investigation report (for cases reported to SAPS).	<u>△</u>	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	► A 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	△	
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.	△	
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	
	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 Contracted Services		21/11/2019	25/11/2019 25/11/2019	02/12/2019	9:12	Received Exception	Yes	Yes	Yes	Tebogo Raad Tebogo Raad	All received The following was received: Fezi (insurance) and (consultanting), Letsete, Bokwa Inc, Finger Inc Attorney, Chief register	N/a	
34			21/11/2019	25/11/2019	22/11/2019	13:30		Yes	Yes	Yes	Tebogo Raad		N/a	
35	Finance Cost General Evnenses		1	-	221112019	13.30	Received	162	183	160	repogo Radu	All received	N/a ISS.44	
ან	General Expenses		26/11/2019	28/11/2019	1	1	Exception			[1	1

		1	1					ļ		ı	The following was received:	△ 🛦 ISS.45	
37	Repairs and Maintenance	26/11/2019	28/11/2019	02/12/2019	9:12	Exception				Tebogo Raad	Item 1, 3, 6	100.40	
38	Debt Impairment	26/11/2019	28/11/2019	27/11/2019	14:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
											Only the transfer of skill is still outstanding	△ 🛕 ISS.42	
39	Consultants Business Process	26/11/2019	28/11/2019	28/11/2019	17:00	Exception				Tebogo Raad	Reduction Plan Specifications		
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	
-		+	+	+	+						The following was received:	<u>△ </u>	
42	Additional Contracted Services	26/11/2019	28/11/2019	02/12/2019	9:36	Exception					Enigma x2, Sheppard alarms,	● A ISS.50	
43	VAT Receivables	03/12/2019	05/12/2019			Exception						100.00	
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						■ <u> </u>	
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	□ A ISS.56	
48					14:00			No	Yes	ļ		□ ISS.56	
	New RFI - Key Projects	03/12/2019	05/12/2019	04/12/2019		Received	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		
50	Interest Received	04/12/2019	06/12/2019	04/12/2019	14:00	Exception	No	No	No	Tebogo Raad		■	
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)	■ & 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	Item 6: MBV Security (Cheque 10116518) All received	N/a	
		+	1	+	+					-		□ <u>A</u> ISS.55	
53	Property Rates	04/12/2019	06/12/2019	05/12/2019	11:10	Exception	No	No	No	Tebogo Raad			
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 The following resolves have been received: Charge 40442795, 40445350, 40444093, 40445990.	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	□ <u>A</u> 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	05/12/2019	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	► 1 ISS.53	
63	Property Rates	05/12/2019	09/12/2019			Exception						□ <u>▲</u> 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	N/a	
			+								register)		
65										Tehogo Paad	All received	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 N/a ISS.59	
66	MPAC Reports -unauthorised expenditure	05/12/2019	09/12/2019	11/12/2019	14:00	Received late	Yes Yes	Yes Yes	Yes	Tebogo Raad Tebogo Raad	All received	<u>^</u> ISS.59	
		+	1	11/12/2019						l			
66	MPAC Reports -unauthorised expenditure	05/12/2019	09/12/2019	11/12/2019	14:00	Received late				l	All received	N/a N/a	
66 67	MPAC Reports -unauthorised expenditure Consumer Deposits	05/12/2019 06/12/2019	09/12/2019	11/12/2019 Extension requeste	14:00 d Extension requested	Received late Issued, not due	Yes	Yes	Yes	Tebogo Raad	All received Exension Due Date (07/01/2019)	N/a	
66 67 68 69	MPAC Reports -unauthorised expenditure Consumer Deposits Key Deposits	05/12/2019 06/12/2019 06/12/2019 06/12/2019	09/12/2019 10/12/2019 10/12/2019 10/12/2019	11/12/2019 Extension requeste 11/12/2019	14:00 d Extension requested 11:00	Received late Issued, not due Received late Exception	Yes Yes	Yes Yes	Yes Yes	Tebogo Raad Tebogo Raad	All received Exension Due Date (07/01/2019)	N/a N/a	
