

GOVAN MBEKI MUNICIPALITY



Annual Financial Statements

Process Plan

30 June 2016

Scope of work

Finance personnel will be responsible for the year end reconciliations as well as the development of working papers as required for Audit File and the reporting Section will compile the annual financial statements. Other Departments will assist in their area of responsibility as identified in the Operation Clean Audit Action Plan.

Market demand will assist the municipality with updating the asset register and unbundling of the infrastructure assets, however the physical verification of all the assets will be done internally by the assets section in collaboration with other departments.

Communications should be made to other departments to ensure the following is implemented to ensure accurate reporting at financial year 30 June 2016.

Supply Chain Management

- No orders will be allowed from 17 June 2016 until 30 June 2016.
- Stock count will be conducted on the 27 June 2016 (Bethal stores) and 28&29 June 2016 (Secunda) and no movement of stock will be allowed
- No stock movement from 23 June 2016 until 30 June 2016 unless its emergency requests
- Fuel pumps will be closed on the 28 June 2016 (Secunda) and 29 June 2016 in Embalanhle

Payroll

- All leave to be taken during month of June 2016 should be completed, approved and captured by 28 June 2016 and leave that start on the 1 July 2016 should only be approved from then.

Expenditure

- All invoices for services rendered be submitted to expenditure section by the 30 June 2016
- The financial system to be closed on the 15 July 2016 to allow for year-end process to take place (raising of the accruals, balancing of votes, processing of year-end journals, balancing of the cash book etc.)

As part of the responsibilities, the following timetable has been developed and recommended for implementation:

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Year End Program for the financial year ending 30 June 2016

Section	Activity	Docs Available and Filed	Action	Responsibility	Reports to be printed	Time Frame / Date Due
Compilation of AFS and Annual Performance Report	Submission	Asset Register, Notes and Appendix	Asset Register, Notes and Appendix	Betty and Assets Consultants		1 August 2016
		Review of AFS and APP	Draft AFS 1 st review	CFO/ Director Planning and Development	AFS and APP	3 August 2016
		Review of AFS	Review of the 1 st draft by internal audit	Internal Audit	AFS and APP	8 August 2016
		Review of AFS	Draft AFS 2 nd review	External reviewer/Internal Audit	AFS and APP	11 August 2016
	Agenda for Audit Committee	AFS	Submission of Draft AFS to internal audit for the AC agenda	Internal Audit	AFS and audit file	15 August 2016
	Audit Committee	AFS	Review of the AFS	Audit Committee	AFS	22 August 2016
	Review	AFS/APP	Final Review	CFO , External reviewer and Internal Audit	AFS and APP	24 August 2016
	submission	AFS/APP	Council Approval	Council	AFS and APP	24 August 2016
	Final Editing and Printing	AFS/APP	Final Editing and Printing and Signing	Betty/CFO/Jakes/MM/Director Planning/Themba	AFS and APP	28 August 2016
	Submission	AFS/APP	Submission to AG	Betty/CFO/Director Planning and Development	AFS and APP	31 August 2016