

ADDENDUM: AMENDMENT OF DATES FOR FINALISATION OF AUDIT FOR 2019/20

Due to the outbreak of the Covid-19 pandemic and in accordance with the Government Notice 429, as issued per Government Gazette 43181 dated 30 March 2020, all municipalities and municipal entities are exempt from the provisions of the Act which require any action to be taken between the date of the notice and the date when the national state of disaster lapses or is terminated in terms of section 27(5) of the Disaster Management Act, 2002.

Per paragraph 3(1) of the Schedule to the notice, any action referred to in paragraph 2 must be taken within 30 days after the national state of disaster lapsed or is terminated.

The AGSA management has set internal timelines for the audit report of municipalities to be finalised by 28 February 2021. An extension was thus granted to audit teams for the submission of audit reports from the 30 November 2020 to 28 February 2021, due to the outbreak of the COVID-19 pandemic.

The Laingsburg audit team experienced challenges to finalise the audit work involved during the execution phase by the date as originally planned. This was mainly caused by the way your municipality's transactions were originally allocated and subsequently reallocated to the appropriate GL accounts by the consultants.

Since the indications are that the audit will not be finalised by the due date of 28 February 2021, a business decision has been made to "halt" the audit and redeploy the staff members to audit teams who stand a better chance of finalising their audits by the due date. The plan of action is to resume your municipality's audit by approximately 15 February 2021 once the staff can be released from the other audits.

The following dates in the audit strategy as originally submitted, have been amended in lieu of the delay experienced:

NATURE OF COMMUNICATION WITH MANAGEMENT AND THOSE CHARGED WITH GOVERNANCE

6. Communication takes the following forms: (Page 2 of original approved audit strategy.)

Type of communication	Communication with	Initial Date	Amended Date
Draft management report	Accounting officer and Management	1 February 2021	2 April 2021
Draft audit report	Accounting officer and Management	16 February 2021	16 April 2021
Final management report	Accounting officer and Management	16 February 2021	16 April 2021
Audit Report	Accounting officer and Executive Authority	28 February 2021	30 April 2021

TIME TABLE OF KEY EVENTS

54. The key events during this annual audit are timed as follows: (Page 19 of original approved audit strategy.)

No.	Event	Responsibility	Planned date	Amended Date
11	Last Communication of audit findings (COMAF's)	AGSA	22 January 2021	19 March 2021
12	Management response to last COMAF's	Municipality	29 January 2021	26 March 2021
13	Issue draft management report	AGSA - SM, M, AM	1 February 2021	2 April 2021
14	Receive final management comments on management report and finally adjusted set of AFS and Annual Performance Report	Accounting Officer	10 February 2021	9 April 2021
15	Issue final management report (FMR)	AGSA - SM, M, AM	16 February 2021	16 April 2021
16	Issue draft audit report (DAR)	AGSA - DBE, SM, M, AM	16 February 2021	16 April 2021
17	Audit committee meeting to discuss FMR & DAR	AGSA - DBE, SM, M	TBC	?? April 2021
18	Issue finally signed audit report	AGSA - CE, BE, DBE, SM	28 February 2021	30 April 2021
19	Complete and tidy audit file	AGSA - SM, M, AM	19 March 2021	14 May 2021
20	Receive printed proof annual report for checking	Municipality, AGSA - SM, M, AM	15 March 2021	21 May 2021
21	Sign-off printed proof of annual report	AGSA - SM, M, AM	22 March 2021	26 May 2021