



Ephraim Mogale Local Municipality

mSCOA Project Implementation Plan

High Level Action	Due Date	Responsible Person	Actions	Risks	Mitigating Actions	Progress to date	Challenges
Get buy-in from Council	29-Feb-16	CFO and/or MM	Submit Report to Council to Validate the recommendation to be proceed with the mSCOA Project				
Sign mSCOA letter of appointment for Financial System Provider to proceed with setting up the mSCOA programs on your computer	31-Mar-16	CFO and/or MM	Meeting with Munsoft and VIP				
Appointment of internal mSCOA project champion and project steering team	31-Mar-16	CFO and/or MM	Submit report to council on acceptance of regulations, establishment of project steering team and implementation plan.				
Engage other internal stakeholders	On Going	CFO and/or MM	Submit report to broader establishment	Insufficient understanding of mSCOA regulations and change management.			
Establishment of joint project between financial system provider and Municipality	1-Apr-16	CFO and/or MM and Munsoft	Clarify roles and responsibilities. Indicate scope of work to be done.	Issues of responsibilities, pricing, funding and scope of project not all covered.			
Appointment of a temporary mSCOA clerk to assist and project manage the process	31-May-16	CFO and/or MM and Manager Corporate Services	Create position on organogram and budget for post. Advertise, interview and appoint mSCOA specialist.	Capacity in terms of 'warm bodies' to manage and drive the project.			
If municipality is going to do the project themselves then send project champion for training on mSCOA functionality.	31-May-16	CFO and/or MM and Project mSCOA Project Champion	Engage with Munsoft to establish a time for training on the Munsoft mSCOA Functionality	The 'doing it yourselves' risk is that the proposed mSCOA project team will not have enough to perform all the functions.			
Setting up of the mSCOA Segments on the Municipalities Financial system.	1-Sep-16	mSCOA Project Leader	Set-up new chart using the last 3 AFS's and Trial Balance on Munsoft. Excel not an option.	Insufficient knowledge of the municipalities finances.			
Aligning 'old' chart of accounts to the new mSCOA charts	31-Oct-16	mSCOA Project Leader	Using Munsoft mSCOA functionality, align 'old votes' to the new mSCOA	Misalignment of comparatives with previous year's Balance Sheet and Income Statement.			
Internal engagements and training on new Budget capturing Screens	31-Oct-16	mSCOA Project team and relevant line managers.	Training to other stakeholders on budget capture screens. Budget process is 'Project Driven' so not just a Finance problem.	Non Compliance to mSCOA Segments and lack of co-operation from other departments. Insufficient understanding of mSCOA.			
Actual capturing of Draft Budget for 2017/2018 on Munsoft and aligning Budget to IDP/SDBP	November 2016 to March 2017	mSCOA project Team and relevant line managers.	Physically capture the budgets on the Munsoft System. Excel not an option.	Non Compliance to mSCOA Segments and lack of co-operation from other departments. Insufficient understanding of mSCOA.			

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Compile adjustment budget for 2016/2017 using Mscosa formats	28-Feb-17	mSCOA project Team and relevant line managers.					
First Draft Budget on Mscosa	31-Mar-17	mSCOA project Team and relevant line managers.	Finalising and consolidation of draft budgets.	Non compliance with Budget regulation.			
Engagement with other internal stakeholder and submission of Draft Budget to Budget Steering Committee	10-Apr-17	Budget Manager	Finalising and consolidation of draft budgets.	Non compliance with Budget regulation.			
Table draft budget to council	31-Mar-17	CFO and/or MM	Submission of First Final Draft Budget on mSCOA.	Non compliance with Budget regulation.			
Community participation	7-Apr-17	Corporate Services	Budget Indaba program and attendance registers	Non understanding by the community of the new mSCOA formats.			
First Final draft budget on mSCOA	10-May-17	Budget Manager	Finalising and consolidation of First Final Draft	Non compliance with Budget regulation.			
Submission of relevant final budget to budget steering committee	20-May-17	Budget Manager	Finalising and consolidation of First Final Draft	Non compliance with Budget regulation.			
Final Budget Approval	30-May-17	CFO	Submission of Final Budget for approval	Non compliance with Budget regulation.			
Make Budget Public	1-Jun-17	Budget Manager	Submit to external stakeholders, place on Website and advertise in news papers and notice boards.	Non compliance with Budget regulation.			
Submission of mSCOA Budget to NT & PT.	10 June 2017	CFO	Submit Draft and final Budgets to National Treasury and Provincial Treasury	Non compliance with Budget regulation.			
Upgrading of Caseware by CQS to facilitate Reporting on Budget Formats Section 71 & 72	1-Jun-17	mSCOA Project team	In conjunction with CQS and Munsoft, get the process going to align Caseware to Munsoft mSCOA for Budget in In Year Reporting	Non compliance with Budget regulation.			
Setting up and re-categorising Asset Register according to mSCOA	1-Mar-17	Asset Manager and mSCOA Project team	Start to re-align the Asset Categories to be aligned with mSCOA.	If not an integrated mSCOA approved asset register it will be extremely difficult to comply fully with mSCOA.			

