

	Area	Pillar	Focus Area	Activity
1	1.Positive Cashflow	Positive Cash Flows	Baseline Assessment	Determine the Current Cashflow status at beginning of year 1/Prior Implementation of Funding Plan
2		Positive Cash Flows	Setting of Targets	Establish the Targets to Be achieved over the Funding Plan period
3		Positive Cash Flows	Monthly Cashflow Plans	Set Monthly Actual Cash Projections
4		Positive Cash Flows	Monthly Analysis of Actual Cash Spending	Analyze the Actual Cash Spending against the Monthly Cash Projections
8	2. Cash and short term liquidity	Cash and short term liquidity	Baseline Assessment	Determine the current status at beginning of year 1/Prior Implementation of Funding Plan
9		Cash and short term liquidity	Setting of Targets	Establish the Targets to Be achieved over the Funding Plan period
16	3.Collection Rates	Collection Rates	Baseline Assessment	Determine the current status at beginning of year 1/Prior Implementation of Funding Plan
17		Collection Rates	Setting of Targets	Establish the Targets to Be achieved over the Funding Plan period
18		Collection Rates	Monthly Consumer Statements	Issuing Monthly Consumer Statements
19		Collection Rates	Credit control and debt collection Procedures	Implementation of credit control and debt collection Procedures
20		Collection Rates	Top 100 Debtors (Excluding Organs Of State)	Develop a Plan on a Targeted Approach On Top 100 Debtors
21		Collection Rates	Top 100 Debtors (Excluding Organs Of State)	Implementation of the Top 100 Debtors Plan
22		Collection Rates	Government Debt Accuracy	Test the Accuracy of Billing over government Debt
23		Collection Rates	Government Debt Collection	Enter into Arrangements over payment of Government Debt
24		Collection Rates	Government Debt Collection	Monitor Adherence to On Debtor Payment Arrangements made.
25		Collection Rates	Revenue Enhancement Committee	Establishment of a functional revenue steering Committee
29	4. Reduction In Non Core Expenditure	Reduction In Non Core Expenditure	Baseline Assessment	Determine the current status at beginning of year 1/Prior Implementation of Funding Plan
30		Reduction In Non Core Expenditure	Setting of Targets	Establish the Targets to Be achieved over the Funding Plan period
31		Reduction In Non Core Expenditure	Listing of Non Core Expenditure	Identify the Non Core Expenditure where Reduction as per the Target Set will be performed
37	5. Trade Payables	Trade Payables	Baseline Assessment	Determine the current status at beginning of year 1/Prior Implementation of Funding Plan
38		Trade Payables	Setting of Targets	Establish the Targets to Be achieved over the Funding Plan period
39		Trade Payables	Top Creditors Listing	Determine the Top 10 Creditors
40		Trade Payables	Payment Arrangements	Enter into payment Arrangements with the Top 10 Creditors
41		Trade Payables	Payment Arrangements	Enter into payment Arrangements with Other Creditors where applicable
42		Trade Payables	30 Days Payment Turnaround	Ensure that Current Accounts are paid within 30 Days of Invoice Receipt
43		Trade Payables	Split on Current and Non Current as well as the Payments Arrangement Specifics	
47	6. Ring Fencing of Conditional Grants	Ring Fencing of Conditional Grants	Approval of Orders	Ensure that Orders are only approved where the is actual Cash on hand to settle (This will ensure t
48		Ring Fencing of Conditional Grants	Baseline Assessment	Determine the current status at beginning of year 1/Prior Implementation of Funding Plan
49		Ring Fencing of Conditional Grants	Setting of Targets	Establish the Targets to Be achieved over the Funding Plan period
50		Ring Fencing of Conditional Grants	Separate Bank Accounts for Conditional Grants	Opening of Separate Bank Accounts/One Bank Account for All Conditional Grants
51		Ring Fencing of Conditional Grants	Monthly Grant Reconciliations	Monthly Reconciliations of Expenditure to the Respective Conditional Bank Accounts