66 67 68 69 70	MPAC Reports -unauthorised expenditure Consumer Deposits Key Deposits Quotation Follow up Contracted Services	05/12/2019 06/12/2019 06/12/2019 06/12/2019 06/12/2019	09/12/2019 10/12/2019 10/12/2019 10/12/2019 11/12/2019	11/12/2019 Extension requeste 11/12/2019 11/12/2019	14:00 d Extension requested 11:00 10:00	Received late Issued, not due Received late Exception Exception	Yes Yes No	Yes Yes Yes	Yes Yes Yes	Tebogo Raad Tebogo Raad Tebogo Raad	All received Exension Due Date (07/01/2019) All received	N/a N/a N/a SS.57 A ISS.55	
66 67 68 69 70	MPAC Reports -unauthorised expenditure Consumer Deposits Key Deposits Quotation Follow up Contracted Services Council Minutes and Mpac Reports	05/12/2019 06/12/2019 06/12/2019 06/12/2019 06/12/2019 10/12/2019	09/12/2019 10/12/2019 10/12/2019 10/12/2019 11/12/2019 13/12/2019	11/12/2019 Extension requeste 11/12/2019	14:00 d Extension requested 11:00	Received late Issued, not due Received late Exception	Yes Yes	Yes Yes	Yes Yes	Tebogo Raad Tebogo Raad	All received Exension Due Date (07/01/2019) All received All received	N/a N/a ISS.57	
66 67 68 69 70	MPAC Reports -unauthorised expenditure Consumer Deposits Key Deposits Quotation Follow up Contracted Services	05/12/2019 06/12/2019 06/12/2019 06/12/2019 06/12/2019	09/12/2019 10/12/2019 10/12/2019 10/12/2019 11/12/2019	11/12/2019 Extension requeste 11/12/2019 11/12/2019	14:00 d Extension requested 11:00 10:00	Received late Issued, not due Received late Exception Exception	Yes Yes No	Yes Yes Yes	Yes Yes Yes	Tebogo Raad Tebogo Raad Tebogo Raad	All received Exension Due Date (07/01/2019) All received	N/a N/a N/a SS.57 A ISS.55	
66 67 68 69 70	MPAC Reports -unauthorised expenditure Consumer Deposits Key Deposits Quotation Follow up Contracted Services Council Minutes and Mpac Reports	05/12/2019 06/12/2019 06/12/2019 06/12/2019 06/12/2019 10/12/2019	09/12/2019 10/12/2019 10/12/2019 10/12/2019 11/12/2019 13/12/2019	11/12/2019 Extension requeste 11/12/2019 11/12/2019	14:00 d Extension requested 11:00 10:00	Received late Issued, not due Received late Exception Exception Received	Yes Yes No	Yes Yes Yes	Yes Yes Yes	Tebogo Raad Tebogo Raad Tebogo Raad	All received Exension Due Date (07/01/2019) All received All received Extension Due Date (07/01/2019)	N/a N/a N/a ISS.57 ■ ISS.57 N/a	
66 67 68 69 70 71	MPAC Reports -unauthorised expenditure Consumer Deposits Key Deposits Quotation Follow up Contracted Services Council Minutes and Mpac Reports Legal Costs'	05/12/2019 06/12/2019 06/12/2019 06/12/2019 06/12/2019 10/12/2019 11/12/2019	09/12/2019 10/12/2019 10/12/2019 10/12/2019 11/12/2019 13/12/2019	11/12/2019 Extension requeste 11/12/2019 11/12/2019 11/12/2019 Extension requeste	14:00 d Extension requested 11:00 10:00	Received late Issued, not due Received late Exception Exception Received Partially received Withdrawn	Yes Yes No	Yes Yes Yes	Yes Yes Yes	Tebogo Raad Tebogo Raad Tebogo Raad	All received Exension Due Date (07/01/2019) All received All received Extension Due Date (07/01/2019)	N/a N/a N/a ISS.57 ISS.55 N/a ISS.101	
66 67 68 69 70 71 72	MPAC Reports -unauthorised expenditure Consumer Deposits Key Deposits Quotation Follow up Contracted Services Council Minutes and Mpac Reports Legal Costs' Telephone list	05/12/2019 06/12/2019 06/12/2019 06/12/2019 06/12/2019 10/12/2019 11/12/2019 11/12/2019	09/12/2019 10/12/2019 10/12/2019 10/12/2019 10/12/2019 11/12/2019 13/12/2019 13/12/2019	11/12/2019 Extension requeste 11/12/2019 11/12/2019 11/12/2019 Extension requeste	14:00 Extension requested 11:00 10:00 11:00 Extension requested	Received late Issued, not due Received late Exception Exception Received Partially received Withdrawn	Yes Yes No	Yes Yes Yes	Yes Yes Yes	Tebogo Raad Tebogo Raad Tebogo Raad	All received Exension Due Date (07/01/2019) All received All received Extension Due Date (07/01/2019)	N/a N/a N/a ISS.57 ■ ISS.57 N/a	
