MUSINA
LOCAL MUNICIPALITY

MUSINA MUNICIPALITY (LIM341) mSCOA IMPLEMENTATION PLAN FOR 2024 JULY TO 30TH JUNE 2025

FOCUS AREA	TARGET DATE	PROGRESS	CHALLENGES	ACTIONS TO IMPROVE	DEPARTMENT
Is the mSCOA steering committee (Steering com) in place?	Monthly meetings	Steering committee appointed 2023/2024 F/Y	Lack of coordination, due to none seating of Extended Hod Meetings.	CFO / Budget Manager to coordinate meetings	Finance: budget unit/ Information Technology
Are all HODs part of the Steering Com?		All HOD are part of the Steer committee			
Does the MM chair the meetings?	Monthly meetings	MM will Chair all Meetinns.			
Does the Steering com meet at least monthly?	Monthly meetings	Steering Committee meeting will be scheduled Monthly.	Lack of coordination	To meet monthly, address challenges and report them in EXCO and Council	Finance: budget unit/ Information technology
Are progress and challenges on mSCOA implementation, as	Quarterly reports to Portfolio	Road map for 2024/25to be submitted to PT and	Upon establishment	Road map is now regarded as part of section 52d report. Meetings to be	Finance: budget unit

discussed at EXCO and relevant council committees, presented to Council quarterly?	Committee as expected	council as part of sec 71 report		held as per budget process plan	
Is the budget module fully utilised to prepare the budget?		Budget module fully utilised			
Is budgeting in accordance with full mSCOA chart?		Currently segments in the budget system fully aligned	Non-Funding segment correctly utilised (In progress) Cash flow items	Ongoing review of the items and engagement is done on cash flow items with the service provider to assist on the alignment.	Finance: budget and reporting
Is transacting performed within the system across all functionalities?	30/06/2025	Ongoing engagement with Munsoft	Fixed asset module not yet utilised	Ongoing engagement with Munsoft	Finance: Asset unit
Balance sheet and Cash flow	30/06/2025	Engage with the financial system provider for correct alignment for Balance sheet be fully aligned in the tabled budget phase,	Incorrect alignment of income items & non-funding items; Employees related items; Grants received not align; Monthly receipting transactions for exchange and non-exchange not in line with the Mscoa requirements and payments of suppliers(it is on-going process)	Ongoing review of the items and engagement was done on cash flow items with the service provider to assist on the alignment; Employee related items are correctly aligned.	Finance: Budget and reporting/ Financials dept.
Are statutory reports generated directly from the system?	30/06/2025	Schedules A, B and C generated from the system with the	System is used by Budget and reporting and service provider is not yet cascaded down to the	Engage Munsoft on integration of systems and training for employees to be able to generate	Finance: Budget and Treasury Office(BTO)

		assistance of service provider	municipality for full online expenditure/SCM utilisation	schedules, quarterly AFS, assets report from the system by the municipality	
Has municipality acquired upgraded and maintain the hardware, software and licenses required to be mscoa compliant and remain mscoa compliant?					Corporate: Information Technology
Is the budget adopted by council locked down on the core financial system before submitting data strings		Budget is locked on the system	System is unable to prevent budget override on capital expenditure and journal transaction on non-budgeted items	Manual checking of actual vs budget before payments and journal done	Finance: Expenditure
Closed the core financial system at month as required in terms of MFMA before submitting monthly data string		Core financial system is closed as required at month end before data strings	Errors detected after month end closure	Correction of errors before month end	Finance: Expenditure
MODULE USAGE					
IDP and PMS	30/06/2025	Done with the help of service provider	IDP and PMS personnel not trained	Training of IDP and PMS personnel	Planning: IDP unit and Corporate services
Budget Management	30/06/2025	Schedule A,B and C generated from the system with the help of service provider	System which is used by service provider is not yet cascaded down to the municipality	Engage munsoft on integration of systems and to generate schedules from the system by the municipality	Finance: Budget and Reporting

			User department not capturing their own budget	Training of user department to capture their own budget	All departments
	30/06/2025				
	30/06/2025		Inability of the system to allow processing transactions on zero budget segments and budget override	Correction of misallocation monthly and ongoing engagement with the system provider	Finance: Budget and Reporting
Billing & Receipting	30/06/2025	Ongoing correct alignments of segments	Cash flow segments not correctly aligned	Engagement with the system provider for the correction of alignment of segments	Finance: Budget and Reporting
General Ledger			None		BTO
Inventory			None		Finance: Asset unit
Systems integration	30/06/2025	Currently journals are being imported from payday to munsoft	Payday system not fully integrated with the main financial system	Ongoing engagement with both service providers	BTO and Corporate
Payroll:HR post and Mscoa module (Organogram)	30/06/2025	Salaries Journals are captured manually in the main system	Organogram not linked to Salary budget HR post and mSCOA module are not utilised Lack of capacity and unfilled vacant post	Filling of the vacant post and training of personnel for full utilisation of the Payroll module	Corporate: Human Resources unit
Creditors			None		Finance: Expenditure unit
Asset	30/06/2025	Workings on asset (asset register, depreciation etc.) done using excel	Fixed asset module not yet utilised	Ongoing engagement with munsoft	Finance: Asset unit

		Journal are captured manually on the system			
Investment		None	None		Finance: Revenue unit
Monthly transactions	30/06/2025 30/06/2025	Monthly capturing of depreciation Monthly review and identification of incorrect mapping	Segments are correctly mapped and captured monthly /upon corrections during the adjustment phase The metering system of capturing is clearing old data once new month is captured Traffic fine is also not correctly transacted Bad debts should be provided monthly Payments are done in the segments that are not having budget	Depreciation are captured on a monthly basis Engage Munsoft, PT and NT for the complete overhaul of our votes Monthly capturing of bad debts provision Engage Munsoft to prevent budget override after locking	Finance: Budget and Revenue units
Other matters	30/06/2025	Monthly review and identification of misalignments	Some segments are not aligned to the budgeted items	Ongoing engage Munsoft to prevent budget override after locking	Finance: Budget and reporting
Misallocations	Ongoing	Monthly review of transactions and corrections as and when they arise	Errors and omissions	Monthly review of transactions and corrections as and when they arise	Finance: All units