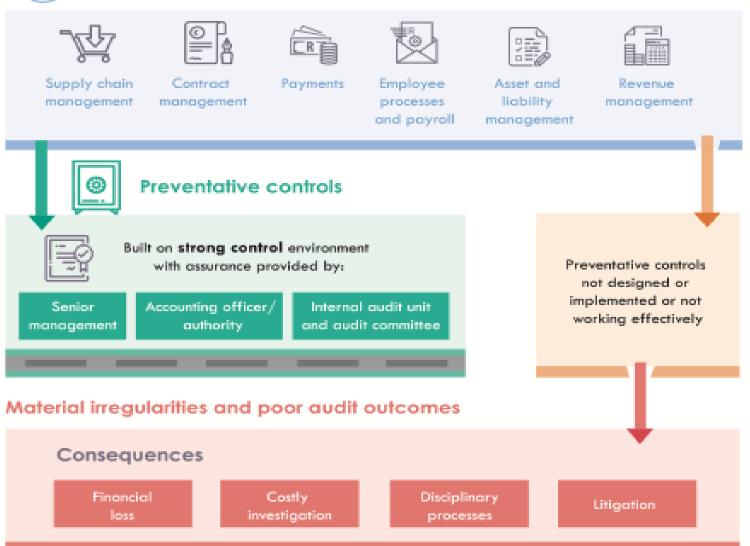






Typical business processes of the institution



Why these guides

- Enable oversight structures to assess whether the most important preventive
 controls are implemented by institutions to address their main areas of risks. This will
 assist oversight structures to diagnose weaknesses in preventative mechanisms and
 focus their oversight efforts on obtaining assurance from the executive authority and the
 accounting officer or authority that those weaknesses are being effectively addressed in
 accordance with their legislated obligations.
- Enable the accounting officer or authority and the executive authority to effectively
 address the assurance needs of oversight structures pertaining to preventative
 controls.
- Create general awareness of the role of the accounting officer or authority and their legislated obligations towards good financial and performance management in their institutions.



Importance of preventative controls GUIDE Tone and control culture GUIDE 2 Institutionalised internal controls GUIDE 3 Procurement of goods and services ☐ GUIDE 4 **Preparation of financial statements** GUIDE 5 Asset management GUIDE 6



What is included in the guides for each control



Controls accounting officers and authorities should implement



Questions oversight structures and executive authorities could ask to obtain assurance



Why it is important



Applicable legislation



Learn more about this control here



Tone and control culture | GUIDE 2

- 1. A demonstrated commitment to integrity and ethical values
- 2. Accounting officers and authorities provide independent oversight
- 3. Building and maintaining a strong control culture
- 4. Implementing effective consequences



Institutionalised internal controls | GUIDE (3

- Implement suitable risk management
- Establish and communicate policies and procedures
- 3. Demonstrate commitment to competence
- 4. Use assessments of independent assurance providers



Procurement of goods and services GUIDE 4

- Use procurement plans to enable proper planning
- Ensure adequate capacity and skills for supply chain management
- Implement standardised, effective procurement processes
- Safeguard against conflicts of interest



Preparation of financial statements GUIDE -

- 1. Ensure adequate capacity and skills to perform accounting and reporting activities
- Implement standardised, effective accounting processes
- Ensure proper record keeping and document control
- Independently review and reconcile accounting records
- Carry out in-year reporting and monitoring
- Perform timely and accurate year-end reporting and monitoring



Asset management GUIDE (



- 1. Keep proper records of assets and perform conditional assessments
- 2. Implement controls to safeguard and maintain assets
- Ensure segregation of duties in management of assets

Further guides are planned

Transaction level controls - e.g. payments, information technology, contract management

Project management and delivery controls – e.g. infrastructure development and maintenance



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