66 67 68 69 70 71 72 73 74	MPAC Reports -unauthorised expenditure Consumer Deposits Key Deposits Quotation Follow up Contracted Services Council Minutes and Mpac Reports Legal Costs' Telephone list Rental Agreements Annual Performance Report 2018/19	05/12/2019 06/12/2019 06/12/2019 06/12/2019 06/12/2019 10/12/2019 11/12/2019 11/12/2019 17/12/2019 17/12/2019	09/12/2019 10/12/2019 10/12/2019 10/12/2019 10/12/2019 11/12/2019 13/12/2019 13/12/2019 19/12/2019 19/12/2019	11/12/2019 Extension requeste 11/12/2019 11/12/2019 11/12/2019 Extension requeste Extension requeste	14:00 Extension requested 11:00 10:00 11:00 Extension requested	Received late Issued, not due Received late Exception Exception Received Partially received Withdrawn Exception Exception	Yes Yes No Yes	Yes Yes Yes Yes	Yes Yes Yes Yes	Tebogo Raad Tebogo Raad Tebogo Raad	All received Exension Due Date (07/01/2019) All received All received Extension Due Date (07/01/2019) Extension Due Date (07/01/2019)	Ma ISS.59 N/a N/a A ISS.57 A ISS.55 N/a ISS.55 N/a	
66 67 68 69 70 71 72 73 74 75	MPAC Reports -unauthorised expenditure Consumer Deposits Key Deposits Quotation Follow up Contracted Services Council Minutes and Mpac Reports Legal Costs' Telephone list Rental Agreements Annual Performance Report 2018/19 Employee related costs - Appointments (Employee files)	05/12/2019 06/12/2019 06/12/2019 06/12/2019 06/12/2019 10/12/2019 11/12/2019 11/12/2019 17/12/2019 18/12/2019	09/12/2019 10/12/2019 10/12/2019 10/12/2019 10/12/2019 11/12/2019 13/12/2019 13/12/2019 19/12/2019 19/12/2019 19/12/2019 06/01/2020	11/12/2019 Extension requeste 11/12/2019 11/12/2019 11/12/2019 Extension requeste Extension requeste 06/01/2020	14:00 d Extension requested 11:00 10:00 11:00 d Extension requested d Extension requested	Received late Issued, not due Received late Exception Exception Received Partially received Withdrawn Exception Exception Received Received	Yes Yes No Yes	Yes Yes Yes Yes	Yes Yes Yes Yes	Tebogo Raad Tebogo Raad Tebogo Raad Tebogo Raad Sharon	All received Exension Due Date (07/01/2019) All received All received Extension Due Date (07/01/2019) Extension Due Date (07/01/2019) Extension Due Date (07/01/2019)	N/a N/a ISS.57 ISS.55 N/a ISS.55 N/a N/a N/a N/a	
66 67 68 69 70 71 72 73 74 75 76	MPAC Reports - unauthorised expenditure Consumer Deposits Key Deposits Quotation Follow up Contracted Services Council Minutes and Mpac Reports Legal Costs' Telephone list Rental Agreements Annual Performance Report 2018/19 Employee related costs - Appointments (Employee files) Employee related costs - Termination (Employee files)	05/12/2019 06/12/2019 06/12/2019 06/12/2019 06/12/2019 10/12/2019 11/12/2019 11/12/2019 17/12/2019 18/12/2019 18/12/2019	09/12/2019 10/12/2019 10/12/2019 10/12/2019 11/12/2019 13/12/2019 13/12/2019 13/12/2019 19/12/2019 19/12/2019 06/01/2020 06/01/2020	11/12/2019 Extension requeste 11/12/2019 11/12/2019 11/12/2019 Extension requeste Extension requeste	14:00 d Extension requested 11:00 10:00 11:00 d Extension requested d Extension requested	Received late Issued, not due Received late Exception Exception Received Partially received Withdrawn Exception Exception Received Received Received	Yes Yes No Yes	Yes Yes Yes Yes	Yes Yes Yes Yes	Tebogo Raad Tebogo Raad Tebogo Raad Tebogo Raad	All received Exension Due Date (07/01/2019) All received All received Extension Due Date (07/01/2019) Extension Due Date (07/01/2019)	Ma ISS.59 N/a N/a A ISS.57 A ISS.55 N/a ISS.55 N/a	
