

SERVICE LEVEL AGREEMENT



on the Go for Growth

WATERBERG DISTRICT MUNICIPALITY

Entered into by:

The Waterberg District Municipality

(HEREIN REFERRED TO AS 'the Client')

And

Fiinvest Financial Solutions

(HEREIN REFERRED TO AS 'the Service Provider')

in respect of the compilation of 14/15 annual financial statements and
audit support for Waterberg District Municipality

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Preamble

Whereas:

Waterberg District has identified a need for the compilation of financial statements for the year ending 30 June 2015 and subsequent support during the 14/15 audit.

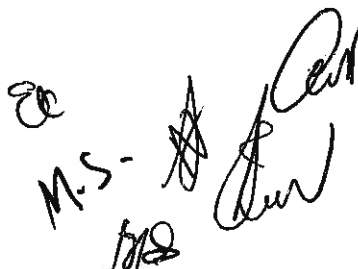
Waterberg District Municipality appointed Fiinvest Financial Solutions CC to render these services.

It is therefore agreed as follows:

1. Interpretation

The headings of the paragraphs in this Agreement are for the purposes of reference only and shall not be used in the interpretation of this Agreement. In this Agreement, unless a contrary intention clearly appears:

- 1.1. the singular includes the plural and vice versa;
- 1.2. the following terms shall have the meanings assigned to them hereunder and cognate expressions shall have corresponding meanings, namely:
 - 1.2.1. '**business day**' means any working day, excluding Saturdays, Sundays and public holidays;
 - 1.2.2. '**Client**' means the Waterberg District Municipality (also referred to as WDM), represented herein by **MS MABOTJA**, in his duly authorized capacity as Municipal Manager of Waterberg District Municipality;
 - 1.2.3. '**commencement date**' means the date on which the parties commenced with the performance of their obligations, namely **date of signature of service level agreement** ;
 - 1.2.4. '**contract price**' means the total amount of fees that will be charged by the Service Provider, including disbursements and VAT, for the performance of the services in terms of this Agreement;

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- 1.2.5. **'prime rate'** means the variable interest rate as charged and calculated by the Service Provider from time to time;
- 1.2.6. **'project'** means the services to be performed by the Service Provider in terms of the project deliverables and the corresponding obligations to be fulfilled by the Client;
- 1.2.7. **'project plan'** means the strategy prepared by the parties for the successful completion of the Project submitted within a reasonable time, prior to commencement of project, as stipulated in the project specifications;
- 1.2.8. **'Remuneration schedule'** means the details of remuneration as submitted in the Service Provider's proposal.
- 1.2.9. **'Service Provider'** means **Fiinvest Financial Solutions CC**, Registration number 2009/176015/23, a closed corporation incorporated under the laws of South Africa, represented herein by **N LAUBSCHER**, in her duly authorized capacity as member of Fiinvest Financial Solutions CC.
- 1.2.10. **'Services'** refers to the professional work to be performed by the Service Provider in terms of this Agreement and the Proposal;
- 1.2.11. **'Tender'** means the project specifications, submitted by the Client and being in respect of the compilation of financial statements for the year ending 30 June 2015 and subsequent support during the 14/15 audit to Waterberg District Municipality.
- 1.3. figures are referred to in numerals and in letters and if there is any conflict between the two then the letters shall prevail; and,
- 1.4. expressions defined in this Agreement shall bear the same meanings in schedules or annexures to this Agreement, which do not themselves, contain their own definitions.

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2. Appointment and Duration

2.1. The Client hereby appoints the Service Provider, which hereby accepts the appointment, to render the Services to the Client on the terms and conditions of this Agreement set out herein.

2.2. This Agreement will commence upon date of signature of this Agreement and shall thereafter remain in full force and effect for a period of approximately 5 months calculated from the commencement date, subject to the right of either Party to terminate it in terms of the provisions of this Agreement.

3. Shareholders

In case where the holding company of the Service Provider changes, the Client must be informed of such changes.

4. Extent of terms and conditions

4.1. This Agreement consists of the terms and conditions set out in the documentation listed as follows:

4.1.1. All bid documents comprising the Service Provider's proposal;

4.1.2. Letter of appointment;

4.1.3. This Agreement;

4.1.4. The National Treasury General Conditions of Contract; and

4.1.5. Acceptance of appointment.

4.2. In the event of conflict between the provisions of any of the aforesaid documentation and this Agreement, the provisions of this Agreement shall prevail.

