

ULUNDI LOCAL MUNICIPALITY -AUDIT COMMITTEE OF COUNCIL WORK PLAN – 2023/2024

Audit Committee Meeting dates.

Q1 – 7 July 2023 & 28 August 2023

Q2 – 22 January 2024.

Q3 – 24 May 2024

Q4 – 5 July 2024

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 2022-2023. Review of Monitoring of Service provides. Draft Annual Report 2022-2023. 	PMS Manager/ Municipal Manager	Quarterly
Dashboard Reporting and Follow up on AG Action Plan. <ul style="list-style-type: none"> Review of the dashboard report for quarter 4 and June – July. Follow up on progress made on AG Action Plan. 	Deputy Director Internal Audit.	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. 	Deputy Director Internal Audit.	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 (bi- annual) review (2023-2024). Review of Section 71 reports and SCM Reports (2023-2024). 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) 2023-2024. Review of Bi- Monitoring of Service provides (Mid-Year)2023-2024. Review draft Annual Report. 	PMS Manager/ Municipal Manager	Quarterly
Budget Funding Plan and Dashboard Reporting and Follow up on AG Action Plan. <ul style="list-style-type: none"> Review of the Budget Funding Plan report for quarter 2. Follow up on progress made on AG Action Plan. 	Deputy Director Internal Audit.	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. 	Deputy Director Internal Audit.	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. Interim AFS 6 Months and 9 months 	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
Dashboard Reporting and Follow up on AG Action Plan. <ul style="list-style-type: none"> Review of the dashboard report. Follow up on progress made on AG Action Plan. 	Deputy Director Internal Audit.	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. Interim AFS and Reconciliations (9 months) 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
Budget Funding Plan and Follow up on AG Action Plan. <ul style="list-style-type: none"> Review of the Budget Funding Plan report. Follow up on progress made on AG Action Plan. 	Deputy Director Internal Audit.	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. 	Deputy Director Internal Audit.	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
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 and yearly
Strategic Planning <ul style="list-style-type: none"> • Review of Plans. 	Audit Committee Chairperson	Yearly
Action Plan to resolve Auditor General’s Report – Follow up on AG report and Management letter.	Audit Committee Chairperson	Quarterly on every after 10 working days of each month.

Prepare and Reviewer:

Prepared by: P Dlomo.
Deputy Director : Internal Audit.

Signature:.....

Reviewed by: PROF TI Nzimakwe
Audit Chairperson

Signature:

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