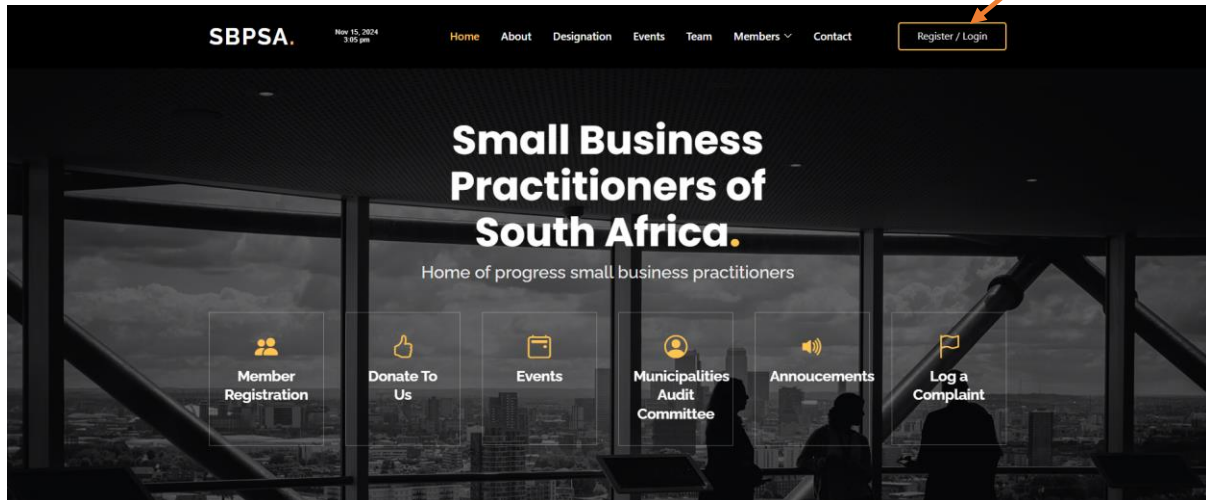


## Municipality Audit Committees Frequently Asked Questions

### 1. How do I become a member?

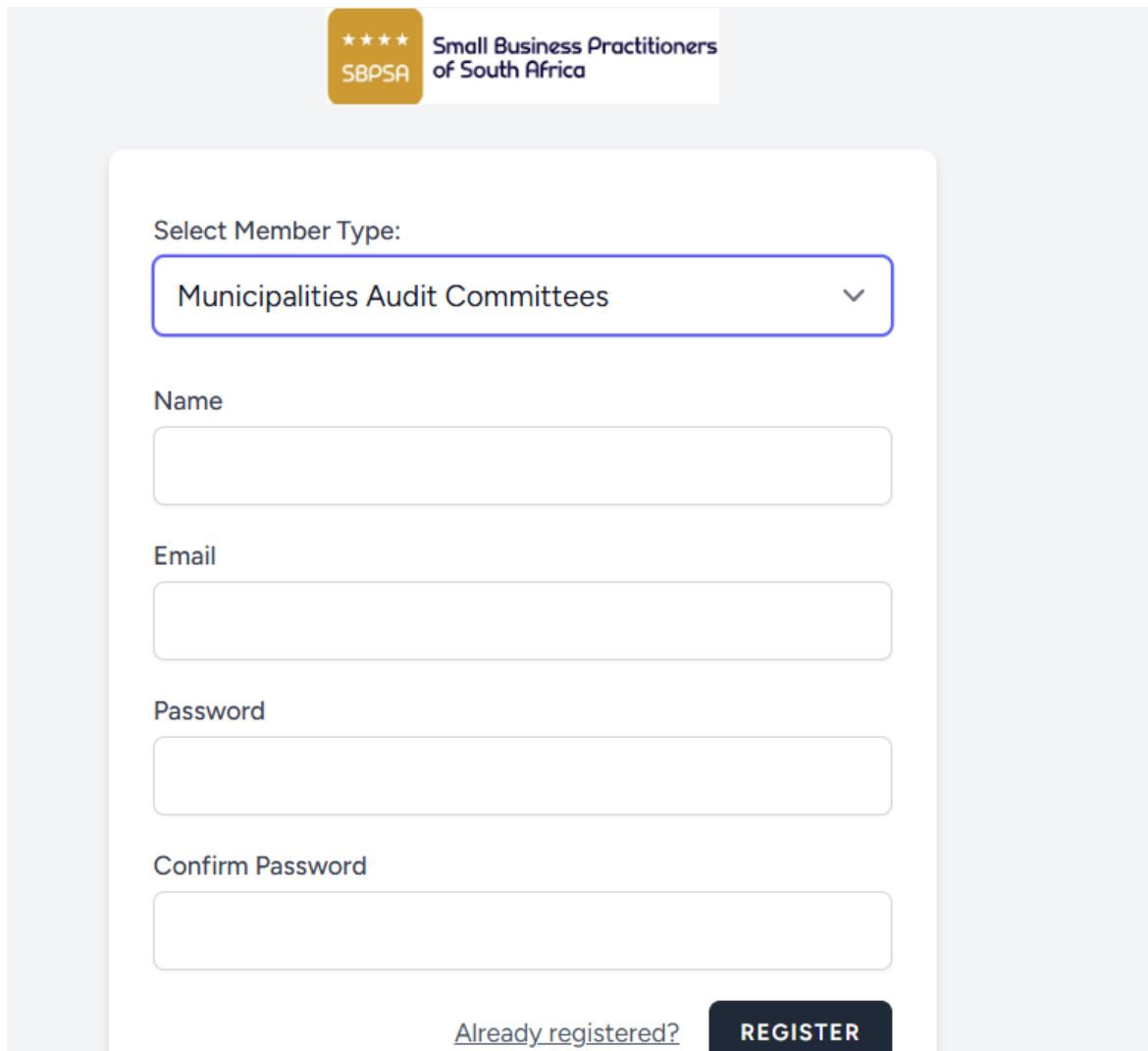
The first thing to do is to login into our website and click register/login.



In the registration button, you will governance click on it, then follow the prompts.

NB: in going through the MAC frequently asked questions, it might be useful to also go through the Small Business Frequently asked questions. This will help you to put perspective on what we are all about, what we want to achieve, and how we want to do that. This information is available at:

<https://www.sbpsa.org/view/faq>.



The screenshot shows a registration form for SBPSA. At the top, there is a logo with four stars and the text 'SBPSA Small Business Practitioners of South Africa'. Below the logo, the form has a dropdown menu labeled 'Select Member Type:' with 'Municipalities Audit Committees' selected. There are four text input fields labeled 'Name', 'Email', 'Password', and 'Confirm Password'. At the bottom of the form, there is a link for 'Already registered?' and a dark blue button labeled 'REGISTER'.

