Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
Action 1	**Awareness**				
	Objective:				
	Create awareness with all internal stakeholders regarding the objectives of mSCOA, Regulations and Technical specifications.				
Action 1.1	*Inform Council of broad principles*				
	Prepare memo to Council explaining SCOA in very broad terms.	Deputy: Town Treasurer (FA)		Completed	July 2014
Action 1.2	*Explain broad principles of mSCOA to the various Directorates*				
	Set-up engagement sessions with various directorates before each of the next Actions explaining to the detail regarding each Action after the ground work has been performed and requesting input in order take all departments along, otherwise resistance will be experienced.	Deputy: Town Treasurer (FA)		Completed	August 2014 & September 2014
Action 1.3	*Update with the latest developments*				
	Familiarise and analise all new developments regarding the implementation of mSCOA and report to mSCOA steering committee important changes	Deputy: Town Treasurer (FA)	Ongoing	In progress	Last meeting 30 November 2016
Action 1.4	*Compilation of Initial mSCOA Implementation plan*				
	Compile and obtain approval for an implementation plan that provides guidance with regard to the actions, activities and processes in order to achieve readiness for implementation on completion of the pilot site testing.	Deputy: Town Treasurer (FA)	30/09/2014	Completed	October 2014
Action 1.5	*Review of mSCOA Implementation plan*				
	Review and obtain approval from Council for the amendments to the mSCOA implementation plan	CFO	Ongoing	In progress	Draft Compiled and Submitted, implementation plan is updated continuously
Action 2	**mSCOA Governance**				
	Objective:				
	Create a good governance structure that will involve all the major role players, Management, Internal, & External Audit, Risk management and other departments.				
Action 2.1	*Commissioning of an mSCOA steering committee*				
	Activity 2.1.1 - Compiling TOR for steering Committee	Deputy: Town Treasurer (FA)		Completed	Circulated as part of agenda dated 17 September 2015
	Activity 2.1.2 - Meetings				
	a) Convene first meeting and approve TOR for steering committee	Deputy: Town Treasurer (FA)		Completed	Meeting date was 12 October 2015
	b) Subsequent meetings	Deputy: Town Treasurer (FA)	Ongoing	In progress	Last meeting 30 November 2016
Action 2.2	*Set-up of governance structure*				
	Activity 2.1.1 - Establish communication lines with internal departments	Deputy: Town Treasurer (FA)		Completed	mSCOA agendas send to Senior Managers and certain nominated officials
	Activity 2.2.2 - Establishment platform for service provider interaction	Deputy: Town Treasurer (FA)		Completed	Minutes dated 27 & 28 July 2015. Session held all service providers presented their possible involvement
	Activity 2.2.3 - Establishment of mSCOA working committees	Deputy: Town Treasurer (FA)		Completed	Steering committee minutes dated 15 October 2015, various working committee meetings were held subsequently.
					Please refer to working committee minutes for meetings held. 1) Capital Assets 2) Land use and valuation 3) Fines 4) Real Estate 5) Income and Booking systems 6) Project Management 7) Budget and Reporting 8) HR 9) Water losses 10) SCM and Expenditure
Action 2.3	*Compilation of Risk register*				
	Activity 2.3.1 - Identify potential risks	Deputy: Town Treasurer (FA)		Completed	Meeting date 12 October 2015
	Activity 2.3.2 - Rating of Risks and compilation of action plans	Internal Audit Moores Stephen	19/11/2015	In progress	MSCOA in total rated below the risk appetite of the Municipality. Detail risks will be submitted to next Risk management committee meeting
Action 3	**Skills Development**				
	Objective:				
	Facilitate change management and create a understanding of mSCOA with all role Players within the Municipality; including service providers; in order to facilitate change within all the business processes of the Municipality.				
Action 3.1	*mSCOA Training: Financial & Non Financial Officials*	National Treasury	30/06/2015	Completed	Training was presented to all Senior & Line managers as well as service providers on the 29th & 30 June 2015.
Action 3.2	*mSCOA Training: Officials within Finance Department*	Deputy: Town Treasurer (FA)		Completed	Rdata demonstrated its requirements to Budget office on 1 September 2015; training of other role players within Finance took place during September 2015.
Action 3.3	*mSCOA Training: Officials within IDP*	Deputy: Town Treasurer (FA)		Completed	Training took place 4th December 2015 after release of version 5.4
Action 4	**Review of IT infrastructure**				
	Objective:				
	Ensure that the IT infrastructure is sufficient to effectively implement mSCOA.				
Action 4.1	*Current status Quo*	Manager IT	31-May-16	In progress	Certain shortcomings has already been identified
Action 4.2	*Create activity list to address shortcomings*				
	Activity 4.2.1 - Hardware storage capacity	Manager IT	30-Sep-16	In progress	Adjustment was approved, orders was issued and implementation due in April 2016
	Activity 4.2.2 - Creation of test environment	Manager IT	31-May-16	In progress	Promun test site is available busy with Collaborator Site
	Activity 4.2.3 - One point of entry/log on	Manager IT	30/06/2016	In progress	The final discussion will take place on the IT steering committee meeting scheduled on for 23/03/2016
Action 4.3	*Monitoring of implementation*	Manager IT	Ongoing	In progress	IT strategy plan serves before IT steering committee on 23rd March 2016
Action 5	**Review current chart of accounts**				
	Objective:				
	To obtain an understanding of the require changes and challenges by mSCOA. The bigger picture must always be taken into consideration with the emphasis of seamless integration of sub modules and other systems				
Action 5.1	*Matching exercise*				
	Objective				
	The objective of this action is to perform a matching exercise of all mSCOA segments to the current chart of accounts and obtain a better understanding of the required changes				
	Activity 5.1.1 - Function Segment	Deputy: Town Treasurer (FA)		Completed	Based on version 5.4 take 5
	Activity 5.1.2 - Item - Expenditure	Snr. Accountant: Reporting		Completed	Based on version 5.3
	Activity 5.1.3 - Item - Revenue	Head: Budget Office		Completed	Based on version 5.3
	Activity 5.1.4 - Item - Assets	Deputy: Town Treasurer (FA)		Completed	Based on version 5.3
	Activity 5.1.5 - Item - Liabilities	Snr. Accountant: Budgets		Completed	Based on version 5.3
	Activity 5.1.6 - Item - Nett Assets	Snr. Accountant: Budgets		Completed	Based on version 5.3
	Activity 5.1.7 - Item - Gains & Losses	Accountant: Investments & Grants		Completed	Based on version 5.3

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
	Activity 5.1.8 - Regional Segment	Manager IDP		Completed	Based on version 5.4 take 3
	Activity 5.1.9 - Project Segment	Manager IDP		Completed	Based on version 5.4 take 5
	Activity 5.1.10 - Costing Segment	Deputy: Town Treasurer (FA)	30/06/2017	In Progress	All services have been classified as either support or end services; Cost drivers have been identified for support services to end services and cost drivers within end services have been identified.
Action 5.2	*Revisit accounting practices where necessary*	Deputy: Town Treasurer (FA)	Ongoing	In progress	"Trust of Group scheme pay-outs"; Inventory; Payments received in advance link to booking systems; all forms of deposit's and Fines have been listed as the most important challenges. Most is already included in the business process actions
Action 5.3	*Create activity list to address shortcomings*	Deputy: Town Treasurer (FA)	Ongoing	In progress	Included in the Business review processes
Action 6	Review Business Processes				
	Objectives:				
A	The objective of this action is to align current processes with best practices as well as to mSCOA with integration on a seamless basis between the various systems. The seven components that must integrate seamlessly with the mSCOA general ledger and comply at a posting level to mSCOA Regulations and GRAP are defined as follows: • General Ledger as per mSCOA regulation • Billing for municipalities • Supply chain management that complies with regulation • Assets management and tracking • Inventory stores • Budget module aligned to IDP as regulated • HR and Payroll module with leave management				
B	The business processes below are practical work streams common to the Municipality and must be reviewed as it results in a financial transaction in the general ledger eventually. These business processes are: Corporate Governance; Municipal Budgeting, Planning and Modelling; Financial Accounting; Costing and reporting; Project Accounting; Treasury and Cash Management; Treasury and Cash Management; Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable; Grant Management; Full Asset Life Cycle Management including Maintenance Management; Real Estate and Resources Management; Human Resource and Payroll Management; Customer Care, Credit Control and Debt Collection; Valuation Roll Management; Land Use Building Control; and Revenue Cycle Billing.				
Action 6.1	*Obtain an understanding of the current business processes*	All Role Players		Completed	Every mSCOA working committee; at it first meeting; communicate its current business process. The following mSCOA working committees were established: Fines; Human Resources; Other Income & Booking systems; Capital assets; Contract & Project Management; SCM/ Creditors; Revenue; Budget and Financial administration, Real Estate, Land use and valuation and Water Losses
Action 6.2	*Revisit and document business processes and changes to existing processes*				
	Activity 6.2.1 - Corporate Governance	Deputy: Town Treasurer (FA)	30/06/2018	Not yet commenced	
	Activity 6.2.2 - Municipal Budgeting, Planning and Modelling	Head: Budget Office	30/06/2017	In progress	See activity list in Action 6.3.1
	Activity 6.2.3 - Financial Accounting	Head: Budget Office	30/06/2017	In progress	See activity list in Action 6.3.2
	Activity 6.2.4 - Costing and reporting:				
	Activity 6.2.4.1. - Reporting	Head: Budget Office	30/06/2017	In progress	See activity list in Action 6.3.3
	Activity 6.2.4.2. - Costing	Deputy: Town Treasurer (FA)	30/06/2018	In progress	Classification & Identification of cost drivers completed. Service providers needs to develop costing system
	Activity 6.2.5 - Project Accounting	Chief Engineering Technician (Streets & Storm water) (Altus)	30/06/2017	In progress	Portal created to allow external service providers to upload documentation. Needs to compile an activity list
	Activity 6.2.6 - Treasury and Cash Management	Head: Budget Office	30/06/2018	Not yet commenced	
	Activity 6.2.7 - Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Head: SCM	30/06/2017	In progress	See activity list in Action 6.3.4
	Activity 6.2.8 - Grant Management	Head: Budget Office	30/06/2017	Not yet commenced	
	Activity 6.2.9 - Full Asset Life Cycle Management including Maintenance Management	Deputy: Town Treasurer (FA)	30/06/2017	In progress	See activity list in Action 6.3.5
	Activity 6.2.10 - Real Estate and Resources Management	Manager: Legal Services	30/06/2017	In progress	First meeting was held 23/11/2016
	Activity 6.2.11 - Human Resource and Payroll Management	Manager: Support Services	30/06/2017	In progress	See activity list in Action 6.3.6
	Activity 6.2.12 - Customer Care, Credit Control and Debt Collection	Head: Income	30/06/2017	In progress	Activity list to be compiled
	Activity 6.2.13 - Valuation Roll Management	Manager: Town Planning	30/06/2017	Not yet commenced	
	Activity 6.2.14 - Land Use Building Control	Valuator	30/06/2017	Not yet commenced	
	Activity 6.2.15 - Revenue Cycle Billing.	Head: Income	30/06/2017	In progress	See activity list in Action 6.3.7
Action 6.3	*Create activity list to address shortcomings & Monitoring of implementation*				
	Activity 6.3.1 - Municipal Budgeting, Planning and Modelling				
6.3.1.	*Detail action list*				
6.3.1.1	**mSCOA COMPLIANT BUDGET**				
6.3.1.2	Information session to all Departments on mSCOA budget	MB Fin	17/11/2015	Complete	Session held with all department heads to give deadlines and show how mSCOA budget looks
6.3.1.3	Send Budget documentation to Departments for completion	MB Fin	19/11/2015	Complete	Sent via email
6.3.1.4	Sessions with departments to work through budget documentation	MB Fin	19 Nov to 30 Nov	Complete	Departments visited and inputs given to populate budgets
6.3.1.5	Capture of Funding, Municipal structure, IDP Strategies & Objectives, Project types + Project items on Planning & Budget Tool	MB Fin	15/12/2015	Complete	Budget office to capture Funding, Project types / Items and municipal structure; IDP office to capture IDP Strategies & Objectives - Shift to later stage as draft budget will be done in excel
6.3.1.6	Meetings with Departments to demonstrate use of Budget and planning tool - insert budget per SCOA items	MB Fin	08/01/2016	Complete	Draft budget to be drawn up in Excel format - Tool training to be done at later stage
6.3.1.7	Download latest version on the MBM Server	R-DATA / SEBATA		Complete	Seeing that development takes place during the piloting phase it is important that everybody works on the same version and therefore the need to realise the latest version of the software.
6.3.1.8	Give and test access of users	R-DATA / SEBATA	29/03/2016	Complete	A list of users were provided by MBM which need to have access to the system and must be tested individually by MBM before training can start.
6.3.1.9	Populate budget in PROJECT SEGMENT	MB Fin / Other departments	Mbay: Capital budget was provided 2016/06/10 to R-Data Mbay Operating budget and Trail Balance 2016/06/21 will be provided to R-Data	Complete	Budget needs to be populated in project segment in order to capture on EMS system
6.3.1.10	Train Mossel Bay on using EMS (Budgeting Module)	R-DATA / SEBATA	04/04/2016	Complete	This is the physical training that has to take place at MBM and with Rdata staff also involved. This will be formal training for a day or two after which the MBM will have access to a training environment.
6.3.1.11	Mossel Bay provide budget information in 7 segments to R-Data for loading on Promun	MB Fin	21/06/2016	Complete	
6.3.1.12	Load Budget information on Promun system	R-DATA	04/07/2016	Complete	mSCOA Test environment
6.3.1.13	Mossel Bay check import to Promun	MB Fin	2016/07/05 - 2016/07/08	Complete	

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6.3.1.14	Do final load of Estimates to Budget	MB Fin and R/Data	08/07/2016	Complete	
6.3.1.15	Do budget verification and send signed verification to NT	R/Data	15/08/2016	Complete	Do on old format, Lezelle (R-Data) will override with mSCOA conversion.
6.3.1.16	Prepare Budget Report	MB Fin	18/07/2016	Complete	The prescribed reporting is done (Outside of the system) on all the NT returns. Remember during the pilot period the reporting to NT will still be done in the old format but internally in the new SCOA segments)
6.3.1.17	Processing of Virements	R-DATA / Collaborator	18/07/2016	Complete	Adjust processes on Promun in order to be able to process adjustment budget and virements. Document and workflow to integrated with Promun. 1. New Job code is going to be used. 2. Capital virements - Lezelle (R-Data) to discuss with Rod (R-Data) and come back to H le Roux (Mossel Bay Mun) and V Basson (Mossel Bay Mun) how this will be treated by 30 May 2016 3. Adjustment budget - will be loaded on the VC side, once approve, it will be "live" this will then be transferred to Promun Adjustment Budget in the GL. Extracts will however remain the same. Most programs/reports will be the same as the old reports. 4. R-data has developed a template which is available. Training to be provided in the week of 11-15 June 2016 2016 by R-Data
6.3.1.18		R-DATA (J Kruger) BE A Louw and V Basson (Mbay)	03/11/2017	In progress	1.24.1 R-Data / BE should build in authorisation on virements. L Wridgeway (R-Data) to give feedback to V Basson during September 2016 after discussion with R Dunbar (R-Data) to establish if R-Data can facilitate this function. If this is not possible consideration should be given to use Collaborator. Also include 2.10.1 (opening of new accounts) Additionally: BS Budget, if any virement on CS or I/E it should update the contra vote/budget. The system should be set-up to do the contra entry. Status 11 May 2017: R-Data still to provide feedback. Status 23 June 2017: R-Data, please provide at next meeting if can assist.
6.3.1.19					Status 22 September 2017: R-Data indicated that they will not do the work flow and that Collaborator be utilise for this function. BE to be included to assist with the Work Flow. A Louw and V Basson to document the process and provide the form to Collaborator. R=Data to write a webservice to accommodate the integration required. Status 03 November 2017: Mossel Bay documented the current process regarding virements and a form which officials should complete for virements. The process will be sent to BE to develop this process on Collaborator. 28 November 2017: V Basson received the quotation from BE. V Basson will evaluate when this is needed and provide specification to BE. 10/04/2018: Firstly address the virement issues in Promun before BE will be consulted. 20/7/2018 & 21/09/2018 & 19/10/2018: Mossel Bay Municipality will give the work flows through to BE once they are ready. **07/02/2019: Feedback at next meeting.**
6.3.1.20	Work flow develop - Virements				1.24.2 How does the program work for virements? Want to utilise the pointers. What is the timing of the virement adjustment (to which month does it validate, is it adjusted in the month the virement was done or when?) How will Schedule C be accommodated the virements. Actions: 1) V Basson will enquire from A Louw which program is used for virements. 2) J Kruger will also investigate 3) SDBIP should also be adjusted due to virement, in the month of the virement (should integrate the budget and the actual per month should be adjusted) 23 June 2017: Currently it does the virement in the first month of which there is a budget. Future development, should have the option to allocate the virement to the applicable month. A Louw to request this. 22 September 2017 A Louw raised the following issues during the month of August 2017 and September 2017. Please refer to programme igl275.p.
6.3.1.21		J Kruger / W Groenewald (R-Data) V Basson A Louw	Issue 1: 28 February 2018 Issue 2: Feedback at next meeting - if not yet complete to indicate date Issue 3: if not yet complete to indicate date	In progress	period in which the virement should be processed. Anton and Dave (R-Data) are currently correcting this. Feedback on progress need to be provided to Mossel Bay. - Main priority should be addressed first. 10/04/2018: 3/4 May 2018 it will be discussed at the R-Data forum 15/05/2018: in progress, how will the virements be corrected that was already posted. 15/06/2018: Complete Issue 2: The system does not block us anymore if an amount bigger than the available budget is virement to another vote. Please refer to screen shots underneath. Feedback on progress need to be provided to Mossel Bay. 10/04/2018- R-Data should continue with program change. 15/05/2018 & 15/06/2018: V Basson to test. 20/7/2018: Complete Issue 3: The system does not block us anymore if virements are done between different funding/directorate. This should not be allowed. Feedback on progress need to be provided to Mossel Bay. R-data to ensure to maintain the area code. 10/04/2018: V Basson need to send policy to W Groenewald 15/05/2018: R-Data in progress to build in the standards. V Basson will test. 15/06/2018: R-Data still in process. 20/7/2018: Policy rules have to be built in the system (V Basson) 21/09/2018: When will R-Data be ready for Mossel Bay Municipality to build in the rules? V Basson will send the issue to W Groenewald to address (Rules to be build in by Mossel Bay Mun regarding the period IGL941/942) W Groenewald will follow-up on the status. 19/10/2018: Not yet done. To be followed up at next meeting. **07/02/2019: Reported to R-data, r-data in progress.**
6.3.1.22					10/04/2018: Issue 4: Balance sheet virements - include in the budget tool development - 15/05/2018 & 15/06/2018 & 20/7/2018: Can be done manually, no further development done. Further development in conjunction with budget tool. **07/02/2019: No development to be done on Virement for Balance Sheet items.** 20/7/2018 additional issue: Issue 5: Budget periods change IG941/942 Vicky has logged a call to R-Data 21/09/2018: COMPLETE 21/09/2018 Issue 6: Budget is not there anymore. Enquiries on mSCOA short code is not available. V Basson wants the budget transactions on the mSCOA short code. VC0812c **19/10/2018 & 07/02/2019: In progress**
6.3.1.23	New votes and Budget amounts not updated daily	R-DATA (J Kruger)	2016/09/06: R-Data indicated on 4th November that they are ready. Awaiting feedback from BE.	Completed	Live stream between Promun and Collaborator to be established. The following was decided: R-Data will send a file (CSV format) to Collab daily where after Collab will do the update overnight. R-Data indicated on 4th of November 2016 that this is not updating live, but several times a day. Emergencies R- data will provide L. Deacon and E. Koen with a program for emergency cases (update system with new votes)
6.3.1.24		BE (A Yaxley)	06/09/2016	Completed	The following was decided: R-Data will send a file (CSV format) to Collab daily where after Collab will do the update overnight.
6.3.1.25	Budgets on Collab incorrect	R-DATA	06/09/2016	Complete	Budgets drawn into Collaborator shows the total of the OLD vote number and not the budget total as per new mSCOA codes. This issue was addressed.
6.3.1.26	HR Budget	R-DATA	09/09/2016	Completed	1.27.1 HR budget not loaded on PROMUN. L Wridgeway (R-Data) will discuss with L Ferguson (R-Data) to establish if this was completed.

