



OFFICE OF THE HEAD OF DEPARTMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: N. Ngcingwana. Tel: 040 608 4193 . Fax :040 608 4690. Email: nokuthula.ngcingwana@ecdoe.gov.za

FROM: HEAD OF DEPARTMENT

TO: OFFICE OF THE MEMBER OF THE EXECUTIVE COUNCIL(MEC)
OFFICE OF THE HEAD OF DEPARTMENT
ALL DEPUTY DIRECTORS-GENERAL
ALL CHIEF DIRECTORS
ALL DIRECTORS
ALL CIRCUIT TEAM MANAGERS
ALL CHIEF EDUCATION SPECIALISTS
ALL HEADS OF EDUCATION INSTITUTIONS
ALL SCHOOL PRINCIPALS
ALL SUPPORT EMPLOYEES

SUBJECT: 2021/22 AUDIT MANAGEMENT CIRCULAR

1. The audit process has commenced on the 03 February 2022, after the incoming Auditor-General (AGSA) audit team met with the Chief Financial Officer, Senior Management, and the Audit Controllers. In addition, the AGSA management team has been introduced to the Department's Management.
2. The AGSA has indicated that the previous financial year's Engagement Letter which was signed is still in force until a new engagement letter is issued during the current audit process.
3. To improve audit outcomes indicated below are the few operational arrangements that must be adhered to:

a. Administration of the audit process

To manage the audit process, Mr. Siyabonga Qhomfo, Mrs Buyiswa Nqumse and Mr Lumko Nkuzo have been appointed as the Departmental Audit Controllers for the 2021-22 audit process and the contact person between the office of the Auditor-General and the Department is Mr. Lumko Nkuzo. The CFO and SLMC members have agreed that each Chief Directorate will nominate an Audit Controller within the directorate(s).

2021/22 AUDIT MANAGEMENT CIRCULAR

Citizen care line: sikuncede njani - 080 121 2570
Email: customercentre@eceducation.gov.za
USSD: *134*2570#



The process followed in prior year(s) remain the same i.e. distribution of Requests for Information (RFIs) and Communication of Auditing Findings (COAFs) to be done electronically. Responses must be submitted through the Audit Controller office for the attention of Mr. Lumko Nkuzo, inclusive of all required supporting evidence and can be done in electronic format unless the AGSA specifically directs otherwise for example an original copy of a contract or a payment voucher, etc.

Senior Managers are expected to interact with one-another as and when required so that responses are coordinated when specific information is required from more than one unit.

b. Quality Assurance of Information presented for audit purposes

I wish to stress upon all managers and officials that the audit is not the sole responsibility of the CFO, but of each and everyone involved in any service delivery, financial management and administration processes. The CFO is responsible for compiling the financial report based on financial activities during the year and the additional information supplied by yourselves at year-end.

Similarly, it is the responsibility of the Chief Directorate: Corporate Strategy Management for compiling the report measuring actual performance and achievement against the predetermined objectives based on the information and evidence to be supplied by the relevant officials and programme managers.

Branches will be required to report on the status of Audit Improvement Plans (AIP), additional risk areas and the strategies implemented to improve audit outcomes. Thus, ALL Chief Directorates must have the AIP as a standing item in their Chief Directorate meetings where progress-to-date will be reported on.

Finally, please take note of the prescribed three-day turnaround time to respond to audit requests and findings and a 5-day turnaround time for information requested from Districts.

The Auditor-General has reported in the previous years a concern that the department is defaulting in this regard. Compliance will be closely monitored and analysed through the weekly Audit Steering Committee meetings. It should be noted that, the office of the Auditor-General require notification of the possible delays that may be encountered in submission of the required information on the day the RFI is issued.

c. **Monitoring audit progress, performance and challenges**

To ensure that all stakeholders are informed of progress and challenges experienced during the audit on an ongoing basis, the following meetings are structured:

i. **Weekly Audit Steering Committee meetings**


Every Friday, the Audit Steering Committee with the office of the Auditor-General (consisting of the HOD, CFO, DDGs, DEXCO, Top Management members and Audit Controllers) will review progress and discuss challenges and the chairmanship has been delegated to the CFO or her nominee in her absence. These meetings are scheduled to commence weekly on Fridays at 09h00 from 11 February 2022.

Whilst it is acknowledged that the business of the department is not paused for 6 months during the audit process, formal written apologies must be sent to the Audit Controller (serving as Secretariat) well in time should you for exceptional circumstances not be able to attend. It is however your responsibility to ensure that a suitable representative is identified and duly briefed to attend on your behalf.

ii. **Weekly Departmental Audit Accountability Session**

Due to the start of the Audit Steering Committee meetings, these meeting will be held on Thursday at 09H00 or any other time that will be communicated by the Auditor Controller's office. Attendance is compulsory by all Top Managers and Audit Controllers.

Yours in quality Education.



Dr N. MBUDE
HEAD OF DEPARTMENT

07/02/2022

DATE