

# **KAROO HOOGLAND MUNICIPALITY**

## **MSCOA READINESS & PROGRESS REPORT**

### **REPORT : 2014 - JULY 2017**

**Herewith please receive the following for KAROO HOOGLAND MUNICIPALITY :**

- mSCOA Regulations tabled to Council in 2014
- mSCOA Implementation Plan 2015/16 // Approved by Council and submitted date:
- mSCOA Risk Register 2015/16 // Approved by Council and submitted date:
- mSCOA Implementation Team : Member list attached
- mSCOA Steering Committee : Member list attached
- mSCOA Steering Committee appointment by Council
- MSCOA Steering Committee and Implementation Team Appointment Letters done as part of MSCOA Audit file : **June 2017**
- MSCOA members signed and received Code of Conduct & Terms of Reference : **June 2017**
- mSCOA Project Plan (November 2015)
- mSCOA Schedule C : SEBATA(Soft ware & Hard ware Readiness Evaluation)
- mSCOA Schedule C : date submitted & proof
- mSCOA Council Resolution : appointment of Project Sponsor
- mSCOA Project Sponsor documents completed and submitted
- mSCOA Documentation received : Circular 1
- mSCOA Documentation received : Circular 2
- mSCOA Documentation received : Circular 3
- mSCOA Agenda's & Minutes & Attendance registers:
- mSCOA 1<sup>st</sup> Implementation Team meeting : 6 October 2015
- mSCOA 2<sup>nd</sup> Implementation Team Meeting : 30 November 2015

#### **MoU signed with SEBATA to assist in MSCOA Compliance with Financial System**

- Council appointed Members of MSCOA committees : 9 December 2015
- 1<sup>st</sup> MSCOA Steering Committee Meeting : 20 January 2016
- MSCOA 3<sup>RD</sup> meeting : Implementation Team : 9 February 2016
- MSCOA 2<sup>nd</sup> Steering Committee Meeting : 25 February 2016
- MSCOA Implementation Plan : Updated 25 February 2016
  
- ICT Assessment & Due Diligence : July 2016
- Data Cleansing Commenced : March 2016
- MSCOA Circular 4 Received during March 2016
- Risk Register developed: March 2016
- Registered on LG Portal : March 2016
- Authorisation Letter from MM for delegations on LG Portal : March 2016
- EDMS Assessment Commenced: March 2016
- MSCOA Implementation Team & Steering Committee Meeting : 12 April 2016
- Submission to Treasury: Implementation Plan and Risk Register: April 2016
- Property Assessment Commenced: May 2016
- Planning Assessment Commenced: May 2016(IDP & SDBIP)
- Assessment of Current Chart of Accounts : May – June 2016
- MSCOA Steering Committee Meeting : 31 May 2016
- Submission to Treasury: Implementation Plan and Risk Register: June 2016

- Standard Operating Procedures (SoP's) internal work-session : June 2016
- Linking of Chart of Accounts continuous
- MSCOA training session in Calvinia : 6 July 2016
- mSCOA Documentation received : Circular 5(July 2016)
- mSCOA Documentation received : Circular 6(July 2016)
- Upload MSCOA Compliant Budget: July 2016
- MSCOA Steering Committee Meeting : 17 August 2016
- Submission to Treasury: Implementation Plan and Risk Register: August 2016
- MSCOA Steering Com Minutes and all MSCOA documents tabled to new Council : 31 August 2016
- MSCOA Councillor Training: 14 – 16 September 2016
- MSCOA Implementation Team Meeting : 20 September 2016
- MSCOA Audit Check by CoGHSTA/Prov. Treasury : 20 September 2016
- MSCOA Steering Committee meeting : 22 September 2016
- Project Charter Updated and signed with Service Provider(SEBATA) : 22 September '16
- MSCOA Councillor Training : 12 – 14 October 2016
- V6.1 released
- Amendment to Circular 80 released with three deadlines
- 1<sup>st</sup> Deadline for IDP Proof of Concept and Budget String upload to LG Portal : 31 Oct '16 - KHM complied
- 2<sup>nd</sup> Deadline for Final IDP and Budget String upload to LG Portal : 30 November 2016 (KHM COMPLIED)
- 3<sup>rd</sup> Deadline for Unbundled Budget : **March/April 2017** [*successfully submitted Data String of Budget to the LG Portal (6 April 2017)*]
- Letter from National Treasury with Comments on KHM's Service Provider/Tender Process followed with regards to MSCOA Circular 6 Annexure B received on 7 November 2016
- MSCOA Steering Committee meeting : 9 November 2016
- Responded to National Treasury's letter with evidence and feedback and process forward : 15 November 2016
- Letter from KHM to Office of the Chief Procurement Officer with regard to RT25 Contract and Tender Process followed : **July 2017**
- CFO attend SEBATA User Group : 30 November 2016 – 2 December 2016
- MSCOA Steering Committee Meeting : 12 January 2017
- **MSCOA – ICT On Site with EMS installation : 23 – 27 January 2017**
- MSCOA – Data cleansing assistance from SEBATA on Planning, Property, Billing and Vendors(SCM) : **30 January – 3 February 2017**
- **MSCOA EMS Training on Planning, Projects, Budget Modules : 7 – 10 February 2017**
- ~~MSCOA – HR Payroll Parallel Run : **April / May 2017**~~
- MSCOA Steering Committee meeting : **23 February 2017**
- MSCOA Implementation Team and Steering Comm Meeting: 16 March 2017
- MSCOA Implementation Team and Steering Comm Meeting: 11 April 2017
- Updated Risk Register and Self-Assessment Tool submitted : 19 April 2017
- Gap Analysis on Ledger received and to address per month from April 2017 to June 2017
- Asset assessment with Mubesko – to receive by end of April 2017
- HR Data Cleansing, SCM, Creditors, Billing/Property Data Cleansing files to be finalised by end of April 2017 to middle May 2017 to port the data to FMS and to EMS
- User Access Tester site up – Users can test the data after it is ported and uploaded in May 2017
- ~~Parallel Runs to occur in May 2017~~
- Steering Com and Implementation Team Meeting : 9 May 2017
- Steering Com and Implementation Team Meeting : 1 June 2017
- Personnel started using EMS : \_\_\_\_\_
- **Main Goal to achieve : MSCOA compliant : 1 July 2017**
- Steering Com and Implementation Team Meeting : 12 July 2017
- Steering Com and Implementation Team Meeting : \_\_\_\_\_