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6.3.1.27				In progress	1.27.2 V Basson (Mbay) will then test to see that it balances with the budget. IGL998. Verify that the old vote ledger balance with the mSCOA ledger. V Basson has identified that in some cases transactions went through the old vote ledger and not the mSCOA ledger and vice versa. V Basson wants a tool from R-Data to compare the two ledgers with each other to ensure it is in balance. D Ellsworth will assist L Wridgeway indicated that igl 872.p can be used (filter out all the 9/ did not go through mSCOA ledger). Status 30 March 2017: D Ellsworth will assist to setup, feedback will be provided at next meeting in May 2017. Status May 2017: V Basson to verify. V Basson will use the old IGL report of April to compare with the VC108b. Igl 998 still have problems. Internal audit identified that there is errors, H le Roux provided this issues to R-Data. H le Roux selected one batch of HR which did update on old GL and not on the mSCOA GL. R Dunbar indicated that he would have tested in the test environment, but H le Roux did not obtain any feedback. (Actuals) Additional issue: Tested also commitments: there were also differences. There is also a problem relating the retention, that needs urgent attention. D Thompson (R-Data) will address. J Kruger indicated that this should not happen and that they will correct this issue. J Kruger will task Z Somodien to address this issue. 23 June 2017 a) V Basson did a test there was still a difference, major problem was due to salaries and this was requested. V Basson to run a test again for May and will report any differences if applicable. b) IGL998: V Basson will provide the changes needed on the IGL 998 in order to change the report to her requirements. 22 September 2017
6.3.1.28					V Basson requested that Xainu should assist with the budget monthly strings during the week of 26 - 29 September 2017 and to address the 16/17 differences and to investigate which programs need to be adjusted to address the issues. **07/02/2019: Issue to be logged: The issue remains that transaction posts go through on old vote that is not appearing on the new vote. Programs was identified by Xainu and problem logged with dave.**
6.3.1.29		Mbay (V Basson) R-Data (W Groenewald)	31 May 2018 for both 17/18 and 16/17	Complete	Status on 03 November 2017 Most of the difference (old ledger and MSCOA ledger) were identified and corrected (most of the differences were due to vehicle costing, V. Basson did provide R-data with the necessary information to make the corrections). Vehicles are now connected to a MSCOA code. V. Basson will follow up with R- Data (Xainu).D27 Differences in ledger - Sub ledgers are not in balance with the main ledger. R- Data to give reasons for differences (Root cause). 28 November 2017: Ledger is still out of balance with +/-R7000 which Alba is trying to address. - 16/02/2018: In Balance IGL998 16/02/2018: Old and new ledger is out of balance: 3 things not in balance: main issue debtor write-off. To be addressed in the week of the 19th February 2018. Vehicles and salaries is the other differences. 9/04/2018: R-Data is in process to address these issues in cooperation with V Basson. Still have to address the 16/17 AFS year balances. W Groenewald to assist. 15/05/2018 & 15/06/2018: W Groenewald in process to address. W Groenewald will arrange Zainu fix old and new ledger 17/18. 20/7/2018: 16/17: will be addressed by 20/7/2018. Will then attend to 17/18 as the issues have been identified and W Groenewald is attending to. 21/09/2018: **COMPLETE**
6.3.1.30	Monthly strings				Monthly strings generated from guids. 1. Issues regarding monthly strings. 22 September 2017: Xainu to assist last week in September 2017
6.3.1.31			Feedback at the next meeting		Status on 03 November 2017 Not accepted by National Treasury. 1. Validations changes constantly. 2. Transactions give errors. The budget office will go through the errors and give it through to R- data who will follow up on errors regarding the transactions. 28 November 2017: Monthly strings, Vicky is in process to address with Zainu. (igl872 error report) 16/02/2018: Issues: Stage 2 validation: January 2018 issues were identified: 1) Region with default, should be investigated to determine the correct segments. 2) Project codes - issue was addressed 3) Charges and recoveries - in process
6.3.1.32		Mbay (V Basson) R-Data (Xainu)		In progress	4) Inventory water error: not water function segment (Vicky will test against NT, maybe Promun Check that indicates error. 5) There were instances where both the item and expenditure were default. V Basson gave this through to J Fourie to address. V Basson to also provide the examples to E Koen so that it can be investigated. 6) Project FBS - VAT write-back of the rebate is still an issue. V Basson will investigate together will E Koen if the set-up is correct. 10/04/2018: 1) V Basson to see what segment changes was done to see if the budget was affected. Journals should be processed if budget was affected. 2) V Basson will give changes to W Groenewald which should be then corrected and resubmitted. The months of January up to March 2018 should be corrected by 13 April 2018 (excluding costing). W Groenewald to consult with Dave Ellsworth regarding costing so that April month is correct (submission in May). 1) Stage 1: Green status for January and February. March and April will be submitted today 15/05/2018. 2) Stage 2 issues are being addressed due to wrong votes used. 3) System should prevent the user to post against the opening balance. V Basson will log a call. 4) Costing of vehicles needs to be addressed. Lynn (R-Data) will investigate. 15/06/2018: Costing and revenue forgone - reason for the yellow status. V Basson will resubmit by today. IDP string needs to be fixed by today. (PRTA) TABB costing did not balance will be addressed by V Basson 20/7/2018: Costing still needs to be addressed. Cost of FBS needs to be build in the system. June's errors still have to be resolved. 21/09/2018: Issues: 1) Contra leg of the expense do not indicate the project number. (Validation error) - **07/02/2019: Resolved** 2) Capital assets 872 error not validation error - **07/02/2019: Resolved** 3) VAT on the free basic services - V Basson will take up with J Fourie and D Elsworth - **07/02/2019: Resolved** 4) Internal charges - V Basson will take up with J Fourie - **07/02/2019: in progress J Fourie to do balancing between income and expenditure.** 5) Error: posting level "no" - Mossel Bay Municipality to address (84 balance sheet votes that is transacting on BS opening
6.3.1.33	Month-end, Daily-end and year-end systems.	R-Data (J Kruger) Mbay (IT)	Feedback at the next meeting	Complete	Month-end, Daily-end and year-end systems. J Kruger (R-Data) will enquire form IT if this will be feasible. **Status on 03 November 2017 & 16/02/2018** E. Koen will provide R-Data with a list of all the reports that should be generated by the Promun system on month end (automatically). **10/04/2018: E Koen will consult with J Kruger regarding the reports on 10/04/2018, where after the actions/ work flow will be determined. V Basson to provide her list of reports to E Koen to include this in the list. (stores, creditors and budget office)** **15/05/2018: In progress will only utilise IGL869 except for debtor and creditor age analyses.**
6.3.1.34	Yesterday system		Feedback at the next meeting 28 November 2017	Completed	**Status on 03 November 2017** R-data developed a program which makes a back up of the live system each night.
6.3.1.35	Communicate total new Budget (Operating) to all Departments	Mbay (V Basson)	14/11/2016	Completed	Update budget docs with HR budget and codes and send to all Departments. V Basson indicated that this will be sent out with the new documentation by 14th of November 2016 and will include the 16/17 budget

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.1.36					Mossel Bay provided specifications needed for the development of the tool. IDP Budget Tool as required by NT On 15 February 2017, a meeting will be held between V Basson, G van der Westhuizen, Z Samodien and D Ellsworth to come up with alternative solutions for the IDP Budget Tool and how they will upload it this year in order to comply to NT's requirement. Status 30 March 2017: Feedback from R-Data: D Ellsworth indicated that the IDP module is developed and installed on the system. D Ellsworth wants a timeframe so that they can arrange the training facilitated by Z Samodien/R Dreyer. Action: V Basson to schedule meeting for this training. Status May 2017: 20 April 2017 a meeting was held between Swartland and LangebergMun. The municipality will provide a structure to R-Data, but it should be parameter driven. H le Roux is in the process to develop the business process. All the steps were identified for the IDP process and it will be provided to R-Data together with specifications, once inputs from all the other municipality role-players were obtained. This tool should include, but not limited to the following: IDP module, with projects, prioritise model, budget that then will be formulated, not only capital P3 tariff module, HR module and Asset module. 19 October 2018: The programs were received from R-Data and testing will be done by V Basson The budgets obtained from each department will be added to the program. **07/02/2019: V Basson did the test and are satisfied.** **IDP Tool: Not use the system for the 2019/20 budget but have tested capturing of IDP project and were satisfied.** **IDP will be done through Excel for 2019/20 due to time constraints.**
6.3.1.37					This will not be feasible for this year. Work toward implementation by 1 September 2017. In the meantime. A service provider contacted Mossel Bay that they already have such a planning tool. The specifications were provided to Mossel Bay. They want to make a presentation to Mossel Bay, H le Roux indicated that they would like to include R-Data and Collaborator in this session. So that R-Data can decide if they D41would like to work together with them, or not. This service provider indicated that they can fully intergrade with the financial system. Status 23 June 2017: V Basson will follow-up Status 22 September 2017: Cyril was at Mossel Bay to obtain the specifications for the tool that needs to be developed together with prioritisation. Feedback from R-data was that they are still in progress. V Basson will arrange a meeting between herself, G van der Westhuizen and H le Roux to determine the needs.
6.3.1.38	Budget and planning tool	R-Data (D Ellsworth & Cyril) Mbay (V Basson)	Feedback at the next meeting	In progress	Status on 03 November 2017 The tool can not be used yet. Manual excel process is still used. Cyril confirmed that R-data will use the manual figures for Promun when the budget tool is ready. R-data (J. Kruger) will follow up on the status of the budget tool on Promun. Status 28 November 2017 1 December 2017 a specification will be provided to all Municipalities for inputs. 10/04/2018: IDP module in place and Mossel Bay Municipality is satisfied with this module, however the budget module is still in progress/development and will again be discussed at the R-Data forum in May. 15/05/2018: IDP tool is available. Budget tool was not discussed at the forum. Was shown how to upload excel budget with one program. R-Data still awaiting feedback from various municipalities. V Basson will send the specs again to V Basson. Mossel Bay Mun will carry on as is for this stage.
6.3.1.39	GL enquiry screen	R-DATA V Basson / L Deacon	To be confirmed by R-Data	Completed	R-Data to prolong the items description display Budget office to test **03 November 2017** R-Data will on a monthly basis send all calls logged to E. Koen.
6.3.1.40	Problem relating to the upload of the budget / adjustment budget on the system (Promun)			Complete	Challenge: • Mossel Bay cannot upload the budget on the system (VC201IS) • Mossel Bay could not yet test if the estimates can be uploaded to the mSCOA budget. L Wridgeway indicated the problem is due to the size of the data and will be addressed. Action: D Ellsworth (R-Data) will sit with Z Samodien and L Wridgeway (R-Data) to speed-up the processes above. Status 30 March 2017: Test is available for Mossel Bay Municipality to upload. **Status May 2017:** The original problems were resolved. New issue: After the original budget was uploaded, there was a problem with the vc203 report. The report indicates that the totals are correct "no errors", but when the vc204 report is generated the balances differs. This should not happen as they use the same information. Z Samodien addressed this issue, but V Basson still have to test. If it remains a issue V Basson will follow-up with Z Samodien . The following request was raised: H le Roux request from R-Data that an estimate report should be generated that is in essence the VC201x plus the quid. The following issue was raised: V Basson have a problem with the time to upload budget. Currently it is a very time consuming exercise. She requested that the programs which VC203 use to validate should be identified. Additionally investigate that no updates are being done in the time that V Basson upload the budget. J Kruger proposed that the system should be put in update mode in the evening and that the report should be extracted from the system in the morning. Following actions were identified. 1. V Basson is going to enquire from the two persons what they did on the system. 2. E Koen, should log a query on the help desk, to indicate that the enquiry currently blocks the budgets and should be
6.3.1.41					• Mossel Bay should provide the I//E vote number and the Balance Sheet vote number to R-Data • Still have to develop a template for in which Mossel Bay should provide the information to R-Data to upload. This should also incorporate the cash flow budget. • H le Roux will build in an additional sheet to address the cash flow budget. Balance sheet which link to the cash flow. Status 30 March 2017: H le Roux is in process of building the Balance Sheet with the quid's and the contra quid's which will be done by 3 April 2017. Action for R-data: R-Data to assist with the balance sheet budget as this is a very complex and time consuming exercise. This is currently a development for the future development. Status May 2017: H le Roux inquired which program is going to be used to generate the budget data strings. Quid's should be available to do the balance sheet budget, layout should provide for all the segments and budget for the three years with it's pointers. This is for the income/expenditure and the capital votes. -still to developed **19 October 2018:** **To be followed after the Budget Tool is done.**
6.3.1.42	mSCOA Balance Sheet budget	R-Data V Basson L Deacon	Feedback at the next meeting		V Basson will enquire from Z Samodien that if quid's were changed will it show on the VC201x or VC108b which one should be used. If the VC201x should be used the quid's should be provided. - complete General ledger (Balance sheet accounts) do not have quid's, lgl009 this should be used for the balance sheet budget. - complete V Basson will enquire from Z Samodien that if a quid is changed, what document should be used to provide the budget with the correct quid. - complete Status 23 June 2017: V Basson will enquire from Z Samodien that if quid's were changed will it show on the VC201x or VC108b which one should be used. If the VC201x should be used the quid's should be provided. . - VC 108c

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.1.43					Status 22 September 2017: BS link (contra) should be in the budget tool so that the BS budget can be compiled. Status 03 November 2017: V. Basson will follow up with R-Data 28 November 2017: igl875 reconciliation was preformed by L Deacon. The errors is due to items not budgeted for. Budget office to go through votes to see what will not be utilised and blocked and all parameters linked to it. Source should be evaluated to see the treatment. **16/02/2018: Still in development phase.** Issue: igl009: Call was logged as there is no information in the report.. - complete R-Data indicated that the 869 report will be the new report that can be utilised. **10/04/2018:** Refer to above 1.31 20/7/2018: R-Data have a session on 23/7/2018 where after they will discuss with Vicky their proposal where after feedback will be given. **21/09/2018: V Basson request that R-Data to assist to identify the contra counts (link number) this should be build into the budget tool.**
6.3.1.44	Budget string submission to NT	V Basson R-Data		Complete	Was submitted to NT and they are currently busy with stage 1 and 2 of their verification process. Mossel Bay Municipality is through stage 1 and 2 the budget sheet budget is the only outstanding issue. Please refer to point 1.32 above. Additional the capability to run the IDP strings from the Promun system should be catered for. **Status 22 September 2017:** To be submitted by 29 September 2017
6.3.2	**CHART OF ACCOUNTS**				
6.3.2.1	Setup of new cost centres	MB Fin	01/06/2015	Complete	In line with mSCOA Functions
6.3.2.2	Link new cost centres to old departments	MB Fin	01/06/2015	Complete	In order to link current budget to new budget
6.3.2.3	Session with municipality to explain linking of old votes with new mSCOA structure	R-DATA	01/11/2015	Complete	Explain what is needed in order to draw information into PROMUN
6.3.2.4	Link current vote structure to mSCOA chart (all 7 segments)	MB Fin	19/02/2016	Complete	Persons dedicated for each of the following (Assets, liabilities, revenue, exp, loss/gain) - Delay due to the fact that the project segment was only approved by steering on 19 Feb 2016
6.3.2.5	Session between R-Data and Municipality - How PROMUN was adjusted to accommodate mSCOA	R-DATA	22/02/2016	Complete	Provide insight to Municipality's Finance section on how system changes will effect current processes in place
6.3.2.6	Provide links between old vote structure and new mSCOA chart to R-DATA for review	MB Fin	25/02/2015	Complete	Provide all documentation where links have been done to Lezelle and Jan
6.3.2.7	Work through structure and verify information	R-DATA and Mbay	Mbay: Capital budget was provided 2016/06/10 to R-Data Mbay Operating budget and Trail Balance 2016/06/21 will be provided to R-Data	Complete	Lezelle to verify linking 1. Mossel Bay Mun to provide rest of the revenue budget to R-Data by 2016/06/21
6.3.2.8	Set up new Cost centres on PROMUN	R-DATA and Mbay	Mbay: Capital budget was provided 10/06/2016 to R-Data Mbay Operating budget and Trail Balance 21/06/2016 will be provided to R-Data	Complete	New department codes / cost centres to be opened on PROMUN 1. Mossel Bay Mun to provide B/S budget by 2016/06/21 2. Lezelle (R-Data) will discuss with Rod (R-Data) the treatment of Capital and WIP on Monday 30 May 2016 and come back to Mossel Bay Mun (H le Roux)
6.3.2.9		MB Fin		Complete	1. Check budget documentation for the opening of new votes
6.3.2.10		R-Data (L Wridgeway)		Complete	2. Lezelle to populate cost codes/line numbers for mosflow and cash flow which Vicky provided
6.3.2.11	Provide new votes to be opened on PROMUN	MB Fin (H le Roux)	30/11/2016	complete	3. Asset accounts will be updated to the mSCOA V6 by MBay Mun (H le Roux) who will then provide the updated active accounts to R-Data (L Wridgeway). H le Roux is still awaiting clarification from R Dunbar (R-Data)
6.3.2.12		R-Data (L Wridgeway) / R-Data (R Dunbar)	30/11/2016	complete	4. R-Data (L Wridgeway) to open the asset accounts on Promun. H le Roux is still awaiting clarification from R Dunbar (R-Data)
6.3.2.13		R-DATA (L Wridgeway)	2016/07/04: Testing by Mossel Bay 2016/07/16 and 2016/07/2017 conversion by R-Data 2016/07/18: Go Live (HR is waiting assets: date: V5.5 released)	Complete	2.10.1. Create votes that can be linked to the new costing codes.
6.3.2.14		R-Data V Basson	Feedback at the next meeting	In progress	2.10.3 Additional points 23 June 2017 1) Opening of new votes on the system. Issue: with the opening of the capital votes (two series old capital votes). Budget office do not know the programming of the FAR. Roland and Rod to have session with V Basson to explain the workings of the capital suspense set-up (two series) V Basson will log issue **07/02/2019: R-data to investigate the problem with the balancing.** 2) Which WIP codes is linked to the mSCOA short code. V Basson will log the call **07/02/2019: W Groenewald will follow up** 3) Should not be able to create a capital mascot short code without a WIP code. Both VC001J and VC 205 - V Basson to log call **07/02/2019: V Basson requires that the VC001J must be the master showing all short codes created (including previous years). W Groenewald will follow up.** 4) Mossel Bay Mun want all the mSCOA codes that is created to be active on all documentation (Reports on the system/Budget files), enquiry programs (vc012c.p) and Masterfile maintenance (vc001j-scoa.p) regardless of what the budget year is. This is very important to us in the way that duplicate codes may occur or double work in creating the same codes twice from the one financial year to the other. Status 22 September 2017: V Basson will log a call and to include the standardisation of sub-link accounts to comply with mSCOA short codes (BS) Status 03 November 2017: Opening of capital project votes (when a new vote is opened (suspense vote and 9/ vote, no 2 series vote is opened (asset contra account)). There should also be a link between this vote and the balance sheet control account.