52		Ring Fencing of Conditional Grants	Monthly Grant Reconciliations	Matching of Incurred Expenditure Listing to Conditions Of the Grant (Testing All Expenditure is i
57	7.Other	Other	Ring Fencing Conditional Grants VAT	Track All Grants Vatable Invoices claimed and to ring Fence from the Vat Income Received
58		Other	Property Rates Billing Reconciliation	Property Rates Billing Reconciliation
59		Other	Refuse Collection Billing Reconciliation	Refuse Collection Billing Reconciliation
60		Other	Sanitation Billing Reconciliation	Sanitation Billing Reconciliation
61		Other	Property Rates Billing Reconciliation	Property Rates Billing Reconciliation
62		Other	Management of Indigent Usage	Management of Indigent Usage
63		Other	Reconciliation of Water Availability Charges	Reconciliation of Water Availability Charges
64		Other	Reconciliation of Refuse Reconciliation Charges	Reconciliation of Refuse Reconciliation Charges
65		Other	Reconciliation of Water Ava Charges	Reconciliation of Water Ava Charges
66		Other	Reconciliation of Electricity Availability Charges	Reconciliation of Electricity Availability Charges
67		Other	Data Purification (Desktop Exercise)	Data Purification (Desktop Exercise)
68		Other	Data Purification (Desktop Exercise)	Data Purification (Desktop Exercise)
69		Other	UIFW Reduction Strategy	Development of UIFW Reduction Strategy
70		Other	Credibility of Indigents Register	Ensuring Credibility of Indigents Register
71		Other	Gv and Billing Linkage	Ensure there are primary keys between the Approved Gv and Billing
72		Other	Direct Deposits Policy	Develop Direct Deposits Policy
73		Other	Implementaion of Asset Disposals	Identification of Asset Disposals and Disposing of Assets
74		Other	Reconciliation of Landsales	Reconciliation of Landsales
75		Other	Reconciliation Of RD321 Traffic Reports (Enatis)	Reconciliation Of RD321 Traffic Reports (Enatis)
76		Other	Traffic Fines Reconciliations	Traffic Fines Reconciliations
		Other	Land Use Reconciliations	Land Use Reconciliations

Objective/Purpose
To Establish The Current Position and Performance of the Municipality - the Baseline will further be used to assess the Performance of the Municipality in line with the Implementation Plan /Funding Plan Operational Activities
To Establish the Basis for Measuring the Performance of the Municipality in line with the Pillars
To Provide for Actual Available cash Spending and Commitments so as to further ensure that the Municipality only commits expenditure where there is actual cash for settling within 30 days as prescribed.
To Establish The Current Position and Performance of the Municipality - the Baseline will further be used to assess the Performance of the Municipality in line with the Implementation Plan /Funding Plan Operational Activities
To Establish the Basis for Measuring the Performance of the Municipality in line with the Pillars
To Establish The Current Position and Performance of the Municipality - the Baseline will further be used to assess the Performance of the Municipality in line with the Implementation Plan /Funding Plan Operational Activities
To Establish the Basis for Measuring the Performance of the Municipality in line with the Pillars
To Ensure consumers are aware of debt owed to the Municipality and to interrupt Prescriptions
To influence the payments culture
To influence the payments culture
Accuracy of Billing
Enhancement of Collection
To steer payments in line with agreed plans
To steer Revenue Related Strategies and Plans
To Establish The Current Position and Performance of the Municipality - the Baseline will further be used to assess the Performance of the Municipality in line with the Implementation Plan /Funding Plan Operational Activities
To Establish the Basis for Measuring the Performance of the Municipality in line with the Pillars
To Determine the Expenditure Items where Reduction will be performed