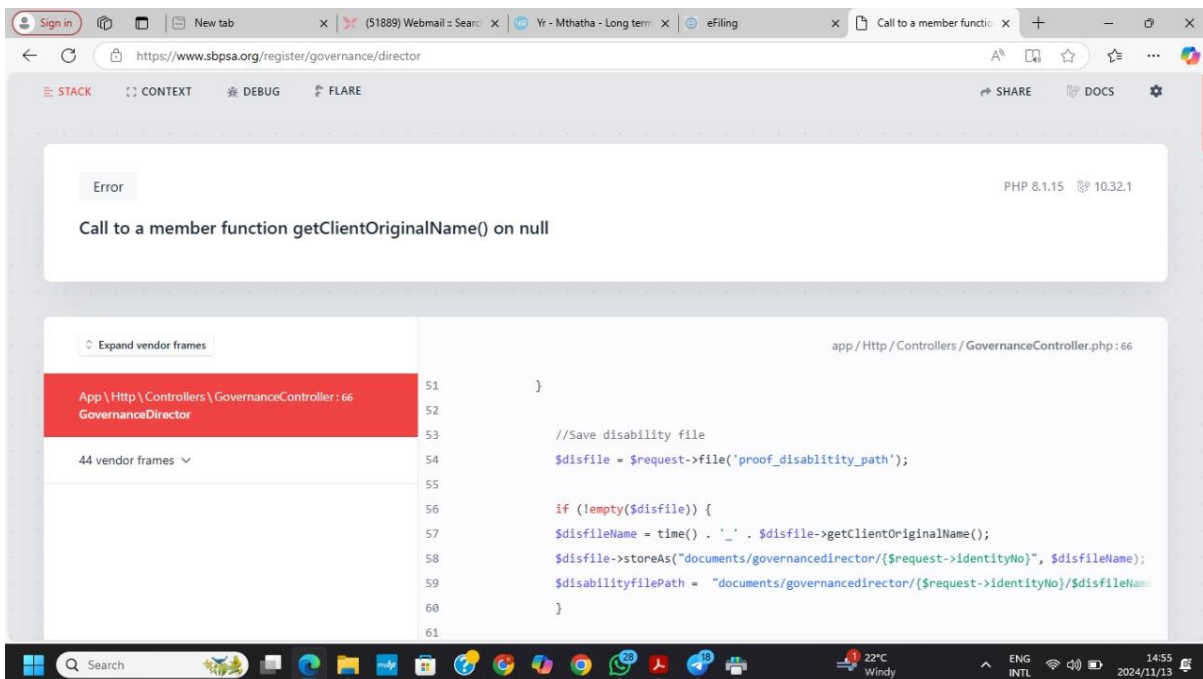
## 2. Which documents I should prepare to ensure that my application goes through without glitches?

The following documents are required for SBPSA to attend your application. However, this does not mean that your application will be automatically declined when these documents are incomplete. In such an event, SBPSA will make you aware, and you will be given a grace application period of 15 days to attend to this requirement after which the application will die completely and a new application fee will be required. Make sure that the following documents are uploaded:

- For South Africans, a certified identity document (for foreigners, it will be a certified passport).
- Where you are disabled, a proof of disability (this is required for discount opportunities available for this category).
- A certified marriage certificate where you are married.
- Updated CV;
- Certified qualification combined as a single bundle.
- All the reference/appointment letters of previous boards.
- Where you never became an audit committee member before, please do an affidavit for us stating that fact.

### 3. What will happen if I do not have one of the required documents on original grounds?

It is important that all documents are uploaded or your application will not be delivered to us with the following error message:



In the event you do not have the required document, you must write an affidavit that will detail all the documents that are not available on the original

grounds. This affidavit will be a substitute for the absent documents. The only difference is that it must be saved as: a "Substituting Affidavit".

We should also mention that our platform caters to students and those aspiring to be audit committee members in the future. Since we have many products, please create a separate e-mail for each service you want to register with us.

**4. I have just joined but not sure which CPD I should start with, please assist!**

There are about 46 chapters within our CPD syllabus. To make a meaningful learning, it is advisable that you start with chapter 1, and observe the order until the last available chapter.

**5. How many Audit committee membership types are there at SBPSA?**

At SBPSA, we are not only about membership. Our Municipality value proposition includes recognition, learning and development, inclusivity, and continuity. We understand that members are unique and different in terms of qualifications, exposure and experience. We have determined our membership types as follows.

1. Student member

2. MAC<sup>(RSA)</sup> (This is an entrant membership designation). All (except for the student membership) the designations start here and develop further. All the members start here. Once the member has been certified under this designation, the affected member can apply free of charge for the designation for the correct membership type. An invoice, the welcome letter, and the entry certificate will be sent to the member. Where the member wishes to stay in this membership type, there is also no harm.

