			AUDIT ACTION PLAN 2021 / 2022 - AUDIT 2020 / 2021					
			MATTERS AFFECTING THE AUDITOR'S REPORT					
			MATTERS AFFECTING THE ADDITOR S REPORT					
ex No.	Page No.	COMAF No.		SECTION	REMEDIAL ACTION	STATUS OF ACTIONS	DATE	COMMENTS
			CASH & CASH EQUIVALENTS					
1	211	73	3 Misstatements AFS Cash & Cash Equivalents	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
			DISCLOSURES					
2	101	13		CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
3	121	26		CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
4	137	23	7 Misstatements disclosure of unauthorized expenditure	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
5	140	28	8 Misstatements disclosure of finance cost on overdue accounts	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
6	192	42	2 Misstatements disclosure of financial instruments	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
7	108	43	7 Misstatements disclosure notes of related parties	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
8	438	52		CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
9	201	55	5 Misstatements additional MFMA disclosures	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
10	214	74	4 Misstatements disclosure employee related expenditure and liabilities N. Jonker	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
11	218	75	5 Misstatements disclosure employee related expenditure and liabilities R. Stevens	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
12	222	76	6 Misstatements disclosure of contingent liabilities	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
13	227	73	7 Misstatements disclosure of irregular expenditure	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
14	231	71	8 Misstatement Cash Flow statement and related notes EMPLOYEE BENEFITS	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
15	299	68		CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
			EMPLOYEE RELATED COSTS					
16	266	56	6 Misstatements disclosure of employee related costs	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
17	272	60	0 Misstatements employee appointments	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
18	276	63	1 Misstatements employee terminations	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
19	282	62	2 Misstatement employee testing	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
20	320	63	3 Disagreement misstatements employee testing	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
21	314	65	5 Misstatements disclosure of SARS finance cost and penalties	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
			EXPENDITURE					
22	305	43	1 Misstatements bulk purchases expenditure	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
23	206	67	7 Misstatements disclosures of finance costs on non - current provisions	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
			TAXES					
24	208	73	1 Misstatements vaue added taxes	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
			UNSPENT UNCONDITIONAL GRANTS AND RECEIPTS					
25	323	75	9 Unspent grant not agree to disclosure notes	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
			PAYABLES					
26	325	8	Pavables reclassification - MSCOA - incorrectly disclosed	CEO / AES	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
			PROPERTY PLANT AND EQUIPMENT					
27	83		7 Misstatements additions PPE	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
28	81		Fixed Asset Register not agree to AFS	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
29	87	11	Misstatements in disclosure of PPE	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
30	111	4	Misstatements re write - off PPE	CFO / AFS	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07/03/2022	
31	116	40	Misstatements re impairment of PPE	CFO / AFS	Intensity reviewing processes when Draft Annual Financial Statements are received when Draft Annual Financial Statements are received	To be done	07/03/2022	
51	110		RECEIVABLES	CIO, HPS	incenary reviewing processes when orac sensal Finalicial Statements are received	to be done	urjunjedit.	