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6.3.2.15	R-Data to open new votes (in old format)				There should also be a link between this vote and the balance sheet control account. 28 November 2017: Needs to be addressed with the IDP tool. Issue regarding the capital account do not now how to open the contra account linked account. On the maintenance file, link between of the old vote between the two systems is now different. V Basson will log a call in this regard. 16/02/2018: Opening of capital accounts unsure of how it is opened and linked to FAR. - This will be addressed at the Capital Assets Working Group. 1/7/2018. 10/4/2018: All suspense votes will be opened by V Basson, the IE contra accounts will be opened by R Carolissen (9/1000 and above) HR votes, Depreciations, Gains and losses, of 9000 votes) V Basson wants to know how this is set-up. R Carolissen to provide training on how to open this suspense accounts. V Basson to log a call to provide training. **15/05/2018 & 15/06/2018 & 20/7/2018 & 21/09/2018: Still awaiting correspondence from R Carolissen.** R-Data: to change VC108b to exclude 9000 range and with no budget. - 10/4/2018: issue still show under the original budget. V Besson to log a call. - 15/05/2018 complete 10/04/2018: MFMA Vote (01 - 15) and Sub vote)01 -10) should be provided: Vote 15 options and sub vote 10 options - 15/05/2018 Mossel bay in progress - 21/09/2018: Mossel bay populated the information and needs R-data (W Groenewald) to assist to upload.
6.3.2.16		H le Roux R-Data	30/04/2018 test implement by 30/06/2018	In progress	2.10.4 Secondary costing votes should be created. It appears to be implemented. H le Roux (Mbay) wants to test the transaction flow. mSCOA codes needs to be opened, discussion between L Wridgeway, V Basson and H le Roux needs to take place. - V Basson to ensure the all end services have a charge & support service have recoveries (relates function and cost all the other is default) and codes need to be opened. R-Data to indicate how they will accommodate costing with system generated journals. Short codes (default on all segment except for function and costing) and % needs to be provided by Mossel Bay Municipality. 1 July 2019 new tariffs should be implemented and proper costing would be needed to determine the tariff. 3 Types of secondary costing: 1) Internal billing (already being done by Mossel Bay Municipality) 2) Activity Based Costing calculations will be done monthly based on reports to determine the % (Cost Drivers needs to be established to allocate the cost). No Costing is allocated to Support services, except ABC costing. Remainder of the cost allocate to the external departments which deliver end service) 3) Administrative charges, no journals have been posted yet. Will only start after 30/09/2017, where R-data have to come to Mossel bay to obtain specifications. Status: 11 May 2017: V Basson to arrange meeting should also include salary (M Jacobs and L Ferguson to be included)
6.3.2.17					Status 23 June 2017: Status quo remains. Cyril (R-Data) will come by end of June. Status 22 September 2017: R-Data to follow-up on issues that remains, costing allocation of segments to be addressed. Status 03 November 2017: Not discussed, still in progress 16/02/2018: W Groenewald to provide feedback at next meeting with a scope of their understanding where after they will develop. 10/04/2018 In progress to develop the POC. igl 869 Needs to be updated to include the budget, adjustment budget and the actuals. Mossel Bay needs it for both this year and last year, where after H le Roux will build a module. 15/05/2018 & 15/06/2018: H le Roux will work on the excel tool by 30 June 2018 utilising igl869 20/7/2018 & 21/09/2018: H le Roux still in progress (assets and insurance is complete still to address the other). **19/10/2018: Still in progress.**
6.3.2.18		R-Data (L Wridgeway)	To be confirmed	Not yet commenced	2.10.5 R-Data to build in a control that where the costing segment is involved it should not trigger a budget transaction (budget check) and not allow to load a budget on that segment. 2.10.6 R-Data to build in a control that where the costing segment is involved it should not trigger a budget transaction (budget check) and not allow to load a budget on that segment. Status 22 September 2017: Please refer to 2.10.4 status Status 03 November 2017: Not discussed, still in progress 10/4/2018: If a transaction have a costing segment it should allow for journals against costing segment. (item will be default) no budget implication 15/06/2018 R-Data still have to provide a solution. **21/09/2018: this will be addressed with the monthly string errors which V Basson will address.**
6.3.2.19	Opening of new votes	Mbay / R-Data	To be confirmed	Completed	2.11.1. Additional training may be needed from R-Data to open a new vote. (New votes: Funds: only 62 should be used.)
6.3.2.20		R-Data (L Wridgeway)	To be confirmed	In progress	2.11.2. Work flow should be developed for the review of a new vote before it is activated in Promun and also incorporate the work flow of a virement. L Wridgeway (R-Data) will have a discussion with R Dunbar (R-Data) to establish if it is possible on Promun and give feedback to V Basson (Mbay) Status: 11 May 2017: If not part of IDP tool, if vote is opened it should look to adjust the information on the tool. Authorise will not have the information in order to report to NT. Issue: Finance do not have all the information to open the projects and the funding. A workflow should be created for the opening of a vote, so that the information comes directly from the department, budget office to verify the information and enquire if any information is omitted. System should keep track of who is providing the information, once the vote is being opened, the system should update this information on the different programs/modules, for example the IDP and the budget tool. Furthermore the IDP Tool and Budget Module should cater for the contra accounts. If a virement is done, it should be done both the expense (whether operational / capital and on the contra account otherwise the Balance Sheet Budget will not balance, R-Data should cater for this in their system. A validation should be done when a vote is created to ensure that it do not already exist and functionality should be built in to raise a query. V Basson already indicated what they need to Z Samodien Status 23 June 2017: V Basson will enquire from D Ellsworth. please also refer to the contra account of the virement addressed above.

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6.3.2.21					**Status 03 November 2017:** This will be developed and implemented with the budget tool. V. Basson to follow up with R-Data (Cyril). Expenditure type to be added automatically Status on 03 November 2017 Still in progress **10/04/2018: To be addressed once IDP Budget Tool works/implemented.**
6.3.2.22		R-DATA (Z Samodien)	To be confirmed	Completed	2.11.3 Must choose Municipal Classification and Function twice when opening mSCOA code - Should be drawn in from info provided for Costing code
6.3.2.23		R-DATA (Z Samodien)	L Deacon to test and provide feedback	Complete	2.11.6 If not all segments is completed the system allows you to end the task of opening a vote, but when you go back into costing code, the exp type is not created. System should not allow you to proceed if not all segments is chosen. (validation)
6.3.2.24		R-DATA (Z Samodien)	To be confirmed	Complete	2.11.7 Look into program with bulk opening of votes - to be used with FEB adj budget
6.3.2.25	Year-end closing	MB Fin and R-Data E Koen (Mbay) W Groenewald	01/12/2017	Not yet commenced	Year end closing program to ignore CS accounts. Call needs to be logged: E Koen **Status on 03 November 2017** E. Koen will log a call to R- data. With year end close the capital suspense account were also closed (should be excluded from the year - end close) **16/02/2018: Call 7019 was logged. W Groenewald to provide feedback** **10/04/2018: Program should not include contra account.** **15/05/2018 & 15/06/2018 &20/7/2018 & 21/09/2018: Call needs to be addressed 7019** **19/10/2018: W Groenewald to include it into a seperate column on the report. In progress.** **07/02/2019: CS accounts cannot be ignored. COMPLETED.**
6.3.2.26	Training - Induction	R-DATA	2016/07/11 - 2016/07/15	Complete	Induction training will be provided by R-Data (Lezelle)
6.3.2.27	Training - Go Live	R-DATA	2016/07/18 and onwards	Continuous	2.14.1 Training will be provided by R-Data L Wridgeway.
6.3.2.28		MB Fin (E Koen)	To be confirmed	Completed	2.14.2 E Koen (MBay) should give V Basson (MBay) and P Fundakubi (Mbay) access to the whole mSCOA sub module.
6.3.2.29		R-DATA (Rina)	Continuous	Continuous	2.14.3 Mossel Bay Mun wants R-Data to give an information/training session on the mSCOA ledger and explain which information is available on Promun.(Full menu) as soon as possible.
6.3.2.30		MB Fin	Continuous	Continuous	2.14.4 There after Mossel Bay should do an exercise go through the whole menu to establish which reports / information is available.
6.3.2.31		MB E Koen	Continuous	Complete	2.14.5 Elba Koen should insure that mSCOA menus is updated (new development is "renewed")
6.3.2.32		MB E Koen	Continuous	Complete	2.14.6 E Koen should ensure that enquire menu is available to all
6.3.2.33	IGL 872 testing of allocation to mSCOA codes and adding to the IGL 998 report.	V Basson and R-Data	Feedback at the next meeting 28 November 2017	Complete	D Ellsworth will assist to setup, to be tested 31 March 2017. Mossel Bay Municipality to provide feedback by next meeting. **Status May 2017:** V Basson indicated that she will extract a newer report and perform the same test.
6.3.2.34	Vehicle costing	R-Data V Basson	Feedback at the next meeting 28 November 2017	Complete	In the future, no budget per vehicle only budget on GL and test to GL. No transactions should go through if there is no budget on the GL. - **to be confirmed** Status May 2017:Still in progress. R-Data (D Ellsworth) to indicate what the progress is. J Kruger will provide feedback by tomorrow after their internal meeting. Insure the actual cost of vehicle costing is in the ledger. V Basson will perform a manual test before 30 June 2017. 23 June 2017 - To discuss with Cyril (R-Data) 22 September 2017: In test (R-Data) Status on 03 November 2017 Refer above 1.27.2 V. Basson follow up with R- data (Xainu). **Status 28 November 2017** R-Data to establish where the budget control takes place. **16/02/2018: W Groenewald will arrange a meeting with V Basson.** **10/04/2018: Budget control on the 9/number.** Issue: New vehicle - Budget office have an issue as 33 new costing codes should be opened for each new vehicle. V Basson will try to provide logic for the set-up and give it through to R-Data to assist. V Basson also provide the program name for opening a vehicle to R-Data 15/05/2018: R-Data in process to change. **15/06/2018: V Basson to test** **20/7/2018: Complete**
6.3.2.35	Balance Sheet capacity	R-Data	Before next mSCOA version change	Not yet commenced	Budget office indicated that the Balance sheet is now fully utilised as it only makes provision for 00 – 99 item lines, this will be an issue if further mSCOA item codes needs to be opened. **10/04/2018: Still sufficient for V6.2**
6.3.2.36	Version control	R-data	30/03/2018	Complete	Version control: update still to be done on the system 22 September 2017: Will be evaluated once it can be tested with new version release. 16/02/2018: Mossel Bay to test. 10/04/2018: V Basson will provide information for the VC206 to update on R-Data. 15/05/2018: Capital shot codes still have to opened. Draft budget votes for operating was created. Except for the votes relating to capital assets. 15/06/2018: Will be tested with the upload of the new budget 20/7/2018: Issue with batches 21/09/2018: Issue that the system does not test the validity (version and segment validity) with system generated transactions(for example debtors run) R-Data should investigate how this could be addressed. **07/02/2019: COMPLETED.**
6.3.3	**REPORTING**				
6.3.3.1	Ensure trial balance is available for monthly reporting purposes	R-DATA (L Wridgeway)	30/06/2017	Complete	R-Data to ensure that a trial balance is available on the current vote structure in order to still use current reporting tools to do monthly reporting. L Wridgeway (R-Data) indicated that this is available in excel in the mSCOA sub module. L Wridgeway (R-Data) will inform V Basson (Mbay) what the program code is to use for this reporting. IGL 009 (old ledger) should be used for BS VC108b for I/E

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6.3.3.2	Schedules A, B and C	R-DATA / MB Fin	30/06/2017	In progress	Setup all schedules on PROMUN in order to generate directly from financial system, refer also to 3.1 11 May 2017: Linked the chart to the A schedule. The current manual process to be automated on Promun, together with 3.1 above. Status 22 September 2017: R-Data still in development Status on 03 November 2017 The Municipality will request from National Treasury the monthly strings and provide it to R- Data to populate into the system. 16/02/2018: R-Data awaiting quids and validation links 10/04/2018: V Basson indicated that they will utilise CaseWare. D Stuurman indicated that they have the information, but is not yet send to the municipality. 15/05/2018 & 15/06/2018 & 20/7/2018: Status the same. Integration should be in place between R-Data and CaseWare by 31/01/2019 21/09/2018: CaseWare system is being set-up and compare with NT C-schedule. R-Data also busy with a tool. V Basson will give Mossel Bay's months to J Kruger to test against their tool. 1) Issue with the quarter report: As excel report was used or the ratios and is currently still a manual process. Will be build in over time in CaseWare. 19/10/2018: In progress.
6.3.3.3	Reporting periods	R-DATA (L Wridgeway) to set parameter and V Basson to test	15/05/2017	Complete	It was decided that the following periods be used: (inline with NT) 1. period 13: AFS adjustments 2. period 14: AG adjustments to AFS 3. period 15: Corrections thereafter **11 May 2017:** Are there any restrictions in the systems regarding these periods? R-Data to ensure that there is no budgets in these periods. H le Roux requested that E Koen should test this in a test environment. Which should be evaluated by V Basson and H le Roux to ensure correct. Program needs to be set-up on Promun, R Dreyer to provide training. V Basson will log a query.
6.3.3.4	Reporting mechanisms	R-Data	30/07/2016	Complete	3.5.1 V Basson (Mbay) wants a mSCOA master listing, which indicates the old vote with the new mSCOA code - L Wridgeway (R-Data) indicated that there is a report in Promun: VC108B.p
6.3.3.5		Mbay (H le Roux and A Fraser)	To be confirmed	Completed	3.5.2 V Basson (Mbay) indicated that there is a problem with this VC108B.p report. L Wridgeway (R-Data) reported back that the problem relates to the Excel version which Mossel Bay Municipality uses and recommended that they investigate to update to a newer of excel in order to read the files. H le Roux (Mbay) will take it up with A Fraser (Mbay) to upgrade the MS Office package for the Budget Office as soon as possible in order for them to open the VC108b report.
6.3.3.6			Feedback at the next meeting 28 November 2017	In progress	**Status on 03 November 2017** The Municipality requests a report that indicates the total string - balance sheet. The report should also indicate the Total and Budget amounts. R- Data will send a list of all short cuts currently on the system (together with it's segments) to V. Basson. **15/05/2018: IGL869 needs to be refined.**
6.3.3.7	Enquiries function	R-DATA	09/09/2016	Completed	3.6.1 View jobs under General ledger enquiries takes about 2 to 3 minutes to open, time consuming. L Wridgeway (R-Data) informed that it will be completed by 2016/09/09.
6.3.3.8		R-DATA	09/09/2016	Completed	3.6.2 If View jobs is chosen incorrectly it takes the same amount of time before other option can be taken. L Wridgeway (R-Data) informed that it will be completed by 2016/09/09.
6.3.3.9		R-DATA	09/09/2016	Completed	3.6.3 Enquiries per mSCOA code - Is there such a function which will show available budget. Use igl012p report. Training should be provided as indicated at 2.13.3
6.3.3.10	Overspending on requisition.	R-DATA	31/05/2016	Complete	L Deacon to test using Collaborator by doing a requisition which will overspent on the GL and see if it is blocking. If there is a problem. D Ellsworth will attend to it by 31 March 2017
6.3.3.11	Cashflow and Mossflow			Not yet commenced	Detail to be discussed at the next meeting **20/7/2018 & 21/09/2018: Cashflow: Will be build-in in CaseWare**
6.3.3.12	Cashflow forecasting			Not yet commenced	**Specifications to be drafted** **19/10/2018: Cashflow have been built into CaseWare file. Also included in the monthly reporting. V Basson still to do some work on the file.** **07/02/2019: Not updated yet for C Schedule - in progress.**
6.3.3.13	**Registers**				
6.3.3.14	Grant regsiter	R-DATA	Feedback at next meeting	In Progress	R-Data to send someone to demonstrate the functionality. W Groenewald will provide feedback on who is going to demonstrate at the next meeting 10/4/2018: R-Data still have investigate how they will cater for this. Should have session with V Basson to understand her Grant register in order to guide them. 15/05/2018: Discussed at the user group - compare R-Data proposal to what Mossel Bay Mun wants and provide their inputs. 15/06/2018 & 20/7/2018 & 21/09/2018 & 19/10/2018: Specifications have been obtained busy with development **07/02/2019: In progress**
6.3.3.15	Loan regsiter	R-DATA	Feedback at next meeting	Not yet commenced	R-Data to send someone to demonstrate the functionality. W Groenewald will provide feedback on who is going to demonstrate at the next meeting 10/4/2018: V Basson to send an example of a loan schedule one DBSA and one Amortisation one (floating rate / fixed rate) to W Groenewald. E Koen to see if she can obtain her notes and send to W Groenewald. 15/05/2018: Discussed at the user group - compare R-Data proposal to what Mossel Bay Mun wants and provide their inputs. **15/06/2018 & 20/7/2018 & 21/09/2018 & 19/10/2018 & 07/02/2019: Specifications have been obtained busy with development**
6.3.3.16	Investment register	R-DATA	Feedback at next meeting	In progress	R-Data to send someone to demonstrate the functionality. W Groenewald will provide feedback on who is going to demonstrate at the next meeting 10/4/2018: R-Data still have investigate how they will cater for this. 15/05/2018: Discussed at the user group - compare R-Data proposal to what Mossel Bay Mun wants and provide their inputs. 15/06/2018 & 20/7/2018: Specifications have been obtained busy with development 21/09/2018: V Basson will provide all the balances as on 30 September and the movements to W Groenewald to pull in the October transactions going forward and also provide the accounting entries. V Basson to test the investment register, W Groenewald to notify V Basson when available for testing. Future development: R-Data to investigate how the interest will be calculated for the accrual. Currently it will be done with a journal.
6.3.3.17	**Corporate Governance**				
6.3.3.18					good governance and are non-negotiable. Generally, corporate governance refers to the processes by which municipalities and municipal entities are directed, controlled, and held to account as guided by the Constitution, the Municipal Financial Management Act, 2003 (MFMA) and Municipal Systems Act, 2000 (MSA). The MFMA and MSA complement each other and deal with internal control, risk management, internal audit, and external audit, and financial risk management, compliance to legislation, performance system and reporting mechanisms to enhance accountability and progress. Municipalities' policies and procedures need to address these areas to accomplish good corporate governance.