To Establish The Current Position and Performance of the Municipality - the Baseline will further be used to assess the Performance of the Municipality in line with the Implementation Plan /Funding Plan Operational Activities
To Establish the Basis for Measuring the Performance of the Municipality in line with the Pillars
hat Creditors can be paid within 30 Days)
To Establish The Current Position and Performance of the Municipality - the Baseline will further be used to assess the Performance of the Municipality in line with the Implementation Plan /Funding Plan Operational Activities
To Establish the Basis for Measuring the Performance of the Municipality in line with the Pillars
To Ensure there is a bank account for each grant so as to effectively perform frequent reconciliations
To Ensure Grants are cash backed
To Ensure grants are utilised for their intended purposes
To ring-fence the Vat Income from Grants Expenditure
Completeness Of Revenue
Completeness Of Revenue
Completeness Of Revenue
Completeness Of Revenue
Curbing Losses
Completeness Of Revenue
Completeness Of Revenue
Completeness Of Revenue
Completeness Of Revenue
Completeness Of Revenue
Completeness Of Revenue
Completeness Of Revenue
Completeness Of Revenue
Completeness Of Revenue
Credibility of the GV and The System
Completeness Of Revenue
Completeness Of Revenue
Completeness Of Revenue
Management of Land Use and Accuracy of Billing

Frequency	Start Date	End Date	Responsible Official	Oversight Official /Department
Once Off Activity	2024-07-01	2025-06-30	Budget Manager	CFO
Once Off Activity	2024-07-01	2025-06-30	Budget Manager	CFO
Monthly	2024-07-01	2025-06-30	Budget Manager	CFO
Monthly	2024-07-01	2025-06-30	Budget Manager	CFO
Once Off Activity	2024-07-01	2025-06-30	Budget Manager	CFO
Once Off Activity	2024-07-01	2025-06-30	Budget Manager	CFO
Once Off Activity	2024-07-01	2025-06-30	Budget Manager	CFO
Once Off Activity	2024-07-01	2025-06-30	Budget Manager	CFO
Monthly	2024-07-01	2025-06-30	Revenue Manager	CFO
Monthly	2024-07-01	2025-06-30	Revenue Manager	CFO
Once Off Activity	2024-07-01	2025-06-30	Revenue Manager	CFO
Once Off Activity	2024-07-01	2025-06-30	Revenue Manager	CFO
Monthly	2024-07-01	2025-06-30	Revenue Manager	CFO
Once Off Activity	2024-07-01	2025-06-30	Revenue Manager	CFO
Monthly	2024-07-01	2025-06-30	Revenue Manager	CFO
Once Off Activity	2024-07-01	2025-06-30	Revenue Manager	CFO
Once Off Activity	2024-07-01	2025-06-30	Budget Manager	CFO
Once Off Activity	2024-07-01	2025-06-30	Budget Manager	CFO
Select	2024-07-01	2025-06-30	Expenditure Manager	CFO
Once Off Activity	2024-07-01	2025-06-30	Budget Manager	CFO
Once Off Activity	2024-07-01	2025-06-30	Budget Manager	CFO
Select	2024-07-01	2025-06-30	Expenditure Manager	CFO
Once Off Activity	2024-07-01	2025-06-30	Budget Manager	CFO
Once Off Activity	2024-07-01	2025-06-30	Budget Manager	CFO
Select	2024-07-01	2025-06-30	Expenditure Manager	CFO
Select	2024-07-01	2025-06-30	Expenditure Manager	CFO
Select	2024-07-01	2025-06-30	Expenditure Manager	CFO
Select	2024-07-01	2025-06-30	Expenditure Manager	CFO
Once Off Activity	2024-07-01	2025-06-30	Budget Manager	CFO
Once Off Activity	2024-07-01	2025-06-30	Budget Manager	CFO
Once Off Activity	2024-07-01	2025-06-30	Expenditure Manager	CFO
Monthly	2024-07-01	2025-06-30	Expenditure Manager	CFO
Select	2024-07-01	2025-06-30	Expenditure Manager	CFO
Select	2024-07-01	2025-06-30	Expenditure Manager	CFO
Select	2024-07-01	2025-06-30	Revenue Manager	CFO
Select	2024-07-01	2025-06-30	Revenue Manager	CFO
Select	2024-07-01	2025-06-30	Revenue Manager	CFO
Select	2024-07-01	2025-06-30	Revenue Manager	CFO
Select	2024-07-01	2025-06-30	Revenue Manager	CFO
n/a	2024-07-01	2025-06-30		
Select	2024-07-01	2025-06-30	Revenue Manager	CFO
n/a	2024-07-01	2025-06-30		
Select	2024-07-01	2025-06-30	Revenue Manager	CFO
Select	2024-07-01	2025-06-30	Revenue Manager	ICT Manager
Select	2024-07-01	2025-06-30	Revenue Manager	ICT Manager
Once Off Activity	2024-07-01	2025-06-30	SCM Manager	CFO