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Getting the Audited Fixed Assets register up and running on the Financial System	1-Sep-17	SCM Manager - Accountant assets	Submit existing Asset Register to Munsoft for uploading on the Munsoft Asset Register.	If not an integrated mSCOA approved asset register it will be extremely difficult to comply fully with mSCOA.			
Setting up and re-categorising the Income Tariffs to mSCOA.	1-Mar-17	Financial accounting manager and mSCOA Project team	Start to re-align the old vote numbers on the tariffs according to the mSCOA Segments.	If not done, your municipality will not be able to go live on mSCOA.			
Setting up of the Cashier's quick link codes.	1-Mar-17	Financial accounting manager and mSCOA Project team	Start setting up of 'quick link codes' to the mSCOA Segments for receipting directly to the mSCOA Segments.	If not done, your municipality will not be able to go live on mSCOA.			
Setting up of the Municipalities Organizational Organogram	1-Mar-17	Budget Manager and Accountant, mSCOA Project Team.	Set-up the Organisational Structure if required. If your Functions are not aligned to the GFS classification.	Not compulsory if not required.			
Testing, training of full functionality on Munsoft mSCOA	April 2016 to June 2016	All departments and mSCOA project team.	Training all departments of the new functionality and transacting on mSCOA Segments.	If not done, your municipality will not be able to go live on mSCOA.			
Keep Audit file for Internal & External audit purposes	on-going until end of June 2017	Manager Budget	File all relevant documentation, sign-offs and processes.	Non record keeping of the mSCOA Implementation. Audit qualification.			
Internal Audit review of mSCOA Implementation.	1-Jun-17	Internal Audit Unit	Review the migration of balances from old chart to mSCOA, ensure that comparatives agree and that proper notes are kept where direct alignment was not possible.	Non compliance with mSCOA regulation affecting the AG opinion due to comparative amounts.			
Engage you Payroll and HR Supplier to align segments in payroll to your budgeted segments	April 2016 to May 2016	mSCOA Team and Hr & Payroll Department	Set-up mSCOA segments on each employee and control accounts.	If not done, your municipality will not be able to go live on mSCOA.			
Integrate setup and testing on payroll system	31-May-17	mSCOA Team and Hr & Payroll Department	Run 'test' imports from the Payroll to Financial system	If not done, your municipality will not be able to go live on mSCOA.			
reconciliation of differences that may arise due to old financial system linked to payroll system and mSCOA	31-May-17	mSCOA Team and Hr & Payroll Department	reconcile differences between financial system and payroll system	Information relating to payroll may not be added in MscOA which will lead to an inaccurate payroll information			
Going Live on mSCOA Segments	1-Jul-17	All departments and Munsoft users	Start transacting on the 'live' system. Develop a contingency register to ensure that any challenges experienced during the implementation is dealt with and proper records is kept for Audit Purposes.	Non compliance with mSCOA Regulations, insufficient reports and fall over of system			
Submit AFS on mSCOA	31-Aug-17	CFO	Compile AFS using converted general ledger	Derail the municipal audit opinion if when tested municipality is found not compliant			