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- 4.3. Any additional work which is not part of the initial agreement will have to be requested in writing and approval be given prior to work done.

5. Scope of Services

- 5.1. The Service Provider shall compile financial statements for the year ending 30 June 2015 and coordinate and provide support during the 14/15 audit, as required by and as envisaged by the Tender.
- 5.2. Services shall be rendered with regard to all requirements of The Client as per the proposal.
- 5.3. The Services that the Service Provider shall render to the Client in terms of this Agreement are set out in the specifications and the Service Provider's proposal and include, without limitation, the following:
- a) Assistance with addressing unresolved 13/14 audit findings, especially those that may have an impact on the 14/15 audit outcome.
 - b) Review of the 14/15 trial balance, general ledger and reconciliations for accuracy, completeness and validity and giving guidance to WDM staff on corrections to be made.
 - c) Preparation of GRAP complaint annual financial statements (AFS) for the year ending 30 June 2015.
 - d) Assistance with preparation of the audit file for the year ending 30 June 2015 that has to be submitted with the AFS.
 - e) Performing duties as per the 14/15 year-end financial statements checklist which would ordinarily be assigned to the CFO, during the time that this post is vacant, such as review and accounting of actuarial valuations for long-term employee benefits, review and accounting of operating / finance leases, reconciliation of project expenditure, calculation of provision of performance bonuses, provision for doubtful debts and review of MFMA s32 expenditure.

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[Signatures]

- f) Review of useful lives and residual values and impairment testing on the Asset Register (Property, Plant & Equipment).
- g) Accounting and reconciliation of the Intangible Asset Register (Computer Software), including review of useful lives and residual values and impairment testing.
- h) Coordination of audit, including review of departmental responses as well as assistance with drafting BTO responses and addressing technical financial audit queries and requests for information.
- i) Attendance of audit steering committee meetings and audit committee meetings / other ad hoc meetings where audit will be discussed.
- j) In addition to the above deliverables, I am also committed to transferring skills and capacity building within your municipality.
- k) Any other matters or tasks as may be identified and agreed upon with the Municipal Manager, to be charged at the hourly rate of R 1 250 per hour.

6. Time Frames

6.1 The compilation of financial statements will be from 20 July to 28 August 2015;

6.2 The coordination of the 14/15 audit and provision of audit support will be from the commencement of the project for 5 months until 30 November 2015, or such later date when the audit is concluded.

7. Deliverables

7.1 GRAP compliant 14/15 financial statements

7.2 GRAP and MFMA compliant 14/15 audit file

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7.3 Effective coordination and conclusion of the 14/15 audit

8. Responsibilities of Waterberg District Municipality

- 8.1. The Client shall ensure that the Service Provider has reasonable access to and the support of whatever information or personnel, respectively, may be necessary for the Service Provider to fulfill its obligations.
- 8.2. The Client shall effect remuneration to the Service Provider upon the latter's performance of its obligations in terms of the tender document. Payment of the Contract Value will be made in tranches on completion of deliverables as tabled in section 5 above.

9. Responsibilities of Service Provider

- 9.1. The aforesaid services shall be rendered diligently and to the standard required by the Client.

The Service Provider shall:

- 9.1.1. perform the Services in accordance with the Service Level Agreement;
- 9.1.2. use the appropriate level of skill, care and diligence in performing the Services;
- 9.1.3. utilise staff that is adequately trained, qualified and skilled to perform the Services;
- 9.1.4. notify the Client within a reasonable time should the Service Provider be unable to render the Services for any reason whatsoever and will also notify the Client on how such situation will be remedied;
- 9.1.5. use the proper systems (hardware and software) to provide the Services;
- 9.1.6. assume professional and technical responsibility for the performance of the Services, which will be in accordance with recognized professional standards employed by service providers performing work of a comparable nature; and

