

	Area	Pilar	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	2. Cash and short term liquidity	Positive Cash Flows	Monthly Anaylsis of Actual Cash Spending	Analyze the Actual Cash Spending against the Monthly Cash Projections
8		Cash and short term liquidity	Baseline Assessment	Determine the current status at beginning of year 1/Prior Implementation of Funding Plan
9	3. Collection Rates	Cash and short term liquidity	Setting of Targets	Establish the Targets to Be achieved over the Funding Plan period
16		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	4. Reduction In Non Core Expenditure	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		Reduction In Non Core Expenditure	Baseline Assessment	Determine the current status at beginning of year 1/Prior Implementation of Funding Plan
30	5. Trade Payables	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		Trade Payables	Baseline Assessment	Determine the current status at beginning of year 1/Prior Implementation of Funding Plan
38	6. Ring Fencing of Conditional Grants	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		Trade Payables	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	7. Other	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		Ring Fencing of Conditional Grants	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	7. Other	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	7. Other	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	Implementation of Asset Disposals	Identification of Asset Disposals and Dipping of Assets
74		Other	Reconciliation of Landsales	Reconciliation of Landsales
75		Other	Reconcilistion Of RD321 Trafic Reports (Enatis)	Reconcilistion Of RD321 Trafic Reports (Enatis)
76		Other	Traffic Fines Reconciliations	Traffic Fines Reconciliations
		Other	Land Use Reconciliations	Land Use Reconciliations

Objective/Purpose
To Establish The Current Postion 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 Perfomance of the Municipality in line wit hthe 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 withing 30 days as prescribed.
To Establish The Current Postion 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 Perfomance of the Municipality in line wit hthe Pillars
To Establish The Current Postion 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 Perfomance of the Municipality in line wit hthe Pillars
To Ensure consumers are ware of debt owed to the Municipality and to interrupt Prescriptions
To influence the payments culture
To influence the payments culture
Accuracy of Billing
Enhacement of Collection
To steer payments in line with agreed plans
To steer Revenue Related Strategies and Plans
To Establish The Current Postion 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 Perfomance of the Municipality in line wit hthe Pillars
To Determine the Expenditure Items where Reduction will be performed
To Establish The Current Postion 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 Perfomance of the Municipality in line wit hthe Pillars
hat Creditors can be paid within 30 Days)
To Establish The Current Postion 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 Perfomance of the Municipality in line wit hthe 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
Curbing Losses
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
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	Revenue 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
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
n/a	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	Revenue Manager	CFO
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 ED/P	GM ED/P

1.mSCOA Roadmap										Responsible for Performing /executing the activity	Responsible for reviewing/m onitoring	
No	Pillar	Objective/Purpose	Focus Area	Activity	Frequency	Start Date	Due Date	Responsible Designation Intern,Clerk,Rev	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	Annualy	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	Senior Manager			
21		Governance and Institutional Arrangements	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	reports	
22		Governance and Institutional Arrangements		Document Management	To procure Electronic Records Management System	Once Off Activity	2025-07-01	2026-06-30	Uncil Support and Records	Senior Manager	Invoice	
41		System Functionality		mSCOA steering Committee	Convening of mSCOA Steering Committee Meeting	Monthly	2025-07-01	2026-06-30	mSCOA champion (Budget & Reporting manager)	CFO	Attendance register	
42		System Functionality		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	
43		System Functionality		Budget Module	Budgeting, transact and report as per mSCOA chart, -Locking of the budget on the financial system	Annualy	2025-07-01	2026-06-30	Manager Budget & Reporting	CFO	Data strings, Budget document (A, B & C Schedules)	
44	3.System Functionality	System Functionality	e.g. To ensure optimal system functionality and seamless integration of the 3rd party systems	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)	
45		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)	
46		System Functionality		Asset Management	Intergartion 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	
47		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	
48		System Functionality		Sundry debtors module	Seamless integration with core financial system	Once Off Activity	2025-07-01	2026-06-30	Manager Revenue	CFO	Reports	
63		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	
64	4. User Proficiency and Training	User Proficiency and Training		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	
65		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	
66		User Proficiency and Training		Munsoft and Payday systems	Attending year- end workshop.	Annualy	Ongoing	Ongoing	Munsoft, Payday		Attendance regidter	
82		User Proficiency and Training		Awareness	mSCOA to be a standing item in management meetings	Monthly	Ongoing	Ongoing	CFO	ncipal Mana	Attendance register, minutes	
83		User Proficiency and Training										
84	5. Business Components	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	
85		Business components		Billing module	Seamless integration with the core financial system	Once Off Activity	2022-03-01	Achieved	Revenue Manager	CFO	Billing reports	
86		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	
88		Business components		Asset Management	Integration of assets module with the core financial system	Annualy	Ongoing	Ongoing	Assets manager	CFO	Assets register	
82		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)	
83		Business components										
84		Business components										
85		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	Annualy	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 place.	Annualy	Ongoing	Ongoing	CAE, Risk Officer	Municipal 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.)	Annualy	Ongoing	Ongoing	CFO	Municipal Manager	Incident Management tool
				Audit Charter Document management and work flow to ensure resolution tracking is achieved.	Annualy	Ongoing	Ongoing	CAE	Municipal Manager	Audit Charter
				System Configurations	Annualy	Ongoing	Ongoing	IT Manager	Senior Manager: Configuration	Configuration report
				Training and Skills transfer LGSETA)	Annualy	Ongoing	Ongoing	HR Manager	Manager: Skills transfer	Skills transfer report
				Back up and data recovery	Monthly	Ongoing	Ongoing	IT Manager	Manager: Configuration	Backup report
				Performance Management System that gives effect to chapter 6 of the Municipal Systems Act, 2000	Annualy	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	Annualy	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 submision status report
	Other 2		Municipal Budgeting	Allow the public to provide comments on the budget electronically via the municipality's website	Annualy	Ongoing	Ongoing	Budget& Reporting Manager	CFO	Register
93				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.	Annualy	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
	Other 2			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
95			Costing and Reporting	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 Creation & Planning	Once Off Activity	Ongoing	Ongoing	Manager PMU	Senior Manager: Technical	PMU reports
				Project Management	Monthly	Ongoing	Ongoing	Manager PMU	Manager: Technical	PMU reports