22	97		Misstatements disclosure of receivables	CEO / AES	Intensify reviewing processes when Draft Annual Financial Statements are received	To be done	07.002.00000	
32	92	10	Missatements discussire of receivables	CPU/APS	 Intensity reviewing processes when oraclamical Hinancial Statements are received 	ere de cone	0170372022	
			JOURNALS					
1	142	36	5 Limitation of Scope	CFO	Ensure supporting documentation is sufficient and complete.	To be done	07/03/2022	

Ensure supporting d Review all journals f COMP CONCEN
 Source Concentration
 Improve general financial management and controls 07/03/2022

			AUDIT OF PRE-DETERMINED OBJECTIVES				
	1	266 34		Man IDP & PMS	Have changes to TL KPI's approved by Council	To be done	07/03/2022
			PROCUREMENT AND CONTRACT MANAGEMENT				
-		-			•		
				Man SCM	Ensure 3 quotations - quotations R10 000/R200 000	To be done	07/03/2022
	2	247 16			Ensure competitive bidding processes tender above R200 000	To be done	07/03/2022
					Ensure advertisement periods are correct Sec 22(1)(b)(i)	To be done	07/03/2022
				Man SCM	Ensure bidders rates and taxes not in arrears	To be done	07/03/2022
				Man SCM	Ensure Irregular Expenditure Register reconciles with AFS	To be done	07/03/2022
	3	256 18		Man SCM	Ensure that Preference Points system is followed	To be done	07/03/2022
				Man SCM	Ensure compliance with PPP Framework Act	To be done	07/03/2022
					Ensure Irregular Expenditure Register reconciles with AFS	To be done	07/03/2022
				Man SCM	Ensure payments made do not exceed contract amount	To be done	07/03/2022
	5	262 23	Contract management - Disagreement misstatement	Man SCM	Ensure invoices are processed in correct financial year	To be done	07/03/2022
			GOVERNANCE AND COMPLIANCE				
	1	61 20		MMA / CEO / DMS	Ensure compliance with Section 72 MEMA 25 January	To be done	07/03/2022
	2				Ensure Budget is made public timeously Systems Act sec 24(2)(c)	To be done	07/03/2022
	^			PMS	Ensure projections are included in SDBIP	To be done	07/03/2022
					Ensure that executive summary is submitted with Adjustment Budget	To be done	07/03/2022
	2	62 43		MM / CFO	Ensure that AFS is submitted before or on 31 August every year	To be done	07/03/2022
				MM/PMS	Ensure that Annual Report is tabled by 31 January	To be done	07/03/2022
	*	00 44			Ensure that Annual Report is tabled by S1 Annuary Ensure that the Annual Report is made public	To be done	07/03/2022
					Ensure that the Annual Report is made public.	To be done	07/03/2022
				MM/PMS	Ensure that WPAC considers Annual Report Ensure that Council adopts Oversight report	To be done	07/03/2022
	-	71 47		MM/PMS MM/CFO	Ensure that Council adopts Oversight report Ensure prevention of Unauthorized. Wasteful . Fruitless. Irregular Ex	To be done	07/03/2022
	-			CFO	Ensure prevention of onaucionized, wasterior, Protoess, in egular ex	To be done	07/03/2022
	7				Ensure that payments are made within su days MEMA Sec 65(2)C Ensure that adjustments to SDBIP are approved by Council	To be done	07/03/2022
	í l	/0 48			Ensure that adjustments to SDBIP are approved by Council Ensure that effective review processes take place - PMS		07/03/2022
		-			Ensure that effective review processes take place - PMS Ensure that Irregular, fruitlees, wasteful expenditure is investigated	To be done	07/03/2022
	8	/8 53	Non-compliance consequence management	MM		To be done	
				MM	Ensure that consequence management takes place. Council to appoint Disciplinary Board	In progress	10/03/2021 Item to be submitted to Council - Appoint DB

		OTHER IMPORTANT MATTERS					
No Pag	ge No. COMAF	No. DESCRIPTION OF COMAF	SECTION	REMEDIAL ACTION	STATUS OF ACTIONS	DATE	COMMENTS
110. 17 48	gento. Conna	DISCLOSURES	section	nemetike kentok	JIATO OF ACTIONS	DATE	commettra
1	438	52 Misstatements disclosure capital commitments	CFO / AFS	Intensify reviewing procedures	To be done	07/03/2022	
		EMPLOYEE RELATED COSTS					
2	443	57 Misstatements disclosure prior year re-classification related costs	CFO / AFS	Intensify reviewing procedures	To be done		
3	412	58 Internal control deficiency - employee related costs	DIR COR / HR	Remove terminated employees from employee system - Review system	To be done	07/03/2022	
4	414	59 Internal control deficiency - employee related costs - appointments	DIR COR / HR	Ensure appointments to be done in terms of HR policies. Approved staff establishment ?	To be done	07/03/2022	
5	417	64 Late submission and payment EMP 201	CFO / MAN EXP	Intensify reviewing procedures	To be done	07/03/2022	
6	451	66 Difference noted SAMARAS payroll reports and AFS			To be done	07/03/2022	
_		EXPENDITURE					
7	430	9 Misstatement - Incorrect classification	CFO / MAN EXP	Ensure expenditure classifications are correct when processed	To be done	07/03/2022	
