

## PROJECT SPECIFICATIONS / SCOPE OF WORK

Scope of Work to be undertaken:

<b>OPENING BALANCES AND RESTATEMENT FIGURES AND ROLL OVER OF CASEWARE FILE 2020/2021 TO 2021/2022</b>
Review of mSCOA Chart of Accounts for accuracy
Accruals: Identify and account for Accruals
Search for Capital expenditure in revenue expenditure
Debtors control account to age analysis reconciliation
Creditors control account to age analysis reconciliation
Debt impairment per service
VAT Receivable reconciliation
Interest Recalculation as per Municipality Policy
Budgeting Completeness and Accuracy
Cash and cash equivalents/Bank Reconciliations
Employee related costs/Payroll Reconciliations
Review of opening balances
<b>CASEWARE FILE – IMPORT AND ROLL FORWARD</b>
Roll forward of CaseWare file
Review Roll forward of CaseWare file
Trial Balance
Review of prior year chart to mSCOA Chart of Accounts (COA) mapping
Statement of comparison of Budget vs Actual Amounts
Review of accounting policies
Preparation and updating of Notes to the AFS
Preparation and updating of all Disclosures
Cash flow statement (CFS)
Statement of Changes in Net Assets (SCE)
Consolidation of audit file
<b>PREPARATION OF ANNUAL FINANCIAL STATEMENTS 2021/2022</b>
Import of Final TB and Reconcile for Accuracy
Review of prior year chart to mSCOA Chart of Accounts (COA) mappings
Statement of comparison of Budget vs Actual Amounts
Review of accounting policies
Roll forward of work during GL Review and Clean-up
Preparation and updating of Notes to the AFS

<b>AUDIT ISSUES</b>
Responding of Audit Queries
Review of Audit queries for Management
<b>TRAINING AND SKILLS TRANSFER</b>
Adhoc Training
Skills Transfer