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- 9.1.7. endeavour to constantly improve and enhance the quality of the Services during the course of this Agreement.
- 9.2. Nothing in this Agreement will be interpreted or construed as creating or establishing the relationship of employer and employee between any employee, or contractor, or agent, of the Client and the Service Provider.
- 9.3. Any consultant or contractor supplied by the Client to assist in the rendering of the Services in terms of this Agreement shall not be considered as having employee status for the purpose of any benefit applicable to the Service Provider's employees generally.
- 9.4. Where the Service Provider has to render the Services at the Client's premises, the Service Provider will render the Services at the address/es notified to the Service Provider by the Client in writing.
- 10. Price / fees**
- 10.1. In consideration for the rendering of the Services, the Client shall pay to the Service provider the Fees as set out in the Proposal.
- 10.2. The hourly rate shall be fixed for the duration of the contract. The approved rate is R 1 250 per hour and R 4.11 per kilometer (Vat exclusive).
- 10.3. The Parties acknowledge that the Fees are based on the scope of the Services and the service levels as stipulated in the Proposal.
- 10.4. The Client hereby agrees to pay the Service Provider in accordance with this agreement after the delivery of goods or services as per the scope of work.
- 10.5. Upon receipt of the invoice, the Client will pay the Service Provider the invoiced amount within (30) days of receipt of an invoice.
- 10.6. If the Client defaults or falls into arrears with any payment the Service Provider reserves its right to claim payment of interest at the prime rate, calculated from 30 (thirty) days after date of invoice to actual date of payment.

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11. Variations and cancellations

- 11.1. No agreement varying to, deleting from or cancelling this agreement shall be of force or legal effect unless reduced in writing and signed by or on behalf of the parties.

12. Limitation of liability

- 12.1. The Service Provider hereby protects and secures the Client against all legal liability with regard to any claims that may arise as a result of a breach of contract or negligence on the part of the Service Provider in respect of its obligations in terms of this Agreement.
- 12.2. The maximum liability of the Service Provider in respect of the aforesated claims shall be limited to the aggregate of fees that have accrued to the Service Provider for the obligations that form the subject of the breach of contract or negligence as at the time that the cause of action arose.

13. Amicable Settlement

If any dispute arises in terms of this contract, either party may give five (5) days written notice to the other of such dispute, whereupon the parties shall meet promptly and in good faith attempt to reach an amicable settlement.

14. Disputes

- 14.1. In the event that a dispute arises between the Client and the Service Provider it shall be referred to mediation within 5 (five) business days of either party declaring such a dispute. In this regard:
- 14.1.1. A mediator shall be appointed by the parties, alternatively by the chair of the Attorneys Association in the Province where the dispute arose, to preside over the mediation; and,

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[Signature]

14.1.2. The parties shall seek ways and means to resolve the dispute in the most expedient manner.

14.1.3. Should the dispute not be resolved within 10 (ten) business days of the commencement of mediation it shall be referred to arbitration.

14.1.4. An arbitrator shall be appointed by the parties, alternatively by the chair of the Arbitration Foundation of South Africa ('AFSA'), to preside over the arbitration; and,

14.1.5. The rules of AFSA shall govern the conduct of the arbitration.

14.2. Nothing in this paragraph shall prevent either party from approaching the High Court for suitable judicial relief.

15. Breach

15.1. If either party breaches this Agreement or fails to perform any of its obligations, then the other party shall provide written notice, calling upon the first party to rectify its breach within a period of not less than 10 (ten) business days.

15.2. Should the party in breach have failed to rectify the breach within the aforestated time period, the other party may cancel this Agreement and claim recovery of damages.

15.3. Any request for an extension on timeframe must be done in writing and be approved by the Accounting Officer of the Client as an addendum to this agreement or penalties will be imposed on the Service Provider.

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16. Termination

- 16.1. This Agreement may be terminated upon thirty (30) days' written notice, after the terminating party has consulted the other about its intention and reasons for termination.
- 16.2. The aforesated termination shall not prejudice either party's rights in respect of the obligations already performed or to be performed as at the date of termination.

17. Severability

- 17.1. Any provision of this agreement found or held invalid or unenforceable, such terms shall be severable and the validity of all other terms shall not be affected thereby.

18. Whole agreement

- 18.1 This Agreement constitutes the whole agreement between the parties unless supplemented by further agreements, which shall be in writing.

19. Amendments and alterations

- 19.1 No amendments and/or alterations to the terms this Agreement shall be valid or binding unless reduced to in writing and signed by all Parties.

20. Penalty Clause

- 21.1 Penalty will be imposed on the following cases:
- Poor Quality
 - Non- compliance to scope of work
 - Non – compliance to project plan timeframes

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- 21.2 No extension will be granted for this project without good motivation and any failure to deliver the expected results before or on the specified deadline date could result in penalties to be effected by WDM.
- 21.3 The penalties will be calculated from 2% to the maximum of 25% of the total project amount on the discretion of the municipality. Penalty percentage can be increased from 25% depending on the severity of the penalty.
- 21.4 National Treasury Conditions of Contract will also apply in terms of penalties imposed.