				Ensure supporting documentation(supplier invoices) are attached to payments	To be done	07/03/2022	
	446	REVENUE 72 Misstatement rental of fixed assets	CEO (MAN DEV	Ensure rental contracts i.r.o fixed assets are in place (Rental register?)	To be done	07.002.00000	
0	440	BORROWINGS	CPU / MAN NEV	Ensure rental contracts i.t.o liked assets are in place (kental register F)	to be done	07/03/2022	
0	427	6 Current / Non current portion of borrowings incorrectly disclosed	CFO / AFS	Intensify reviewing procedures of AFS - Supporting loan confirmation/amortisation schedules in place	To be done	07/02/2022	
2	41/	TAXES	007813	intensity reviewing procedures of 915 - Supporting four communication and concern proce	TO VE UNIX	UT UT UT	
10	419	69 Late submission of VAT Returns	CFO / MAN EXP	Ensure VAT returns are completed, reviewed and submitted timeously - 25th day after month end	To be done	07/03/2022	
11	421	70 No monthly reconciliations between VAT 201 and VAT control account	CFO / MAN EXP	Ensure monthly reconciliations between VAT 202 & control account are performed and reviewed	To be done		
		PROPERTY PLANT AND EQUIPMENT					
12	423	51 Duplicate numbers in asset register / new asset numbers not updated	CFO / MAN EXP	Review assets register/ ensure no duplication of barcodes/ensure barcodes in AR are updated	To be done	07/03/2022	
		JOURNALS					
13	367	37 Internal control deficiency - Review and approval of journals	CFO / MAN EXP	Ensure that all journals are reviewed and approved / Ensure that journals are correctly processed	To be done		
14	409	38 Internal control deficiency	CFO / MAN EXP	Ensure that journal entries (transactions) are processed to correct general ledger	To be done		
		AUDIT OF PRE DETERMINED OBJECTIVES					
15	454	33 Accuracy Validity and Completeness		Ensure water meter readings to Zoar	To be done		
16	464	35 Measures taken to improve performance	MM/ MAN PMS	APR - Measures to include performance to be done	To be cone	07/03/2022	
		PROCUREMENT AND CONTRACT MANAGEMENT					
17	335	13 Quotations Non Compliance	CEO / MAN SCM	Report deviations monthly to Council	To be done	07/03/2022	
			CFO / MAN SCM	Ensure deviations are recorded in Deviation Register and disclosed in the AFS	To be done		
18	338	14 Competitive bids Non compliance					
	338 341	14 Competitive bids Non compliance 19 PPR (Preferential Procurement Regulations) Internal control deficiency	CFO / MAN SCM	Comply with Section 33(1) of the MFMA (Act 56/2003) - Contracts beyond three 3 years	To be done	07/03/2022	
			CFO / MAN SCM CFO / MAN SCM CFO / MAN SCM	Comply with Section 33[1] of the MFMA (Act 56/2003) - Contracts beyond three 3 years Develop controls to review preference points calculations Ensure that all contracts are endorsed by authorized employees prior to the contract commences	To be done To be done	07/03/2022 07/03/2022 07/03/2022 07/03/2022	
19	341	19 PPR (Preferential Procurement Regulations) Internal control deficiency	CFO / MAN SCM CFO / MAN SCM CFO / MAN SCM	Comply with Section 33(1) of the MFMA (Act 56/2003) - Contracts beyond three 3 years Develop controls to review preference points calculations Ensure that all contracts are endorsed by authorized employees prior to the contract commences Ensure that provision is made in all contracts for the termination of the contract	To be done To be done To be done To be done To be done	07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022	
19 20	341 343	19 PPR (Preferential Procurement Regulations) Internal control deficiency 21 Contract management Non compliance	CFO / MAN SCM CFO / MAN SCM CFO / MAN SCM CFO / MAN SCM	Comply with Section 33(1) of the MIMA (Act 55/2003) - Contracts beyond three 3 years Develop controls to review preference points calculations Ensure that all contracts are endorsed by authorized employees prior to the contract commences Ensure that provision is made in all contracts for the termination of the contract Ensure that provision is made in all contracts for the termination of the contract Ensure that contract price is within the contract (tender) price	To be done To be done To be done To be done To be done To be done	07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022	
19 20	341	19 PPR (Preferential Procurement Regulations) Internal control deficiency	CFO / MAN SCM CFO / MAN SCM CFO / MAN SCM	Comply with Section 3110 of the MMA (Act 54/2003) - Contracts beyond three 3 years Develop controls to inveive preference points ciculations Ensure that al contracts are endorsed by authorized endoyses prior to the contract commences Ensure that al contracts price within the contract (tender) price Insure that contracts price is within the contract (tender) price Insure that contracts force is derived to the second second commence with procurement procedures Insure that any output to derive the tender is contracts. (Demmence with procurement procedures	To be done To be done To be done To be done To be done To be done To be done	07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022	