Select	2024-07-01	2025-06-30	Revenue Manager	CFO
Select	2024-07-01	2025-06-30	Revenue Manager	CFO
Select	2024-07-01	2025-06-30	Revenue Manager	CFO
Select	2024-07-01	2025-06-30	Assets Manager	CFO
Select	2024-07-01	2025-06-30	Revenue Manager	CFO
Select	2024-07-01	2025-06-30	Revenue Manager	CFO
Select	2024-07-01	2025-06-30	Revenue Manager	CFO
Monthly	2024-07-01	2025-06-30	Manager EDP	GM EDP

1.mSCOA Roadmap										Responsible for Performing /executing the activity	Responsible for reviewing/monitoring		
No	Pillar		Objective/Purpose	Focus Area	Activity	Frequency	Start Date	Due Date	Responsible Designation (Intern, Clerk, Rev Manager, Fin Manager)	Oversight Designation	POE		
1	1.ICT Architecture	ICT Architecture	e.g. To ensure that the Hardware and Software capacity and capability is responsive to the mSCOA reform and its annual improvements	Hardware	To procure ICT equipment	Quarterly	2025-07-01	2026-06-30	Acting Manager IT	Senior Manager Corporate	Invoice		
5		ICT Architecture		Software	To renew ICT licenses	Annually	2025-07-01	2026-06-30	Acting Manager IT	Senior Manager Corporate	Invoice		
15		ICT Architecture		Security awareness	Sending slides videos and links sharing security awareness	Quarterly	2025-07-01	2026-06-30	Acting Manager IT	Senior Manager	Presentation		
20		ICT Architecture				Select	2025-07-01	2026-06-30	Acting Manager IT				
21	2. Governance and Institutional Arrangments	Governance and Institutional	E.g. To ensure that functionality of mSCOA governance structures and Institutional Arrangements	ICT steering committee	Organise ICT Steering Committee Meetings	Monthly	2025-07-01	2026-06-30	Acting Manager IT	Senior Manager Senior Manager	reports		
				Document Management	To procure Electronic Records Management System	Once Off Activity	2025-07-01	2026-06-30	uncil Support and Records		Invoice		
22		Governance and Institutional Arrangements		mSCOA steering Committee	Convening of mSCOA Steering Committee Meeting	Monthly	2025-07-01	2026-06-30	mSCOA champion (Budget & Reporting manager)	CFO	Attendance register		
41	3.System Functionality	System Functionality	e.g. To ensure optimal system functionality and seamless integration of the 3rd party systems	Human Resources and Payroll Management	Implementation of Payroll module and integration with core financial system	Once Off Activity	2025-07-01	2026-06-30	Manager HR and Expenditure	CFO & Senior Manager Corporate	Salary reports		
42		System Functionality		Budget Module	Budgeting, transact and report as per mSCOA chart, -Locking of the budget on the financial system	Annually	2025-07-01	2026-06-30	Manager Budget & Reporting	CFO	Data strings, Budget document (A ,B & C Schedules)		
43		System Functionality		General Ledger	Recording and interfacing of the controls and sub-modules.	Monthly	2025-07-01	2026-06-30	BTO Managers	CFO	Reports (Trial Balance, General Ledger)		
44		System Functionality		AFS Module	Integration of AFS Module with core financial system	Once Off Activity	2025-07-01	2026-06-30	Manager Financials	CFO	Reports (In-year Annual Financial Statements)		
45		System Functionality		Asset Management	Intergration of asset module in the financial system	Once Off Activity	2025-07-01	2026-06-30	Manager Assets	CFO	Assets register directly from the system		
46		System Functionality		Supply Chain Management	Implementation of SCM module and CSD integration in Munsoft in line with mSCOA requirements	Once Off Activity	2025-07-01	2026-06-30	Manager SCM	CFO	reports		
47		System Functionality		Sundry debtors module	Seamless integration with core financial system	Once Off Activity	2025-07-01	2026-06-30	Manager Revenue	CFO	Reports		
48		System Functionality		IDP Module	Implementation of the IDP module to be done in-house	Once Off Activity	2025-07-01	2026-06-30	Manager Budget & Reporting	CFO	Project Data strings, IDP document		
