

Functional Area	Description / Audit Finding	Remedial Action	Responsible Department	Date Due	EVIDENCE REQUIRED TO CLEAR THE AUDIT EXCEPTION
REVENUE	Revenue: Escalation clause on rental contracts [EX.1]	Write an Item to Council with all leased properties where there is no escalation clause (to seek council confirmation) that they were concluded as part of empowering emerging black farmers and that there was no intention to increase rental every year)	CORPORATE SERVICE	29 February 2016	Council Resolution where council confirmed the status
PMS	Employee related costs: Performance evaluation have not been performed [Ex.3]	Perform fomal assessment for each director for the quarter ending 30 September 2015 based on the SDBIP targets	MUNICIPAL MANAGER	30 October 2015	Assessment report/results for quarter ending 30 Sept 2015
PMS		Perform fomal assessment for each director for the quarter ending 31 December 2015 based on the SDBIP targets	MUNICIPAL MANAGER	31 January 2016	Assessment report/results for quarter ending 31 December 2015
PMS		Perform mid-year assessment (financial and non-financial indicators)	MUNICIPAL MANAGER	30 January 2016	Mid-year assessment report; council resolution showing submission to Council
PMS		Review the SDBIP and Performance Contracts of the Municipal Manager and directors	MUNICIPAL MANAGER	29 February 2016	Reviewed SDBIP and reviewed Performance Contracts for the Municipal Manager; CFO and directors
PMS		Perform fomal assessment for each director for the quarter ending 31 March 2016 based on the revised SDBIP	MUNICIPAL MANAGER	29 April 2016	Assessment report/results for quarter ending 30 April 2016
PMS		Perform annual assessments for the Municipal Manager and each director	MUNICIPAL MANAGER	31 December 2016	Performance report submitted to AGSA (31 - 08 - 2016) and annual assessment results by 31 Decemebr 2016
GOVERNANCE		Governance: There is no evidence that the performance audit committee made recommendations to Council on the municipal performance management system [EX.4]	Submit Quarterly Performance Report to the Performance Committee for review: July 2015 - December 2015	MUNICIPAL MANAGER	31 January 2016
GOVERNANCE	Performance Committee must review the PMS System and make recommendations to Council		MUNICIPAL MANAGER	29 February 2016	PMS review report containing recommendations to council; minutes of Council where the PMS review report was tabled
GOVERNANCE	Performance Committee must submit an audit report to Council on auditing of performance information: First Report		MUNICIPAL MANAGER	31 January 2016	Minutes and Attendance Register of the Council where the first quarter performance report was tabled
GOVERNANCE	Performance Committee must submit an audit report to Council on auditing of performance information:Second Report		MUNICIPAL MANAGER	29 April 2016	Minutes and Attendance Register of the Council where the first quarter performance report was tabled

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GOVERNANCE		Audit Committee must submit a report to Management and Council advising them on all matters referred to in section 166(2)(a)(i - ix) for the period 01 July 2015 till 31 December 2015	MUNICIPAL MANAGER	31 January 2016	Signed report (acknowledgement) submitted to Management and proof (council minutes) confirming that the report was tabled to Council
GOVERNANCE		Audit Committee must submit a report to Management and Council advising them on all matters referred to in section 166(2)(a)(i - ix) for the period 01 January 2016 till 30 June 2016	MUNICIPAL MANAGER	31 August 2016	Signed report (acknowledgement) submitted to Management and proof (council minutes) confirming that the report was tabled to Council
INTERNAL AUDIT		Internal Audit Unit must submit an audit report on performance information to Management and Performance Committee for the period: July 2015 - September 2015	MUNICIPAL MANAGER	30 October 2015	Minutes and Attendance Register of the Performance Committee where the report was discussed
INTERNAL AUDIT		Internal Audit Unit must submit an audit report on performance information to Management and Performance Committee for the period: October - December 2015	MUNICIPAL MANAGER	31 January 2016	Minutes and Attendance Register of the Performance Committee where the report was discussed
INTERNAL AUDIT		Internal Audit Unit must submit an audit report on performance information to Management and Performance Committee for the period: January - March 2016	MUNICIPAL MANAGER	29 April 2016	Minutes and Attendance Register of the Performance Committee where the report was discussed
INTERNAL AUDIT		Internal Audit Unit must submit an audit report on performance information to Management and Performance Committee for the period: April - June 2016	MUNICIPAL MANAGER	31 July 2016	Minutes and Attendance Register of the Performance Committee where the report was discussed
INTERNAL AUDIT		Provide a proof that the position of the Snr Internal Auditor has been approved by council as part of the overall institutional structure/organogram (the appointment thereon is the responsibility of the MM and not Council: attach the extract from the MSA)	CORPORATE SERVICE	31 January 2016	Minutes where the position of the Snr IA was approved; the approved organogram and extract of the relevant section of MSA
INTERNAL AUDIT		The Internal Audit Charter needs to be updated in order to be consistent with the MSA (i.e. change the IAC to reflect authority for appointment of the Snr Internal Auditor being vested with the Municipal Manager and not the Audit Committee).	MUNICIPAL MANAGER	31 January 2016	Original IA Charter and Reviewed IA Charter
PROCUREMENT	Procurement and contract management: Bid results not published on the municipal website [Ex.6]	Ensure that for all bids awarded within the Technical Department (all departments) the results are published on the municipal website within 10 days after the issuing of the Appointment Letter (AL) - SCM Regulation S23	TECHNICAL SERVICES	10 days after issuing AL	Screen shot of the website where the Appointment Letter is placed (date on AP vs date on Website)
PROCUREMENT		Ensure that for all bids awarded within the Finance Department (all departments) the results are published on the municipal website within 10 days after the issuing of the Appointment Letter (AL) - SCM Regulation S24	FINANCE	10 days after issuing AL	Screen shot of the website where the Appointment Letter is placed (date on AP vs date on Website)
PROCUREMENT		Ensure that for all bids awarded within the Corporate Department (all departments) the results are published on the municipal website within 10 days after the issuing of the Appointment Letter (AL) - SCM Regulation S25	CORPORATE SERVICE	10 days after issuing AL	Screen shot of the website where the Appointment Letter is placed (date on AP vs date on Website)