The member after receiving these documents will send an e-mail to: [landd@sbpsa.org](mailto:landd@sbpsa.org) attaching these documents with further evidence, an application to the desired designation.

3. RCM<sup>(RSA+1)</sup> (These are the members who have just met the minimum qualifying criteria). These minimum requirements are:

- The Bachelor's degree; and
- Within 2 years of working experience within the public sector audit committees but without an article.

4. RCM<sup>(RSA+2)</sup> (These are members who have gone beyond meeting the minimum qualifying requirements). These minimum requirements are:

- Bachelor's degree;
- More than 2 years of audit experience but less than 5 years; and
- Have submitted more but less than 10 articles.

5. RCM<sup>(RSA+3)</sup> (These are members who have gone beyond meeting the minimum qualifying requirements. These minimum requirements are:

- Bachelor's degree;
- More than 5 years of audit experience but less than 10 years; and
- Have submitted more but more than 10 articles.

6. PCM<sup>(RSA)</sup> (This is our prestigious and last membership type). There are other requirements:

- Bachelor's degree;
- More than 10 years of audit experience; and
- More than 20 articles of contribution).

NB:

It possible that a member could want to apply for one of the designations stated above, and the issue is the qualification criteria. That member together with the portfolio of evidence and additional qualifications may want to use those as basis for requesting admission to another designation.

Price		
No	Description/category	Amount
1.	Non- Refundable fee	R1,230.75
Membership fees		
2.	Student membership	R2,592,80
3.	MAC <sup>(RSA)</sup>	R3,455.21
2.	Membership: RCM <sup>(RSA+1)</sup>	R3,100.11
4.	Membership: RCM <sup>(RSA+2)</sup>	R2,311,35

5.	Membership: RCM <sup>(RSA+3)</sup>	R1,515.18
6.	Membership: PCM <sup>(RSA)</sup>	R967.16

NB:

Membership fees are not prorated and are all lifetime. All invoices for memberships are issued on the 30 September each year, and must be paid before the last day of February each year. The membership will be suspended for 3 months after non-payment, and payment of R1,177.88 in addition to the original membership will need to be paid within 6 months failing which the membership will be terminated and a new application will have to be lodged. SBPSA has a right to decline an application. Irrespective of the number of years of membership, a new application comes with a new application number. Members over the age of 65 years are entitled to a 30% discount. However, an application for this needs to be lodged with the SBPSA.

### **6. When do I pay my membership?**

Immediately when you get a notification that your application has been approved. This notification will always be in the form of an email from us. Please also refer to point 1 above as well.

### **7. Why the membership in the association is divided?**

SBPSA is all about education and development. This is yet another way of recognizing those who are making advancing contributions to the municipality government. This is also to increase and make a fraction for the development of audit committee research in South Africa. SBPSA would want to be known as the biggest municipal audit committee education contributor in the whole world. This is what this is all about something that is also indicated even in our prime list. The more you contribute the more recognition we give you and the lesser you pay.

### **8. I have completed by CPD what next should happen?**

SBPSA has about 46 chapters on MAC, and each chapter has its own separate exam. We understand that our members would wish to use their CPD certificates for updating their employers about their CPD progress, that is fine, as Audit Committee members are required to show a CPD proof. In this regard, it is advisable that the member sends both all the relevant CPD certificates for the period and the transcript. A transcript indicates all the courses that SBPSA offers, all the courses that are open, and from the open courses, all the courses passed. The pass mark is 80%. We would rather advise that when you apply for new appointments, it should be enough to attach your SBPSA welcome letter, the SBPSA membership certificate, and your SBPSA CPD transcript. Once you are done with your first month's CPD you are expected to go on and attempt the other open remaining CPD's. Finally, you can also ask the prospective employer to verify your registration and compliance status using your names and identity number at: <https://www.sbpsa.org/search/members>. Alternatively, the employer can send verifying e-mail to: [landd@sbpsa.org](mailto:landd@sbpsa.org).