63		4. User Proficiency and Training		User Proficiency and Training	e.g. To ensure that all relevant officials understand the mSCOA reform and able to use the system optimally to produce credible reports	Free Online e-learning course	Register mscoa e-learning course for finance and non-finance staff facilitated by National School of Governance (NSG)	Once Off Activity	2025-07-01	2026-06-30	mSCOA champion (Budget & Reporting manager)	CFO	Enrolment list
64				User Proficiency and Training		Capacity building and training	Circulation of MFMA mscoa circulars and attending master classes	Monthly	Ongoing	Ongoing	mSCOA champion (Budget & Reporting manager)	CFO	Mscoa circulars
65	User Proficiency and Training		Munsoft and Payday systems	Attending year- end workshop.		Annually	Ongoing	Ongoing	Munsoft, Payday		Attendance regidter		
66	User Proficiency and Training		Awareness	mSCOA to be a standing item in management meetings		Monthly	Ongoing	Ongoing	CFO	municipal Manag	Attendance register, minutes		
82	5. Business Components	Business components		General Ledger	Recording and interfacing of the controls and sub-modules	Monthly	Ongoing	Ongoing	BTO managers	CFO	General Ledger, Trial Balance		
83		Business components		Billing module	Seamless integration with the core financial system	Once Off Activity	2022-03-01	Achieved	Revenue Manager	CFO	Billing reports		
84		Business components		Supply Chain Management	Implementation of the SCM module and the CSD integration in Munsoft in line with mSCOA requirements	Once Off Activity	2022-02-01	Achieved	SCM manager	CFO	CSD report		
85		Business components		Asset Management	Integration of assets module with the core financial system	Annually	Ongoing	Ongoing	Assets manager	CFO	Assets register		
86		Business components		Budget Module	Budget, transact and report as per the mscoa chart, Locking of the budget on the finacial system	Monthly	Ongoing	Ongoing	Budget & Reporting Manager	CFO	Data strings, Budget document (A & B Schedules)		
88		Business components		AFS Module	Journals and Recons	Once Off Activity	Module not in the core financial system.	Ongoing	Manager Financials	CFO	Annual Financial Statements		

89		Business components		IDP	Capturing of the IDP projects on the financial system	Annually	Ongoing	Ongoing	Budget & Reporting Manager	CFO	Project Data strings, IDP document
90		Business components		Inventory and stores module	Receiving and issuing of stores items/ inventory	Monthly	Ongoing	Ongoing	Assets manager	CFO	Stores reports
91		Business components		Cashier Module	Cash receipting on the financial system	Weekly	Ongoing	Ongoing	Revenue Manager	CFO	report / receipts
92		Other 2		Corporate Governance	Approved Internal Audit Plan in existence and Risk Management Strategy in P	Annually	Ongoing	Ongoing	CAE, Risk Officer	Principal Manager	IA plan and risk strategy
					External audit (Work flow and incident management tool to ensure progressive dealing with Request for Information and Communication of Audit findings.)	Annually	Ongoing	Ongoing	CFO	Principal Manager	Incident Management tool
					Audit Charter Document management and work flow to ensure resolution tracking is achieved.	Annually	Ongoing	Ongoing	CAE	Principal Manager	Audit Charter
					System Configurations	Annually	Ongoing	Ongoing	IT Manager	Senior Manager: Corporate Services	Configuration report
					Training and Skills transfer LGSETA)	Annually	Ongoing	Ongoing	HR Manager	Senior Manager: Corporate Services	Skills transfer report
					Back up and data recovery	Monthly	Ongoing	Ongoing	IT Manager	Senior Manager: Corporate Services	Backup report
					Performance Management System that gives effect to chapter 6 of the Municipal Systems Act, 2000	Annually	Ongoing	Ongoing	PMS Officer	Senior Manager: Corporate Services	SDBIP report
					A municipal website that gives effect to MFMA section 75, the Municipal Budget and Reporting Regulations, 2009; the mSCOA Regulations, 2014 and section 21A of the Municipal Systems Act, 2000	Annually	Ongoing	Ongoing	IT Manager	Senior Manager: Corporate Services	Website link