19 20 21	341 343 348	19 PRR (Preferential Procurement Regulations) Internal control deficiency 21 Contract management Non compliance 22 Contract management Internal control deficiency	CFO / MAN SCM CFO / MAN SCM CFO / MAN SCM CFO / MAN SCM CFO / MAN SCM	Comply with Section 31(1) of the MMA (Act 54/2003) - Contracts theyned three 1 years Develop controls to review preference positive calculations Ensure that al contracts are endorsed by authorized employees pirot to the contract commences Ensure that provides in models in al contracts for the reministration of the contract mapper tal contracts to determine the end dates of contracts/ Commence with procurement procedures timeper tal contracts to determine the end dates of contracts/ Commence with procurement procedures timeper tal contracts to determine the end dates of contracts/ Commence with procurement procedures timeper tal contracts to determine the end dates of contracts/ Commence with procurement procedures	To be done To be done	07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022	
19 20 21 22	341 343 348 429	19 PRR/Preferential Procumment Regulations) Internal control deficiency 21 Contract management Non compliance 22 Contract management Internal control deficiency 24 Contract management Internal control deficiency 26 Contract management Retention fees	CFO / MAN SCM CFO / MAN SCM CFO / MAN SCM CFO / MAN SCM CFO / MAN SCM	Comply with Section 31(1) of the MMA (Act 54/2003) - Contract beyond three 3 years Develop controls to inview preference point calculations Ensure that al contracts are endorsed by authorited endoyses prior to the contract commences Ensure that contracts price is within the contract (tender) price Insure atta contracts of certains of the section of the contract Ensure that contracts of certains of the section of the contract (tender) price Insect all contracts of certains of the section of the section of the contract timesult of contract is necessary for service delivery Withhold retention (tender). Establish Retention Register - Diadox accurately in Af5	To be done To be done	07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022	
19 20 21 22 23	341 343 348 429 350	39 PRE/Preferential Procurement Regulations] Internal control deficiency 21 Contract management Non compliance 22 Contract management Internal control deficiency 24 Contract management Internal control deficiency 24 Contract management Reservention fees 25 Local content Internal control deficiency	CFO / MAN SCM CFO / MAN SCM	Comply with Section 31(1) of the MMA (Act 54/2020) - Contrast: beyond three 3 years Develops controls for their performed point ciculations Ensure that al contracts are endorsed by authorized endorses pirot the contract commences Ensure that al contracts are endorsed by authorized endorses and the contract commences Ensure that any vision is made in al contracts (Insteine) priori Ensure that any vision is exceeding the second second and the procession of the contract Ensure that any vision is necessary for service deliver. Withhold retention fires - Statishin Alternition Register - Disclose accurately in APS Nearthy the DTI Department of Trade and Industry of auxestual bioder estimates and contracts etc.	To be done To be done	07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022	Real STM Balay to be automated formed
19 20 21 22 23	341 343 348 429	19 PRE/Preferential Procurement Regulational Internal control deficiency 21 Contract management Non compliance 22 Contract management Internal control deficiency 24 Contract management Reservention fees 26 Local content Internal control deficiency 26 Local content Internal control deficiency	CFO / MAN SCM CFO / MAN SCM	Comply with Section 31(1) of the MMA (Act 54/2020) Contracts theyned three 3 years Develop controls to review preference poorts culculations Foruse that if contracts are endorsed by adhibited endorses prior to the contract commences must be contracts of the section of the section of the section of the contract commences must be contracts to determine the end dates of contract/ Commence with proceedings to the section of the magest all contracts to determine the end dates of contract (Commence with proceedings to the section of the secti	To be done To be done	07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022 07/03/2022	Bitou SCM Policy to be customized/amend
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