

PROJECT SPECIFICATIONS / SCOPE OF WORK

Scope of Work to be undertaken:

OPENING BALANCES AND RESTATEMENT FIGURES AND ROLL OVER OF CASEWARE FILE 2021/2022 TO 2022/2023
Review of mSCOA Chart of Accounts for accuracy
Accruals: Identify and account for Accruals
Search for Capital expenditure in revenue expenditure
Debtors control account to age analysis reconciliation
Creditors control account to age analysis reconciliation
Debt impairment per service
VAT Receivable reconciliation
Interest Recalculation as per Municipality Policy
Budgeting Completeness and Accuracy
Cash and cash equivalents/Bank Reconciliations
Employee related costs/Payroll Reconciliations
Review of opening balances
CASEWARE FILE – IMPORT AND ROLL FORWARD
Roll forward of CaseWare file
Review Roll forward of CaseWare file
Trial Balance
Review of prior year chart to mSCOA Chart of Accounts (COA) mapping
Statement of comparison of Budget vs Actual Amounts
Review of accounting policies
Preparation and updating of Notes to the AFS
Preparation and updating of all Disclosures
Cash flow statement (CFS)
Statement of Changes in Net Assets (SCE)
Consolidation of audit file
PREPARATION OF ANNUAL FINANCIAL STATEMENTS 2022/2023
Import of Final TB and Reconcile for Accuracy
Review of prior year chart to mSCOA Chart of Accounts (COA) mappings
Statement of comparison of Budget vs Actual Amounts
Review of accounting policies
Roll forward of work during GL Review and Clean-up
Preparation and updating of Notes to the AFS

AUDIT ISSUES
Responding of Audit Queries
Review of Audit queries for Management
TRAINING AND SKILLS TRANSFER
Adhoc Training
Skills Transfer