					National Treasury Portal and other statutory submissions	Monthly	Ongoing	Ongoing	Budget & Reporting Manager	CFO	of of submission status report
93		Other 2		Municipal Budgeting	Allow the public to provide comments on the budget electronically via the municipality's website	Annually	Ongoing	Ongoing	Budget& Reporting Manager	CFO	Register
					Automate the virement process as per the virement policy.	Monthly	Ongoing	Ongoing	Budget& Reporting Manager	CFO	virement report
					Link the service delivery- and budget implementation plan (SDBIP) and workflow to show progress on projects and include links to service delivery scorecards and municipal procurement plans.	Quarterly	Ongoing	Ongoing	Budget& Reporting Manager	CFO	Progress reports
					Provide the annual procurement plan.	Annually	Ongoing	Ongoing	SCM manager	CFO	Annual procurement plan
94		Other 2		Financial Accounting (General Ledger)	Contains all the accounts for recording transactions relating to municipalities assets, liabilities and net assets as per mSCOA segments.	Monthly	Ongoing	Ongoing	Budget& Reporting Manager	CFO	
					Reflect transactions posted in the sub-ledgers immediately in the main ledger thereby ensuring the financial integrity of the entire system without the need for manual reconciliations between main and sub-ledgers.	Monthly	Ongoing	Ongoing	Budget& Reporting Manager	CFO	General Ledger
					Drill down to transactions from the general ledger (GL) to the subledger or 3rd party systems for an audit trail.	Monthly	Ongoing	Ongoing	Budget& Reporting Manager	CFO	General Ledger
					Journal capturing capabilities (including reversible and recurring journals) including electronic approval.	Monthly	Ongoing	Ongoing	Manager Financials	CFO	Journal report
					Reporting functionality for all financial reports in the full mSCOA segmented transactions.	Monthly	Ongoing	Ongoing	Budget& Reporting Manager	CFO	Report system generated
					Transactions in debtors must reflect in the AR in mSCOA segmentation	Monthly	Ongoing	Ongoing	Revenue Manager	CFO	Debtors report
					Integration of sundry systems.	Monthly	Ongoing	Ongoing	Revenue Manager	CFO	Integration report
95		Other 2		Costing and Reporting	Cost Planning (A full costing module aligned to the mSCOA costing segment to assist in calculation of tariffs and real costs. Charges must have a direct effect on tariffs.)	Once Off Activity	Ongoing	Ongoing	Revenue Manager	CFO	Tariff charges report
					Management reporting on all charges should be available for reports as well as dashboard information.	Monthly	Ongoing	Ongoing	Revenue Manager	CFO	Costing report
96		Other 2		Project Accounting	Project Creation & Planning	Once Off Activity	Ongoing	Ongoing	Manager PMU	Senior Manager: Technical Services	PMU reports
					Project Management	Monthly	Ongoing	Ongoing	Manager PMU	Senior Manager: Technical Services	PMU reports

6. Business Process

97	Other 2		Treasury and Cash Management	Bank Reconciliation (A fully integrated and automated cashbook module that links to the banking sector.)	Monthly	Ongoing	Ongoing	Budget& Reporting Manager	CFO	Bank reconciliations reports
				Petty cash (A petty cash module that would allow for accounting for petty cash transactions and subsequent budget allocations and control as per mSCOA.	Weekly	Ongoing	Ongoing	Manager Expenditure	CFO	Petty cash report
				Automated receipting of bank deposits received.	Monthly	Ongoing	Ongoing	Manager Expenditure	CFO	System generated receipts
				Automated passing of journals for interest and other bank charges.	Monthly	Ongoing	Ongoing	Manager Financials	CFO	Journal report
				Electronic payment of creditors and salaries.	Monthly	Ongoing	Ongoing	Manager Expenditure	CFO	Payment report
				The Cash Management System must at least accommodate: Loan register, Investment Management Register, Interest Received and interest expense reconciliation, Cash Flow Management & Funds Management and budget availability control)	Monthly	Ongoing	Ongoing	Manager Expenditure	CFO	(system generated)