97	Other 2		Treasury and Cash Management	Bank Reconciliation (A fully integrated and automated cashbook module that links to the banking sector.) Petty cash (A petty cash module that would allow for accounting for petty cash transactions and subsequent budget allocations and control as per mSCOA.) Automated receipting of bank deposits received. Automated passing of journals for interest and other bank charges. Electronic payment of creditors and salaries. The Cash Management System must at least accommodate: Loan register, Investment Management Register, Interest Received and interest expense reconciliation, Cash Flow Management & Funds Mnagement and budget availability control)	Monthly	Ongoing	Ongoing	Budget& Reporting Manager	CFO	Bank reconcialitions report Petty cash report System generated receipts Journal report Payment report (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
99	Other 2			Contract Management that gives effect to MFMA section 116.	Monthly	Ongoing	Ongoing	SCM Manager	CFO	Contract management report
100	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
101	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).	Annualy	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.	Annualy	Ongoing	Ongoing	Assets manager	CFO	Profit & Loss report
				Provides for a (contract) retention payment schedule.	Annualy	Ongoing	Ongoing	Assets manager	CFO	Retention Payment schedule
				Provides for grant and work-in-progress (WIP) or contract management payment schedules to assist the main budget module with its forecasting and cash flow management.	Annualy	Ongoing	Ongoing	Assets manager	CFO	Contract management payment schedules
				Provide the asset maintenance plan.	Annualy	Ongoing	Ongoing	Assets manager	CFO	Asset maintenance plan
102	Other 3		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 document
103	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.	Annualy	Ongoing	Ongoing	HR Manager	Manager: Corporate	Organogram, Personnel/Payroll budget
				Calculation of the provision for leave and bonus provisions.	Annualy	Ongoing	Ongoing	HR Manager	Manager: Corporate	Leave
				Leave Pay Accrual to be automated also to be retrieved on an ad hoc basis.	Annualy	Ongoing	Ongoing	HR Manager	Manager: Corporate	Accrual listing
				E-Leave functionality.	Once Off Activity	Achieved	Achieved	HR Manager	Manager: Corporate	Leave report
				Recruitment and Selection Management.	Once Off Activity	Ongoing	Ongoing	HR Manager	Manager: Corporate	System generated report
104	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	
				Seamlessly integrate with the revenue management module.	Annualy	Ongoing	Ongoing	Manager Spatial and Development	Senior Manager: Planning and Dev	Integration report

7.Business Process	105		Valuation Roll Management	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
				Integrate with the land use system to ensure appropriate tariffs are timely 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)
106			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
				Revenue receipting	Monthly	Ongoing	Ongoing	Revenue Manager	CFO	Automated receipt report
107			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
				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

