1.mSCOA Roadmap

No	Pillar	Objective/Purpose	Focus Area	Activity	Frequency	Start Date	Due Date Date	Resposible for Performing /executing the activity — Resposible Designation (Intern,Clerk,Rev Manager,Exp Manager Etc)	Responsible for reviewing/monitoring performance — Oversight Designation (CFO/mSCOA Champion/ Manager/Committee etc..)	POE
1	1.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	Monitor System Support and Disaster Recovery Planning hosting in the Cloud	Quarterly	2025/07/01	2026/06/30	Manager ICT	Director Corporate Services	Monthly Report
2			Hardware	Upgrade Network Infrastructure to enhance connectivity and speed	Monthly	2025/03/01	2028/03/30	Manager ICT	Director Corporate Services	Appointment letter
3			Hardware	Source Cybersecurity Solution to enhance 360 degree security of all systems	Quarterly	2025/07/01	2028/06/30	Manager ICT	Director Corporate Services	Appointment letter
4			Hardware	Install and Maintain CCTV infrastructure throughout the Municipality	Monthly	2025/07/01	2028/06/30	Manager ICT	Director Corporate Services	Appointment letter
5			Hardware	Lease of Multifunction Printers and Maintenance thereof	Monthly	2025/07/01	2028/06/30	Manager ICT	Director Corporate Services	Appointment letter
6			Hardware	Purchase Computer Systems for officials in line with our policies	Annualy	2025/07/01	2026/06/30	Manager ICT	Director Corporate Services	Appointment letter
7			Software	Manage Veeam software to Backup virtual servers on premise and hosting facility	Monthly	2025/07/01	2026/06/30	Manager ICT	Director Corporate Services	Monthly Report
8			Software	Manage and Optimise Microsoft Office 365, E5 Software license and its Security	Annualy	2025/07/01	2026/06/30	Manager ICT	Director Corporate Services	License Contract
9			Software	Manage and Monitor Munsoft Financial System	Quarterly	2025/07/01	2026/06/30	Manager ICT	Director Corporate Services	License Contract
10			Software	Manage and Monitor Payday System	Quarterly	2025/07/01	2026/06/30	Manager ICT	Director Corporate Services	License Contract
11			Software	Manage and Monitor Traffic Contravention System	Quarterly	2025/07/01	2026/06/30	Manager ICT	Director Corporate Services	License Contract
12			Security	Manage and Monitor Sophos Firewall Solution	Quarterly	2025/07/01	2026/06/30	Manager ICT	Director Corporate Services	License Contract
13			Security	Maintain establishment of Intune enrolment to allow mobility and enforce security	Quarterly	2025/07/01	2026/06/30	Manager ICT	Director Corporate Services	License Contract
14			Security	Reviews and enforcement of ICT policies through monitoring and security	Annualy	2025/07/01	2026/06/30	Manager ICT	Director Corporate Services	Council Resolution
20					Select					
22	2. Governance and Institutional Arrangments	E.g. To ensure that functionality of mSCOA governance structures and Institutional Arragements	mSCOA Steering Committee	Appointment letter of mSCOA project manager and champion	Annualy	2025/07/01	2026/07/31	Accounting Officer	Accounting Officer	Appointment letters
23			mSCOA Steering Committee	Establshment of mSCOA steering committee	Annualy	2025/07/01	2026/07/31	Accounting Officer	Accounting Officer	Appointment letters
24			mSCOA Steering Committee	mSCOA steering committee Terms of reference in place	Annualy	2025/07/01	2026/07/31	Accounting Officer	Accounting Officer	Signed Terms of reference
25			mSCOA Steering Committee	Develop schedule of Mscoa meetings	Annualy	2025/07/01	2026/07/31	CFO	Accounting Officer	Schedule of Meeting
26			mSCOA Steering Committee	Ensure that the committee sits at least once a Month.	Monthly	2025/07/01	2026/06/30	CFO	Accounting Officer	Resolutions and Minutes
27			Project Management	Develop mSCOA risk register	Annualy	2025/07/01	2026/07/31	Risk Officer and CFO	Accounting Officer	Risk Register
28			Project Management	Develop mSCOA road map	Annualy	2025/07/01	2026/07/31	Manager Budget/Mscoa Cham	CFO	Council Resolution
29			Project Management	Mscoa Institutional Awareness	Annualy	2025/07/01	2026/06/30	CFO	Accounting Officer	Attendance Register

The Pillar column also shows "ICT Architecture" (ICT Architecture repeated per row) and "Governance and Institutional Arrangements" for rows 22-29.