66 67 68 69 70 71 72 73 74 75 76 77	MPAC Reports - unauthorised expenditure Consumer Deposits Key Deposits Quotation Follow up Contracted Services Council Minutes and Mpac Reports Legal Costs' Telephone list Rental Agreements Annual Performance Report 2018/19 Employee related costs - Appointments (Employee files) Employee related costs - Termination (Employee files) Employee related costs - Physical Verfication	05/12/2019 06/12/2019 06/12/2019 06/12/2019 06/12/2019 10/12/2019 11/12/2019 11/12/2019 17/12/2019 18/12/2019 18/12/2019 19/12/2019	09/12/2019 10/12/2019 10/12/2019 10/12/2019 11/12/2019 13/12/2019 13/12/2019 13/12/2019 19/12/2019 19/12/2019 06/01/2020 06/01/2020 20/01/2020	11/12/2019 Extension requeste 11/12/2019 11/12/2019 11/12/2019 Extension requeste Extension requeste 06/01/2020	14:00 d Extension requested 11:00 10:00 11:00 d Extension requested d Extension requested	Received late Issued, not due Received late Exception Exception Received Partially received Withdrawn Exception Exception Received Received	Yes Yes No Yes yes yes	Yes Yes Yes Yes Yes Yes	Yes Yes Yes Yes Yes Yes	Tebogo Raad Tebogo Raad Tebogo Raad Tebogo Raad Sharon	All received Exension Due Date (07/01/2019) All received All received Extension Due Date (07/01/2019) Extension Due Date (07/01/2019) Extension Due Date (07/01/2019)	N/a N/a ISS.57 ISS.55 N/a ISS.55 N/a ISS.81 N/a N/a	
66 67 68 69 70 71 72 73 74 75 76	MPAC Reports - unauthorised expenditure Consumer Deposits Key Deposits Quotation Follow up Contracted Services Council Minutes and Mpac Reports Legal Costs' Telephone list Rental Agreements Annual Performance Report 2018/19 Employee related costs - Appointments (Employee files) Employee related costs - Termination (Employee files) Employee related costs - Physical Verfication Employee related costs - Rental Agreement	05/12/2019 06/12/2019 06/12/2019 06/12/2019 06/12/2019 10/12/2019 11/12/2019 11/12/2019 17/12/2019 18/12/2019 18/12/2019	09/12/2019 10/12/2019 10/12/2019 10/12/2019 11/12/2019 13/12/2019 13/12/2019 13/12/2019 19/12/2019 19/12/2019 06/01/2020 06/01/2020	11/12/2019 Extension requeste 11/12/2019 11/12/2019 11/12/2019 Extension requeste Extension requeste 06/01/2020	14:00 d Extension requested 11:00 10:00 11:00 d Extension requested d Extension requested	Received late Issued, not due Received late Exception Exception Received Partially received Withdrawn Exception Exception Received Received Received	Yes Yes No Yes	Yes Yes Yes Yes	Yes Yes Yes Yes	Tebogo Raad Tebogo Raad Tebogo Raad Tebogo Raad Sharon	All received Exension Due Date (07/01/2019) All received All received Extension Due Date (07/01/2019) Extension Due Date (07/01/2019) Extension Due Date (07/01/2019)	N/a N/a ISS.57 ISS.55 N/a ISS.55 N/a N/a N/a N/a	
66 67 68 69 70 71 72 73 74 75 76 77	MPAC Reports - unauthorised expenditure Consumer Deposits Key Deposits Quotation Follow up Contracted Services Council Minutes and Mpac Reports Legal Costs' Telephone list Rental Agreements Annual Performance Report 2018/19 Employee related costs - Appointments (Employee files) Employee related costs - Termination (Employee files) Employee related costs - Physical Verfication	05/12/2019 06/12/2019 06/12/2019 06/12/2019 06/12/2019 10/12/2019 11/12/2019 11/12/2019 17/12/2019 18/12/2019 18/12/2019 19/12/2019	09/12/2019 10/12/2019 10/12/2019 10/12/2019 11/12/2019 13/12/2019 13/12/2019 13/12/2019 19/12/2019 19/12/2019 06/01/2020 06/01/2020 20/01/2020	11/12/2019 Extension requeste 11/12/2019 11/12/2019 11/12/2019 Extension requeste Extension requeste 06/01/2020	14:00 d Extension requested 11:00 10:00 11:00 d Extension requested d Extension requested	Received late Issued, not due Received late Exception Exception Received Partially received Withdrawn Exception Exception Received Received Received Received Issued, not due	Yes Yes No Yes yes yes	Yes Yes Yes Yes Yes Yes	Yes Yes Yes Yes Yes Yes	Tebogo Raad Tebogo Raad Tebogo Raad Tebogo Raad Sharon	All received Exension Due Date (07/01/2019) All received All received Extension Due Date (07/01/2019) Extension Due Date (07/01/2019) Extension Due Date (07/01/2019)	N/a N/a ISS.57 ISS.55 N/a ISS.55 N/a ISS.81 N/a N/a	
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