



AUDITOR - GENERAL
SOUTH AFRICA

Auditing to build public confidence

Minutes of meeting

Name of meeting: Audit Steering Committee meeting

Date: 20 September 2018

Venue: Matjhabeng Local Municipality Boardroom, 4th floor

Points of discussion	Person responsible
1. Opening and welcome The CFO welcomed everyone to the meeting	Chairperson
2. Presence and Apologies The attendance register was circulated. <u>The following apologies were noted:</u> Municipality Apologies Mr. T Tsoeali (Municipal Manager) Ms. HB Maswanganyi (Director of Community services) Mr. R Senyane (Manager of the Internal Audit) AGSA apologies Ms. D Masheane (Senior Manager:AGSA)	AGSA/ Matjhabeng
3. Adoption of agenda The agenda was adopted.	AGSA/ Matjhabeng
4. Minutes of the previous week Mr Panyani led the inspection of the previous meeting's minutes and nothing was changed.	AGSA
5. Request for information and Communications Ms Masiu presented the request for information register indicating the status of the register. She highlighted the overdue requests as follows:	AGSA/ Matjhabeng

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<p>RFI 11 - the Fraud Questionnaire for Mr. T Tsoeali (Municipal Manager) and Mr. T Panyani (CFO), it was resolved that they will have the Meeting at 14:00 for CFO and at 15:00 for the Municipal Manager</p> <p>RFI 13 - the Minutes of the Education Association</p> <p>RFI 16 – The Performance Management system was received yesterday,</p> <p>RFI 41 – Journals are still outstanding.</p>	
<p>6. Communications</p> <p>Ms Masiu presented the communication register, she also mentioned that there are some communications which are due today.</p> <p>Mr. Panyani indicated that Communication 1 for High level review will be responded to today as well as communication 2 for Audit committee not being effective.</p>	<p>AGSA/ Matjhabeng</p>
<p>7. Standing matters</p> <p>Ms Masiu led the discussion of the standing matters. These items will be considered during every meeting</p> <p>7.1 Fraud considerations</p> <p>Ms Masiu indicated 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>7.2 Independence of the engagement team/auditee</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>7.3 Related party transactions</p> <p>Ms Masiu indicated that 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>7.4 Audit fees</p> <p>Mr Khangale confirmed that the prior year payment of the audit fees was received and the current amount the Municipality owes is above a Million.</p>	<p>AGSA/ Matjhabeng</p>

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<p>9.Closure: 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>AGSA/ Matjhabeng</p>

Signatures:

Chairperson

Date

Secretary

Date