KATETE TOWN COUNCIL
OFFICE OF THE COUNCIL SECRETARY

All correspondence should be
Addressed to the Council Secretary

Civic Centre Mozambique Road
P.O. Box, 550023
Email: katetecouncil2013@yahoo.com

REPUBLIC OF ZAMBIA
OFFICE OF THE AUDITOR GENERAL
CHIPATA PROVINCIAL AUDIT OFFICE
REGIONAL HEAD OF AUDITS
P.O. Box 511159, CHIPATA

16th September, 2026

The Office of the Auditor General
Chipata Audit Office
P.O. Box 511159

Chipata

Dear Madam/ Sir

RE: ACKNOWLEDGEMENT OF RECEIPT OF AUDITED FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR ENDED 31ST DECEMBER, 2025

We wish to acknowledge receipt of your letter referenced **OAG/101/9/94** dated **11th September, 2025**, together with the audited financial statements for Katete Town Council for the financial year ended **31st December, 2025** and the proposed Independent Auditor's Report.

The Council appreciates the guidance provided regarding the consideration, adoption and authorisation of the audited financial statements in accordance with the applicable Local Authorities Accounting Policies and the Treasury and Financial Management Circular No. 6 of 2021.

We confirm that the audited financial statements will be tabled before a duly constituted Council meeting for consideration, adoption and authorisation. Thereafter, **ten (10) signed copies of the exact audited financial statements** will be submitted to your office for inclusion of the signed Independent Auditor's Reports. The copies submitted shall be **exact and unaltered copies of the financial statements audited and subsequently approved by the Council**.

We thank your office for the guidance and continued support

Yours faithfully,

LISA MPASELA
COUNCIL SECRETARY

KATETE TOWN COUNCIL

CC: Director Finance-Katete

REPUBLIC OF ZAMBIA
MINISTRY OF LOCAL GOVERNMENT AND RURAL DEVELOPMENT
KATETE TOWN COUNCIL
10 SEP 2026
COUNCIL SECRETARY
P.O. BOX 550023,
KATETE

Telephone: +260 211 252611 / 252772
Fax: +260 211 250349
Telegrames: AUDITOR, RIDGEWAY
LUSAKA, ZAMBIA
Email: auditorg@ago.gov.zm

REPUBLIC OF ZAMBIA

In reply please Quote
OAG/101/9/94
No:.....

OFFICE OF THE AUDITOR - GENERAL

P.O. BOX 50071
RIDGEWAY
LUSAKA - ZAMBIA

11th September, 2026

The Council Secretary
Katete Town Council
P.O Box 550023
KATETE

RE: AUDITED FINANCIAL STATEMENTS FOR KATETE TOWN COUNCIL FOR THE FINANCIAL YEAR ENDED 31 ST DECEMBER, 2025

The above-mentioned subject matter refers.

Find attached the audited financial statements for Katete Town Council and the proposed Independent Auditor's Report for the financial year ended 31st December 2025.

The financial statements are being sent to you for consideration, adoption and signing in line with the Local Authorities Accounting Policies (LAAPs) of 2019 and the Treasury and Financial Management Circular No. 6 of 2021 which require that audited financial statements should be tabled in a Council meeting and be considered and authorised by the Council for issuance. In this regard, you are hereby advised to proceed accordingly and have the financial statements tabled in a Council meeting for authorisation.

After the financial statements have been authorised you will be required to send ten (10) copies of the signed financial statements to my Office for inclusion of signed copies of the Independent Auditor's Reports.

In addition, you are advised to ensure that the signed copies are the exact copies audited and approved by the Council.

Be guided accordingly.

Stella C. Nyonda (Mrs.)
Deputy Auditor General - Corporate Service & Specialised Audits
For/ AUDITOR GENERAL

REPUBLIC OF ZAMBIA
OFFICE OF THE AUDITOR GENERAL
CHIPATA PROVINCIAL AUDIT OFFICE
REGIONAL HEAD OF AUDITS
P.O. Box 511159, CHIPATA

Cc: The Permanent Secretary
Ministry of Local Government and Rural Development
LUSAKA