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41		System Functionality		Cash Flow	Ensure that the system is able to generate a credible cash flow report by utilisation of project management Module	Monthly	2025/07/01	2026/06/30	Manager Budget/Mscoa Champion	CFO	Accurate cash flow
42		System Functionality		Asset Management	Linking funding sources to depreciation line items	Monthly	2025/07/01	2026/06/30	Manager Asset	CFO	Trial balance
43		System Functionality		Asset Management	Allocating correct budget figures to depreciation line items	Monthly	2025/07/01	2026/06/30	Manager Asset	CFO	Trial balance
44		System Functionality		Asset Management	Monthly reconciliation of the asset module to the general ledger.	Monthly	2025/07/01	2026/06/30	Manager Asset	CFO	Asset Recons
45		System Functionality		Generation of A Schedule	Generate credible A Schedules from the system	Annualy	2025/05/01	2026/06/30	Manager Budget/Mscoa Champion	CFO	A Schedules
46		System Functionality		Generation of B Schedule	Generate credible B Schedules from the system	Annualy	2025/03/01	2026/03/30	Manager Budget/Mscoa Champion	CFO	B Schedules
47		System Functionality		Generation of C Schedule	Generate credible C Schedules from the system	Monthly	2025/07/01	2026/06/30	Manager Budget/Mscoa Champion	CFO	C Schedules
48	3.System Functionality	System Functionality	e.g. To ensure optimal system functionality and seamless integration of the 3rd party systems	Linkage of main Financial System to Caseware	Ensure credible posting of transactions in main Financial System to limit variance in Caseware when generating the AFS.	Annualy	2025/07/01	2026/06/30	Manager Budget/Mscoa Champion	CFO	TB versus pre-audited AFS
49		System Functionality		Linkage of main Financial System to Bank	Ensure income and expenditure reports are aligned to bank tranactions.	Monthly	2025/07/01	2026/06/30	Accountant Bank Recon	Manager Budget	Monthly Bank Reconciliations
50		System Functionality		Linkage of main Financial System to Bank	Ensure income and expenditure reports are aligned to Investment tranactions.	Monthly	2025/07/01	2026/06/30	Accountant Bank Recon	Manager Budget	Monthly Investment Reconciliations
51		System Functionality		Linkage of main Financial System to Payroll system	Ensure seamless intergration betwwen Payroll system and the main system	Monthly	2025/07/01	2026/06/30	Manage Expenditure	CFO	Monthly Salaries Reconciliation and salarie Jounal
52		System Functionality		Salaries Reports	Generation of third pary reports	Monthly	2025/07/01	2026/06/30	Manage Expenditure	CFO	Third Party Report
53		System Functionality		Compliance	Regular monitoring of identified compliance gaps	Monthly	2025/07/01	2026/06/30	Manager Budget/Mscoa Champion	CFO	Monthly treasuty Reports
54		System Functionality		Monitoring Budget	Monitoring of budgets and actual expenditure by departmental heads	Quarterly	2025/07/01	2026/06/30	ALL Heads of Department	Accounting Officer	PMS
55		System Functionality		Supply Chain Management	Ensure the utilisation of SCM module in the main system	Monthly	2025/07/01	2026/06/30	Manager SCM	CFO	mSCOA RoadMap Progress Report and System Vendor reports
56		System Functionality		Supply Chain Management	Development of Procurement plan on the system	Annualy	2025/03/01	2025/06/30	Manager SCM	CFO	Procurement Plan
63		User Proficiency and Training		Fixed Assets Register	Refresher Training for Assets Officials	Annualy	2025/07/01	2026/06/30	Manager Asset	CFO	Attendance Register
64		User Proficiency and Training		Inventory Management	Refresher Training for Assets and store Officials	Annualy	2025/07/01	2026/06/30	Manager Asset and Manager SCM	CFO	Attendance Register
65	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 optimaly to produce credible reports	Contract Management	Refresher Training for SCM and Expenditure Officials	Annualy	2025/07/01	2026/06/30	Manager Expenditure and Manager SCM	CFO	Attendance Register
66		User Proficiency and Training		SCM Module	Refresher Training for All departments	Annualy	2025/07/01	2026/06/30	Manager SCM	CFO	Attendance Register
67		User Proficiency and Training		ALL Registers	Refresher Training all finance Department	Annualy	2025/07/01	2026/06/30	ALL Finance Department	CFO	Attendance Register
68		User Proficiency and Training		Budget and Reporting (mSCOA Chart Changes)	Working Session	Annualy	2025/07/01	2026/06/30	Manager Budget	CFO	Attendance Register
69		User Proficiency and Training		IDP Module	Continous training on Projects modules (IDP)	Annualy	2025/07/01	2026/06/30	Manager IDP/SDBIP	Accounting Officer	Attendance Register