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PROCUREMENT		Ensure that for all bids awarded within the Community Department (all departments) the results are published on the municipal website within 10 days after the issuing of the Appointment Letter (AL) - SCM Regulation 526	COMMUNITY SERVICES	10 days after issuing AL	Screen shot of the website where the Appointment Letter is placed (date on AP vs date on Website)
AFS MATTERS	Receivables: Prior period error not disclosed in the AFS [EX.7]	Review the AFS thoroughly to ensure that all prior period errors are disclosed as per the GRAP requirements (ample time should be allocated for this task)	FINANCE	31 August 2016	Reviewed AFS submitted to AGSA
AFS MATTERS	Financial statements: Differences identified [EX.8]	Review the AFS to ensure that all reconciling items balances (eliminate differences) , Management to ensure that all figures disclosed on the AFS agree to lead sheets	FINANCE	31 August 2016	Reviewed AFS submitted to AGSA
RISK MANAGEMENT	Risk Assessment: Risks not considered during risk assessment [Ex.9]	Appoint a Risk Officer to undertake all risk related functions within the municipality	MUNICIPAL MANAGER	01 March 2016	Appointment Letter of the Risk Officer
RISK MANAGEMENT		Align (review) the Risk Register with the National Treasury's Risk Management Framework	MUNICIPAL MANAGER	29 April 2016	Original Risk Register and Reviewed Risk Register (updates must be indicated)
RISK MANAGEMENT		Submit the revised Risk Register Audit Committee for consideration and approval	MUNICIPAL MANAGER	30 June 2016	Minutes of the Audit Committee where the Risk Register was discussed and approved
RISK MANAGEMENT		Risk assessment: Risk assessment for 2014/15 not finalised before the start of the financial period [Ex.10]	Develop a Risk Register based on the approved SDBIP (i.e. assess risks that can hinder achievement of the targets in the SDBIP)	MUNICIPAL MANAGER	31 July 2016
RISK MANAGEMENT		The Management should document the processes and timelines accurately in the Risk Management implementation plan and strategy then submit the reviewed documents to the Risk Committee for approval.	MUNICIPAL MANAGER	31 January 2016	Risk Register; documented process; implementation plan and minutes of the Risk Committee where the documents were discussed
RISK MANAGEMENT		The Risk Officer to conduct quarterly risk assessments and report to the Risk Committee Meeting and then to the Audit and Performance Committee: Quarter 1	MUNICIPAL MANAGER	31 October 2015	Reviewed Risk Register: Quarter 1
RISK MANAGEMENT		The Risk Officer to conduct quarterly risk assessments and report to the Risk Committee Meeting and then to the Audit and Performance Committee: Quarter 2	MUNICIPAL MANAGER	31 January 2016	Reviewed Risk Register: Quarter 2
RISK MANAGEMENT		The Risk Officer to conduct quarterly risk assessments and report to the Risk Committee Meeting and then to the Audit and Performance Committee: Quarter 3	MUNICIPAL MANAGER	29 April 2016	Reviewed Risk Register: Quarter 3

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RISK MANAGEMENT		The Risk Officer to conduct quarterly risk assessments and report to the Risk Committee Meeting and then to the Audit and Performance Committee: Quarter 4	MUNICIPAL MANAGER	31 July 2016	Reviewed Risk Register: Quarter 4
RISK MANAGEMENT		Review the Risk Register in line with the revised SDBIP (financial and non-financial targets)	MUNICIPAL MANAGER	30 March 2016	Revised SDBIP and Risk Register: 2015/16
PPE	Property, plant and equipment: Fixed Asset Register deficiencies [Ex.11] and assets which could not be verified [EX,17]	Update the Fixed Asset Register (FAR) with additions for the specific month and show the funding source for each asset in the FAR	FINANCE	Monthly	Monthly FAR with changes
PPE		Ensure that all assets included in FAR have Bar Code / Unique Identification Code	FINANCE	Continuously	Monthly FAR with changes
PPE		Ensure that the FAR is updated with the correct location for any movements of assets	ALL DEPARTMENTS	Continuously	Monthly FAR with changes
PPE		Assess the condition of all infrastructure assets used for service delivery and submit to the Asset Management Practitioner	TECHNICAL SERVICES	31 March 2016	Quarterly FAR with changes
PPE		Assess the condition of all community assets as at 30 June 2016 and submit to the Asset Management Practitioner	COMMUNITY SERVICES	31 March 2016	Quarterly FAR with changes
PPE		Develop an Asset Maintenance Plan (AMP) for all assets that are part of the main service delivery (to assist with maintenance and condition preservation)	TECHNICAL SERVICES	29 April 2016	Approved Asset Maintenance Plan
PPE		Develop an Asset Maintenance Plan (AMP) for all assets that are part of the main service delivery (to assist with maintenance and condition preservation)	COMMUNITY SERVICES	29 April 2016	Approved Asset Maintenance Plan
PPE		Assess the condition of all other assets used within the department and submit to the Asset Management Practitioner	ALL DEPARTMENTS	31 March 2016	Monthly FAR with changes
PPE		Develop an Assets Repairs/Service Form to be completed by each department(Requester).	FINANCE	31 January 2016	Approved Asset Repairs Forms

