

**PLAASLIKE MUNISIPALITEIT**  
**NKETOANA (F.S. 193)**  
**(Reitz, Petrus Steyn, Lindley & Arlington)**  
**LOCAL MUNICIPALITY**



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P O Box 26 Reitz – Tel: (058) 8632811 – Fax (-58) 8632523

**OFFICE OF THE CHIEF FINANCIAL OFFICER**

## ***NOTICE***

Notice is hereby given that the **SECTION 79 COMMITTEE MEETING of the FINANCE DEPARTMENT** will be held on **31 OCTOBER 2012 at 11h00 at PETRUS STEYN Caucus Room** to attend to the agenda below.

**M D MOLAPISI**  
**CHAIRPERSON**

***“Renewing our pledge – A national partnership to build a better life for all”***

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**SECTION 79**  
**COMMITTEE MEETING**

**FINANCE DEPARTMENT**

**M I N U T E S**

**DATE** : 31 OCTOBER 2012

**TIME** : 11H00

**PLACE** : PETRUS STEYN CAUCUS ROOM

# A G E N D A



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	<b>REPORTS PRESENTATION</b>	
010/10	Quarterly Report	
011/10	Quarterly Budget Report	
012/10	Three months bank reconciliation	
	<b>SECTION C</b>	
013/10	Way forward	
014/10	Closure	

**001/10      OPENING AND WELCOME**

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The chairperson officially opened the meeting and welcomed everybody present.

**002/10      ATTENDANCE AND APOLOGIES**

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Written apologies were received from the CFO and Councilor Henning.

**003/10      ADOPTION OF THE AGENDA**

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The agenda was adopted.

**004/10      OFFICIAL ANNOUNCEMENTS BY THE CHAIRPERSON**

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None

**005/10      OFFICIAL ANNOUNCEMENTS BY COUNCILORS**

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None

2.

**006/10      MOTIONS OF CONGRATULATIONS AND SYMPATHY BY CHAIR**

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None

**007/10      MOTIONS OF CONGRATULATIONS AND SYMPATHY BY CLLR**

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None

**008/10      APPROVAL OF THE MINUTES**

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The minutes were approved.

**009/10      MATTERS ARISING FROM THE MINUTES**

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There are still reports that are still outstanding which are:

- A report on the ABSA fraud case
- The money that is due to Council from SARS

The reports must be submitted to the committee in the next coming meeting.

### 3.

**ITEM NUMBER : 010/10**  
**HEADING : QUARTERLY REPORT**  
**DEPARTMENT : FINANCE**

#### **INTRODUCTION**

##### **Recommendations:**

1. That the committee take note of the report
2. That the report be submitted to Executive Committee and subsequently to Council.
3. In future the SDBIP document should form part of the agenda as it will be used as a check list to see whether it aligns with the budget and the quarterly progress.
4. The quarterly reports will make it easy to play the oversight role when the Annual Report is submitted for approval.

**ITEM NUMBER : 011/10**  
**HEADING : QUARTERLY BUDGET REPORT**  
**DEPARTMENT : FINANCE**

#### **INTRODUCTION**

##### **Recommendations:**

1. That the committee take note of the report
2. That the report be submitted to Executive Committee and subsequently to Council.
3. The findings of the Auditor General and the responds by Management should be submitted to the committee on a monthly basis to monitor whether the recommendations are being adhered to and implemented.
4. A detailed MIG report on projects and its progress should be submitted to the next coming meeting.
5. As the report mentions that that are couple of posts that are vacant and which hampers the effective performance in the department, those posts should be occupied urgently and as the suspension was uplifted on the Expenditure Accountant he should begin working in that post.fif

4.

**ITEM NUMBER : 012/10**  
**HEADING : THREE MONTHS BANK RECONCILIATION**  
**DEPARTMENT : FINANCE**

## **INTRODUCTION**

### **Recommendations:**

1. That the committee take note of the report
2. That the report be submitted to Executive Committee and subsequently to Council.

**ITEM NUMBER: 013/10**  
**HEADING : WAY FORWARD**

**014/10 CLOSURE**

The meeting adjourned at 14h10.

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