



NKANGALA DISTRICT MUNICIPALITY



APPOINTMENT OF A PANEL OF THREE (03) PROFESSIONAL SERVICE PROVIDERS FOR REVIEWAL OF ANNUAL FINANCIAL STATEMENTS FOR NKANGALA DISTRICT MUNICIPALITY AND REVIEWAL OF CONSOLIDATED ANNUAL FINANCIAL STATEMENTS FOR NKANGALA DISTRICT MUNICIPALITY AND NEDA, FOR THREE (3) FINANCIAL YEARS.

SCOPE OF WORK

The following support services will be required during the Review of the Annual financial statements for 3 financial years.

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 representative 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 database 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 person 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

- Review GRAP compliant annual financial statement for the year ending 30 June 2026 /2027 and 2028 using Caseware and GRAP Template for Nkangala District Municipality.
- Reviews Consolidated annual financial statements for Nkangala district municipality and NEDA for the year ending 30 June 2026/2027 and 2028 using Caseware and GRAP Template.
- Review of all supporting schedules in relation of GRAP, iGRAP and directives, using Caseware, the mSCOA as regulated and GRAP Template for both Nkangala District municipality and NEDA.
- Review of Accounting policies for annual financial statements an consolidated annual financial statements
- 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 and consolidated 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 annual financial statements and consolidated annual financial statements.
- Review of mSCOA transactions for the financial years.

3. NDM SPECIFIC REQUIREMENTS FROM MUNSOFT

- Ensure that finance personnel understand the process of AFS preparation using CaseWare software.
- Ensure that the timelines as indicated in the NDM AFS and approved preparation plan are adhered to.
- Involvement of finance personnel at all times during the review AFS and the review of 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 annual financial statements, and available from 01 to 30 September every financial year for consolidated annual financial statements.

5. PHASE C – FINALISATION

Submission of the draft final Review notes before the agreed deadlines.

- Compile close out report of the project for both annual financial statements and consolidated annual financial statements.