



AUDITOR - GENERAL
SOUTH AFRICA

Auditing to build public confidence

Minutes of meeting

Name of meeting: Audit Steering Committee meeting

Date: 23 August 2018

Venue: Matjhabeng Local Municipality Boardroom, 4th floor

Points of discussion	Person responsible
1. Opening and welcome Mr T Panyani welcomed everyone in the meeting and apologised for being late.	Chairperson
2. Presence and Apologies The following apologies where noted: <ul style="list-style-type: none">- Mr T Tsoaeli (Municipal Manager)- Mrs B Maswanganyi (Director: Infrastructure)- Mr T Makofane (Director: Strategic Support)- Mr F Wetes (Director: Corporate Services)-- Ms D Masheane (Senior Manager: AGSA)- Ms L Masiu (Assistant Manager AGSA)-- Mr Groenewald (Fezi)- Mr Nkoana (Fezi) Please refer to the attendance register for the list of attendees.	AGSA/ Matjhabeng
3. Adoption of agenda The agenda was adopted.	AGSA/ Matjhabeng
4. Agenda point 4: Introduction of the audit team The audit team present introduced themselves as follows: <ul style="list-style-type: none">- Mr Khangale (Manager: AGSA)- Mr Motloung (Manager: AGSA)- Ms Mahoa (Manager: AGSA)- Mr Mohorosi (Assistant Manager: AGSA)- Mr Visagie (Assistant Manager: AGSA)- Mr Mbebe (Assistant Manager: AGSA)- Mr Tladi (Audit Senior: AGSA)- Mr Dubase (Trainee Auditor AGSA)	AGSA

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<p>5. Request for information and Communications</p> <p>Mr Khangale asked with regard to request for information who should we direct the request to and who should be the point of entry from the municipalities side? He further indicated that the audit team is currently sending the requests to Fezi, and he would like to know if there are other people we can cc when sending out requests.</p> <p>Mr Panyani indicated that the municipality is comfortable with the process of receiving RFIs, he further indicated that he would like to add the Municipal Manager to the list of recipients.</p> <p>Mr Panyani asked how is the status and turnaround time of the request for information.</p> <p>Mr Tladi indicated that the turnaround time is good, he also presented the status of the request for information register.</p>	<p>AGSA/ Matjhabeng</p>
<p>6. Status of records review</p> <p>Mr Khangale indicated that the audit team has issued a request for information with regard to the status of records, he further explained what the status of records review entails and that a separate report is going to be issued by the audit team on the status of records reviewed.</p>	<p>AGSA/ Matjhabeng</p>
<p>7. Audit Committee</p> <p>Mr Khangale indicated that the engagement letter & audit strategy will be discussed next week with management and afterwards will be presented to the audit committee.</p> <p>Mr Panyani indicated that he will arrange a meeting for AGSA & Audit committee after management and the auditors have discussed the above mentioned items.</p>	<p>AGSA/ Matjhabeng</p>
<p>8. Information Systems Audit</p> <p>Ms Mahoa indicated that she will be the manager for the information systems audit and to start with the information system audit soon as soon as possible. She further indicated the scope of the audit includes the following areas: IT General Controls, Application Controls, IT Governance, Security Management and User Management</p> <p>Ms Mahoa indicated that the audit team will first see the progress of the findings on the previous audit then start the audit from there, she also indicated that she would like to get information from the internal audit to assess if the audit team can use their work.</p>	<p>AGSA/ Matjhabeng</p>
<p>9. Standing Matters</p>	<p>AGSA/ Matjhabeng</p>

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<p>Mr Khangale explained the standing matters, and should be discussed in every audit steering committee meeting.</p> <p>9.1 Fraud Considerations</p> <p>Mr Khangale asked if anyone is aware of any fraud as they are welcome to share it with the audit team.</p> <p>No one was aware of any fraud.</p> <p>9.2 Independence of the engagement</p> <p>Mr Khangale asked if the Municipality has any issues with regard to the independence of the audit team and themselves, as there are new members in the team which were not part of the audit team in the previous year</p> <p>Mr Panyani indicated that the municipality is not aware of any independence issues at the moment</p> <p>9.3 Related parties:</p> <p>Mr Khangale explained that what are related parties and that they should be disclosed at all times.</p> <p>9.4 Audit fees</p> <p>Mr Khangale indicated that last time he checked there was about R 3 million outstanding from prior year audit fees</p> <p>Mr Panyani indicated that it was the municipality's target to start the new financial year with the zero balance of the audit fee, as far as he knows the municipality has paid.</p> <p>It was resolved the Mr Panyani and Mr Khangale will both their check their accounts to confirm the outstanding audit fee from the previous year audit.</p>							
<p>10 Closure:</p> <p>Mr Panyani indicated that the next audit steering committee meeting will be next week Thursday at 10am.</p> <p>Mr Panyani thanked everyone for attending the meeting and the meeting was adjourned.</p> <p>Signatures:</p> <table><tr><td>_____</td><td>_____</td></tr><tr><td>Chairperson</td><td>Date</td></tr><tr><td>_____</td><td>_____</td></tr></table>		_____	_____	Chairperson	Date	_____	_____
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Secretary

Date