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.3.19	System Configurations: Access control of all systems and modules should as a minimum adhere to the following: Minimum Information Security Standards.	A Fraser V Basson BE	Feedback at next meeting	in progress	5.1 (a) (i)Must support complex user profiles, with segregation of duties, in order to limit user rights beyond the transaction, but to also include content sensitive measures such as organisational structure, payroll, cost centre, project, source of funding, other segmented transactions or other system objects needed to ensure confidentially of information and transactional integrity. Status on 03 & 28 November 2017 A list of all the systems will be provided by A Fraser to the Budget Office to evaluate the statuses. Promun - user access in place Promun additional Server - user access controls in place Promun application Server -user access controls in place Collaborator- user access controls in place Vehicle Tracking Server - user access controls in place GIS - user access controls in place Web Server - Production - user access controls in place Capman - user access controls in place Ignite -user access controls in place Nagios / FMS Monitoring Server - user access controls in place Systems Management Server - user access controls in place NEOLMS - single application with multiple users 10/04/2018: A Fraser should obtain a procedure manual for user access of the various systems which should be applied. V Basson to enquire form IT. 1) BE to do a demonstration of the system/user account of Bitou with A Fraser for his inputs, within the week of 18 May 2018. Business processes should be documented. 2) List all the systems and a procedure manual should be drafted. 15/06/2018 & 20/7/2018: BE with A Fraser will do a refinement of Bitou's process and tailor it for Mossel Bay's structure. **07/02/2019: H le Roux requests that BE give a presentation of the change control, menus changes, etc. at the next meeting to understand the changes.**
6.3.3.20	Change management			in progress	5.1 (a) (ii) Change Management: 1) Change management in production environment. - first focus. 2) Application requirements management - each software application 20/7/2018: Change management a demonstration was done with Mossel Bay IT and changes was made and implemented. In process to implement. **07/02/2019: Refer to 5.1(a(i)**
6.3.3.21		IT (A Fraser)	Feedback at next meeting	In progress	5.1 (b) Online approval and authorisation with electronic signature capabilities of transactions via integrated security systems and segregated functionality. This should be provided through application of appropriate security policies and internal service level agreements between various units. Status on 03 & 28 November 2017 status on 03 November 2017 A list of all the systems will be provided by A Fraser to the Budget Office to evaluate the statuses. Promun Promun additional Server Promun application Server Collaborator Vehicle Tracking Server GIS Web Server - Production Capman Ignite Nagios / FMS Monitoring Server Systems Management Server NEOLMS Change management still to be addressed for al the system above. **07/02/2019: This is a process that will be discussed at the ICT Management forum. Still in process.**
6.3.3.22		IT (A Fraser)	Feedback at next meeting	In progress	Status on 28 November 2017 A list of all the systems will be provided by A Fraser to the Budget Office to evaluate the statuses. Promun - in place Promun additional Server - in place Promun application Server - in place Collaborator- to be evaluated Vehicle Tracking Server - to be evaluated GIS - to be evaluated Web Server - Production - to be evaluated Capman - to be evaluated Ignite -to be evaluated Nagios / FMS Monitoring Server - to be evaluated Systems Management Server -to be evaluated 15/05/2018: 1) Focus first on financial transactions and where fraud could exist. - Receipts (cancellation/void) - Journals - SCM - requisition, order, invoice, EFT, banking detail updates (creditors / payroll) - Leave, Overtime 2) Promun in corporation with BE to look into Biometric system. A Fraser to discuss with BE and Promun if this is an issue for audit purposes and determine the timeframe. 3) Business process and rules should be documented. 4) Seamless integration - Promun and Andre central folder rights and use should be investigated. - 20/7/2018: COMPLETE
6.3.3.23		IT (A Fraser)	Feedback at next meeting	In progress	5.1 (c) Additionally the audit trail on all activities on the system, date, time and responsible user stamped. This must be done to the extent that an activity log can be drawn from the system, outlining a particular user's activities on the system for the entire workday. Specific report should be requested, re-occurring reports should then be written Status on 03 & 28 November 2017 A list of all the systems will be provided by A. Fraser to the Budget Office to evaluate the statuses. Report - to what do the person have access and what the user did for a specific period. Promun - in place Promun additional Server - in place Promun application Server - in place Collaborator-in place Vehicle Tracking Server - N/A no financial transaction GIS - N/A no financial transaction Web Server - Production - N/A no financial transaction Capman - N/A no financial transaction Ignite -to be evaluated H Laufs will provide feedback Nagios / FMS Monitoring Server - N/A no financial transaction Systems Management Server -N/A no financial transaction 15/05/2018 & 20/7/2018: A Fraser to send an email to all the service providers for their audit trail which then will be evaluated. **07/02/2019: Users are having trouble receiving the correct audit trail information from Promun. R-data to investigate the problem and provide training to the users on how to use the audit trail.** **R-data sudgest that they generate the audit trails on request from the users.**
6.3.3.24	Security over extracts (ODBC)	A. Fraser	Feedback at next meeting	Complete	5.1 (d) During the meeting it was highlighted that all officials that can write an ODBC Query can access various/sensitive information. R-Data indicated that they have no control over this and that this should be managed by IT. This needs to be discusses with A Fraser (IT) at the next meeting in November 2017. Issue: 1)Who has access to ODBC - no record of who has access. IT can query who have access in order to determine the scope and formulate a process to monitor this access. 2) Access Control: Files exchange between different system providers and establish that access control is place. Should obtain a list of all the different systems for integration. IT will send list to V Basson and where after she will distribute it to all the various Heads to establish the completeness of this list. 15/05/2018 No one has access to the ODBC, except for J Kuyler 20/7/2018: COMPLETE. 16/02/2018: Upgrade was done and IT and access control were circulated. A Fraser to provide feedback at next meeting Business processes should be drafted and applied. 15/05/2018: Will be addressed with the BE process as discussed above. (profile management) **07/02/2019: COMPLETED.**

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.3.25	System Configurations, Period Control:			Complete	5.2 (a) Monthly period closure and certification within the statutory reporting dates. No back-dating of transactions is allowed.
6.3.3.26				Complete	5.2 (b) Balancing of the sub-system with control accounts must be a condition of any period closure.
6.3.3.27				Complete	5.2 (c) Year-end closures period 12 as at 30 June (of the current year) result in a transactional transfer of opening balance to period one in the following year.
6.3.3.28				Complete	5.2 (d) Finalisation and submission of annual financial statements (AFS) period 13 results in opening balance transactional transfer of only the transactions of period 13.
6.3.3.29				Complete	5.2 (e) Audit periods with allowed audit approved journals occur in period 15 and result in opening balance transactional transfer of only the transactions of period 15.
6.3.3.30				Complete	5.2 (f) Accommodate a period 15 for prior period errors (GRAP 3).
6.3.3.31				Complete	5.2 (g) Any corrections of prior period error(s) result in opening balance transactions in the subsequent years.
6.3.3.32			Feedback at next meeting	Complete	5.2 (h) Period closing, finalisation and audit period corrections are opening balance transactions in the current open period as well as normal transactions in the audit periods.

V Basson and E Koen to follow-up

Status on 03 November 2017
Refer to 2.12
E. Koen will log a call to R- data. With year end close the capital suspense account were also closed (should be excluded from the year - end close) - waiting feedback

28 November 2017: Issue due to the mSCOA ledger vs old GL ledger not in balance.

10/4/2018: E Koen should document the Business process for period close, including year end. - 15/06/2018 & 20//2018E Koen documented the process, this have to be signed-off and filed.
07/02/2019: COMPLETE |
| 6.3.3.33 | System Configurations, Integration | | | Complete | 5.3 (a) Sub-system(s) or ledgers must, without (manual) intervention or manipulation, integrate and constantly balance with the core financial system. |
| 6.3.3.34 | | E Koen R-Data | | In progress | 5.3 (b) Create workflow and exception reporting mechanisms.
10/4/2018: IG998, not taking FAR into account at this stage.
Work flow: J Kruger wants to take this to the R-Data forum in May 2018.
1. E Koen to document how this is done currently, all the reports used.
2. R-Data to provide an indication how the IGL998 information is obtained for every sub system.
- 15/06/2018 & 20/7/2018 E Koen documented the process, this have to be signed-off and filed.
07/02/2019: This was documented. The remaining problem is that the IGL998 does not have the FAR. |
| 6.3.3.35 | | | | Complete | 5.3 (c) Enable drill down from the general ledger (GL) to sub-system source transactions to transactional level. |
| 6.3.3.36 | | V Basson | Feedback at next meeting | In progress | 5.3 (d) Integration and automation of the annual financial statements (AFS) as well as monthly MFMA section 71 reports (financial management statements).

Discussion to be held with CaseWare facilitated by R-Data

Status on 03 November 2017
1. There is no agreement between CaseWare and R-Data.
2. How will information be provided to Ignite and CaseWare (The monthly string can be used). R- Data will+D124 follow up with CaseWare of the strings can be used.D144

28 November 2017: IGL 875, 872 V Basson will investigate if this can be utilised.
 16/02/2018: In progress.
10/4/2018: To be tested the 3rd week of May IGL 869
15/05/2018: Adjustments needed to be made on the IGL869, which was done by R-Data.
Issue: Opening balance. Still unsure how this will be addressed, display problem which needs to be addressed.
15/06/2018: In progress, opening balance still an issue which will be addressed by R-data next week. (22 June 2018))
20/7/2018 : In progress.

19/10/2018: V Basson to provide R-Data with a list of adjustments to be made to the IGL869.
07/02/2019: V Basson sent the following list of adjustments to R-data prior to the meeting:
1. Adjust "Allocation" column information (Balance sheet accounts) from TEXT to NUMBER
2. Adjust Mun Function column information from TEXT to NUMBER
3. Remove all lines with OLD VOTES in die "Allocation" column. This should be an option when you draw the report. We want to see if people posted actuals to these accounts, but do not want to see the votes if it is only the budget that is loaded to the old votes.
4. Remove all Asset Contra accounts linked to accounts higher than 9/9000. -R-data will investigate and provide feedback at next meeting.
5. Put in check that the Actuals and Budget balance to Zero
6. For the Actuals: I need to delete the CS and CS Contra accounts, but for the budget the Capital program budgets is on the CS accounts. I suggest that we have a separate tab in the document with only the budget information where |
| 6.3.3.37 | | V Basson / R-Data | Feedback at next meeting | Not yet commenced | 5.3 (e) Dashboard
20/7/2018: V Basson will provide to J Kruger the following:
- Section 32 financial analysis tool
- VC108B SDBIP information
07/02/2019: R-data explained the dashboard group. In process by R-Data. |
| 6.3.3.38 | Municipal Web Site: 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 | | | Complete | 5.4 (a) The legislative framework lists the minimum information that should be placed on the municipality's website:
Integrate from the core financial budget module;
The annual and adjustments budgets and all budget-related documents;
All budget-related policies;
Annual financial statements (AFS) and Annual reporting tools BI modules;
The annual report;
Performance management, supply chain and asset management modules;
section 57(1)of the Municipal Systems Act, 2000;
All quarterly reports tabled in the council in terms of MFMA section 52(d). |
| 6.3.3.39 | | | | Complete | 5.4 (b) All performance agreements required in terms of :
All service delivery agreements;
All long-term borrowing contracts;
All supply chain management contracts above a prescribed value;
An information statement containing a list of assets over a prescribed value that have been disposed of in terms of MFMA section 14(2) or (4) during the previous quarter;
Contracts to which MFMA section 33(1) apply, subject to section 33(3) of that section;
Public-private partnership agreements envisaged in MFMA section 120; and
Municipal Budget and Reporting Regulations (MBRR) and mSCOA Regulations reporting templates as generated by the Core Financial system. |
| 6.3.3.40 | | | | Complete | 5.4 (c) Billing module in addition to integrate:
The A&B valuation roll publication as required by the Municipal Property rates Act, 2004; and
The customer portal; and should as a minimum (if not hosted on the municipality's web site) be accessible or redirected from the website of the municipality. |
| 6.3.3.41 | | | | | Document sharing;
Dedicated registry for document filling;
Document tracking;
Secure access to documents.

Status on 03 November 2017
Promun: No provision is made to link the contra/control account. This should be catered for in the budget tool, but until the budget tool is still in development the VC001g program should make provision for the contra/control account.

28 November 2017:
1) Issue with journal(s). R-Data should investigate how to upload journal in a batch. J Kruger indicated that this will be feasible but lower priority at this stage. (igl 005) - still outstanding |

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.3.42	Document Management: Document Management to ensure that all municipal documents are secured and if possible electronically received to achieve the lowest possible foot print. National Archives of South Africa Act, 1996.	R-Data (J Kruger) V Basson & E Koen A Yaxley	Feedback at next meeting	In Progress	2) Journal can not be seen on the inquires msCOA short code, R-Data to investigate. - 15/06/2018: COMPLETE 15/05/2018: Collab comply ISO15489. Mossel Bay utilises two systems, electronic and manual. Identify all the source documents which will be practical to store electronically and ensure that that this is placed on the system and is easy accessible. BE to provide a template to J Coetzee to be sent to all the departments. 15/06/2018: 1) BE designed the template, still to be discussed with J Coetzee. 2) E Koen to send out a mail to the whole finance department to ask where a form is completed manually that has a financial outflow and the reason why this is being done. 3) Once this list is completed it should then be brought back to this committee so that the way forward can be established. (business process should be documented excreta) Actions 20/7/2018: 1) E Koen to extract a list of all the transaction codes and source and provide the list to BE by 27 July 2018. 2) BE will then determine the scope based on the list and indicate what is being addressed (source documentation) and where nothing is being done so that the way forward can be determined. Feedback on 21 September 2018 **07/02/2019: List of transaction codes and sources not yet provided to BE. To be discussed with J Coetzee of which**
6.3.3.43				Complete	5.5 (b) Document management should originate at the lowest level of transaction. (i.e. invoices should originate from creditors module)
6.3.3.44				Complete	4.5 (c) Scanned documents and images to be linked to the each enquiry of the system (e.g. Assistance-to-the-Poor application scanned forms to be linked to the customer identification number on the system)
6.3.3.45	Reporting mechanisms: Business intelligence reporting solutions			Complete	5.6 (a) Alternatively an effective, flexible report-writing facility with access to the database dictionary is required; Status on 03 November 2017 Refer to point 5.1 ODBC
6.3.3.46				Complete	5.6 (b) Ensure that mSCOA segmented reports can be produced on any level of the mSCOA chart with any combination of segments;
6.3.3.47				Complete	5.6 (c) Allow for the export of data via reports in commonly used file formats which is normally associated with spread sheet and other data base applications.
6.3.3.48	National Treasury Portal and other statutory submissions			Complete	5.7 (a) Statutory submission to the National Treasury local government Database (LG Database);
6.3.3.49				In Progress	5.7 (b) The annual procurement plan - actual versus budget; **07/02/2019: This point will be moved to SCM and Creditors meeting.**
6.3.3.50		R-Data		Complete	5.7 (c) The asset maintenance plan - actual versus budget; 15/05/2018: R-Data to provide feedback at each meeting on the progress of Swartland Municipality regarding this development. H le Roux again stressed that this is very important and should be addressed as a matter of urgency.
6.3.3.51				In progress	5.7 (d) Annual Financial Statements (AFS); - CaseWare (refinement still have to be done on IGL869) **07/02/2019: In progress. Concentrate on IGL869.**
6.3.3.52		H Laufs and V Basson		Not yet commenced	5.7 (e) Annual report; Should utilise the IGL869 **07/02/2019: Operational setup was done, capital still outstanding.**
6.3.3.53		V Basson inquire from the responsible official to ask the progress		Not yet commenced	5.7 (f) National Energy Regulator SA (Nersa) and Department of Water Affairs and Sanitation (DWS) reports;
6.3.3.54		R-Data	Feb 2018 Training by R-Data	Refer to SCM working committee	5.7 (g) VAT returns 201 reconciliations;
6.3.3.55		A Janse van Rensburg		Refer to HR working committee	5.7 (h) PAYE and 501 reconciliations;
6.3.3.56		A Janse van Rensburg		Refer to HR working committee	5.7 (i) IRP 5; and
6.3.3.57		A Janse van Rensburg		Refer to HR working committee	5.7 (j) Unemployment Insurance Fund (UIF) forms.
6.3.3.58	SDBIP integration	R-Data V Basson Ignite SDBIP	Feeback at next meeting	In Progress	1. Mossel Bay - Discuss with Ignite how they should summarise information given by the Municipality in the SDBIP. 2. R- data will look at how the information regarding virements/adjustments (Transaction file) can be given to the Municipality. 3. Mossel Bay will provide Ignite with the VC108B to see if it enough information for them to make the necessary summaries. 28 November 2017: Ignite to consult with R-Data regarding the VC108b, where after a meeting will be set-up. 16/02/2018: Ignite and R-Data to have a meeting. V Basson will inquire from H Laufs. 15/05/2018: Current version do not integrate. Option: New version of the SDBIP will integrate form 1 July 2018. IGL869 layout should be provided to Ignite and Mossel Bay (V Basson) should explain how the summary should be done. Cost: H Laufs to provide feedback. 21/09/2018: H Laufs to arrange a meeting with Ignite regarding the mapping of the SDBIP. 19/10/2018: A meeting was held with Ignite. Ignite sent templates to V Basson and H Laufs to complete information necessary for Ignite to setup their system to be able to import the IGL869 for SDBIP reporting purposes. The following process was discussed: 1. Ignite will complete all the segment templates, except the Municipal Classification segment, which must be completed by V Basson, whereafter it must be sent to Ignite. 2. Ignite will then develop their system and perform testing on the importing of the IGL869. 3. Errors will then be identified and communicated during the testing phase. 4. Discussions will be held with Ignite regarding the format of the IGL869. **07/02/2019: V Basson will discuss this with H Laufs after the meeting. Feedback at next meeting.**
6.3.4	*Activity 6.3.4. - Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable*				
6.3.4.1	**Requisitions**				
6.3.4.2	Provisional commitment should be created as soon as requisition is approved. When order is issued or cancelled, available funding should be updated with actual order amount.	R-Data (ProMun)	31/01/2017 Web service: 05/08/2016	Complete	1.1.1 Promun to give access to Collab via web service to update requisitions i.e. a) create b) update c) delete
6.3.4.3		BE	31/01/2017	Complete	1.1.2 Departments (Municipality) should determine estimate value, Collab to assist in providing a field for the provisional commitment
6.3.4.4		Mossel Bay SCM	31/01/2017	Complete	1.1.3 Estimate value should change to requisition value after approval of requisition by relevant authorised person.
6.3.4.5		R-Data (ProMun)	L du Toit - provide target date D Scholtz - provide target date BE will implement once information from L du Toit and D Scholtz are complete, target for go live 1 December 2017	In progress	1.1.4 Integration between R-Data and Collab regarding the requisition value. 1.1.4.1.1 R-Data to build in a field where the CSD supplier number can be stored. COMPLETE 1.1.4.1.2 Commodity list to be developed. Collaborator to come with a proposal. Add a field on the requisition to select a commodity line item. BE will schedule a session with the service provider on 15 November 2016. - 30 October 2017 see action below regarding the catalogue Status: At this stage do not go the PiLOG route, but should investigate to implement that at a later stage due to the cost implication. Will in the meantime go the UNSPC route. BE (A Yaxley) to come back with a proposal by the next meeting in March (he should consult with PiLOG). 19 June 2017: Creditors indicated that the CSD number is on the creditors field. - COMPLETE
6.3.4.6		BE (A Yaxley) Mbay (D Scholtz)	L du Toit - provide target date D Scholtz - provide target date BE will implement once information from L du Toit and D Scholtz are complete, target for go live 1 December 2017	In progress	1.1.4.2 When selecting the supplier from the CSD during the SCM process there should be a test to the creditor system (Promun) to indicate the options (BE) a) Selecting of the supplier (both CSD and creditor system b) If not an option it should create a task to creditors to create this supplier on the creditors system. (on CSD not on Promun) - still have to be built in. To be completed Collab and R-Data, R-Data will provide the list via webservices.(by 10 July 2017, to be tested before then by SCM. 13/02/2018: Action: D Scholtz to test CPI parameter is on R-Data (they should show Mossel Bay Mun) where it is so that they can update if needed. D Scholtz and BE will have a training session in the week of 21 & 28 February 2018. This will be piloted and tested in Stores before it is rolled-out where after training will be given to all the other. D Scholtz to ask IT to prioritise the computer installation so that both issue and purchase of Store items. 13/04/2018: Once commodity list is completed, training should be provided for SCM and Stores.
6.3.4.7				In progress	D Scholtz reported back that a Computer was installed. An additional computer will also be installed.
6.3.4.8				In progress	