22. Confidentiality

22.1 For the purposes of the agreement confidential information means any and all information, including but not limited to, technical, financial, product and commercial information – disclosed in writing or otherwise by the disclosing party to the receiving party, whether disclosed in view of the purpose before or after the date of Agreement and shall be deemed to include all documents and other material (including samples, models and computer software) containing or embodying or based on the confidential information (or part thereof) together with all notes, summaries and other material derived there from and all copies or reproductions of the foregoing. Such Confidential Information shall not include information:

22.1.1 which is generally available to the public, or which will become generally available to the public other than by breach by the Receiving Party of its obligation hereunder;

22.1.2 which was or is already known to the Receiving Party before it had been or will be disclosed by the Disclosing Party, provided that such information may not reasonably be considered by the Receiving Party as confidential;

22.1.3 which the Receiving Party has received or will receive on a non confidential basis from any party (including any third party) which is not in breach an obligation of confidentiality towards the Disclosing Party or any party

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22.1.4 which is independently developed by or on behalf of the Receiving Party.

22.2.1 hold the other parties Confidential Information in the strictest confidence;

22.2.2 not make use thereof other than for the performance of its obligations under the Agreement; and

22.2.3 only release such Confidential Information on a "need to know" basis subject thereto that the persons to whom such Confidential Information is released shall undertake to be bound by the confidentiality obligations contained herein.

22.3 No parties shall be entitled to use the name of the other Party in publicity releases or advertising or for other promotional purposes without procuring the prior written approval of the Party concerned.

22.4 The Parties' obligation in terms of this clause will survive the termination of this Agreement including the termination thereof by the effusion of time.

22.5 In the case of a release, announcement or document which is require to be given, made or published by law or under the rules of the JSE Securities Exchange South Africa or any other relevant stock exchange, the Party liable so to give, make or publish the same shall give to the other Party as much advance warning thereof as is reasonable in the circumstances together with drafts or a copy thereof as soon as it is at liberty to do so.

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23. Warrant of Authority

The persons signing this agreement on behalf of the parties warrant their authority to do so.

24. *Domicilium citandi et executandi*

24.1. The parties choose as their *domicilia citandi et executandi* the addresses set out hereunder :

24.1.1. Client :

Office of the Municipal Manager
Waterberg District Municipality
Harry Gwala Street
Modimolle
0510

24.1.2. Service Provider :

Fiinvest Financial Solutions
19 Francolin Street
Koro Creek
Modimolle
0510

24.2. Either party may change its *domicilium citandi et executandi* by giving written notice to the other, the new address becoming effective at the expiry of 10 (ten) business days from the communication of notification.

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Signed at Modimolle on this 25 day August of 2015.

AS WITNESSES:

1. M. Mlotja For and on behalf of the Client
2. [Signature] [Signature]
MS Mabotja
WDM Municipal Manager

Signed at Modimolle this 25th day August of 2015.

AS WITNESSES:

1. [Signature] For and on behalf of Service Provider
2. [Signature] [Signature]
N Laubscher
Member of Fliinvest CC

Fiinvest CC

Reg # 2009/176015/23
PO Box 2408, Modimolle, 0510
Tel 083 4177 483 Fax 086 634 1958
e-mail: nadinedejager@gmail.com

24 July 2015

**The Municipal Manager
Waterberg District Municipality
Private Bag X1018
MODIMOLLE
0510**

Dear Sir,

**ACCEPTANCE OF APPOINTMENT FOR PREPARATION OF GRAP - COMPLIANT FINANCIAL
STATEMENTS & AUDIT SUPPORT**

Your appointment letter of 21 July 2015 refers, informing me of the appointment to prepare 14/15 annual financial statements and provide audit support.

This letter serves to confirm that I accept the appointment at the fee of R 330 000 for the compilation of financial statements and the subsequent of the audit and audit support at a fee of R 1 250 per hour.

I would like to thank you for this opportunity and I trust that the service provided will meet and surpass your expectations

Kind regards,



Nadine Laubscher CA(SA)
In my capacity as a Member of Fiinvest Financial Solutions CC

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Waterberg
District Municipality

on the Go for Growth

Harry Gwala Street, Modimolle, 0510
Private Bag X 1018, Modimolle, 0510
Tel: (014) 718 3360
Fax: (014) 717 2398

Enquiries: Ketiana Makgobela

Chalanco Properties TA Flinvest Financial Solutions CC
P.O. Box 2408
Modimolle
0510

ATTENTION: Nadine Laubscher

APPOINTMENT LETTER: COMPILATION OF THE 2014/15 ANNUAL FINANCIAL STATEMENTS AND CO-ORDINATION OF THE 2014/15 AUDIT OF WATERBERG DISTRICT MUNICIPALITY.

