

Endumeni Municipality Audit Committee

MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON THURSDAY, 30 JUNE 2011 AT
10h00 IN THE COUNCIL CHAMBERS, CIVIC CENTRE, DUNDEE 3000

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PRESENT: Mr N Rajkumar, The Chairman
Mr V Mseleku, Member
Mr L Steenkamp, Member
Mr PG Mabilisa, Acting Municipal Manager
Mr I Grisdale, Chief Financial Officer
Mr S Perumall, Executive Manager: Corporate Services
Mr Ryaan Lahldas, Gobodo Inc
Mr M Dama, Gobodo Inc
Mr T Ncube, COGTA
Mr L Ally, Auditor General

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1. OPENING

Mr N Rajkumar, the Chairman welcomed everyone.

2. NOTICE OF MEETING

Mr N Rajkumar, read the Notice of the Meeting aloud.

3. APPLICATION FOR LEAVE OF ABSENCE / APOLOGIES

Mr JB Maltman who is on leave.

4. OFFICIAL ANNOUNCEMENTS

None

5. CONFIRMATION OF PREVIOUS MINUTES

The minutes of the meeting held on the 30th of March 2011 and attached to the Agenda as Annexure A was approved.

Verbal reports regarding the following items where requested by Mr N Rajkumar:

AC 8(12) - CaseWare: Training has taken place on certain models. Further training to be done as soon as system is fully in place. Officials to

receive training – Chief Financial Officer, Senior Financial Officer, Financial Officer (Assets/Housing/Financial Statements), Chief Accountant (Housing/Assets), staff working with assets and computer room staff. At least 3 senior officials to be trained.

AC 9(2) - Debt Collection & Revenue Enhancement: Stage 2 of Revenue Enhancement Report to be rolled out. This will include the verification of database of consumers etc. Revenue Enhancement Report to be discussed in detail at next Audit Committee Meeting.

AC 10(4) - Skills Audit: Unions not satisfied with skills of each staff member to be audited. Further discussions to take place. Promotion & Demotion Policy approved by Council.

6. STATUTORY APPOINTMENTS AND ELECTIONS

Nil

7. QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

None

8. MATTERS ADJOURNED FROM PREVIOUS MEETING, INCLUDING MATTERS TO BE RE-CONSIDERED (MOTIONS) EXCLUDING DEFERRED MOTIONS

Nil

9. PECUNIARY INTEREST

None.

10. DETERMINATION OF AGENDA

AC 11(1)

GOBODO REPORT: AD HOC PROJECT 01 (UMZINYATHI DEBT REVIEW)

Umzinyathi is satisfied with report. Report noted by Committee.

AC 11(2)

GOBODO REPORT: AD HOC PROJECT 01(INTEREST AND REDEMPTION AND ADMINISTRATION CHARGES)

Final Report was forwarded to the Chief Financial Officer of Umzinyathi. If no feedback is received by 1 July 2011, follow up regarding payment will be done.

Report noted by Committee.

AC 11(3)

GOBODO REPORT – AD HOC PROJECT 01 (CASH & TRAFFIC FINDINGS)

Report noted by Committee.

Regarding the issue of disciplinary action recommendation made, the Acting Municipal Manager confirmed that a panel was appointed and the process will now follow the normal course of action.

The Chairperson requested that feedback be given regarding the process at the next audit committee meeting.

AC 11(4)

GOBOD VISIT 2 – SCOPING LETTER

Scoping Letter noted by the Committee.

The Chairperson requested that Messrs Gobodo provide the Committee with a progress report by the first week of July 2011.

AC 11(5)

MINUTES OF OTHER COMMITTEES

Mr Perumall to look into matter of minutes and copies to be attached to Audit Committee Agenda.

AC 11(6)

QUARTERLY PERFORMANCE REPORTS – 3RD QUARTER

Gobodo's 3rd visit will include comments on these reports. Matter to be dealt with after 3rd visit report available.

AC 11(7)

SDBIP – QUARTERLY REPORTS: ALL DEPARTMENTS

To be made available to Audit Committee on a quarterly basis.

AC 11(8)

COMPLIANCE OF MFMA REPORTING

Feedback to be given at the next Audit Committee Meeting. Continuous follow up is done to ensure all reports are submitted on time.

AC 11(9)

FINANCIAL PLAN

Plan forms part of IDP. Plan has been adopted. Monitoring will be made easier once Caseware is fully up and running.

AC 11(10)

REGISTER OF GIFTS AND REWARDS

In place at SCM section. If any declarations are made, SCM unit will advise the Chief Financial Officer.

AC 11(11)

GOBODO VISIT 1 – FEEDBACK

Gobodo to issue follow up report in early July 2011. Auditor General to follow up last week of July 2011.

AC 11(12)

INTERNAL AUDIT PLAN

Gobodo to issue progress report in July 2011.