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.4.9				In progress	1) L du Toit finished with the store items, but still busy with refinement of duplication for the other 50% progress at this stage. D Scholtz should have a meeting with his team and set-up a plan on how they are going to address the issues at hand by 17/09/2018 - 1) cleansing of store items 2) awarded bid panel - cleansing

2) D Scholtz to draft a plan on how the new system will be addressed / structured form 17/09/2019 (new organogram) and consult both the CFO and H le Roux. D Scholtz identified persons to upload in the future.
3) BE will enquire from PiLOG if Mossel Bay Municipality could rather have access to the tool to maintain the catalogue themselves. A Yaxley (BE) will investigate and provide feedback at the meeting on 20 September 2018, the cost structure should also be provided. 17/09/2016 PiLOG tool was uploaded, cleansing of the data is being done by SCM.
4) A Yaxley (BE) will provide a list to L du Toit to indicate where attributes are missing. L du Toit to update this list and send back to BE who will then send it to PiLOG to standardise. The duplications should be identified and corrected.
17/09/2018 1) 1467 items with outstanding mandatory fields was noted and 384 items still outstanding as on 20/09/2018 2) Awarded bid Panel was 4988 items outstanding as on 20/09/2019 are 2100 Due date: 5 October 2018
3) According to PiLOG Tool status update (A Yaxley provided on 20/09/2018): 4405 items registered in PiLOG se tool 3754 mandatory attributes are omitted. (+/-651 correct).
A Yaxley to ask PiLOG to provide a daily report so that SCM can verify the correctness of the information captured.
Action:
1) Prioritise Store items, -18/10/2018: BE will show how to create a new item, for the all the items not categorised. Training session will be scheduled with SCM department to create new items. BE to import only the CCA items on store items. Due date: 22 October 2018
2) Bid specifications: the mandatory fields should be provided as specifications to ensure that for the future it is correctly treated. 18/10/2018 Still in process. L du Toit will send the updated list to BE by end of today.

3) Discontinued items should be removed - A Yaxley to enquire from PiLOG how this can be done. 18/10/2018: COMPLETE |
| 6.3.4.10 | | | | In progress | Then catalogue complete.

5) Awarded bid panel be completed by SCM by 5 October 2018 -
19/07/2018:Ldu Toit still in process's to provide the tender number, supplier, catalogue number, price, preferred and alternative so that BE can upload by 17/09/2018.
6) Demonstration of the SCM process needs to be done by BE on the 8 October 2018   18/10/2018: still in process
7) Test the system 8 - 12 October 2018 (BE and MBay Mun). 18/10/2018: Tested by SCM, issues are still being addressed.
8) SCM Test 8 - 12 October 2018 September 2018 (replenishments) Include test of issuing
9) SCM to test 4 October 2018 to test all the other - 20/09/2018: date to be confirmed. 18/10/2018: D Scholtz will draft an implementation plan with due dates and provide feedback at the next meeting.
-04/02/2019: Implementation plan were drafted and started with the implementation at the Stores.
10) Issues identified should be provided to BE to address 12 October 2018 - 20/09/2018: date to be confirmed. 18/10/2018 - Will be tested on 22 October 2018
11) Training 15 - 17 October 2018 training should provided (2 sessions daily) to be facilitated by SCM (BE will provide training) - date to be confirmed.
18/10/2018 - Training will be provided by BE on 22 October 2018
04/02/2019: Two training sessions were held in November 2018.
12) Full implementation: date to be confirmed. 04/02/2019: All departments to go live by 15 April 2019.
18/10/2018: D Scholtz will draft an implementation plan with due dates and provide feedback at the next meeting.
04/02/2019: Implementation plan were drafted and started with the implementation at the Stores. Issues were found during the implementation which are being delt with. SCM is testing the process until 16 February.
First training of the tablets/ Web App/ requisition process are planned to be held starting the week of 18 February. This training is compulsary for all employees that create requisitions.
The directorates will receive training in the following order:
1) Corporate and Finance (2 sessions)
2) Community Services
3) Town Planning (including Streets)
4) Technical department
All departments to go live by 15 April 2019. |
| 6.3.4.11 | | | | In progress | 30 October 2017: Webservice between BE and R-Data to be established

Quotation actions:(COMPLETE)
Status 8 May 2017: SCM Department to issue order. Addendum to Collaborator contract to be signed. (SCM department should insure that they have sufficient budget. - COMPLETE
The following actions needs to be performed:

(1) A Yaxley to provide a quotation for the following, (which should be an addendum to the existing contract)
R163 625 (excluding VAT) for the once off bulk work

Operational for the monthly updating of R77 000 (excluding VAT)
(2) D Scholtz to add an additional post on the 17/18 budget for Financial Services Information Structuring+D22(stores) for R241 000 (R163 625 + R77 000) and give this information through to V Basson. D Scholtz to follow the SCM process to approve the addendum to the contract at the BEC.
19 June 2017: D Scholtz sent through to V Basson. Complete
13/02/2018: D Scholtz to ensure that there is budgeted for in 18/19 and two outer years.- operational side. Ensure that 17/18 is still included in the adjustment budget.

13/04/2018: D Scholtz gave it through to V Basson, he will follow-up with V Basson to ensure this was done.

1.1.4.1.3 Stores issues should be done on Collaborator and Promun and not by hand as currently used.
C du Plessis will sent the current workflow to J Coetzee and L du Toit in order to give inputs for adjustment of workflow if necessary.
Design session should be held between Collaborator and Promun to be scheduled between them.
18/10/2018: Tested, issues were given through to BE, who is busy to address the issues. Due date 31 October 2018 (store issue process) Furthermore, there is an issue regarding the tablets, which is being addressed between D Scholtz, IT and BE. Due date 30 October 2018.
04/02/2019: Issue were noted with the integration of orders from Collaborator to Promun. R-Data to investigate and make necessary adjustments.
The system must block amendment of orders. No order should be able to be ammended, it should be cancelled or sent back |
| 6.3.4.12 | | | | Completed | 1.1.4.1.4 At the approval process should build in the functionality to recommend before approval - awaiting final process.

1.1.4.1.5 Index and upload awarded tender page - **COMPLETE**
a) Should have an option between the following (1) recommended / preferred / alternative (2) multiple rotation and area should also be added to this fields
b) This should be captured by one person and reviewed by another. - dependable on go live of the new process. This include the review and approval.

1..1.4.1.6 Integration issue of store items (R-Data and Collab) - **COMPLETE** |
| 6.3.4.13 | | L du Toit - provide target date D Scholtz - provide target date

BE will implement once information from L du Toit and D Scholtz are complete, target for go live 1 December 2017 | | In progress | Status 19 September 2017 on the points above:
BE indicated that there are 500 items not linked to the UNSPC. He will provide a list to Mossel Bay Municipality to do a clean-up of the data (they will evaluate if the description is allowable or not if not it should be corrected). The Municipality will go through the list during the week of 18 - 22 September and provide their inputs to Collaborator to give through to PiLog. Mossel Bay Municipality should also evaluate where further inputs is required for example technical department excreta.
There are 4 levels to which a purchase order is broken down to:
1) Classification description (free text)
2) UNSPC
3) Mandatory properties / attributes
4) Drawings (picture)
Mossel Bay indicated that for now they will focus to obtain level 2 and will strive to later obtain up to level 4 (future)

The catalogue should differentiate between items kept in store not in store (if not in store - SCM process should kick off)

Currently Promun carries 4 types of requisitions
1) Into stock (annual tenders purchase of stock) (Code i)
2) Out of stock (items that is carried in stock) (Code O)
3) In / out (do not carry inventory) (Code D)
4) Non-stock (for example services) (Code N)
R-Data to provide the above types numbering / characters to Collaborator so that they can differentiate between the 4 categories. - **COMPLETE**

Issue raised is that the requisition in Promun is carried with VAT and currently the effect of this is that the budget is underspent as it commits the amount with VAT instead excluding VAT. R-Data should provide the VAT % to Collaborator based on the mSCOA Short code. - **VAT problem will remain. - COMPLETE** |

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.4.14				Complete	Actions: a) Catalogue data needs to be cleaned with input from the Municipality b) attributes needs to be added to the catalogue c) awarded bid panel, data needs to be cleaned. (linked with price) Implement: Allen Yaxley will schedule a meeting with D Scholtz during the week 18 - 22 September to discuss the data cleansing and the process. Supply process will be done fist and to be implemented by 16 October 2017 (internal process) where after the rest will follow. 30 October 2017: Issue remains regarding the VAT: The requisition in Promun is carried with VAT and currently the effect of this is that the budget is underspent as it commits the amount with VAT instead excluding VAT. R-Data should provide the VAT % to Collaborator based on the mSCOA Short code. -Status 1 December 2017: COMPLETE will remain with current process. 13/02/2018: Deidre, will provide an example to R-Data where the requisition is more than the budget and it went trough the system. It should be stopped at requisition as there is not enough funds. R-Data to investigate why this occurs. By 17/02/2017 13/04/2018: Deidre indicated that this happened again and provided an example to BE/R-Data to address. 17/05/2018: Deidre sent through the example, was corrected has not happened since. COMPLETE
6.3.4.15		BE (C du Plessis) SCM (D Scholtz)	Test first week in May 2018	In progress	Actions: 1) Catalogue has 122 items that needs to be addressed, L du Toit will provide a target date of when these items will be corrected (these items are not broken down to the required level 3) - Status 1 December 2017: SCM provided information which was sent to Pilog. Test middle January 2018 2) Awarded Bid Panel: BE will send list to D Scholtz. D Scholtz will compare this list with BE's list with assistance of H le Roux. Once the list is completed D Scholtz will send the updated list in the required format to BE. BE will do a validation of the information to ensure that all required information is completed. Once finalised, the approved list (SCM to ensure list is correct) will be uploaded. Status 1 December 2017: BE received the lists. will be addressed with 1) above by middle January 2018. 13/04/2018: Actions: 1. SCM department will indicate which items are not on the commodity list and give it through to BE by 20 April 2018. 2. Interns is in the process 80% complete and once complete give through to BE. 3. BE will then import by 27 April and test first week of May 2018 17/05/2018: 1) SCM: List is complete, except for the 2000 new items which still have to be loaded, once received from PiLOG. 2) BE to build in a process for price adjustments to the price which should be in place by end of June and should be tested before then, similar to contracts with escalation (CPIX "Yes": +0, +1, -1) "No" % / fixed amount 14/06/2018: 1) BE did a demonstration on 14/06/2018 2) BE will adjust the process with the inputs of the committee 3) L du Toit will provide the different stores that will be replenished together with the control account and the address of the different stores. 4) H le Roux will provide to R-Data the inventory consumed from a) virtual store b) store issue 3) WIP (Capital posts) 5) BE should test that if indicator the virtual and store issue should go through, also any capital projects. 19/08/2018: 1 - 5 complete Additional point: R-Data should note that if capital issue: firstly go through operating vote then to capital (less inventory
6.3.4.16		R-Data (D Ellsworth & J Kruger)	Feedback at next meeting		1.1.4.1.7 R- Data: automation of the stores requisitions without stock Design session should be held between Collaborator and Promun to be scheduled between them. Status: 19 June 2017: L du Toit worked through the first 6 months information. She still needs the last 6 months. The Balance sheet transactions should reflect as per GRAP 12. R-Data should assist with a report as required. 19 September 2017 & 30 October 2017 & 1 December 2017: Refer to process above. To be implemented in phases once "live".
6.3.4.17				Complete	Issue of stores still have to develop report. J Kruger indicated that this will be possible, Within stores there are different type of stores. For GRAP purposes you should be able to disclose the value of the inventory issued to capital votes (for example electrical cable). J Kruger indicated that this is only a report and would be available. H le Roux highlighted that the VAT effect should also be considered, which should be disclosed for VAT 201 purposes.
6.3.4.18	Report on spending per asset / investment on the asset. (Capital suspense account should look at the total issue - both operational and capital)				Issue of inventory items through store M Jacobs wanted to know what will be used through bin number or mSCOA code. D Ellsworth indicated that it will use both. The reports of the stores issues should be generated retrospectively from 1 July 2016 – up to know to ensure inventory issued balance with the inventory consumed. L du Toit to provide a list of all these differences to R-Data in order for them to generate the necessary transaction to reflect the items issued and consumed.
6.3.4.19		D Wright	D Wright to provide list by next meeting in July 2018	In progress	1.1.4.1.8 Direct Payments:30 October 2017: A Louw to extract a list of all the direct payments (not going through the SCM process) and how it is being treated (for example travel and subsistence) Once the list is extracted it can be established how it is being treated in Collaborator, where after the process can be reviewed. Status 1 December 2017: A Louw will provide specifications to BE for the directed payments where needed. 13/02/2018: BE sent quotation to Mossel Bay which was accepted. Specifications should established once new policy is approved by Council by the end of the month. (Substance and travel: Applicant to complete which should be approved by the line manager where after it is send to creditors for validation.) 14/03/2018: Stand over until May meeting. 17/05/2018 & 14/06/2018: 1) Updated list of direct payments (Creditors) should be sent to H le Roux. 2) Should indicate what processes are followed for direct payments. 3) Should then be prioritised. 4) Travel and subsistence BE is in the process to draft the specifications. Creditors to provide their inputs. D Wright to provide inputs by 25 May 2018 to BE 19/07/2018: Business processes should be developed for the direct payments. M Jacobs to provide the list to C du Plessis to determine the scope of work for the business processes and if it is included in the quotation. 20/09/2018: Prioritise travel and subsistence. Meeting should be arranged between Creditors and BE to ensure that this is also inline with the updated policy. C du Plessis to arrange a meeting between themselves, M Jacobs, J Coetzee and H le Roux. Thereafter the rest of the list should be prioritised.
6.3.4.20		MBAy Creditors (M Jacobs & A Louw)	28/02/2017 so that R-Data can pull it in Promun	Complete	1.1.4.3 Registration number should be linked to the CSD number. In order to do this, Mossel Bay Creditors should inquire from all their creditors for which they do not have a CSD number to provide it to them this should the be provided to the service providers to upload onto their systems. When all the CSD numbers are linked to the creditors a reconciliation should be preformed which should be singed of by Mossel Bay Municipality. After this data cleansing exercise a process should be put in place when any changes are made to the creditors. (for example banking details extra)
6.3.4.21		BE (A Yaxley) to speak with R-Data (J Kruger)	31-Mar-17	Complete	M Jacobs to test the working of the requisition. (not yet on commitments) Only commitment once order is printed. Status 27 March 2017: BE did not realise not worked: BE and R-Data will discuss to see what the problem is and sort out by 31 March 2017.
6.3.4.22		BE (A Yaxley)	01-Jul-17	Complete	1.1.5 and 1.1.6 discussed together: 1.1.5.1 a) Collab should make provision for fields that is required for Promun BE to implement multiple lines (cater for 30 lines) per requisition which can accommodate different vote numbers. It should only permit users to create a requisition for one approval authority, as per delegations. (cost code should be the starting point which is linked to the organogram) 1.1.5.1 b) To cater for multiple suppliers (after multiple lines were built in) 1.1.5.1 c) UNSPC to be included in this process 1.1.5.1 d) Any changes to the insurance and assets, BE (C du Plessis) should send to H le Roux for his input. Status 27 March 2017: Deadline to be confirmed, asset register needs to function properly before changes are made. 19 September 2017: Issue when order relates to more than one vote, it do not process. BE to address the problem where after L du Toit to test and give feedback at the next meeting.