Please be advised that **Chalanco Properties TA Flinvest Financial Solutions CC** is hereby appointed by WDM for the compilation of the 14/15 annual financial statements and co-ordination of the 14/15 audit in Waterberg District Municipality **R455 000.00 VAT Exclusive.**

The service provider is expected to deliver the above mentioned service or works within five months from date of signing of the service level agreement. Upon acceptance the service provider must indicate the capacity to deliver within the stipulated timeframe of five months with no delays or sacrifice of scope of work and quality. Delivery of poor quality or sacrifice scope of work and delay on delivery according to timeframe will be penalised in terms of the SLA.

This appointment letter is subject to conclusion of a service level agreement (SLA) and National Treasury Conditions of Contract to be signed between the Service Provider and Waterberg District Municipality within three days after your acceptance letter and thereafter WDM will issue a purchase order.

Please indicate acceptance of this appointment within three working days upon receipt of this letter. The acceptance letter must be addressed to the Divisional Manager: SCM fax number 086 720 1266 or preferably email kmakgobela@waterberg.gov.za. Once the appointment letter and SLA have been accepted the official order will be released.

Yours faithfully,


M.S. MABOTJA
MUNICIPAL MANAGER

21/07/15
DATE

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Fiinvest CC

Reg # 2009/176015/23

PO Box 2408, Modimolle, 0510

Tel 083 4177 483 Fax 086 634 1958

e-mail: nadinedejager@gmail.com

WATERBERG DISTRICT MUNICIPALITY



Waterberg
District Municipality

on the Go for Growth

PREPARATION OF GRAP – COMPLIANT ANNUAL FINANCIAL STATEMENTS & AUDIT SUPPORT

Submitted by:

**Fiinvest
Financial
Solutions**

**19 Francolin Street
Koro Creek
Modimolle
Limpopo
0510**

Your partner in building a better life for all

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Fiinvest CC

Reg # 2009/176015/23
PO Box 2408, Modimolle, 0510
Tel 083 4177 483 Fax 086 634 1958
e-mail: nadinedejager@gmail.com

1 July 2015

**The Municipal Manager
Waterberg District Municipality
Private Bag X1018
MODIMOLLE
0510**

Dear Sir,

QUOTATION : PREPARATION OF GRAP – COMPLIANT FINANCIAL STATEMENTS & AUDIT SUPPORT

I would like to thank you for the opportunity to submit this quotation. I have carefully considered the requirements and have set out, in the attached proposal, my response to meeting your requirements and other information which might be of assistance in evaluating this proposal.

Fiinvest Financial Solutions specialises in a broad spectrum financial consulting services and accounting of, amongst others, the public sector. I can assist municipalities to compile GRAP compliant annual financial statements, asset registers, clearing of trial balance accounts, preparation of audit files, resolution of audit queries and improving strategic financial management functions such as performance and supply chain management.

I, sole member of Fiinvest, have 8 years senior management experience in local government and with my audit background being a Chartered Accountant, believe I have a good understanding of the challenges facing municipalities, more specifically in the financial environment.

My focus would also be on improving the ability of the municipality to comply with all relevant legislation, internal controls and other best practises.

All documentation required for Supply Chain purposes have also been attached. Should you require any further information, do not hesitate to contact me at the contact details provided in the header.

Together we can achieve more.

Kind regards,

**Nadine Laubscher CA(SA)
Member**

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Fiinvest CC

Reg # 2009/176015/23
PO Box 2408, Modimolle, 0510
Tel 083 4177 483 Fax 086 634 1958
e-mail: nadinedejager@gmail.com

SCOPE OF WORK

Waterberg District Municipality required the service of a professional financial consultant to assist with the preparation of GRAP compliant annual financial statements for the year ending 30 June 2015. This includes, amongst others, the following deliverables:

1. Assistance with addressing unresolved 13/14 audit findings, especially those that may have an impact on the 14/15 audit outcome.
2. Review of the 14/15 trial balance, general ledger and reconciliations for accuracy, completeness and validity and giving guidance to WDM staff on corrections to be made.
3. Preparation of GRAP compliant annual financial statements (AFS) for the year ending 30 June 2015.
4. Assistance with preparation of the audit file for the year ending 30 June 2015 that has to be submitted with the AFS.
5. Performing duties as per the 14/15 year-end financial statements checklist which would ordinarily be assigned to the CFO, during the time that this post is vacant, such as review and accounting of actuarial valuations for long-term employee benefits, review and accounting of operating / finance leases, reconciliation of project expenditure, calculation of provision of performance bonuses, provision for doubtful debts and review of MFMA s32 expenditure.
6. Review of useful lives and residual values and impairment testing on the Asset Register (Property, Plant & Equipment).
7. Accounting and reconciliation of the Intangible Asset Register (Computer Software), including review of useful lives and residual values and impairment testing.
8. Coordination of audit, including review of departmental responses as well as assistance with drafting BTO responses and addressing technical financial audit queries and requests for information.
9. Attendance of audit steering committee meetings and audit committee meetings / other ad hoc meetings where audit will be discussed.
10. In addition to the above deliverables, I am also committed to transferring skills and capacity building within your municipality.
11. Any other matters or tasks as may be identified and agreed upon with the Municipal Manager, to be charged at the hourly rate of R 1 200 per hour.

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Fiinvest CC

Reg # 2009/176015/23

PO Box 2408, Modimolle, 0510

Tel 083 4177 483 Fax 086 634 1958

e-mail: nadinedejager@gmail.com

ADVANTAGES OF APPOINTING FIINVEST CC

The advantages of appointing Fiinvest Financial Solutions CC is as follows:

1. I was the CFO of Waterberg District Municipality (WDM) for the past 8 years and during that time WDM received 2 clean audits, 5 unqualified audits and 1 qualified audit opinion.
2. I have for the past 8 years compiled the WDM financial statements and other items listed in the scope of work, with no tasks being outsourced to external consultants.
3. It will benefit immensely to economies of scale and continuation of downstream work as the year that I will be compiling for WDM is a year where I was actively involved in the accounting / financial function of WDM and thus have knowledge of an exceptional nature of the business of WDM.
4. I'm am a Chartered Accountant with 10 years management experience of which 8 years is in local government.
5. I am located in Modimolle and can thus save on subsistence and travel expenditure.

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 - In the center, the letters "MS" are written twice, one above the other.
 - On the right, there is a signature that appears to be "Gert" and another signature below it.

Fiinvest CC

Reg # 2009/176015/23
PO Box 2408, Modimolle, 0510
Tel 083 4177 483 Fax 086 634 1958
e-mail: nadinedejager@gmail.com

PRICING SCHEDULE

The total project fee, based on assumptions below, are estimated to be:

DESCRIPTION	TIMEFRAME	RATE PER HOUR	# OF HOURS	TOTAL (R)
Preparation of 14/15 Annual Financial Statements (includes deliverables 1 – 7)	20 July to 28 August 2015	R 1 250	264	R 330 000
Coordination of audit and audit support (includes deliverable 8 – 9) *	1 September to 30 November 2015	R 1 250	100	R 125 000
Total project fee before disbursements and VAT				R 455 000
No travel and subsistence costs will be charged, unless the Municipal Manager requests travelling outside Modimolle town boundaries for which travel will be charged at R 4.11 per km travelled.				R 0
No Vat is charged on this appointment as Fiinvest Financial Solutions CC is still a newly established entity and below the VAT registration threshold.				R 0
Total estimated project fee				R 455 000

* Audit support hours can range between 78 to 160 hours depending on technical difficulty and number of audit queries raised. This will be billed as an 'ad hoc' service. 160 audit support hours will increase the quote to R 530 000.

**** Other important notes:**

It is Important to note that the projected number of days have been determined assuming the following:

- That all the internal controls are working effectively;
- That tasks assigned as per the year end checklist are completed on target by responsible officials;
- That the full assistance will be given by municipal officials and that the relevant officials involved in various aspects of the financial statements, year-end checklist and audit file will be available and in a position to provide the required information.
- Audit support hours quoted has been based on the average time spent in previous audits that went well in general, but this may be more if it is a problematic audit with many new issues raised and technically difficult audit queries that can result in unfavourable audit opinions, e.g. the Asset Register, roads and wage curve issues raised in the 12/13 audit.

Should any of the above mentioned issues be different from the said assumption it might complicate the compilation of AFS or audit support and result in additional time required to assist in resolving such issues, as far as possible.