98	Other 2		Procurement Cycle: SCM, Expenditure Management, Contract management	A Supply Chain Management system that give effect to section 11 of the Municipal Finance Management Act, 2003 (MFMA), the Municipal Supply Chain Management Regulations and council's approved SCM policy	Once Off Activity	Ongoing	Ongoing	SCM Manager	CFO	SCM report
				Contract Management that gives effect to MFMA section 116.	Monthly	Ongoing	Ongoing	SCM Manager	CFO	Contract management reports
	Other 2			Requisitions (Different requisition origination such as online, manual, stores and other modules. Project based requisition forms mSCOA segmented capturing.)	Monthly	Ongoing	Ongoing	SCM Manager	CFO	Requisition
				Requisitions (Ability to attach documents to online requisitions such as drawings or specifications.)	Monthly	Ongoing	Ongoing	SCM Manager	CFO	Requisition
99	Other 2		Full Asset life Cycle Management and including Maintenance	Asset module that allows budgeting for new capital projects requested in the integrated development plan (IDP).	Annually	Ongoing	Ongoing	Assets manager	CFO	Fixed Assets register
				Calculate depreciation, taking into account the impact of major repairs	Monthly	Ongoing	Ongoing	Assets manager	CFO	Fixed Assets register
				Calculate profit or loss on planned disposals.	Annually	Ongoing	Ongoing	Assets manager	CFO	Profit & Loss report
				Provides for a (contract) retention payment schedule.	Annually	Ongoing	Ongoing	Assets manager	CFO	Retention Payment schedule
				Provides for grant and work-inprogress (WIP) or contract management payment schedules to assist the main budget module with its forecasting and cash flow management.	Annually	Ongoing	Ongoing	Assets manager	CFO	Contract management payment schedules
				Provide the asset maintenance plan.	Annually	Ongoing	Ongoing	Assets manager	CFO	Asset maintenance plan
100			Real Estate and Resource Management	Link to debtors system for collection of rent.	Once Off Activity			Revenue Manager	CFO	
				Maintain a rent register for rental properties.	Monthly	Ongoing	Ongoing	Revenue Manager	CFO	Rental Register
				Automated rent renewals with workflow and document management.	Monthly	Ongoing	Ongoing	Revenue Manager	CFO	Rental renewals documents
102	Other 3		Human Resources and Payroll Management	Ensure that the planned positions is budgeted for pro-rata to when the expected appointment can be done.	Annually	Ongoing	Ongoing	HR Manager	Senior Manager: Corporate	Organogram, Personnel/Payroll budget
				Calculation of the provision for leave and bonus provisions.	Annually	Ongoing	Ongoing	HR Manager	Senior Manager: Corporate	Leave
				Leave Pay Accrual to be automated also to be retrieved on an ad hoc basis.	Annually	Ongoing	Ongoing	HR Manager	Senior Manager: Corporate	Accrual listing
				E-Leave functionality.	Once Off Activity	Achieved	Achieved	HR Manager	Senior Manager: Corporate	Leave report
				Recruitment and Selection Management.	Once Off Activity	Ongoing	Ongoing	HR Manager	Senior Manager: Corporate	System generated reports
103	Other 3		Customer Care, Credit Control and debt collection	A credit control and debt collection system that integrate with the revenue management system and that gives effect to Chapter 9 of the Municipal Systems Act, 2000	Once Off Activity	Ongoing	Ongoing	Revenue Manager	CFO	System generated report (Integration)
				Debtor Classification and Categorisation	Monthly	Ongoing	Ongoing	Revenue Manager	CFO	Debtors Analysis report
				Arrear arrangement functionality must be accommodated in a work flow of various administration processes	Monthly	Ongoing	Ongoing	Revenue Manager	CFO	
				A sound customer management system	Once Off Activity	Ongoing	Ongoing	Revenue Manager	CFO	
				Customer Relations Management & Community Liaison	Once Off Activity	Ongoing	Ongoing	Revenue Manager	CFO	