AC 11(13)

SUB COMMITTEE FEEDBACK:

Copy of last meetings minutes held attached as Annexures 11(13)A and 11(13)(B). Asset Verification to be completed by 22 July 2011.

AC 11(14)

IT GOVERNANCE FRAMEWORK

Provincial Treasury to appoint service provider. Service Provider awaiting roll out from Treasury. Follow up to be done and report back to be given to the committee.

BACK UP AND CONTINUITY PLAN

IGS was appointed and is busy with developing of plan.

AC 11(15)

FRAUD PREVENTION PLAN

Risk Assessment Workshop to be conducted on 6 July 2011 and report to be issued by Treasury.

AC 11(16)

DISASTER RECOVERY PLAN

In progress, plan being developed.

AC 11(17)

SKILLS DEVELOPMENT PLAN

Skills Retention Policy to be approved by Labour Forum and then by Council.

AC 11(18)

PERFORMANCE MANAGEMENT SYSTEM

Finance Staff was informed of minimum requirements. Senior Financial Staff Training to be done by PWC.

AC 11(19)

AUDIT FINDINGS AND MISSTATEMENTS – 2010

Action Plan: list of queries, what was done, how matter is to be settled. Auditor General to run through documentation available.

AC 11(20)

DASHBOARD REPORT – AUDITOR GENERAL

Next version to be issued end July 2011. The Chairperson requested Mr Grisdale to scrutinise the reports (intervention date 31 January 2011 and 20 April 2011) and report back to the Audit Committee.

11. CLOSURE

There being no further items to discuss, the Chairman declared the meeting closed at 12h15.

Chairperson: 

Date: 

MINUTES OF A SUB COMMITTEE MEETING HELD ON
TUESDAY, 21 JUNE 2011 AT 10H00 IN COUNCIL CHAMBERS,
64 VICTORIA STREET, DUNDEE

Present: I Grisdale – Chief Financial Officer
C Wait – Finance Officer (Financial Statements / Assets / Housing)
N Rajkumar – Chairperson: Audit Committee

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1. WELCOME

Mr Grisdale welcomed everybody.

2. APOLOGIES

R Naidoo – Accountant (Assets / Housing) who is busy with asset verification duties at Glenridge Hall

3. ASSETS:

3.1 MOVABLE ASSETS:

Mr Wait confirmed that to date, 6989 assets have been verified, 1793 still to be done.

A list of all the assets not verified was sent to Mr Maltman and Mr Perumall. Mr Maltman has responded and verification should be finalised by Thursday 23 June 2011.

Mr Grisdale to follow up with Mr Perumall regarding his list.

Mr Geils visited the municipality on Wednesday, 15 June 2011 and was brought up to speed with progress made thus far.

Mr Wait also informed the committee that the old Glencoe barcodes are creating confusion and as a result an email was forwarded to all HOD's to remove old Glencoe barcodes from assets.

3.2 IMMOVABLE ASSETS

Hennie Swart from PWC will visit the municipality on Thursday 23 June 2011 at 09h00. Attached is a list of the information he will require.

4. CASEWARE

Progress is steadily being made and ongoing. A request for copies of all the Treasury Forms to be compiled on Caseware made.

Assets & Financial Statements are priority and the implementation and training of other aspects of Caseware to take second place.

5. CLOSURE

There being no further items to discuss, the meeting was closed at 10h30.

ENDUMENI MUNICIPALITY

MINUTES of a CORPORATE SERVICES MEETING held in the COUNCIL CHAMBER, Civic Centre, 64 Victoria Street, Dundee on TUESDAY, 28 JUNE 2011 at 10h00

PRESENT:

As per attached attendance register

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1. **OPENING**

The Executive Manager Corporate Services, Mr S Perumall, opened the meeting in prayer.

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2. **LEAVE OF ABSENCE**

Mr M E Ndlovu Senior Manager: Safety & Security

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3. **MINUTES OF PREVIOUS MEETING**

RESOLVED

THAT the Minutes of the Corporate Services meeting held on 24 March 2011 be approved.

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4. **TRAFFIC CONTROL SYSTEM**

The attached ledger was tabled at the meeting.

The Committee was advised that the funds received from both Glencoe and Dundee Courts balanced but that the parking fines did not balance due to a number of same being paid twice.

The Committee was further advised that an amount of R1 140.00 had been paid into incorrect votes and will be rectified.

After further discussion, it was

RESOLVED TO RECOMMEND

THAT

1. It be noted that the monies received from Dundee and Glencoe Courts balanced;
2. It be noted that the funds received for parking fines do not balance due to a number of fines being paid twice. It further be noted that this can easily be explained to the Auditors;
3. A copy of the form created to verify programmes presented at schools be made available to the Chairperson of the Audit Committee.

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There being no further business, the meeting adjourned at 10h25.

CHAIRMAN:

DATE: