**REPORTING REFERENCE FORUM – 02 NOVEMBER 2018**

**MINUTES / NOTES**

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**Chart 6.3 Changes**

* “WIP” – Proposal from WC PT & Johanna on how WIP should be treated and be in the chart. **Resolution:** One (1) week to investigate how it should work and report back to Elsabe – **due date,** Tuesday, 06 November 2018
* How many lines added and taken out of Chart 6.3? Response can only be given once the chart is finalised and final response at net Reporting Rep Forum
* Grants – breakdown – how will it link to Function & Item and implication on Chart and system at municipalities / programming & setup
* As for the 2019/2020 NO MORE ELECTRONIC RETURS
* **Due date**, for all inputs and examples of workings to be with Elsabe & Gomotso on Tuesday, 06 Nov 2018, Andre from EOH also to give working examples by 06 Nov 2018
* **Next Reporting Reference Forum Meeting for the 2018 year???**

**Specimen AFS**

* Progress feedback given by Charl on behalf of Willem
* Final comments and amendments awaited from Lindy at OAG
* Once received the specimen will be circulated to municipalities and other stakeholders for inputs and comments – 30-day period
* Una also gave feedback on the alignment between the Reporting Regulations, ASB & Chart on the descriptions & “headings”. The alignment will only be addressed in the Chart 6.4 changes
* AFS Work group to sit in November 2018 to discuss all the review and amendments from the OAG

**Dashboard**

* Presented by Brain & other workgroup members
* Deliverables (point1 -5) of the presentation be addressed before 01 April 2019
* At the next workgroup meeting the Indicators to the dashboard to be finalised
* Vesta proposed that the dashboard to indicate the “actual cash on hand” daily for the CFO & MM for cash management purposes
* Dashboard to be in line with Circular No. 71 & Section 71 reporting requirements

**Other Matters / PAUD submissions**

* Slow progress made by Municipalities on the upload of the PAUD although majority of Municipalities submitted AFS
* Vendors (BCX & VESTA) reported back that they have no control over clients regarding the uploads and that they can’t and won’t do that on behalf of the clients.

**Closing Remarks**

* Done by Una
* Reported that Lindy at the OAG will be next week give formal feedback on the specimen AFS
* System Audits will take place in 2019. Once Municipality per System will be audited
* No new participation on the RT25 allowed as from 19 October 2018 (I am not sure about the date, please correct???). Those that used the RT25 can continue doing so. Municipalities will not be penalised for Irregular Expenses due to NT audit finding. As no new participation to the RT25 is allowed Municipalities will have to follow own Procurement Process. Formal notice to be issued.

**Metro Meeting**

* Attended by – See attendance Register for which Metros
* Una requested the meeting to give reason why they want a separate Forum meeting and not to be part of the bigger meeting
* Feedback = basically they as the Metros feel that they can’t be compared to other municipalities or system and that the systems they are working are international system and unique to them and therefore matter relating to the systems don’t need to be discuss in the bigger meeting and a separate meeting is therefore needed. They also feel that experts on the field of system changes etc from the consultants to these systems are needed and that they as Metros and NT need informed expert advice and don’t have time or money to waste.
* Metros are using several moving accounts 9Refer to comments made by EOH on moving accounts), sub system integrations, entities and overall volume of transactions from so many other sites / town / former municipalities
* Metros are using different and more business process as the required process at other municipalities
* Metros still outstanding with several monthly & quarterly reports to NT