104	Other 3			Seamlessly integrate with the revenue management module.	Annually	Ongoing	Ongoing	Manager Spatial and Development	Senior Manager: Planning and Dev	Integration report

7.Business Process				Integrate information for spatial analysis in a Geographical Information System (GIS).	Annually	Ongoing	Ongoing	Manager Spatial and Development	Senior Manager: Planning and Dev	Integration report
				Integrate with the building control system used in the municipality to ensure completion of additions and new buildings get immediately updated on the billing sub-system.	Annually	Ongoing	Ongoing	Manager Spatial and Development	Senior Manager: Planning and Dev	Integration report
			Valuation Roll Management	Integrate with the land use system to ensure appropriate tariffs is timeously applied.	Annually	Ongoing	Ongoing	Manager Spatial and Development	Senior Manager: Planning and Dev	Integration report
				Integrate with the Surveyor General (SG) database and town planning systems in use at the municipality.	Annually	Ongoing	Ongoing	Manager Spatial and Development	Senior Manager: Planning and Dev	Integration report
				Integrate with the deeds registry and monitor actual sales with current valuations as well as ownership against the billing system.	Annually	Ongoing	Ongoing	Manager Spatial and Development	Senior Manager: Planning and Dev	Integration report
				Provide the municipal website with the Municipal Property Rates Act, 2004 required A&B valuation rolls.	Annually	Ongoing	Ongoing	Revenue Manager	Senior Manager: Planning and Dev	Municipal website (Access)
	Other 3		Land Use Building Control	Property register providing for all land in the municipal area.(approved building plans register)	Monthly	Ongoing	Ongoing	Manager Spatial and Development	Senior Manager: Planning and Dev	Property register
				Integration with billing and valuation systems.	Once Off Activity	Ongoing	Ongoing	Manager Spatial and Development	Senior Manager: Planning and Dev	Integration report
				Alignment of ownership must be verifiable with the deeds office.	Annually	Ongoing	Ongoing	Manager Spatial and Development	Senior Manager: Planning and Dev	Ownership status
				Property transfers, subdivisions, consolidations and zoning changes must be system process with work flow and document management driven.	Annually	Ongoing	Ongoing	Manager Spatial and Development	Senior Manager: Planning and Dev	Transfer reports (System generated)
	Other 3		Revenue Cycle billing	Calculate and account monthly for the provision of bad debt.	Monthly	Ongoing	Ongoing	Revenue Manager	CFO	Billing report
				Integration of Prepaid at a minimum of a 'debtor per tariff' - code per region, monthly bill the consolidation sales amount and daily receipt the sales.	Once Off Activity	Ongoing	Ongoing	Revenue Manager	CFO	Integration report
				Maintenance of tariffs as per the tariffing section.	Monthly	Ongoing	Ongoing	Revenue Manager	CFO	Tariffs report
				Integrate with debt collection for disconnections and reconnections.	Once Off Activity	Ongoing	Ongoing	Revenue Manager	CFO	Disconnection report
				Integration into 3rd party software for receive readings taken.	Once Off Activity	Ongoing	Ongoing	Revenue Manager	CFO	Readings report
				Generate statements at any point in time and consolidate at customer level.	Once Off Activity	Ongoing	Ongoing	Revenue Manager	CFO	Customers statements
106				Revenue receipting	Monthly	Ongoing	Ongoing	Revenue Manager	CFO	Automated receipt report
	Other 3		Grant Management	Maintain a grant register that as a minimum: Provide for a grant register linked to ledger accounts. Automate receipt allocation of grants. Automate payment allocations	Monthly	Ongoing	Ongoing	Budget& Reporting Manager	CFO	Grant register
107				Link to mSCOA funding source with budget control.	Annually	Ongoing	Ongoing	Budget& Reporting Manager	CFO	General Ledger

Monthly progress on the implementation of Roadmap
2025/26 Municipal Financial year

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