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.4.23		R-Data (D Ellsworth)		In progress	1.1.6.1 BE and R-Data to discuss how order will be generated (How will the order be triggered in the financial system Promun without any double capturing); and 1.1.6.2 Investigate to automate the process (BE and R-Data) Requisition should be converted to order. (purchase requisition) Authorisation should be done in Promun. 1.1.6.1 & 1.1.6.2: D17 Status: 27 March 2017 - part of 1.1.4.2 implementation by 1 July 2017
6.3.4.24 6.3.4.25		BE (A Yaxley)	01-Dec-17	In progress	The following should be done once 1.1.4.2 is implemented (included in the implementation plan) 1.1.6.3 Training session should be provided once this system is completed. Training and testing prior to 1 July 2017. Fully implement by 1 July 2017. 1.1.6.3.1 R-Data indicated that they will need 1 1/2 day session - they should initiate dates available to D Scholtz who should then set-up the session internally.
6.3.4.26		R-Data		In progress	Actions:
6.3.4.27		A Louw and D Scholtz	01-Dec-17	In progress	1.1.6.3.3 Final testing should be done by Creditors (A Louw) and SCM (D Scholtz) to test the both working of R-Data and Collaborator **30 October 2017: Dependable on go live**
6.3.4.28		Mossel Bay (M Jacobs)	To be confirmed	Complete	1.1.7 Single orders: M Jacobs should give a list of fields which needed to complete a single order, this should then be distributed to J Coetzee and BE to address the fields that needs to be added.
6.3.4.29		BE (A Yaxley)	30/11/2016	Complete	1.1.8.3 Implementation plan should be drafted by BE by end of November to determine the actions which will include the following: 1) Layout to be changed 2) Stock requisitions to be included 3) Commodity list integrate with the year contracts This should be sent to J Coetzee and H le Roux for inputs
6.3.4.30		A Fraser & L du Toit D Scholtz	Feedback at next meeting	In progress	1.1.8.5 A Fraser should investigate what the implication will be to do away with manual requisitions. Lizette will send a list to A Fraser who have access and who do not and a session should be scheduled between these persons to identify a possible solution. H le Roux and J Coetzee wants to be included in this session. (Identify what the persons who are currently using the hand systems (manual books) is using and what they will need to change to an electronic system. Store items electronic requisitions: what is the implications on the IT side, do all the people have access to a computer.) This session should by held by 30 November 2016 and should be coordinated by L du Toit and A Fraser. Status 13 February 2017: L du Toit indicated that 66 persons do not have access to Promun. The actions are as follow: a) An computer should be placed at stores and network access should be organised (proper working helpdesk), this will enable Stores Department to properly assist the person who completes the requisition (should make sure correct mSCOA code (bin) used) b) L du Toit should give through that they need an additional computer so that it could be placed on the adjustment budget for 16/17. c) In the meantime Finance department can lend a computer to Stores Department , should insure that there is a network point. d) Process should be in place for requisitions placed after hours (emergency extra) so that it can be updated on the inventory system. Status 27 March 2017: Session should be scheduled to determine the demand / need. L du Toit to schedule the meeting by end of April 2017
6.3.4.31				In progress	Status 8 May 2017: Training was provided. Feedback was only received from one person. Furthermore IT indicated that they will have a computer available for Stores. D Scholtz should table the following to the IT Steering Committee, which should th+D28en be driven by the IT Department: a) Established which processes needs to be included and how many devices is needed (with input from L du Toit and D Scholtz) b) IT Department should ensure that they structure their budget accordingly 19 June 2017: What route should be used to accommodate the devices. This should be taken to the IT Steering Committee - A Fraser. (SCM indicated 6/7 devices should be sufficient) 19 September 2017: A Fraser will discuss last week in September 2017, J Coetzee will identify the need in Collaborator and investigate the devices/options. 30 October 2017: A Fraser is in process. A proposal will be done at the next IT Steering Committee in November 2017, feedback will be provided at the next meeting. 1 December 2017: IT sent it out to the Directors for their inputs. 13/02/2018: D Scholtz to enquire from A Fraser what the status is. 13/04/2018: 1) IT have to resend the list of all the business processes where devices can be utilised to the Directors, so that they can reconfirm which processes the devices can be used. 2) IT Steering committee should then determine the type of device and how this will be treated (will municipality provide the devices or will an allowance be paid to officials) 17/05/2018: Devices are being ordered. 16/04/2018: Devices will be delivered by the 18th of June 2018. 19/7/2018: Devices were delivered still have to be set-up. 20/09/2018: D Scholtz will take up with J Strydom (IT) to ensure that the devices is ready before the week o 12 October 2018
6.3.4.32		BE (A Yaxley)	05/08/2016	Complete	1.1.9 Web service should be made available between Collab an Promun: 05/08/2016
6.3.4.33		R-Data	31/01/2017	Complete	1.1.10 Multiple supplier requisition: R-Data will investigate - this will be addressed at a later stage
6.3.4.34		BE	31/01/2017	Complete	1.1.11 Deviation work flow to be adjusted to include the following: The person who generates the requisition should complete the estimate value. This should then be sent to the SCM department to complete the recommended price. Thereafter normal work flow for deviations will follow.
6.3.4.35		M Bay (J Coetzee)	31/01/2017	Complete	1.1.12 BE to send the **amended** workflow to J Coetzee who will then distribute to the role players for there inputs.
6.3.4.36	GRV process to be implemented.	R-Data (ProMun) / Mossel Bay Mun / BE	24/06/2016	Complete	1. The process will not be changed. 2. Collab inserted a field for "date of delivery" when invoice is approved. 3. R-Data and Mossel Bay Mun (Stores) to discuss how inventory which is received, but not yet invoiced is accounted for. The item will be discussed at the next meeting feedback should be given on all four actions and it should be ensured that all the matters are addressed. It must be ensured that recognition for creditors, expenses and inventory are correctly accounted for. 3.1 Date of Goods Receive must be in the system 3.2 Web service between Collab and Promun update the invoice date 3. 3 Reports can be generated for age analyses 4. Mossel Bay Mun to distribute a letter to all suppliers requesting that together with invoice they should provide a delivery note, which will then be scanned for audit purposes.
6.3.4.37	Requisitions should have a field for the tender/quotation number that is compulsory and is pulled through on the order.	R-Data (ProMun) / Business Engineering (Collaborator)	31/08/2016	Complete	ProMun would have contacted Collaborator to ask what they need to set up this field.
6.3.4.38					Currently the challenge is to obtain a report to determine the cost of a project (tender) from Promun. 1. When Mossel Bay Mun (L du Toit) captures order in Promun, Promun should provide a compulsory field for the tender number. L de Toit to consult with Dave (R-Data). L du Toit should inform E Kamneas that this could be done - but he can not be helped by R-Data and he can not go forward

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.4.39	Fields on a requisition in Collaborator must be available in ProMun (e.g. Tender / quotation number, requisition number, etc.). This will enable user to search on Collaborator or ProMun and get the same data answer.	R-Data BE L du Toit	Feedback at next meeting	Complete	L du Toit should inform E Koen so that this could be logged at help desk and be monitored. 2. Obtain a report from Dave (R-Data) which summaries the total cost of a tender. A Louw to log a call via Elba to R-Data helpdesk (Dave) regarding the report. Want to be able to see, actuals, what was spend and balance remaining. Status 27 March 2017: A web service should be created between BE and R-Data to provide the original tender value. Status 8 May 2017: Still in progress Status 19 September 2017 - dependable on 16 October testing 30 October: R-Data and Collaborator will have a design session on 31 October and give a proposal to Mossel Bay for their review 1 December 2017: L du Toit to send the issue regarding the requisition which was cancelled still committed on Promun, so that it can be addressed by BE. Furthermore there is still an issue with the report that needs to be investigated. **13/02/2018: BE and R-Data will have a session and come with a proposal within next two weeks.** **14/03/2018:** **1) Cancelation of an order:** **BE to ensure that the cancelation of order in R-Data is updated in the work flow through the webservice. It should provide the person who cancelled the order and the reason (this is already captured in Promun and should integrate to Collaborator). 17/05/2018: COMPLETE** **2) Cancellation of an requisition: (Commitment)** **a) Not to be cancelled in Promun.** **b) BE needs to provide the webservice to R-Data to indicate on the requisition that is was cancelled. BE will test and provide feedback. 17/05/2018: COMPLETE**
6.3.4.40		A Louw and H le Roux R-Data (W Groenewald) Collaborator (A Yaxley)	Feedback at next meeting	In progress	Retention still have to be addressed (Creditors with H le Roux) Risk is overspending on votes. Status 8 May 2017: A Louw followed-up with D Thompson (twice a week). 19 June 2017: R Dunbar (R-Data) will have a discussion with A Louw 19 September & 30 October 2017: Retention block to be added in Collaborator in the requisition process which indicate retention applicable "Yes" / "No". Automatically creates a line item for the retention vote. (A Louw to provide retention vote to A Yaxley - Completed on 19 September) 1 December 2017: Awaiting go live of new requisition process. 13/02/2018: Still to be tested once retentions are paid back. 13/04/2018: Deidre will follow-up with Elba regarding the report H le Roux requires. 17/05/2018: Mossel Bay could not obtain such report. R-Data will come with a proposal of how the retention register will be catered for. D Wright will send her excel register to W Groenewald. 14/06/2018: R-Data to give the specifications to M Jacobs, D Wright and H le Roux so that they can provide their inputs by 22 June 2018 19/7/2018: M Jacobs indicated that there is still refinement that should be done for this register. M Jacobs will provide the issues to J Kruger/ W Groenewald to address. 20/09/2018: R-Data still in progress. Will be finalised by 25/09/2018
6.3.4.41	**Orders**				
6.3.4.42	Collaborator should provide an upload function for attachments of site meeting spec changes when order is issued.	Business Engineering (Collaborator)		Complete	When issuing an order and there are too many fields for the limited space on the order, an attachment must be used to specify items. The system must thus be able to attach the attachment to the order.
6.3.4.43	Must be able to send attachments with an order.	Business Engineering (Collaborator)		Complete	When issuing an order and there are too many fields for the body of the order, we use an attachment to specify the items. Want this attachment to be attached to the order.
6.3.4.44		BE	16 October 2017 internal process: SCM for review which will then be established.		2.4.1 Once an order is cancelled on Promun, it should be updated in Collaborator to update the order status via web service. 2.4.2 Collab inserted the status of the order i.e. a)complete b) partly complete c) cancelled Business Engineering created the fields, however this is not displayed in business process to ensure that the information is updated from Promun (report with status: CMMAMF) in Collaborator. (Order status interface)
6.3.4.45	Cancelled orders on ProMun should integrate with Collaborator and also cancel the requisition and order on Collaborator.	Business Engineering (C du Plessis / A Yaxley)	01-Dec-17	Complete	Status 13 February 2017: BE to test scm and creditor Status 27 March 2017: No link between order in Promun and requisition (BE) This will be addressed with 1 August system change. (1.1.4.2) Status 19 September 2017: Issue regarding the requisitions: Requisition is at SCM stage, order needs to be issued, in the meantime stores realise that there is a problem and send it back, then 2 requisitions are created, (same requisition number double-up) 30 October 2017 & 1 December 2017: Will be addressed with then new SCM Process. **13/02/2018: Creditor will provide examples to BE to address the issue.**
6.3.4.46	Multi year orders (commitment)	R-Data (D Ellsworth) D Scholtz (Mbay) Collaborator (A Yaxley)	01-Dec-17	In progress	R-Data to investigate to accommodate multi year orders. R-Data to give an action plan with definite implementation dates (specification) by 30/11/2016, it should be in place by 1/7/2017 R-Data should cater to carry over all unspent budget to the next year and provide a report for the adjustment budget purposes. 27 March 2017: In development, still have to incorporate the budget. +D65 Status 8 May 2017: R-Data will provide quotation to Mossel Bay Municipality 19 September 2017: Manually available not yet integrated with Collaborator Refer to 1.1.6.1 1 December 2017: Future development for R-Data. 13/04/2018: Refer to above 20/09/2018 D Wright to provide a commitment register to R-Data for them to investigate how they will cater for this report. 18/10/2018: R-Data still in progress. Feedback at the first meeting in 2019. **04/02/2019: R-Data will generate a report and give to H. le Roux to indicate which fields should be added. Feedback at**
6.3.4.47		BE (A Yaxley) & D Scholtz (Mbay)	01-Dec-17	In progress	Collaborator to display multi year orders with commitment (3 years) **19 September 2017 & 30 October 2017 & 1 December 2017: D Scholtz to test the system by 16 October2017 to ensure proper working thereof. 13/04/2018: Refer to above**
6.3.4.48	**CSD**				
6.3.4.49	Central Supplier Database (CSD) to integrate fully with ProMun.	BE	16 October 2017 internal process: SCM for review which will then be established.	Complete	1. BE will carry on with the existing data of the creditors. 2. BE use the Mossel Bay registration number and the information will be updated daily on Promun. Status 13 February 2017: Development finished will update during weekend Status: 27 March 2017: Will be addressed with 1.1.4.2 Status 19 September 2017: Complete

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.4.50	CSD to fully integrate between ProMun and Collaborator. Promun to test the creditors against CSD	R-Data (D Ellsworth) / (J Kruger)	12-May-17	Complete	R-Data will give feedback on the progress, they have issues regarding the data integrity. D Ellsworth to consult with J Kruger. Status 27 March 2017: Validation of creditors data against the CSD. Flag that data has changed. R-Data to implement at Mossel Bay, Dave to provide feedback about the cost. Status 8 May 2017: R-Data has a program to show the changes between CSD and creditors system, report run each night to show differences. This report to be send to A Louw in excel. Not automate, remain manual process. Status 19 September 2017: Complete
6.3.4.51	Capturing				
6.3.4.52	When an invoice is captured in a previous period, ProMun should send out an error message and prevent from posting.	R-Data (Rina)		Complete	1. R-Data to give feedback on capturing. 2. Mossel Bay Mun (M Jacobs, after consulting with Elba and Vicky) to provide examples of problems with the capturing of periods to J Kruger (R-Data) 3. Investigate to build in a flag in the system to prohibit out of period dates (only allows current financial period dates) This function is available on Promun a session between Elba, Marlene, Henie and R-Data should be held and training should be provided to Elba.
6.3.4.53	Reports				
6.3.4.54					Mossel Bay Mun SCM (E Nel) to provide list of the reports that is required from Promun, before the next meeting. E Nel to sent the required list to J Kruger (R-Data) Progress 9 September 2016: E Nel did provide list to the whole mSCOA SCM group. J Kruger (R-Data) to have a discussion with D Scholtz (MBay SCM) to discuss what information is needed for the reports. Should ensure that reports are available for reporting from Promun. Grap 12 disclosures should also be addressed. SCM access to Promun should be investigated. Build in all the required fields to extract the required information. (should also apply to the historical data) Feedback by R-Data by 30/11/2016 to test the report by 31/12/2016 Status 13 February 2017: D Ellsworth (R-Data) to meet with D Scholtz to establish what information is needed. here after R-Data and Collaborator should have a session in order to provide the required information as identified above. Should be tested and implemented by 30/03/2017. Status 27 March 2017: R-Data provided examples of the reports to D Scholtz, he established that the information is sufficient. Requisition information from Collaborator not given through to Promun . BE(Allen) and R-Data (Dave) to discuss to address the problem, where after reports can be extracted from R-Data and be tested if information is correct by D Scholtz. Reports will be provided prospectively. a) BE will provide a history extract to R-Data b) BE and R-Data will have a session to address the changes needed in the requisition process, to obtain missing information. - Be done by next meeting
6.3.4.55	Financial system is the core system. Thus should all reporting be done within ProMun and not Collaborator.	BE (C du Plessis) & Mbay (D Scholtz) R Data	30-Jun-18	In progress	Status 8 May 2017 Still in progress Status 19 June 2017: Collaborator extract to be provided to R-Data regarding the classifications so that R-Data can accommodate the required classifications. Collaborator to build in a field a) Deviation (5 types) or COMPLETE b) Expansion (already have a awarded tender/quotation number, cannot go further unless valid tender/quotation number) - Status 8 May 2017: Collaborator to build in additional fields, where after D Scholtz needs to test. (What is the process and needed as well what is the tests that needs to be done: SCM department to provide the information needed so that it can be build in Collaborator) 19 September 2017: Promun will see what information is omitted, this should be corrected retrospectively from 1 July 2017 - onwards Issue with deviations and less than three quotations, R-Data and D Scholtz need to address. 30 October 2017 & 1 December 2017 : Deviations were provided by R-Data. The less than three quotations still an issue will use Collaborator until new SCM process is implemented. BE to add a code - for less than three quotations. (old process) the new process will address this issue. 13/02/2018: BE to add a field of the number of quotations to be added on the old process. 14/03/2018: D Scholtz will discuss with W Groenewald what is still needed to populate in the report. R-Data will provide a quote for the development of the report by 30 April 2018. 17/05/2018 & 14/06/2018: R-Data: Still in progress deadline 30 June 2018. 19/7/2018: In progress due date: 31 July 2018 20/09/2018 & 18/10/2018: D Scholtz will perform tests on the reports and provide feedback at the next meeting 20 November 2018.
6.3.4.56	Report should be developed with stock issued for the period.	R-Data (J Kruger)		Complete	
6.3.4.57	Record keeping				
6.3.4.58	Link in general ledger on ProMun to Collaborator documents (e.g. invoice, order, etc.)	R-Data (J Kruger)	To be confirmed at next meeting	Complete	According to Allan (Collaborator) this can be done. There is already an option on ProMun for this. 1. Two service providers (BE and R-Data) to discuss and implement. 2. R-Data (J Kruger) wants a list from BE (A Yaxley) of interfaces, where after R-Data will do the development. General ledger only display order, there should be link to access the invoice. J Kruger can consult with M Jacobs to establish what is required. R-Data: J Kruger to give feedback on progress M Jacobs: want to see the payment as well (Promun)
6.3.4.59		BE (A Yaxley)	9/09/2016	Complete	Collaborator to provide 2 URL's to R-Data 1) To open a invoice 2) To open a requisition
6.3.4.60	Related party				
6.3.4.61	Related party disclosure should be maintained.	BE (C du Plessis)	30/04/2017	Complete	BE gave the example of Hessequa's declaration of interest to J Coetzee (Mbay) who distributed it to the role-players for comments. Comments were received. J Coetzee will now consult with C du Plessis (BE) to establish the actions needed. BE will do the HR reporting. R-Data will do the financial reporting. Status 27 March 2017:
6.3.4.62		Mbay Mun (J Coetzee) Mbay Mun (D Scholtz) Collaborator (C Du Plessis)	Feedback at next meeting	complete	
6.3.4.63		R-Data	15/.05/2017	complete	SCM should validate if a related party, this should feed through to R-Data reports. R-Data should make provision for the HR portion. Already have this available for the creditors side. First to address 8.1
6.3.4.64		BE (A Yaxley)	15/.05/2017	complete	Establish where this declaration of interest will be build in the appointment process, which should be reviewed yearly for the applicable officials: First to address 8.1 Senior Management (who can effect the specifications), SCM (all officials), Councillors, Directors and SCM committee members BEC and BAC.
6.3.4.65		Mbay Mun (D Scholtz)	30/04/2017	Complete	Mossel Bay Mun SCM (D Scholtz) will provide a list of the SCM committee members to J Coetzee.
6.3.4.66	CONTRACT MANAGEMENT				

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.4.67	Audit finding - COMAF 4 (2016/17)	BE (A Yaxley) & R-Data	Feedback at next meeting.	Complete	COMAF 4 will be sent out to the role players. Business Engineering to come with a proposal regarding contract management for Mossel Bay Municipality inputs. (1st to address the SCM process where after the other cycles will be addressed) 1 December 2017 & 13/02/2018: BE and R-Data to have a meeting to document how the document management + KPI and financial expenditure can be displayed at a central place in order to comply with contract management. 13/04/2018: D Scholtz to document his requirements and send it to both R-Data and BE. So at the next meeting it could be decided how BE / R-Data can assist. 17/05/2018: H le Roux said that a central point should be in place to obtain the information. Rent in and Rent out is catered for. The SCM tenders / closed quotations still have to be catered for (SLA) 1) BE & R-Data to provide a implementation plan with dates of how they will cater for this by 30 June 2018. 14/06/2018: Mossel Bay Municipality had a discussion with the AG about the approach followed, BE (document management and R-Data (Financial) priority was on rent-out then rent-in etcetera. Implementation plan should be provided by BE and R-Data to H le Roux for inputs. 1) BE to arrange a session with H le Roux to determine the scope by 19 July 2018. 19/7/2018: Will be addressed with the new committee that will be established in September 2018
6.3.4.68	**VAT**				
6.3.4.69					
6.3.4.70	VAT	R-Data D Wright	Feedback at next meeting	In progress	2.10.2 L Wridgeway (R-Data) will speak to Dave and Rod (R-Data) regarding VAT 201 information required from the Promun. Status 30 March 2017:
6.3.4.71					
6.3.4.72	National Treasury Portal and other statutory submissions	R-Data	Feedback at next meeting	In progress	VAT returns 201 reconciliations;
6.3.4.73	**Declaration of interest**				