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PPE		All repairs and servicing of assets including strip & quote to be submitted and first approved by the Asset Management Practitioner.	ALL DEPARTMENTS	Continuously	Signed Asset Repairs / Servicing Form
PPE		Provide a list of all assets that needs to be disposed off from the FAR (Office of MM.)	MUNICIPAL MANAGER	Monthly (Until 30 June 2015)	Signed list of assets to be disposed
PPE		Provide a list of all assets that needs to be disposed off from the FAR (Finance Dept.)	FINANCE	Monthly (Until 30 June 2015)	Signed list of assets to be disposed
PPE		Provide a list of all assets that needs to be disposed off from the FAR (Community Services Dept.)	COMMUNITY SERVICES	Monthly (Until 30 June 2015)	Signed list of assets to be disposed
PPE		Provide a list of all assets that needs to be disposed off from the FAR (Corporate Services Dept.)	CORPORATE SERVICE	Monthly (Until 30 June 2015)	Signed list of assets to be disposed
PPE		Provide a list of all assets that needs to be disposed off from the FAR (Technical Services Dept.)	TECHNICAL SERVICES	Monthly (Until 30 June 2015)	Signed list of assets to be disposed
PPE		Write a report to Council on all assets that have been disposed of from 01 July 2015 to 31 December 2015 within the Technical Department	TECHNICAL SERVICES	29 February 2016	Council resolution approving the write-off (Letter from the Director confirming that no assets were disposed off
PPE		Write a report to Council on all assets that have been disposed of from 01 July 2015 to 31 December 2015 within the Finance Department	FINANCE	29 February 2016	Council resolution approving the write-off (Letter from the Director confirming that no assets were disposed off
PPE		Write a report to Council on all assets that have been disposed of from 01 July 2015 to 31 December 2015 within the Corporate Department	CORPORATE SERVICE	29 February 2016	Council resolution approving the write-off (Letter from the Director confirming that no assets were disposed off
PPE		Write a report to Council on all assets that have been disposed of from 01 July 2015 to 31 December 2015 within the Community Department	COMMUNITY SERVICES	29 February 2016	Council resolution approving the write-off (Letter from the Director confirming that no assets were disposed off
PPE		Write a report to Council on all assets that have been disposed of from 01 January 2016 till 30 June 2016	ALL DEPARTMENTS	31 August 2016	Council resolution approving the write-off (Letter from the Director confirming that no assets were disposed off

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REVENUE	Revenue: Valuation roll not published on the website [EX.12]	Publish the General Valuation Roll (GVR) for 2013 - 2017 in the municipal website	FINANCE	31 January 2016	Screen shot of the website showing the the uploaded GVR
REVENUE		Publish the Supplementary Valuation Roll (SVR) for 2015-2016 in the municipal website	FINANCE	31 January 2016	Screen shot of the website showing the the uploaded SVR
REVENUE	Revenue: Journals processed not authorised [EX.13]	Management should ensure that all journals processed in the FMS have been approved by the CFO	FINANCE	As they are processed	Signature of the CFO (or delegated official) on all journals processed in the FMS
IT SYSTEM	ISA - Security Management: There is no patch management process in place [Ex.14]	Specification Committee must draft the specifications for the Patch Management Software (PMS) if the cost is estimated at above R200K	CORPORATE SERVICE	31 January 2016	Minutes of the BSC and approved specifications by MM
IT SYSTEM		Management should procure a Patch Management Software (PMS)	CORPORATE SERVICE	29 April 2016	Proof of payment for the PMS and proof of installation in various computers
IT SYSTEM	ISA - User access control: No process in place for the independent reviews of the activities of the person responsible for grant [Ex.15]	Develop a User Account Management Policy and procedures	CORPORATE SERVICE	29 February 2016	Draft User Account Management Policy and procedures
IT SYSTEM		Submit the draft User Account Management Policy to Council for consideration/approval	CORPORATE SERVICE	31 March 2016	Minutes of the Council meeting (resolution of the Council) where the policy was considered/approved
PPE	Property, plant and equipment: Assets which could not be verified [Ex.17] and completeness of the FAR [EX.19]	Commission the electronic Asset Management Software for utilisation by the municipality	FINANCE	29 February 2016	AMS installed in the identified computers (users)
PPE		Undertake physical verification of all movable assets and print Asset Sheet for each room/location where there are assets	FINANCE	31 March 2016	Updated Asset Sheet signed by AM Practitioner and the End User
PPE		Undertake physical verification of all moveable asset by the end of April; May and June and reconcile to the updated asset register (and report to the CFO any discrepancies identified): Finance	FINANCE	Monthly from April 2016	Asset Count report signed by the End User and the Director
PPE		Undertake physical verification of all moveable asset by the end of April; May and June and reconcile to the updated asset register (and report to the CFO any discrepancies identified): Technical Service	TECHNICAL SERVICES	Monthly from April 2016	Asset Count report signed by the End User and the Director

