



NKANGALA DISTRICT MUNICIPALITY



SCOPE OF WORK

APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR PREPARATION OF CONSOLIDATED ANNUAL FINANCIAL STATEMENTS FOR NKANGALA DISTRICT MUNICIPALITY AND REVIEWAL OF ANNUAL FINANCIAL STATEMENTS FOR NEDA FOR 3 FINANCIAL YEARS.

The following support services will be required during the review of the Nkangala District Municipality for 3 Annual Financial Statements:

1. PHASE A – MOBILISATION

- Establish a Steering Committee that comprises representatives of key stakeholders, anticipating that it would include the following:
 - Project director
 - A senior representative or representatives from the municipality
 - The project manager
 - And, when required, Strategic Advisors.
- Confirm with the Steering Committee the:
 - Terms of Reference for our involvement as well as that of the municipality
 - The detailed project plan, including the allocation of roles and responsibilities.
 - Agree on the Project Charter
 - Obtaining sign-off by the municipality.
- Confirm the boundaries scope and required outputs of the Phase and identify the critical success factors that will guide the work of the project team.
- Confirm the data base fields and agree on the data capture conventions to ensure compatibility and transferability to Municipal systems.
- Determine which officials of the Municipality and other sources would have data relating to your project relevant to the Phase.
- Establish the names of the contact persons and their contact details.
- Arrange for a formal notification to be sent to every contact person, advising them of the project, enlisting their co-operation and ensuring their availability.



2. PHASE B – EXECUTION

- Prepare GRAP compliant consolidated annual financial statement for the year ending 30 June 2025 ,/2026 and 2027 using Caseware.
- Review of all supporting schedules in relation of GRAP, iGRAP and directives, using Caseware and the mSCOA as regulated for NDM
- Review GRAP compliant annual financial statement for NEDA for the year ending 30 June 2025,/2026 and 2027 using Caseware.
- Review of Accounting policies for NDM and NEDA
- Review of accounting methodologies in relation to relevant schedules as may be needed
- Review and recommend changes to chart of accounts so that it is in compliance with GRAP
- Review of key reconciliations and control accounts for the purpose of preparation of AFS
- Review of Reconciliations of general ledger to the following but not limited to:
 - Asset register, Lease register and Creditors register
 - Bank reconciliations, VAT Reconciliations (Review)
 - Salaries reconciliation
- Review of audit file for both NDM and NEDA
- Review of mSCOA transactions for the financial year for NDM and NEDA

3. NDM SPECIFIC REQUIREMENTS FROM MUNSOFT

- Ensure that finance personnel understand the process of consolidated AFS preparation using Caseware software.
- Ensure that NEDA personnel understands the process for review of the AFS using Caseware Ssoftware
- Ensure that the timelines as indicated in the NDM AFS and NEDA approved preparation plan are adhered to
- Involvement of finance personnel at all times during the preparation of the consolidated AFS and documentation as required as part of the review of the AFS and schedules.

4. AVAILABILITY AND DATE ON WHICH PROJECT WILL COMMENCE

- The project team should be available from 15 July to 30 August every financial year for preparation of consolidated AFS for NDM
- The project team should be available from 01 August to 30 August every financial year for the review NEDA AFS.

5. PHASE C – FINALISATION

- Submission of the draft and final review notes before the agreed deadlines.

Compile close out report of the projects.



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