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.4.74	Form and updating of employee file	BE (C du Plessis) D Scholtz	Deadlilne to implement 1/7/2019	**In progress**	Business Engineering (BE) to revisit the current appointment process to make provision for the declaration of interest, with taking in consideration inputs from the role-players. A) New appointments will be updated during the appointment process (included in the induction process) B) Existing employees: scope needs to be determined and a process should be proposed of how this will be updated. BE to have a session with the role-players (HR, SCM and H le Roux) to determine the business process and to come with a proposal of the implementation date. Form: D Scholtz to send the form to H le Roux for his inputs (definition of related party should be included in the form) which will then be sent to BE to develop the form. 02 November 2017 SCM - D. Scholtz will test the process as soon as possible and give feedback at the next meeting (Send declaration of interest to H. Le Roux and J. Coetzee). HR - Not yet tested by the HR Department. Non - PC users A hardcopy form is completed and the Line Manager/HR should scan and attach the form on the Collaborator system and complete the task (complete the fields on Collaborator)..x Problems with the current processes BE will follow up on the current problems relating to the asset reports and delegation reports(access problems and accuracy problems). R. Lombard will do a test between information on Promun and information on Collaborator to conclude on whether the problem is on Collaborator or Promun.. 12/02/2018: BE to send the work flow to the working committee to provide feedback at next meeting in March 2018. 9/04/2018: C du plessis will send to the whole committee for their inputs, to be discussed at the next meeting. 14/05/2018: GRAP 1 April 2019 effective. Deadline 1/7/2018 to implement. Refinement to discussed October 2018. Feedback and comments to be provided by 18 May to C du Plessis, where after it will be switch on and to implement. - Completed. 11/06/2018:Additional actions: 1) Form should be adjusted so that the ID number is not a requirement (but optional) - 16/07/2018 COMPLETE 2) G Meiring asked that the whole declaration process should be reviewed, BE to arrange a meeting with G Meiring to address the issue.
				In progress	3) 16/07/2018 & 20/09/2018: C du Plessis to do a demonstration of this process with H le Roux, D Scholtz and G Meiring once (2) is addressed, to make the necessary amendments. Demonstration of the declaration of interest should then be done at the next meeting in September 2018 to see if any further refinement is needed. 4) D Scholtz to draft specifications for the declaration of interest. 20/09/2018: C du Plessis did a presentation and will make amendments as proposed. 1) Declaration of interest: if nothing to declare go ahead, if one of the options are applicable the whole list should be displayed with "yes/no" and a comment field. 2) D Scholtz to obtain clarity regarding financial interest, who does it include? 3) Related party transactions declaration: ID field is not compulsory additional field for comment where he/she can declare interest. 18/10/2018: BE made the adjustments. BE has an issue to validate to the CSD. D Scholtz asked that the link should rather be to the creditors. BE to do an demonstration of the form at the next meeting of 20 November 2018.
	Additional:			**In progress**	**04/02/2019: SCM process for appointing consultants:** **- H le Roux recommends that D Scholtz provide BE with all the requirements that must be complied with for appointing consultants.** **- Collaborator should design an automated 'trigger' when appointing consulting services, which must then comply with all the necessary requirements.** **- D Scholtz will provide BE with the GUIDS.**
	Corporate Governance			Moved from Budget and Reporting working committee	5.7 (b) The annual procurement plan - actual versus budget; **07/02/2019: This point will be moved to SCM and Creditors meeting.**
	Activity 6.3.5 - Full Asset Life Cycle Management including Maintenance Management				
	6.3.5.1. - Addition & Identification				R-Data will flag category 9 for all new additions 2016/07/01 for the first two months
	6.3.5.1.1. - Donated Assets				
	a) **Work flow should be developed to register a donated capital asset.**	BE (C du Plessis)	28/02/2017	Not yet commenced	Supporting documents of the fair value of the capital asset should be attached to the workflow. All parameter fields for classification, location, responsibility, date under control and ready for use should be compulsory fields, where applicable it should be parameter driven that is linked with live financial system. 1. R-Data will assist where to obtain the parameters in order to assist Business Engineering to set-up the template BE indicated that the business process will be driven from the contract process. BE have to set specific contract type for: donated asset contract. Which will trigger a sub business process which will be linked to the spread sheet donation received. The fields for the spread sheet will be provided once H le Roux provide the updated parameter listing 30/09/2016. Status: 16/02/2017 C du Plessis (BE) will sit with H le Roux and R Lombard to discuss the business processes. C du Plessis to coordinate this session
	b) **R-Data to provide spreadsheet to BE for the additions**	R-Data (R Dunbar)	as soon as developed	Complete	R Dunbar (R-Data) provide spreadsheet to C du Plessis (BE)
	c) **Updating of asset register from the work flow, once Journal is created. (Normal processing)**	Mbay (R Lombard)	To be confirmed	Not yet commenced	Obtain the information from the various department in order to pass the journal. Should be without any recapturing on the financial system, with the review of correctness information by the Snr. Accountant Assets.
	6.3.5.1.2. - Finance Leased Assets				
	a) **Work flow should be developed to register a finance lease asset.**	BE	30/06/2017	Not yet commenced	Supporting documents of the fair value of the capital asset should be attached to the workflow. All parameter fields for classification, location, responsibility, date under control and ready for use should be compulsory fields, where applicable it should be parameter driven that is linked with live financial system. Status: 16/02/2017 C du Plessis (BE) will sit with H le Roux and R Lombard to discuss the business processes. C du Plessis to coordinate this session

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
	b) Updating of asset register from the work flow, once Journal is created	Mbay (R Lombard)	30/06/2017	Not yet commenced	b) i) Should be without any recapturing on the financial system, with the review of correctness information by the Snr. Accountant Assets.
		Mbay (R Lombard)	30/06/2017	Not yet commenced	b) ii) Documents that is used in Collaborator needs to be linked to the journal that is posted.
	c) Generate lease liability record (Basically loan register)	Rdata	30/06/2017	In Progress	c) i) Should generate a lease liability amortization table, based on the value as determined in step b). It must calculate then the inherent interest rate based on the future cash flows. This register should make provision for early settlements and escalations in interest (linked to prime).
		Rdata	30/06/2017	Not yet commenced	c ii) A monthly run of the lease liabilities needs to create a requisition/order for payment of each registered lease liability on a monthly basis which is equal to the lease instalment of the service provider. Instalment should be manual and the redemption is the instalment less the interest. Should also keep in mind to make provision for instalment escalations. In the meantime, Mossel Bay Municipality will carry on with the manually register for the old loans.
	d) Reporting requirements	Rdata	30/06/2017	Not yet commenced	Should be able to generate report of each liability that reconciles with control account and summarise it in payable with 1 yr, 2 yrs, 3 yrs, 4 yrs and 5+ yrs
	6.3.5.1.3. - Unbundling: Capital Assets				
	a) Log a FAQ to reduce the level of breakdown at the project level for Electricity, Water and Wastewater	Mun	30/03/2016	Completed	Levels is to low, currently at component level, too much detail for planning stage. H Le Roux sent an email to NT which raised his concerns.
	b) Feedback form NT on this FAQ	NT helpdesk		Not yet commenced	Await feedback
	6.3.5.1.4. - Updating of GIS				
	a) Require a integrated link between the asset register and the GIS	Rdata/ESRI	will be confirmed at the next meeting in November 2016	Complete	Currently the GIS code is available in the Capital asset register. Discussions should be held between R-Data and Esri to facilitate daily updates between the systems. (Fixed Asset Register and Esri)
	b) Identify any shortcomings	ESRI/Mubesko	30 June 2017	In progress	Comparing as built plans to asset layer for infrastructure, Registered layer, Cadastraal layer with Municipal Revenue layer. Esri - complete, Mubesko to give feedback on short comings. Status 11/05/2017: -Roads (have received information 10 May 2017 H le Roux to still look at information and electricity by end of May)
	c) Update new WIP not yet unbundled		30 June 2018		
	c) i) Provide a list of assets finalised not yet unbundled	R Lombard (Mun)	31 March 2017	Not yet commenced	
	c) ii) Unbundling of Assets	B Saayman (Mubesko Africa)	15 July 2017	Not yet commenced	
	c) iii) Shortcomings: Spatial data	B Saayman (Mubesko Africa)	30 June 2017	In progress	B Saayman (Mubesko) should provide the spatial data to Esri. Status 16/02/2017/: Outstanding - Roads
	6.3.5.1.5. - All Other				
	a) Change of cost/depreciation within the same year of initial recognition	Rdata/Mun	To be confirmed	In progress	Will be addressed after business process
	b) Change of cost/depreciation as result of a correction of error	Rdata/Mun	To be confirmed	In progress	Will be addressed after business process
	c) Change of cost/depreciation as result of an addition to an existing capital asset	Rdata/Mun	To be confirmed	In progress	Will be addressed after business process
	d) Change of cost/depreciation as result of Rehabilitation or Refurbishment to an existing capital asset	Rdata/Mun	To be confirmed	In progress	Will be addressed after business process
	e) Recognition of a brand new addition that is done as a result of a replacement	Rdata/Mun	To be confirmed	In progress	Will be addressed after business process
	f) Recognition of a brand new addition (not linked to a replacement)	Rdata/Mun	To be confirmed	In progress	Will be addressed after business process
	g) Work flow should be developed to address 1.5 (b) - (f)	BE	To be confirmed	In progress	C du Plessis is in the process to write the work flow.
	6.3.5.2. Residual values				
	Need to develop a business process	R-Data	30 June 2017	In progress	Financial system can deal accounting wise with this action
		BE (C du Plessis)	30 June 2017	In progress	Develop business process - do outside of meeting BE to facilitate
	6.3.5.3. Depreciation / Amortisation				
	3.1 Test of calculations once system changes have been effected	Rdata	17 February 2017	Complete	3.1.1 Financial system can deal accounting wise with the action currently
		Rdata	31 December 2016	Complete	3.1.2 For depreciation wards need to be added to comply with regional indicator: 1) Head office 2) Whole of municipality
	3.2 Provide the regional / ward quids as used in the billing side	Mun (H le Roux)	#############	Complete	Provide ward number and description (as per billing side) to H le Roux
	3.3 Coding of assets with ward indicators (GIS)	Mun (H le Roux)	#############	Complete	GIS information should be verified and mapped to a) specific ward or b) whole of municipality or c) administrative head office after input from the applicable departments were obtained.
		Mun (A Fraser)	To be determined	Complete	3.3.2 A Fraser (Mbay) will schedule a meeting with Esri and give feedback.
	6.3.5.4. Repairs & Maintenance				
	6.3.5.4.1 Repairs & Maintenance - R-Data to give a demonstration of how this works	R-Data	To be confirmed	Not yet commenced	4.1.1 H le Roux requested that a meeting be scheduled between R-Data and Mossel Bay Mun (H le Roux and R Lombard) to demonstrate how repairs and maintenance works on their system. (Using Jobs) R-Data to give feedback, they still have to sort it out in-house with L Pienaar (Mubesko) to come up with a possible solution in order to comply with the MGAP requirements. Also indicate devices needed (either provide or give the specifications)
		R-Data	15 March 2017	In progress	4.1.2 Be able to generate an asset journal when incorrectly allocated repairs and maintenance as an asset, form the WIP code to the various expense account and vice versa be able to pass an asset journal from the repairs and maintenance vote to a specific WIP code/quid. This action is still in process, but will be completed and ready to be tested in once uploaded on system.
	6.3.5.7. Review of useful life & condition rating				
	a) Need to develop a business process	Mbay (A Fraser)	To be confirmed	In progress	Financial system can deal accounting wise with the action 1. Work flow will be developed with spreadsheet. 2. A Fraser (Mbay) to arrange a meeting with Drankenstein to see how they address this with their systems and give feedback. 4 November 2016 status: A Fraser asked R-Data to provide the assets on a CSV. R Carolissen will follow-up to ensure it is running.
		BE	To be confirmed	Not yet	
		Esri	To be confirmed	Not yet commenced	

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	b) R-Data Report on review of use full life	R-Data	30 June 2017	In Progress	R-Data should ensure that all the changes due to review of useful life during the year and at year end are pulled through in the report, this is needed for disclosure purposes. Currently only the last review amount is given and not the total for the year. This report should be in place by 30 June 2017. 11 May 2017: Mossel Bay to TEST
	6.3.5.6. Impairments				
	Need to develop a business process	Rdata/BE	30/06/2017	In progress	Financial system can deal accounting wise with the action. 11 May 2017: Mossel Bay have tested on test environment, not on live
		BE (C du Plessis)	30/06/2017	In progress	C du Plessis will distribute the work flow charts to H le Roux and R Lombard for their inputs.
	6.3.5.7. Disposals Fixed asset register should indicate when a asset is up for disposal and be able to provide the list for the disposal.	Rdata	To be confirmed	Not yet commenced	R-Data indicated that they can provide this report. R-Data develop such a report which will identify mark for disposal and generate report for the different type of disposals: (R-Data will built in a dropdown with the following options) a) Disposals (Auction) b) Disposals (Insurance claims, minor losses or theft) c) Disposals (Replacement of infrastructure) d) Disposals (Sale of immovable property) e) Disposals (Housing projects land) these reports should include the asset code, barcode, responsible person, description and the caring value. H le Roux can provide R-Data with the layout of the report they currently send out to Council which they will require Promun to assist with.
		BE (C du Plessis)	31/10/2017	In progress	Status 16 February 2017: H le Roux had a session with C du Plessis to develop the work flow and still have to be finalised. R-Data only needs this field from Collaborator via the web service and accept an entry from them. Status 11 May 2017: Once flagged for disposal (as per Council resolution) it should trigger R-Data to: Review of residual value (Calculate proceed average per class for the previous year, if no average R10) If the residual is more than the carrying value limit to carrying value: Review of useful life based on the disposal date which will need to be completed (auction date)
	6.3.5.7.1. - Disposals (Auction)				
	Need to revisit the business process	BE (C du Plessis)	to be confirmed	In progress	Financial system can deal with the action accounting wise. Business Engineering to develop work flow. Business Engineering to develop work flow for the following actions. 1. Auction; or 2. Marked for action (workflow should also address if asset is transferred to another location) This should be a one-on-one with Promun (via web service) Once disposed it is a separate process. Business Engineering wants the following information/fields from Promun "marked to be disposed" and the "value field" Business Engineering indicated that they would like a session with H le Roux and R Lombard to address this work flow. H le Roux asked R Lombard to include L du Toit for this session regarding the disposals. Status 16 February 2017: H le Roux had a session with C du Plessis to develop the work flow..
		Mbay (R Lombard)	29/09/2016	Complete	R Lombard to include L du Toit for the work flow session
		Mbay (R Lombard)	29/09/2016	Complete	R Lombard to provide C du Plessis (BE) with a work flow /steps of how the auction process currently works.
	6.3.5.7.2. - Disposals (Insurance claims, minor losses or theft)				
	Need to revisit the business process	BE (C du Plessis)	to be confirmed	Not yet commenced	Financial system can deal with the action accounting wise. Business Engineering to develop work flow. Status 16 February 2017: H le Roux had a session with C du Plessis to develop the work flow and still have to be finalised.
	6.3.5.7.3. - Disposals (Replacement of Infrastructure)				
	Need to revisit the business process	BE (C du Plessis)	to be confirmed	Not yet commenced	Financial system can deal with the action accounting wise. Business Engineering to develop work flow. Status 16 February 2017: H le Roux had a session with C du Plessis to develop the work flow and still have to be finalised.
	6.3.5.7.4. - Disposals (Sale of Immoveable property)				
	Need to revisit the business process	BE (C du Plessis)	Property: To be confirmed Land: 2017/06/30	Not yet commenced	Financial system can deal with the action accounting wise. However new GRAP ED out on derecognition of land. Business Engineering to develop work flow. Status 16 February 2017: H le Roux had a session with C du Plessis to develop the work flow and still have to be finalised.
	6.3.5.7.5. - Disposals (Housing Projects land)				
	Need to revisit the business process	BE (C du Plessis)	30 June 2017	Not yet commenced	Financial system can deal with the action accounting wise. However new GRAP ED out on derecognition of land. Business Engineering to develop work flow. Status 16 February 2017: H le Roux had a session with C du Plessis to develop the work flow and still have to be finalised.
	6.3.5.8. Changes to use **(Capital spares & Categories)**				
	a) Open new capital asset control accounts to align to mSCOA classifications	Rdata	21/11/2016	Complete	H le Roux will provided the updated list end of September 2016.
	b) Reclassification of existing capital assets to mSCOA asset Control Accounts	Mun	21/11/2016	Complete	Parameters completed. Process needs to be developed internally for the transfer of the assets to the correct categories.
	c) Create parameter listing with the link accounts for all Expenditure Items linked to control accounts	Rdata	21/11/2016	Complete	H le Roux provided the parameter listing to R-Data. (This will be redone on mSCOA V6) R-Data to upload this onto their system.
	d) Create parameter listing with the link accounts for all Gains and losses Items linked to control accounts	Rdata	04/07/2016	Complete	H le Roux provided the information for gains and losses and fair value adjustments to R-Data.
	e) Link all the assets to the correct cost centre	N/A will get from HR		N/A will get from HR	This will address the Municipal standard classification & Function segments. All assets is linked to a position, position on organogram is linked to a cost centre. Positions on the organogram should be completed. 4 type of organograms should be on Collaborator:
		N/A will get from HR		N/A will get from HR	1) Staff establishment 2) Councillors and ward committees establishment 3) Continued post retirement benefits establishment 4) EPWP establishment Business Engineering will discuss with G Meiring (Mossel Bay Mun)

