

ULUNDI LOCAL MUNICIPALITY -AUDIT COMMITTEE OF COUNCIL WORK PLAN – 2016/2017

Audit Committee Meeting dates.

Q1 – 25 August 2016.

Q2 – 2 December 2016.

Q3 – 19 January 2017 & 29 March 2017.

Q4 – 28 June 2017.

Activity	Responsible Officer	Meeting
Financial Reporting. <ul style="list-style-type: none"> Integrity of financial statements, including annual report. Annual Financial statement review. Review of Section 71 reports and SCM Report. 	CFO	Quarterly
Performance Reporting. <ul style="list-style-type: none"> Review of quarterly PMS Report. Review of Annual performance Review 2015-2016. Review of Monitoring of Service provides. Draft Annual Report 2015-2016. 	PMS Manager/ Municipal Manager	Quarterly
Dash Board Reporting and Follow up on AG Action Plan. <ul style="list-style-type: none"> Review of the dash board report for quarter 4 and June – July. Follow up on progress made on AG Action Plan. 	Snr Internal Audit Manager.	Quarterly
Risk Management Reporting. <ul style="list-style-type: none"> Review of quarterly reports on risk management. Review of risk registers. 	Snr Manager – Risk and Governance.	Quarterly
Internal Audit Report. <ul style="list-style-type: none"> Review of internal audit reports. Monitor Internal Audit program Make recommendations on internal audit program. 	Snr Internal Audit Manager.	Quarterly
Reporting to Council. <ul style="list-style-type: none"> Forward reports to Mpac on performance of Audit committee and internal Audit. Report on Council on performance of the municipality. 	Audit Committee Chairperson	Quarterly
QUARTER 2		
Financial Reporting. <ul style="list-style-type: none"> Bi- Annual Financial statement review (2016-2017). Review of Section 71 reports and SCM Reports (2016-2017). Review draft AG Report . 	CFO	Quarterly

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Performance Reporting. <ul style="list-style-type: none"> • Review of quarterly PMS Report. • Review of Bi- Annual performance Review (Mid – Year) 2016-2017. • Review of Bi- Monitoring of Service provides (Mid Year) 2016-2017. • Review draft Annual Report. 	PMS Manager/ Municipal Manager	Quarterly
Dash Board Reporting and Follow up on AG Action Plan. <ul style="list-style-type: none"> • Review of the dash board report for quarter 2. • Follow up on progress made on AG Action Plan. 	Snr Internal Audit Manager.	Quarterly
Risk Management Reporting. <ul style="list-style-type: none"> • Review of quarterly reports on risk management. • Review of risk registers. 	Snr Manager – Risk and Governance.	Quarterly
Internal Audit Report. <ul style="list-style-type: none"> • Review of internal audit reports. • Monitor Internal Audit program • Make recommendations on internal audit program. 	Snr Internal Audit Manager.	Quarterly
Reporting to Council. <ul style="list-style-type: none"> • Forward reports to Mpac on performance of Audit committee and internal Audit. • Report on Council on performance of the municipality. 	Audit Committee Chairperson	Quarterly
QUARTER THREE.		
Financial Reporting. <ul style="list-style-type: none"> • Review of Section 71 reports and SCM Report. 	CFO	Quarterly
Performance Reporting. <ul style="list-style-type: none"> • Review of quarterly PMS Report. • Review of Monitoring of Service provides. • Review of Performance Bonas for section 56 and 57. • Review of Oversight Report. 	PMS Manager/ Municipal Manager	Quarterly
Dash Board Reporting and Follow up on AG Action Plan. <ul style="list-style-type: none"> • Review of the dash board report . • Follow up on progress made on AG Action Plan. 	Snr Internal Audit Manager.	Quarterly

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Risk Management Reporting. <ul style="list-style-type: none"> • Review of quarterly reports on risk management. • Review of risk registers. • Review effectiveness of internal controls and risk and strategy management systems • Review statements in annual report 	Snr Manager – Risk and Governance.	Quarterly
Internal Audit Report. <ul style="list-style-type: none"> • Review of internal audit reports. • Monitor Internal Audit program • Make recommendations on internal audit program. 	Snr Internal Audit Manager.	Quarterly
Reporting to Council. <ul style="list-style-type: none"> • Forward reports to Mpac on performance of Audit committee and internal Audit. • Report on Council on performance of the municipality. 	Audit Committee Chairperson	Quarterly
QUARTER 4		
Financial Reporting. <ul style="list-style-type: none"> • Review of Section 71 reports and SCM Report. • Plans for Drafting the Annual Financial Statement. 	CFO	Quarterly
Performance Reporting. <ul style="list-style-type: none"> • Review of quarterly PMS Report. • Review of Monitoring of Service provides. • Plans for drafting the Annual Report and Annual Performance Report. 	PMS Manager/ Municipal Manager	Quarterly
Dash Board Reporting and Follow up on AG Action Plan. <ul style="list-style-type: none"> • Review of the dash board report . • Follow up on progress made on AG Action Plan. 	Snr Internal Audit Manager.	Quarterly
Risk Management Reporting. <ul style="list-style-type: none"> • Review of quarterly reports on risk management. • Review of risk registers including IT and Fraud Risks. • Review effectiveness of internal controls and risk and strategy management systems • Review statements in annual report 	Snr Manager – Risk and Governance.	Quarterly
Internal Audit Report. <ul style="list-style-type: none"> • Review of internal audit reports. • Monitor Internal Audit program. 	Snr Internal Audit Manager.	Quarterly

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Reporting to Council. <ul style="list-style-type: none"> • Forward reports to Mpac on performance of Audit committee and internal Audit. • Report on Council on performance of the municipality. 	Audit Committee Chairperson	Quarterly
Good Public Administration Framework <ul style="list-style-type: none"> • Review policies and processes in relation to fraud, corruption and maladministration 	Audit Committee Chairperson	Quarterly
Audit Committee Performance <ul style="list-style-type: none"> • Review annual plan • Review training plan • Review own performance • Meet with Council 	Audit Committee Chairperson	Quarterly
External Audit <ul style="list-style-type: none"> • Review and monitor Audit findings • Meet with external auditor once a year , without management • Review and make recommendations on annual audit plan • Review management letter and response to external auditors findings 	Audit Committee Chairperson	Quarterly

Prepare and Reviewer:

Prepared by: P Luthuli.
 Snr Internal Audit Manager.

Signature:.....

Reviewed by: SM Khomo
 Deputy Director : Internal Audit.

Signature:.....

Reviewed by: LB Van Merwe.
 Audit Chairperson

Signature:

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