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PPE		Undertake physical verification of all moveable asset by the end of April; May and June and reconcile to the updated asset register (and report to the CFO any discrepancies identified): Corporate Service	CORPORATE SERVICE	Monthly from April 2016	Asset Count report signed by the End User and the Director
PPE		Undertake physical verification of all moveable asset by the end of April; May and June and reconcile to the updated asset register (and report to the CFO any discrepancies identified): Community Service	COMMUNITY SERVICES	Monthly from April 2016	Asset Count report signed by the End User and the Director
PPE		Perform reconciliation of the Land Parcels as per the Land Audit Report and Land Register	COMMUNITY SERVICES	29 February 2016	Report confirming congruency btwn LAR and LR signed by the Director
PPE		Perform a verification; existence and ownership (title deed) of all land parcels in the land audit report	COMMUNITY SERVICES	29 February 2016	Report confirming the correctness of the info contained in the LAR signed by the Director
PPE		Perform reconciliation of the Land Parcels as per the General Valuation Roll and Land Register	FINANCE	29 February 2016	Report confirming congruency btwn GVR and LR signed by the CFO
PPE		Establish a Disposal Committee to consider all assets that needs to be disposed off	MUNICIPAL MANAGER	29 February 2016	
PPE		Review/develop an Asset Management Policy for the purpose of 2016 AFS	FINANCE	31 August 2016	Approved AM Policy
REVENUE	Revenue: Reconciliation between rate-able valuation and rates and taxes on ConsBill not documented [EX.18]	Develop a Procedure Manual on the reconciliation of valuation roll and consbill	FINANCE	31 January 2016	Approved Procedure Manual on the reconciliation of the Valuation Roll
REVENUE	Revenue: Issues identified with regards to rental deposits [EX.20]	The Management should develop and keep a register of deposits and rentals for the sporting facilities and Halls	COMMUNITY SERVICES	31 January 2016	Deposit Register and Retals Register for all all rentals relating to halls and Sports Grounds
REVENUE		The managent should perform a reconciliation between the deposits register and the general ledger for the rental of halls on a monthly basis.	COMMUNITY SERVICES	31 January 2016	Signed (by the preparer; reviewer and the director)monthly reconciliations
IT SYSTEM	ISA - Information Technology Service Continuity: Backups are not verified and checked for successful completion [Ex.21]	Provide access to the IT Officer on Sebata FMS to ensure that he can access the back-ups	CORPORATE SERVICE	31 January 2016	Report on back-ups from IT Officer

Functional Area	Description / Audit Finding	Remedial Action	Responsible Department	Date Due	EVIDENCE REQUIRED TO CLEAR THE AUDIT EXCEPTION
PROCUREMENT	Procurement and Contract Management: SCM policy does not comply with the SCM Regulations [EX.22]	Develop Petty Cash Policy to deal with procedures for petty cash purchases which are not catered for in the SCM Policy	FINANCE	31 January 2016	Draft Petty Cash Policy
PROCUREMENT		Submit the draft Petty Cash Policy to Council for consideration and approval	FINANCE	29 February 2016	Minutes of the meeting where the petty cash policy was considered/approved by Council
PROCUREMENT		Review the SCM Policy to include a paragraph/indication that the petty cash transactions will be dealt with ito of the Petty Cash Policy)	FINANCE	30 April 2016	Revised SCM Policy
PROCUREMENT	Procurement and Contract Management: Implementation of the SCM policy not reported and appointment of an impartial person [EX.23]	The Accounting Officer should submit a report on the implementation of the SCM policy of the municipality to the Mayor on a monthly basis	FINANCE	10 working days after the end of the month	Monthly SCM Implementation Reports and acknowledgement by/on behalf of the Mayor
PROCUREMENT		The Mayor (Accounting officer) must submit a report on the implementation of the SCM to council on a quarterly basis - SCM regulation S 6.3	FINANCE	within 30 days after the end of the quarter	Council minutes where the report was tabled to Council
PROCUREMENT		Appoint an independent and impartial person to deal with any disputes leveled against the municipality (appointment will be done as and when disputes are formalised against the municipality as independence/impartiality cannot be determined in advance). - SCM Regulations 550	MUNICIPAL MANAGER	As and when the need arises (or when there are formalised queries leveled against the municipality)	Formal query against the municipality and appointment letter of the Independent Person
PROCUREMENT		Review the SCM Policy to include a paragraph/indication that the Accounting Officer will appoint an Independent Person to deal with disputes in the event that there is a dispute levelled against the municipality	FINANCE	30 April 2016	Revised SCM Policy
REVENUE	Revenue: Traffic fines not recognised according to GRAP 23 [EX.24]	Perform Reconciliation all traffic fines issued (paid and not paid for) from July 2014 till June 2015 and Face Value documents (in order to address the completeness) [the fines should be sequential for testing the completeness of revenue]	COMMUNITY SERVICES	29 February 2016	Signed reconciliation by the Preparator; Reviewer and Director Community and Traffic Fines book from 01 June 2014 till 30 June 2015
REVENUE		Perform Reconciliation all traffic fines issued (paid and not paid for) from July 2015 till June 2016 and provide Face Value documents (in order to address the completeness)	COMMUNITY SERVICES	5 working days after the end of the month	Signed reconciliation by the Preparator; Reviewer and Director Community and Traffic Fines book from 01 June 2014 till 30 June 2015
REVENUE		Submit all reconciliation of all traffic fines issued (paid and not paid) to BTO on a monthly basis to account correctly for IGRAP1 (the fines should be sequential for testing the completeness of revenue); 2015/16	COMMUNITY SERVICES	10 working days after the end of the month	Signed Acknowledgement by the CFO/Manager Budget & Revenue
REVENUE		All face value documents (duplicates of the traffic fine book) must be kept for audit purposes	COMMUNITY SERVICES	Monthly	Traffic Fines book