82	5. Business Components	Business components		General Ledger	MUNSOFT	Annualy	2025/07/01	2026/06/30	Manager Budget	CFO	mSCOA RoadMap Progress Report and System Vendor reports
83		Business components		Billing	MUNSOFT	Monthly	2025/07/01	2026/06/30	Manager Revenue	CFO	mSCOA RoadMap Progress Report and System Vendor reports
84		Business components		Supply Chain Management	MUNSOFT	Monthly	2025/07/01	2026/06/30	Manager SCM	CFO	mSCOA RoadMap Progress Report and System Vendor reports
85		Business components		Asset Management	MUNSOFT	Monthly	2025/07/01	2026/06/30	Manager Asset	CFO	mSCOA RoadMap Progress Report and System Vendor reports
86		Business components		Budget and IDP	MUNSOFT	Monthly	2025/07/01	2026/06/30	Manager Budget/Manager IDP	CFO	mSCOA RoadMap Progress Report and System Vendor reports
87		Business components		HR and Payroll	VIP SAGE	Monthly	2025/07/01	2026/06/30	Director Corporate Services	CFO	mSCOA RoadMap Progress Report and System Vendor reports
88		Business components		Inventory	MUNSOFT	Monthly	2025/07/01	2026/06/30	Manager Budget	CFO	mSCOA RoadMap Progress Report and System Vendor reports
89		Business components		Expenditure	MUNSOFT	Monthly	2025/07/01	2026/06/30	Manager Expenditure	CFO	
90		Business components		AFS	CASEWARE	Annualy	2025/07/01	2026/06/30	Manager Budget	CFO	mSCOA RoadMap Progress Report and System Vendor reports

#	Type	Requirement	Process/Module	Activity	Frequency	Start	End	Responsible	Oversight	Evidence
92	Other 2	Compilation of the IDP.	Corporate Governance	Training of IDP/SDBIP staff on the use of the module	Annualy	2025/07/01	2026/06/30	Manager IDP &PMS	Mscoa committee	Attendance register
		Performance management system system should as a minimum produce the following documents:Seamless integration with the budget module	Corporate Governance	Procurement of PMS system	Once Off Activity	2025/07/01	2026/06/30	Manager PMS	Mscoa committee	
93	Other 2	Asset management module	Municipal Budgeting	Continuous engagement with service provider until the s	Monthly	2025/07/01	2026/06/30	Manager Asset	CFO	Attendance register
94	Other 2	Traffic fines systems	Financial Accounting	Continuous engagement with service provider	Monthly	2025/07/01	2026/06/30	Manager Revenue	CFO/Mscoa committee	
97	Other 2	Bank Reconciliation	Treasury and Cash Management and Accounts	Conversion of bank recon module	Once Off Activity	2025/07/01	2026/06/30	Manager Budget	CFO	
100	Other 2	Asset and liabilities subsystem	Full Asset life Cycle Management and including Maintenance	Continuous engagement with service provider until the s	Monthly	2025/07/01	2026/06/30	Manager Asset	CFO	Attendance register
92	Business Process	To ensure the business process is in-line with Mscoa Requirement	Municipal Budgeting and IDP	Link IDP, Budget and mSCOA segment	Annualy	2025/07/01	2026/06/30	Manager IDP/SDBIP	Accounting Officer	PRAD
93	Business Process		Financial Accounting	GL containing mSCOA requirements	Monthly	2025/07/01	2026/06/30	Manager Budget	CFO	Schedule A,B and C
94	Business Process		Costing and Reporting	Costing module interlinked to budget (Ensure alignment between data strings on Munsoft reporting (amounts presented in council) and uploads files on GoMuni)	Monthly	2025/07/01	2026/06/30	Manager Budget	CFO	Monthly Reconciliation of Data srings before submission to GOMUNI
	Business Process		Reporting	Timeous submision of data strings	Monthly	2025/07/01	2026/06/30	Manager Budget	CFO	Data strings submitted
95	Business Process		Project Accounting	Projects linked to specific segments to avoid overspending	Annualy	2025/07/01	2026/06/30	Manager Budget	CFO	System lock
96	Business Process		Treasury and Cash Management	Monthly bank reconciliation and investment register	Monthly	2025/07/01	2026/06/30	Accountant Bank Recon	CFO	Bank Recon
97	Business Process		Procurement Cycle: SCM, Expenditure Management, Contract management	Requisition directly processed from the core system	Quarterly	2025/07/01	2026/06/30	Manager SCM	CFO	System Reports
	Business Process		Procurement Cycle: SCM, Expenditure Management, Contract management	Quotation directly processed from the core system	Quarterly	2025/07/01	2026/06/30	Manager SCM	CFO	System Reports
	Business Process		Procurement Cycle: SCM, Expenditure Management, Contract management	Orders directly processed from the core system	Quarterly	2025/07/01	2026/06/30	Manager SCM	CFO	System Reports
98	Business Process		Creditors	Creditors reconciliations and payments processed on the core system	Monthly	2025/07/01	2026/06/30	Manager Expenditure	CFO	Creditor's Recon
99	Business Process		Full Asset life Cycle Management and including Maintenance	Full assets cycle processes on the core system	Monthly	2025/07/01	2026/06/30	Manager Asset	CFO	Assets Recon
100	Business Process		Human Resources and Payroll Management	Reconciliation of payroll system and core system	Monthly	2025/07/01	2026/06/30	Manager Expenditure	CFO	Salaries Recon
101	Business Process		Customer Care, Credit Control and debt collection	Data cleansing	Monthly	2025/07/01	2026/06/30	Manager Revenue	CFO	Data cleansing report
102	Business Process		Valuation Roll Management	Reconciliation of GVR and billing system	Monthly	2025/07/01	2026/06/30	Manager Revenue	CFO	Property Rates recorn
104	Business Process		Revenue Cycle billing	Meter reading	Monthly	2025/07/01	2026/06/30	Manager Revenue	CFO	meter reading report
105	Business Process		Revenue Cycle billing	Installation of meters	Monthly	2025/07/01	2026/06/30	Manager Revenue	CFO	meters Installation Report
106	Business Process		Revenue Cycle billing	Monthly billing	Monthly	2025/07/01	2026/06/30	Manager Revenue	CFO	Levy Report
107	Business Process		Revenue Cycle billing	Update of indigent register	Monthly	2025/07/01	2026/06/30	Manager Council Sopport	Accounting Officer	Indigent Register
108	Business Process		Customer Care, Credit Control and debt collection	Capturing and posting of receipt	Monthly	2025/07/01	2026/06/30	Manager Revenue	CFO	Cashier 's preliminary report and Posting Report
		Indigent Online Application	Customer Care, Credit Control and debt collection	Finalize verification from government departments	Once Off Activity	2025/07/01	2026/06/30	Manager Revenue	CFO/Mscoa committee	
101	Other 2	E-Leave functionality.	Human Resources and Payroll Management	Engage with Payday to finalise the process	Once Off Activity	2025/07/01	2026/06/30	Manager HR	Senior Manager Corporate	Training schedule

