



MEMO

Budget and Treasury Office

TO: All Heads of Departments

CC: Municipal Manager

FROM: Chief Financial Officer

DATE: 18 May 2026

SUBJECT: PHYSICAL VERIFICATION OF MOVEABLE ASSETS

PURPOSE

This memo serves to inform all heads of departments about the physical verification of Municipal assets for the year ending 30 June 2026.

LEGISLATIVE FRAMEWORK

MFMA No 56 of 2003

GRAP 17

Asset Management Policy

BACKGROUND

The municipality is required to conduct physical verification as a minimum at each reporting date to ensure validation of the information contained in the asset register is complete and accurate.

This process will be facilitated by the Asset Management unit assisted by Tamac Consulting as an appointed service provider for the compilation of GRAP compliant asset register. This process is planned to commence from the **25 May 2026** as part of the year end procedures.

The Manager SCM and Assets Management will monitor the whole process in ensuring that the challenges are resolved timeously and escalated where and when necessary. The verification team will be led by the Accountant: Assets who will be assisted by the finance management interns.

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The asset verification team will comprise of the following personnel from Finance Department.

1. Ms Ntombizandile Kutshwayo-Ngonyama
2. Mr Sinayo Nombaku
3. Ms Simamkele Magaqa

The following officials will be coming from Tamac Consulting

1. Abenathi Rubushe
2. Marvellous Chifambi
3. Nkosikho Dyantyi
4. Gerald Marandu
5. Unabantu Mliswa
6. Tatenda Chada
7. Samson Marandu

The areas from which the verification will be conducted are Chintsa, Kei Mouth, Haga Haga, and Qumrha

Heads of departments are requested to escalate to all staff within their directorates and department's corporation during this process will be highly appreciated.

Prepared by

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Mr. P. Bidla
Manager SCM and Assets

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Date

Approved/not approved

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Mr. A. Lwana
Chief Financial Officer

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Date