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PMS	AOPD: Performance Management System Policy was adopted late [Ex.25]	Review the PMS Policy for consistency with the legislation and regulations governing PMS	MUNICIPAL MANAGER	29 February 2016	Reviewed PMS Policy
PMS		Submit the revised draft PMS Policy to Council for noting and public participation process	MUNICIPAL MANAGER	31 March 2016	Minutes of the Council meeting where PMS policy was considered and resolution calling for public participation on the policy.
PMS		Submit the revised draft PMS Policy to council for adoption and implementation with effect from 01 July 2016	MUNICIPAL MANAGER	30 April 2016	Council resolution adopting the revised policy
REVENUE	Revenue: Deficiencies identified with manual receipts and banking of cash [EX.26]	Managent should ensure that the cashiers do not have access to the manual receipt books and that a valid reasons is provided by the cashiers to use the manual receipt books (e.g. Load Shedding)	FINANCE	Continuously	Manual Receipt Book that is kept in the lock-safe
REVENUE		Both the Income Accountant and Cashier should sign to ensure control over the usage of manual receipt books, the date and time of when the manual receipt book was issued should be clearly stated on the date	FINANCE	Continuously	Signed Manual Receipt Book
REVENUE		Management should ensure that a day after the manual receipt was issued it should be captured on the system.	FINANCE	Continuously	All hand written receipts be captured in the FMS
REVENUE	Revenue: Refund on insurance premiums incorrectly classified as revenue [EX.27]	Review all the transactions that occurred during a month to verify that the transactions are correctly classified	FINANCE	Monthly	Correct classification of transactions
PROCUREMENT	Procurement and Contract Management: Awards given to suppliers in service of state [EX.28]	Temporarily prohibit the municipality from doing business (entering into new contracts) with the identified Service Providers while investigations are still on-going	FINANCE	04 January 2016	Proof that the municipality did not conclude new business with the identified SP (i.e. no new orders and Appointment Letters)
PROCUREMENT		Write formal correspondance to all the identified Service Providers for them to confirm that they have members in the service of the state as per the AGSA finding	CORPORATE SERVICE	15 January 2016	Formal Letters written to affected SP
PROCUREMENT		Assess the formal responses received from the Service Providers and advice the Municipal Manager/Chief Financial Officer on the corrective action to be taken	CORPORATE SERVICE	31 January 2016	Written advice to the MM/CFO about action to be taken
PROCUREMENT		Inform the Service Providers about the outcome of the assessment/investigation and the intentions of the municipality	CORPORATE SERVICE	29 February 2016	Formal Letters written to affected SP informing them of the outcome of the investigation

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PPE	Property, plant and equipment: Discrepancies in the municipal physical asset counts [Ex.29]	Perform inventory counts on Stores Items and all discrepancies must be followed up (a report must be prepared in this regard and certified correct by Director Technical Services)	TECHNICAL SERVICES	Monthly	Stock-count sheets signed by the Director
PPE		Perform inventory counts on Biological Assets (Game) and all discrepancies must be followed up (a report must be prepared in this regard explaining the differences)	TECHNICAL SERVICES	31 January 2016	Stock-count sheets signed by the Director
PPE		Exception Report on asset count (movables: see EX.17) must be written where actual asset count differs with the existing Inventory/Asset List: Finance Department	FINANCE	Monthly from April 2016	Monthly Exception Reports submitted to the CFO (or report confirming that there were no exceptions)
PPE		Exception Report on asset count (movables: see EX.17) must be written where actual asset count differs with the existing Inventory/Asset List: Corporate Service Department	CORPORATE SERVICE	Monthly from April 2016	Monthly Exception Reports submitted to the CFO (or report confirming that there were no exceptions)
PPE		Exception Report on asset count (movables: see EX.17) must be written where actual asset count differs with the existing Inventory/Asset List: Community Service Department	COMMUNITY SERVICES	Monthly from April 2016	Monthly Exception Reports submitted to the CFO (or report confirming that there were no exceptions)
PPE		Exception Report on asset count (movables: see EX.17) must be written where actual asset count differs with the existing Inventory/Asset List: Technical Service Department	TECHNICAL SERVICES	Monthly from April 2016	Monthly Exception Reports submitted to the CFO (or report confirming that there were no exceptions)
AFS MATTERS	Cash and cash equivalents: Difference in balances between the General Ledger, cashbook balance and the AFS [Ex.31]	Review the AFS before submission to AGSA for correctness	FINANCE	31 August 2016	Reviewed AFS submitted to AGSA
PROCUREMENT	Procurement and Contract Management: Quotes between R30 000 - R200 000 not evaluated in accordance with the PPPFA [EX.33]	Calculate of the Preference Points System as per the 80/20 for all contracts between R30K and R200K awarded between 01 July 2012 till 30 June 2014 to determine the correct opening balance for the 2014/15 financial year	FINANCE	29 April 2016	Revised Irregular Expenditure for the period 01 July 2012 till 30 June 2014
PROCUREMENT		Submit a report to MPAC/FINCOM to investigate the Irregular expenditure for the period 01 July 2012 till June 2014	FINANCE	30 May 2016	Minutes of the MPAC where the report was considered
PROCUREMENT		Submit an reporting with recommendations to Council on all transaction that have been identified as Irregular Expenditure: 01 July 2012 - 30 June 2014	CORPORATE SERVICE	30 June 2016	Council minutes where where the report was considered by Council
PROCUREMENT		Verify the correctness of the calculations for contracts between R30K and R200K for the period 01 July 2015 till 31 December 2015	FINANCE	31 March 2016	Signature of the CFO (or delegated person) on all calculations