Monthly progress on the implementation of Roadmap
2024/25 Municipal Financial year

	Pillar	July						July	August						August	September						September
		Number of planned activities	Not Yet Started	In progress	Concluded	Concluded - Ongoing Activity	Not Applicable		Number of planned activities	Not Yet Started	In progress	Concluded	Concluded - Ongoing Activity	Not Applicable		Number of planned activities	Not Yet Started	In progress	Concluded	Concluded - Ongoing Activity	Not Applicable	
1	ICT Architecture	0	0	0	0	0	0		0	0	0	0	0	0		0	0	0	0	0	0	
2	Governance and Institutional Arrangments	0	0	0	0	0	0															
3	System Functionality	0																				
4	User Proficiency and Training	0																				
5	Other Focus Area as may be determined by the municipality	0																				
6	Other Focus Area as may be determined by the municipality	0																				
7	Other Focus Area as may be determined by the municipality	0																				

October						October	November						November	December						December
Number of planned activities	Not Yet Started	In progress	Concluded	Concluded - Ongoing Activity	Not Applicable		Number of planned activities	Not Yet Started	In progress	Concluded	Concluded - Ongoing Activity	Not Applicable		Number of planned activities	Not Yet Started	In progress	Concluded	Concluded - Ongoing Activity	Not Applicable	
0	0	0	0	0	0		0	0	0	0	0	0		0	0	0	0	0	0	

January							February							March					
Number of planned activities	Not Yet Started	In progress	Concluded	Concluded - Ongoing Activity	Not Applicable	January	Number of planned activities	Not Yet Started	In progress	Concluded	Concluded - Ongoing Activity	Not Applicable	February	Number of planned activities	Not Yet Started	In progress	Concluded	Concluded - Ongoing Activity	Not Applicable	March
0	0	0	0	0	0		0	0	0	0	0	0		0	0	0	0	0	0	

April							May							June					
Number of planned activities	Not Yet Started	In progress	Concluded	Concluded - Ongoing Activity	Not Applicable		Number of planned activities	Not Yet Started	In progress	Concluded	Concluded - Ongoing Activity	Not Applicable		Number of planned activities	Not Yet Started	In progress	Concluded	Concluded - Ongoing Activity	Not Applicable
0	0	0	0	0	0		0	0	0	0	0	0		0	0	0	0	0	0