### **9. How do I write an audit for submission to SBPSA?**

Currently, there are 46 chapters that SBPSA has introduced. The requirement is that you can take any chapter and expand your research on it. You will have to give it a topic and once it is done you will submit it to us for reviewing information:

1. Names of the members.
2. Membership number.
3. Title of the work.
4. Date of that Summation.
5. Final date on which the work was accepted.
6. Designation of the member.
7. List of audit committee appearances and roles including.

**We should note that the working bar is completely different from the membership list which would generally include:**

1. Registration date.

2. Names and surnames.
3. Membership number.

### **10. How long should be my article?**

The article should be 5000 words excluding the abstract and references. Please take note that an abstract should not exceed 350 words including keywords. The referencing style is "Harvard" with a paragraph spacing of 1.5. Your work must be justified and all presented on "Century Gorith". To indent it must be in italics at 10 font size even though the normal margin is 12 all headings are set at 14 and must not be capitalized. Only the title must be capitalized. If you have articles already published, you can make them available to us for your benefit.

### **11. How long does it take to review and give feedback?**

It is normally 1 month though we know that it might take longer sometimes. Even though it might take longer, we strive to bring the feedback within 3 months. However, we encourage our members not to wait for their pending articles before they can start with another one.

### **12. What is the theme for 2024/2025?**

Professionalizing Municipality Audit Committees in South Africa.

### **13. What is the theme for 2025/26?**

Municipality Audit Committees South Africa wants.

### **14. What research method should I make use of?**

All research types are welcomed even though we would love mixed methods. An ethical clearance for the quantitative method should be requested from SBPSA by sending an e-mail to: [landd@sbpsa.org](mailto:landd@sbpsa.org). The application must be accompanied by the motivation for the Council to approve it.

### **15. Will I get the ethical clearance for my research?**



Yes, once you have made up your mind that you want to start with an article and your work will involve an interview or human contract of any form, you are encouraged to apply for an actual clearance. Also, refer to point 10 above.

**16. Which email address I should use to communicate about audit committee-related issues?**

The following address is used for all Municipality Audit Committees.  
[landd@sbpsa.org](mailto:landd@sbpsa.org).

**17. What should be in my subject when communicating with SBPSA?**

Your identity number or registration number. You are encouraged to use one email trail when you email us about one issue. Each new issue will follow the same method. Only when you are communicating a new issue will a new e-mail be used.

**18. What other services does the SBPSA perform?**

We:

1. Induct and orientate both new Municipality Councillors on their role in assisting the Municipality Audit Committees;
2. Educate and CPD the Municipality Council about local government legislation;
3. Train and assist the Municipality administration in preparing for an effective and smooth Municipality Audit Committee meeting;
4. Conduct essential interviews and broadcasts on selected municipal affairs;
5. Assist the municipal administration in dealing with concise Municipality Audit Committee report writing;
6. Coach Municipality Audit committees;
7. Assist the Municipal Council in the evaluation of the effectiveness of its Municipality Audit Committee;

8. Assist in the evaluation of the Risk Management Committee Terms of Reference, Internal Audit Charter, and the Municipality Audit Committee Charter;
9. Assist in the implementation and monitoring of the Municipality Audit Committee Recommendations;
10. Assist with the offloading of the AGSA Audit Action Plan, the Tracking Register, and the Action / Resolutions Register; and
11. Assist with the Municipality support in implementing AGSA recommendations, Municipality Audit Committee recommendation for the achievement of an unqualified audit report.

**19. What will you get in return for submitting an article?**

1. Priceless Recognition.
2. Reduced affiliation fee.
3. Article.
4. Membership credit of R600 toward the SBPSA audit committee symposium.
5. Your rating with us will increase which should correspond with your market employability and your name listed in the SBPSA symposium.
6. SBPSA may ask you to do some of the tasks for it.