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PROCUREMENT		Submit an Item to MPAC/FINCOM for investigation and reporting to Council on all transaction that have been identified as UIF for the 2015/16	FINANCE	30 July 2016	Minutes of the MPAC where the report was considered	
PROCUREMENT		MPAC/FINCOM must submit a report with recommendations to Council about how to proceed with the expenditure (i.e. write off; recover; etc)	CORPORATE SERVICE	31 August 2016	Council minutes where where the report was considered by Council	
PROCUREMENT	Procurement and Contract management: Three quotations not obtained and no reasons recorded [EX.34]	Identify all transactions where the required number of quotations were not received for the period 01 July 2015 till 31 December 2015	FINANCE	31 January 2016	Deviation Register	
PROCUREMENT		Verify the existence of recorded reasons for limited number of quotations	FINANCE	15 February 2016	Motivation on all procurement with limited quotations	
PROCUREMENT		All procurement that was declared an Emergency by the Technical Depart must be fully motivated and submission be done to the CFO	TECHNICAL SERVICES	15 February 2016	Motivation signed by the DTS and approved by the CFO	
PROCUREMENT		All procurement that was declared an Emergency by the Community Services department must be fully motivated and submission be done to the CFO	COMMUNITY SERVICES	15 February 2016	Motivation signed by the DCSS and approved by the CFO	
PROCUREMENT		All Strip-and-Quote procurement from Technical Services must be accompanied by the Asset Repairs/Serviceing Form and motivated by the Director and motivation/reasons be submitted to the CFO for approval/consideration	TECHNICAL SERVICES	15 February 2016	Motivation signed by DTS and approved by CFO	
PROCUREMENT		All Strip-and-Quote procurement from Corporate Services must be accompanied by the Asset Repairs/Serviceing Form and motivated by the Director and motivation/reasons be submitted to the CFO for approval/consideration	CORPORATE SERVICE	15 February 2016	Motivation signed by DCS and approved by CFO	
PROCUREMENT		All Strip-and-Quote procurement from Community Services must be accompanied by the Asset Repairs/Serviceing Form and accompanied by the Asset Repairs/Serviceing Form and motivated by the Director and motivation/reasons be submitted to the CFO for approval/consideration	COMMUNITY SERVICES	15 February 2016	Motivation signed by DCSS and approved by CFO	
PROCUREMENT		Procurement and Contract Management: Bids advertised for less than the required days [EX.35]	Specification for all tenders/proposals awarded within the Finance Department should be compiled by the Bid Specification Committee and approved by the Municipal Manager	FINANCE	31 January 2016	Minutes of the BSC and signed specifications by MM
PROCUREMENT			Specification for all tenders/proposals awarded within the Technical Services Department should be compiled by the Bid Specification Committee and approved by the Municipal Manager	TECHNICAL SERVICES	31 January 2016	Minutes of the BSC and signed specifications by MM

Functional Area	Description / Audit Finding	Remedial Action	Responsible Department	Date Due	EVIDENCE REQUIRED TO CLEAR THE AUDIT EXCEPTION
PROCUREMENT		Specification for all tenders/proposals awarded within the Community Services Department should be compiled by the Bid Specification Committee and approved by the Municipal Manager	COMMUNITY SERVICES	31 January 2016	Minutes of the BSC and signed specifications by MM
PROCUREMENT		Specification for all tenders/proposals awarded within the Corporate Services Department should be compiled by the Bid Specification Committee and approved by the Municipal Manager	CORPORATE SERVICE	31 January 2016	Minutes of the BSC and signed specifications by MM
PROCUREMENT		Investigate and confirm that all tenders and proposals advertised/awarded between July 2015 and December 2015 within the Finance department were advertised for the required number of days (i.e. minimum of 14 days on news paper from date of publication). All advertisement for less than the required number of	FINANCE	29 February 2016	Written report confirming non-existence of such tenders/proposals and/or motivation for less than the required days
PROCUREMENT		Investigate and confirm that all tenders and proposals advertised/awarded between July 2015 and December 2015 within the Technical Services department were advertised for the required number of days (i.e. minimum of 14 days on news paper from date of publication). All advertisement for less than the required number of	TECHNICAL SERVICES	29 February 2016	Written report confirming non-existence of such tenders/proposals and/or motivation for less than the required days
PROCUREMENT		Investigate and confirm that all tenders and proposals advertised/awarded between July 2015 and December 2015 within the Community Services department were advertised for the required number of days (i.e. minimum of 14 days on news paper from date of publication).All advertisement for less than the required number of	COMMUNITY SERVICES	29 February 2016	Written report confirming non-existence of such tenders/proposals and/or motivation for less than the required days
PROCUREMENT		Investigate and confirm that all tenders and proposals advertised/awarded between July 2015 and December 2015 within the Corporate Services department were advertised for the required number of days (i.e. minimum of 14 days on news paper from date of publication).All advertisement for less than the required number of	CORPORATE SERVICE	29 February 2016	Written report confirming non-existence of such tenders/proposals and/or motivation for less than the required days
PROCUREMENT	Procurement and contract management: Construction awards not advertised on the CIDB and the project not registered on the CIDB [Ex.36]	Verify if all construction contracts from July 2015 - December 2015 were advertised in the CIDB website as per the requirements of the CIDB Act (5 working days before the site inspection)	TECHNICAL SERVICES	31 January 2016	Attendance Register for site inspection and proof of placement date of CIDB website
PROCUREMENT		Compile a PoE confirming registration and publication of the results of all construction contracts awarded between July 2015 till December 2015	TECHNICAL SERVICES	31 January 2016	Screen shot of the CIDB website
PROCUREMENT	Procurement and contract management: Modifications to the contract not tabled before Council [EX.37]	Write a submission/Item to Council to provide reasons why there was a modification (variation of scope) on the contract: 1,5 KM Paving in Nelson Mandela Drive (Hoopstad/Tikwana)	TECHNICAL SERVICES	29 February 2016	Council minutes where the reasons where provided
HR MANAGEMENT	Minimum competencies: Assessment of competencies and reporting of the finance and supply chain management officials [Ex.38]	Assess if all employees that are affected by the Minimum Competency Regulations have met such competencies as at 30 September 2015	CORPORATE SERVICE	29 February 2016	Report to the MM and the relevant HOD

