

OKHAHLAMBA LOCAL MUNICIPALITY
 ACTION PLAN
 2011/2012 EXTERNAL AUDIT FINDINGS

<i>Finding</i>	<i>Planned Action</i>	<i>Implementation date</i>	<i>Responsible Official</i>
1. No evidence of application of 80/20 points system	The 80/20 point system will be applied to all procurement transactions which are to the value of R30 000 and above	01 December 2012	SCM Officer
2. Non-payment of creditors within 30 days	2.1. The Municipality will make use of stamps (which indicate the dates) to indicate the exact date when the invoices are received by the Finance Department.	2.1. 31 January 2013	Accountant Expenditure
	2.2. The Municipality will be implementing the creditors' module on its financial system to assist with the tracking of payments to creditors and to ensure that the necessary follow-ups are made.	2.2. 01 February 2013	Accountant Expenditure

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3. Awards to suppliers in the service of the state	The Municipality will, before the conclusion of any transaction, issue declaration forms to suppliers to indicate whether they are in the service of the state or not.	01 December 2012	SCM Officer
4. Range of procurement processes (SCM policy not in line with SCM Regulations)	The 2012/2013 SCM Policy has been amended to take into account the stipulated criteria.	31 May 2012	SCM Officer
5. Procedures for procurement of goods or services	The 2012/2013 SCM Policy has been amended to take into account the stipulated criteria.	31 May 2012	SCM Officer
6. Bids not published on the website	6.1. The outcomes of all the bidding process will be published on the municipal website.	6.1. 28 February 2013	SCM Officer
	6.2. The Municipality will develop a compliance checklist	6.2. 28 February 2013	Accountant Expenditure and National Treasury Advisor (MFMP)
7. No internal audit reports for quarter three and four on performance measures	6.1. Internal Audit will audit performance measures on a quarterly basis.	31 January 2013 - Q2 30 April 2013 - Q3 31 July 2013 - Q4	Internal Audit Manager and Municipal Manager
8. Monthly projections and service delivery targets not made public	OUTSTANDING		

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within 14 days of approval of SDBIP			
9. Performance agreements not amended to be in line with amended IDP	The IDP/ PMS Manager will ensure that the Performance Agreements will be in-line with the IDP Objectives.	30/ 06/ 2014	IDP/ PMS Manager
10. Non-performance of quarterly performance reviews	Quarterly Performance Reports will be scheduled for all quarters and an evaluation panel will be established for the 2nd and 4th quarter according to MSA Regulations 28.	A month after the end of each quarter.	IDP/ PMS Manager
11. Notice to public not made within 14 days of adoption of the IDP	Notice to the public will be made within the stipulated timeframe.	30/ 06/ 2014	IDP/ PMS Manager
12. Non-submission of amended IDP to MEC for local government	Amended IDP to be submitted to the MEC for Local Government timeously.	30/ 06/ 2014	IDP/ PMS Manager
13. Leave approved subsequent to leave being taken	MM to deal with this issue		
14. Creditors reconciliations not prepared	The Municipality will be implementing the creditors' module on its financial system to assist with the preparation of the creditors reconciliations	01 February 2013	Accountant Expenditure
15. Direct debits not cleared on time	Direct debits will be cleared on a monthly basis	28 February 2013	Accountant Expenditure
16. Inadequate documentation regarding cancelled fines	OUTSTANDING		
17. Annuity loan not paid	The Municipality to set up a meeting with the Winterton Farmers Association to obtain the original documents/agreement and to resolve	04/03/2013	Manager Finance

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	the any payments due,		