Functional Area	Description / Audit Finding	Remedial Action	Responsible Department	Date Due	EVIDENCE REQUIRED TO CLEAR THE AUDIT EXCEPTION
HR MANAGEMENT		Get confirmation from Training Institutes (DBSA; Kgolo; UP) that confirms completion of the program (with certification to be issued later on)	CORPORATE SERVICE	29 February 2016	Statement of Results from the relevant training institutions
HR MANAGEMENT		Where there is non-compliance, develop a remedial action plan to address such non-compliance	CORPORATE SERVICE	29 February 2016	Action plan to ensure compliance with MinComReg
EXPENDITURE	Journals: Supporting documentation was not provided for audit purposes [Ex.39]	All journals processed on the system must have sufficient supporting documents, and all this must be kept for audit purposes	FINANCE	29 February 2016	Journals processed with Supporting documents
EXPENDITURE		Verify that all journals processed for period 1 July 2015 - 31 December 2015 have sufficient supporting documents and are signed by the CFO	FINANCE	28 February 2015	Journals processed with Supporting documents
EXPENDITURE	Payables: Payment not within 30 days [Ex.40] and [EX.45]	Verify the correctness of the revised reconciliation submitted by the Dept. of Water and Sanitation (DWS) on the 02 January 2016 for the bulk water supply	FINANCE	31 January 2016	Report on the verification process
EXPENDITURE		Arrange a meeting with DWS to make payment arrangements where there is consensus about amount payable	FINANCE	28 February 2016	Minutes of the meeting (request for a meeting correspondence)
EXPENDITURE		Investigate all payments which were not settled within 30 days if there is a valid reason why they were not settled within 30 days (i.e. payment/invoice being disputed; services not rendered fully): July 2015 - January 2016	FINANCE	Monthly	Payment Register
EXPENDITURE		Record (motivate) all instances where there is a valid reason for not paying within 30 days and attach the motivation/recorded reasons to the payment voucher	FINANCE	Monthly	Motivation on all payments that were made after 30 days
EXPENDITURE	Cash and Bank: Stale Cheques not written back/cancelled [Ex.42]	Investigate all the current stale cheques and ensure that they are written-back (cancelled) in the FMS	FINANCE	Monthly	Proof of stale cheques being written-back (cancelled)
REVENUE	Revenue - Service Charges: Deficiencies identified with connections and reconnections [EX.43]	Verify that there are applications for all new connection of services (water and electricity - Bultfontein and Hoopstad), that the official Application Form has been completed and signed by the applicant: July 2015 - January 2016	TECHNICAL SERVICES	29 February 2016	Verify that there is a signed application form for all new connections

Functional Area	Description / Audit Finding	Remedial Action	Responsible Department	Date Due	EVIDENCE REQUIRED TO CLEAR THE AUDIT EXCEPTION
REVENUE		Verify that all applications forms for Connections and disconnections have been signed for by the authorised municipal official	TECHNICAL SERVICES	When ever there is a connection or disconnection required	Signed official application form
REVENUE		Investigate if all reconnections were done after the full payment has been done or arrangement having been concluded	FINANCE	29 February 2016	Signed agreement btwn the client and the municipality
REVENUE		Investigate if Consumer Deposits (where applicable) were increased where consumers defaulted on payments/arrangement (Check this against the policy).	FINANCE	29 February 2016	Updated Deposit Register
REVENUE		Submit an Item to Council for resolution that Township Residents should not be charged Deposit Fee for services	FINANCE	31 March 2016	Approved Council resolution
GRANT MANAGEMENT	Unspent conditional grants - Irregular expenditure: Conditional grants not used for intended purposes [Ex.46]	Investigate the transfers for MIG, RBIG, ACIP, EEDMS and INEP that they have been used for the intended purpose and that all unspent portion is cash-backed. Where funds are not cash-backed, compile a report about the usage of the grant and provide remedial action to ensure that unspent portion is cash backed by year-end	TECHNICAL SERVICES	29 February 2016	Bank statement; expenditure vouchers for the payments made; conditions as stated in the DoRA
GRANT MANAGEMENT		Investigate the transfers for FMG; MSIG and FSPT MSP that they have been used for the intended purpose and that all unspent portion is cash-backed. Where funds are not cash-backed, compile a report about the usage of the grant and provide remedial action to ensure that unspent portion is cash backed by year-end	FINANCE	29 February 2016	Bank statement; expenditure vouchers for the payments made; conditions as stated in the DoRA
GRANT MANAGEMENT		Investigate the transfers for LG SETA that they have been used for the intended purpose and that all unspent portion is cash-backed. Where funds are not cash-backed, compile a report about the usage of the grant and provide remedial action to ensure that unspent portion is cash backed by year-end	CORPORATE SERVICE	29 February 2016	Bank statement; expenditure vouchers for the payments made; conditions as stated in the DoRA
GRANT MANAGEMENT		Investigate the transfers for EPWP that they have been used for the intended purpose and that all unspent portion is cash-backed. Where funds are not cash-backed, compile a report about the usage of the grant and provide remedial action to ensure that unspent portion is cash backed by year-end	COMMUNITY SERVICES	29 February 2016	Bank statement; expenditure vouchers for the payments made; conditions as stated in the DoRA
REVENUE	Receivables: No limit on the usage of water by indigents [EX.47]	The municipality should report on the progress of metering for both Tikwana and Phahameng.	TECHNICAL SERVICES	29 February 2016	Progress report on installation of water meters in Tikwana
REVENUE		The municipality should develop a plan to implement a new rate once the meters are installed in order to communicate to the public on the changing rates.	MUNICIPAL MANAGER	31 March 2016	Draft plan for implementation of the new rate

Functional Area	Description / Audit Finding	Remedial Action	Responsible Department	Date Due	EVIDENCE REQUIRED TO CLEAR THE AUDIT EXCEPTION
REVENUE	Receivables: No discontinuance of service for long outstanding debtors [EX.48]	Provide a list of long outstanding debtors / Cut-off list for possible debt arrangement or disconnection of services	FINANCE	Monthly	Cut-off List
REVENUE		Disconnect services where there is long outstanding debt and no arrangement made into settlement	TECHNICAL SERVICES	Monthly	Proof of disconnection of services
PROCUREMENT	Unauthorised, Irregular, Fruitless and Wasteful Expenditure: Reports not submitted to the Mayor, MEC CoGTA, and the AG [Ex.53]	The Accounting Officer must submit a report to Mayor and MPAC/FINCOM simultaneously of the alleged UIF expenditure for investigation by the MPAC/FINCOM (as per the council resolution): July 2015 till December 2015	MUNICIPAL MANAGER	29 February 2016	Agenda which contains UIF expenditure
PROCUREMENT		MPAC/FINCOM must submit a report with recommendations to Council about how to proceed with the expenditure (i.e. write off; recover; etc) and council must resolve on such expenditure	CORPORATE SERVICE	31 March 2015	Minutes of the MPAC/FINCOM
PROCUREMENT		The Accounting Officer should submit the Unauthorised, Irregular, Fruitless and Wasteful Expenditure Reports to the MEC CoGTA once council has resolved on such expenditure	MUNICIPAL MANAGER	10 working days after the report has been tabled to council	Council minutes with resolution and a list of UIF
PROCUREMENT		The Accounting Officer should submit the Unauthorised, Irregular, Fruitless and Wasteful Expenditure Reports to the AGSA once council has resolved on such expenditure	MUNICIPAL MANAGER	10 working days after the report has been tabled to council	Council minutes with resolution and a list of UIF
EXPENDITURE	General expenses: The general ledger does not agree to the supporting documents [Ex.56]	Management should put measures in place to ensure correct allocation of expenditure to GL accounts	FINANCE	29 February 2016	All payment vouchers captured on the system with clear vote numbers
EXPENDITURE		AFS should be reviewed prior to submission to ensure that GL is agreeing to supporting documents	FINANCE	31 August 2016	Minutes where the AFS were reviewed
PROCUREMENT	Unauthorised Expenditure: Amount disclosed in the AFS not complete [EX.58]	Investigate the entire population of expenditure to ensure completeness of Unauthorised Expenditure when disclosing such expenditure in the 2016 AFS	FINANCE	31 August 2016	Complete list of Unauthorised expenditure
PROCUREMENT	Irregular Expenditure: Non-compliance relating to condonement [EX.59]	Prepare an Item to Council pertaining to all UIF expenditure that were resolved as 'condoned' to be resolved as 'written off'	CORPORATE SERVICE	29 April 2016	Council minutes where the correction was made (i.e. where resolution about 'condone' is changed to 'write off')
REVENUE	Revenue: Interest recognised in the GL does not agree to the ABSA confirmation [EX.60]	Request correct confirmations from ABSA of the interest recognised in the AFS and reconcile the investment accounts	FINANCE	31 March 2016	ABSA Confirmations reconciling to the investment register (interest earned)

Functional Area	Description / Audit Finding	Remedial Action	Responsible Department	Date Due	EVIDENCE REQUIRED TO CLEAR THE AUDIT EXCEPTION
PMS	AOPO: No Performance Indicators for Electricity [EX.61]	Review the Key Performance Areas to ensure that there are Key Performance Indicators in each KPA	TECHNICAL SERVICES	31 January 2016	Confirmation Letter signed by the Director Technical confirming that all KPI have been included
PMS	AOPO: No Performance Indicators for Refuse [EX.61]	Review the Key Performance Areas to ensure that there are Key Performance Indicators in each KPA	COMMUNITY SERVICES	31 January 2016	Confirmation Letter signed by the Director Technical confirming that all KPI have been included
PMS	AOPO: Targets not measurable and well defined [Ex.64]	Review all targets relating to Technical Services and ensure that they meet the SMART criteria and well defined	TECHNICAL SERVICES	29 February 2016	Revised SDBIP for the 2015/16 with targets clearly defined and measurable
PMS		Review all targets relating to Community Services and ensure that they meet the SMART criteria and well defined	COMMUNITY SERVICES	29 February 2016	Revised SDBIP for the 2015/16 with targets clearly defined and measurable
PMS		Review all targets relating to Corporate Services and ensure that they meet the SMART criteria and well defined	CORPORATE SERVICE	29 February 2016	Revised SDBIP for the 2015/16 with targets clearly defined and measurable
PMS		Review all targets relating to Financial Services and ensure that they meet the SMART criteria and well defined	FINANCE	29 February 2016	Revised SDBIP for the 2015/16 with targets clearly defined and measurable