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
	f) Ensure that the finance source parameters is adjusted to be aligned to the funding segment of mSCOA	R-Data (D Ellsworth)	Feedback by next meeting	Not yet commenced	8.6.1 Grant management module. R Dunbar to consult with Dave to see how they can assist Mossel Bay Municipality. Dave (R-Data) will get the specification from H le Roux. Status: 11/05/2017: Currently Mossel Bay is doing it manually. When a transaction is funded by a grant it should post the journals for the grant. D Ellsworth to obtain specifications from H le Roux.
	g) Create fields for regional indicator in asset register.	Rdata	30/05/2016	Complete	A field was added in Promun for wards.
	h) Need to develop a business process for subsequent change of asset classes/categories (Capital Spares)	BE	To be determined	Not yet commenced	Financial system can deal with the action accounting wise. This will be addressed with asset changes work flow: BE to distribute to H le Roux for his inputs 1. Develop a work flow where the department is going to pick-up an asset, do a class change, once this take place a task will be given to Promun to account for depreciation from that date onwards. 2. Trigger review of useful life. 3. Should be able to pass journals when there is a change in class / category. Process should be developed for capital spares / component 1. Not in use - do not depreciate 2. If installed and used (active) - depreciate 3. Trigger useful life Once the department initiate a transfer out of capital spares the following information should be provided: 1) GIS ID 2) Class 3) Date installed 4) Expected useful life Promun: Trigger backlog depreciation from date installed.
		R-Data	Test 23 May 2017	In Progress	Transfer of an asset to another class
		BE	To be determined	Not yet commenced	C du Plessis will inquire how Drakenstein address this process of capital spares, where after a meeting should be held between BE and Mossel Bay Municipality to develop a workflow.
	6.3.5.9. Transfer or change of Capital Asset details				
	a) Work flow to update Position with applicable assets, direct link to PROMUN Asset Register.	BE	To be confirmed	In progress	Work flow should make provision for non-Collaborator users (Line manager would then receive the task)
	b) Update Position to include asset allocated	MB Fin / BE	To be confirmed	In progress	Data capturing (currently allocated) new will be done during appointment process.
	c) Appointment process – update Work flow to verify capital Assets linked to the position of new employee. New employee should acknowledge receipt and condition of the asset.	BE	#############	In progress: addressed in the Appointment process (HR)	Only display movable assets (L, A and C's) exclude W, F, D and 9's
	d) Promun to make web service available with all current assets (position, Class, Cost centre, Location, Department, Asset number etc.)	BE	31 August 2016	Complete	
	e) Live integration between Collab and PROMUN, to automatically update PROMUN Asset Register with new assets and Asset Changes.	First: Mbay (H le Roux) After H le Roux provided selections: Promun/BE	30 April 2017	Not yet commenced	H le Roux (Mbay) will provide the correct selections. (Firstly the spreadsheet should work)
	6.3.5.10. Capital Asset Count				
	Must revisit the business process once all other functionalities has been changed. In order to ensure that changes do not effect the asset count	Rdata (R Carolissen)	#############	Complete	R Carolissen (R-Data), will provide feedback to H Le Roux (Mbay Mun) regarding the development. R-Data to speak to L Pienaar (Mubesko)
		Mossel Bay Mun (R Lombard)	To be confirmed	Complete	R Lombard will get the specifications from R-Data for the android devices.
		Rdata (R Carolissen)	To be confirmed	Complete	R-Data to give a demonstration of this device and how it works.
		Rdata (R Carolissen)	To be confirmed	In Progress	Asset count, transfer of assets during asset verification. Promun should be able to flag the asset that it should be transferred which will then sent a task to Collaborator.
		BE (C du Plessis)	To be confirmed	In Progress	5. Annual asset verification: a work flow should be developed for annual confirmation of assets by the municipal officer (asset coordinator if not collaborator user) which will then be uploaded on Collaborator. If any changes a task should be sent to R Lombard (Asset Department) to verify.
	6.3.5.11. Discontinued Operations				
	No real actions identified at present as it is not really a		N/A		N/A at this stage.
	6.3.5.12. Insurance *(Not 100% directly mSCOA related)*				
	6.3.5.12.1 - Insurance: Portfolio update				
	a) Create a parameter field for the various policy types within Capital Asset Register (CAR)	Rdata		Completed	
	b) Create a field to indicate whether a specific asset must be insured or not on the capturing screen. (Yes or No)	Rdata		Completed	
	c) Update the existing capital assets with the policy classification on the CAR	Rdata		Completed	
	6.3.5.12.2 - Insurance: Claims				
	Need to revisit the business process	BE	31/03/2017	Not yet commenced	MBay Mun to revisit the reports and business process
	6.3.5.12.3 - Insurance: Reports				
	a) Need to revisit the business process	BE	31 March 2017	Not yet commenced	MBay Mun to revisit the reports and business process
	b) Need to develop a report / program in order to review the parameters annually	R-Data (R Carolissen)	Test: 28 Feb 2018	Not yet commenced	R Data to provide to R Lombard
	c) CRC purpouses When initial capture an assset, must be the same value as purchase price +14% (VAT)	R-Data (R Carolissen)	To be determined	Not yet commenced	
6.3.6	*Activity 6.3.6. - Human Resource and Payroll Management*				
6.3.6.1	**ORGANOGRAM**				
6.3.6.2	Develop Organogram on Collaborator	Mbay Mun (G Meiring and M Jacobs) R-Data (Lynn)	28/07/2016	**Completed**	1.1.1 Challenge: There is still differences between Promun and Collaborator. Resolution: G Meiring (Mbay) and M Jacobs (Mbay) and L Ferguson (R-Data) will resolve the differences.
6.3.6.3		R-Data (Lynn)	22/06/2016	**Completed**	1.1.2 R-Data will write a special program not to allow create a grading number in Promun.
6.3.6.4 6.3.6.5 6.3.6.6		R-Data (L Ferguson and J Kruger) M Jacobs and G Meiring BE (A Yaxley, C du Plessis)	Feedback at next meeting	**Completed**	2.1.1 a) Business Engineering (Collab) and R-Data (Promun) investigate to automate the working process of the grading number and the job title, which should be done via a web service. Lynn (R-Data) will inform J Coetzee and BE (Allen) when the web service is available. R-Data: The web service should be updated to include the salary scale. Status 31 March 2017: M Jacobs and L Ferguson: Test should be done to ensure the grading number, job description and task grade.
6.3.6.7 6.3.6.8		R-Data (L Ferguson and J Kruger) M Jacobs and G Meiring BE (A Yaxley, C du Plessis)	Feedback at next meeting	In progress	2.1.1. a) 12/02/2018 1) Issue: Webservice issue. L Ferguson requested that BE and R-Data to be available for a day to address the webservice issue. This is scheduled for 14/02/2018 to test. - 09/04/2018 status and actions: a) Organogram and appointment webservice: 14/05/2018: There was an issue this is corrected and is live again, G Meiring will run test to confirm working 11/06/2018: Complete, however G Meiring and A Janse van Rensburg have issues regarding the webservice. Test should be built in for fields that should be updated in Promun. (Should investigate all the fields that should be updated with the webservice and only that should

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.6.9					d) BE to build in a flag: Flag new / existing recruit - 14/05/2018: Complete 2) G Meiring and S Pretorius (BE) to test the changes in grading number and investigate if it update in Promun. To be tested by 12/02/2018. - 9/04/2018: COMPLETE 3) Duplication in ID numbers will exist but will have different employee numbers (post-retirement benefits) - NOTED 4) Action for employee file: 9/04/2018: please see 1 above where it is addressed. New: R-Data - re-instute (build in a flag); BE- Flag new / existing recruit Resignation: R-Data - date, employee number and reason; BE Status changes (webservice) Transfer: R-Data - new grading; BE - new grading (to be addressed with 14 February testing) Promotion: R-Data - to a new grading number; BE- to a new grading number (to be addressed with 14 February testing) Update of (personal information) R-Data - static information should be reviewed by Finance; BE- normal updated (BE to add task for finance to review if changes were made) (to be addressed with 14 February testing) 15/10/2018: Interface should be developed between BE and R-data to display if there is budgeted for a position "yes"/"no" (from when for example 6 / 12 months) **Work sessions should be scheduled between by BE to develop this interface, this could also be addressed with the review of the recruitment process.** **07/02/2019: Not yet done. BE will communicate with R-data and feedback given at next meeting.**
					The four organograms that needs to be developed: 1. Staff establishment (existing organogram - do not have to be developed) - COMPLETED 2. Council and ward committee members establishment - needs to be developed (BE to develop this first) 9/04/2018: Should also include/award grading numbers to committees outside the Staff, Council and Ward establishment, who also 2.1.1 b)
6.3.6.10 6.3.6.11		R-Data (L Ferguson and J Kruger) M Jacobs and G Meiring BE (A Yaxley, C du Plessis)	13/11/2017	Completed	02 November 2017: Appointments The webservice is written by R- Data. Fields were created in Collaborator and the information is transferred to the personnel file. The information captured on Collaborator is not yet transferred to Promun. Business Engineering, G. Meiring and M. Jacobs will perform a live test using the Webservice by 13/11/2017 and give feedback at the next meeting (Collaborator feed Promun and Promun feed Collaborator).
6.3.6.12		R-Data (L Ferguson and J Kruger) M Jacobs and G Meiring and D Scholtz BE (A Yaxley, C du Plessis)	Feedback at next meeting	In progress	2.2.1 c) Delegation of authority On Collaborator the following features should be added regarding Delegation of authority which will also be tested by 13/11/2017: 1.The Collaborator system should require the user to upload the supporting documentation regarding the decision above: Delegation Authority BP created user guide sent to HR for updating Leave/overtime/claims. Search on Position to view delegated authority. 12/02/2018: Delegation authority registered for SCM, HR. Who is going to maintain delegation. Supply - D Scholtz HR- G Meiring Test of the implementation of the delegations: awaiting Steering Committee of SCM to provide a date of implementation. BE is ready to implement. 9/04/2018:
6.3.6.13				In progress	Test: 1) SCM D Scholtz to make a change in consultation with BE to see if the notice is given through, this will be addressed at the SCM working committee. 11/06/2018: In progress: Municipality to address the alignment of the cost centres. 16/07/2018: Complete, to be addressed at SCM working committee Test 2) HR: G Meiring to make a change in consultation with BE to see if notice is given through. 14/05/2018: G Meiring will test by 18 May 2018 11/06/2018: LEAVE: G Meiring tested: 1) Work flow: COMPLETE Test 2) Update of the business process (BE) : COMPLETE Approval of leave 16/07/2018: Leave process should be changed. Test 1) G Meiring and S Pretorius (BE) should test if she can make an amendment to delegation and if it is updated against the position 2) BE to ensure that once a leave application is submitted the person who is added is part of the leave approval grouping. Same principle as the invoice process. Due date: next meeting in September 2018. 2.There should be an approval process where the Director of the Department approves a decision regarding an officials rights. The department initiates the transaction (HR or SCM). The line Manager recommends the delegation The Director approves the delegation 15/10/2018: Bestaande proses wysig, verader met die mense wat approval (as nie regte persoon, kontak 48 - 52min) AS reg is implementeer. Terugvoer by die volgende vergadering. BE to make the comparison for differences MM: approval of the MM's leave/ appointment and termination. BE will come with a proposal.
6.3.6.14				Completed	LEAVE: Additional action: All type of balances (with a monetary entry) should be carried in Promun (MASTER) and should feed BE. Promun should ensure that it can carry all the different types of leave so that they can generate the leave balance report at the end of the year. BE (S Pretorius) will provide the different type of transactions with the measurements (hours/minutes) to Promun. L Ferguson to access the data and provide feedback at the next meeting. 15/10/2018: R-Data indicated it is possible Action: BE & R-Data 1) 3 webservice needs to be in place: 1)obtain available balances for the different type of leave 2) to validate leave which will be submitted 3) create the leave in R-Data(promun). Action MBay 2) Internally to draft an action plan for implementation. (Hennie, Marlene, Annalise, Gerda, Christo, Corlia, Joubert - firstly to identify their needs) G Meiring to arrange the meeting. They will bring back their needs to this committee, before the development of action 1 can be done. **07/02/2019: It is agreed that the current process will remain in place. - COMPLETED**
6.3.6.15				In progress	3.The user that obtains or looses the rights should be notified of the relevant decision. Delegation authority (HR for leave and claims approval process amended) Tasks for Line Manager Recommendation/Director Approval and acknowledgement tasks and take note for multiple selection. BSR 236724 recommend/approve leave data to display
6.3.6.16		G Meiring / M Jacobs C du Plessis (BE)	Implemented by :30/06/2017	Completed	2.1.1 b) TEST workings organogram (as per 2.1.1 above): Create a dummy post and preform all the processes to ensure proper working and delete this dummy post after test is done and working correctly on both Promun and Collaborator. Part of above 2.1.1 (a). Additional 22 June 2017: 1. Change to post should force to provide a comment for HR (G Meiring) - COMPLETE 2. Effected grading numbers of all position linked to the post ID should be displayed as a task for the Expenditure Manager: M Jacobs - COMPLETE
6.3.6.17		BE (A Yaxley)	31/12/2016	Completed	BE to activate web service.
6.3.6.18		BE (Allen)	1/07/2016	Completed	2.1.2 A person is appointed which already has a personnel number. When the appointment is made the ID number should be used, this will then be verified in the Financial system for the active employee number and if the number exist the personnel number will be used, if no personnel number exist a new number will be used. Business Engineering should change to search for active employees. (Logic obtain ID and ensure it = ID number, the look at the LEAVE-End field if 0 = active, if not 0 inactive)
6.3.6.19 6.3.6.20		H le Roux (Mbay) L Ferguson (R-Data)	0	In progress	2.1.3 Costing H le Roux and L Ferguson to sit and develop as the costing should be facilitated in Promun, once this is addressed Business
6.3.6.21					COSTING
6.3.6.22		Mbay (G Meiring)	To be confirmed	Completed	G Meiring should prepare an item for the Board to streamline the process for the future changes made to the existing organogram
6.3.6.23		BE (A Yaxley)	12/09/2016	Completed	2.1.5 Collaborator will investigate to develop a tool to enable line managers to make recommendation on the existing organogram (Master). A Yaxley (BE) confirmed that the Work In Process Organogram will be completed by 12/09/2016 and he will show G Meiring how it works.

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.6.24	Integration Requirements – if grading number change in Collab – automatic update in PROMUN and Vice Versa (Decide on master)	R-Data	30/11/2016	**Completed**	1. R-Data to provide the exceptions report and that will be used to establish what changes should be made to the workflow in Collaborator. Report HRS501V
6.3.6.25		BE	30/11/2016	**Completed**	Refer to above: BE (A Yaxley will follow-up with L Ferguson and run some tests.
6.3.6.26		R-Data (Lynn)	30/09/2018	**Completed**	2. Annually during September/October after the finalisation of the organogram changes a general task should be sent to the department heads to review all the costing allocations. This review must be implement form 1 July the next year onwards and should be included for budget considerations.

R-Data to come with a proposal for formal salary planning tool for the salary budget.

Deadlines same as 2.1.3

22 June 2017: Webservice to be created: Lynn to indicated what is needed from Collaborator.

21 September 2017: Work around for the current year 18/19.

02 November 2017
In progress. Due date 30/09/2018 |
| 6.3.6.27 | | BE (Collab)
M Jacobs (to test once Collab made adjustment) | 30/11/2016 | **Completed** | Exception reports should be extracted from Promun HRS501V (compare Promun with Collab) and singed of by M Jacobs on a monthly basis.

31 March 2017
Collaborator will investigate the problem with the report as Promun did not receive the information. (Information should be provided for organogram year 1 current and next year)
(Task scale, job description and grading number) Collab will add a field for the year of the Organogram to cater for the year 1 and next year)

Once corrected it will be tested by M Jacobs. |
6.3.6.28		R-Data (L Ferguson) and Mbay (H le Roux, M Jacobs and A Janse van Rensburg)	15/10/2016	**Completed**	3. R-Data (L Ferguson) will provide a report of the current cost allocation per position to H le Roux (Mbay) that provides the information required. L Ferguson will just have a meeting with H Le Roux, M Jacobs and A Janse van Rensburg to establish what information he requires.
6.3.6.29	Decide which is master system to update grading number	BE		**Completed**	Collab master of Grading number.
6.3.6.30	Standard Naming Conventions for Fields used e.g. Post and Position	BE/RDATA		**Completed**	Position in Collab named Post in PROMUN – linked with GN – naming will not change.
6.3.6.31	Vacant positions should be indicated in Collab/updated continuously by HR. Integration required.	HR		**Completed**	
6.3.6.32	Work Flow to change and edit posts and positions notification to Finance to inform that the position/post was edited	BE	31/03/2016	**Completed**	
6.3.6.33	Work Flow to be implemented to forward Post info with department comments to Finance to create new Post File on PROMUN.	BE	31/03/2016	**Completed**	GN Sync – refer to 1.4 Same action WF required WF for New Post, Change Post, New grading add, Reporting of Post change, Structure change.
6.3.6.34	Work Flow to edit organogram			**Completed**	
6.3.6.35		Mbay Mun (H le Roux)	30/11/2016	**Completed**	1.12.1 Directors (Mbay) still needs to give their inputs to H le Roux (Mbay) regarding the delegations where after the final spreadsheet will be provided to Collaborator to upload onto their system.
H le Roux will provide the updated spreadsheet, which includes the timesheets to Collaborator by 13/09/2016.
6.3.6.36
6.3.6.37		Mbay and BE
D Scholtz (Mbay)	13/11/2017	**Completed**	1.12.3.1 Test all the financial delegations (order/invoice/requisitions/deviations), based on H le Roux's delegation spreadsheet. (Provision should be made for the fields as per Hennie's spread sheet)
6.3.6.38		BE	Invoices by 30 June 2018	**Completed**	1.12.3.2 a) Invoices:
Status 21 September 2017: BE to implement by next meeting 2 November 2017

b) SCM (from 16 October 2017)
Status 21 September 2017: Feedback at next meeting 2 November 2017 on status of implementation

02 November 2017+D27

9/04/2018
Invoices: Invoice approval should be implemented by 30 April 2018.

14/05/2018: Please see invoice approval discussed above 2.1.3

SCM will be addressed once SCM process is implemented. |
| 6.3.6.39

6.3.6.40 | | Mbay and BE | Phase 1: 30/06/2018 | **In progress** | Collab to ask Pieter of the hard copy provided to him by J Coetzee.
Investigate where there is differences between time sheets, leave and overtime and stream line the delegation based on H le Roux's workbook. Then have a session with the role-players to decide on the way forward regarding the delegations.

BE to develop and maintain a workflow for the amendment of delegations with the approval process, which include the directors decision.
1.12.3.3 Overtime
Make provision for: |
| 6.3.6.41 | Positions/Grading Number to be linked to delegations and Cost Centre | Mbay and BE | Feedback at next meeting | **Completed** | 1.12.3.4 Leave
Make provision for:
a) Recommendation
b) Approval
**09/04/2018:
A Janse van Rensburg should document who is not on the electronic leave system and give it through to HR to see if they can address this. Should also investigate who still utilises manual books for leave and discuss at the next meeting of how this books can be eliminated.
14/05/2018:
1) Only three exceptions noted, which G Meiring will investigate. - 11/06/2018: Complete
2) A notice should be sent to all departments indicating that manual books should not be used any more.
11/06/2018: Complete
3) It was asked if there is still any manual books being used. G Meiring will just make sure but according to the committees knowledge only EPWP still utilises the manual books. 11/06/2018: G Meiring confirmed that no one utilise manual process except for EPWP. Complete
4) Contract workers termination: Time and attendance and leave balances still exist on reports. should be addressed by BE and HR by 30 May 2018. (Function should be added that once person is terminated that data should be cleaned.) 11/06/2018: Complete

11/06/2018: Outstanding issue
Delegation of the authorisation should be linked to the organogram** |
| 6.3.6.42 | | Mbay and BE | Feedback at next meeting | **Completed** | 1.12.3.5 Timesheet
Make provision for:
a) Recommendation
b) Approval

02 November 2017
Refer to 2.1.3 (Costing) |

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.6.43		BE	Feedback at next meeting	Completed	1.12.3.6 BE to adjust the workflow to include during the induction process of a new appointee to sign off on their approved delegations. 21 September 2017: BE to give the format / template to role-players for their inputs, where after C du Plessis should schedule a demonstration session with the applicable officials - .
6.3.6.44		Mbay	Feedback at next meeting	Not yet commenced	12.3.7 Go Life
6.3.6.45					Handled under point (1) - Organogram (above)
6.3.6.46	Three organograms should be carried in Collaborator	BE	Feedback at the next meeting	In progress	
6.3.6.47					
6.3.6.48	Post Retirement Benefit Members	BE (C du Plessis), G Meirnig M Jacobs and J Coetzee	30/04/2018	Completed	Terminate process / business process should be adjusted to address the Post Retirement Benefit Members to include the task of uploading the required documentation, creating a grading number, amendments to contribution and to enable Finance Department to extract a report from Promun to obtain a list of these members. A work session needs to be scheduled between Mossel Bay Municipality and Business Engineering to refine this process, C du Plessis will arrange before next meeting in June 2017. Annually verification should be done. BE status 12/02/2018: Post Retirement meeting held 16/01/2018 specifications sent for comments to all stakeholders for comments BSR236695 All the role-players to go through the attachment by 2/03/2018 and give comments through to BE. BE will award the next grading number which is opened. 09/04/2018: BE to activate and test within the next 2 weeks in consultation with Payroll. **14/05/2018:** **1) BE tested with HR. 11/06/2018: Complete** **2) Outstanding issue: Non-payment - due date 18 May 2018 should be tested by both BE and R-Data. 11/06/2018: Complete** **3) G Meiring and A Janse van Rensburg should provide feedback regarding what fields/information is omitted from the current system by the next meeting. This should be updated in order to obtain a complete report of the information required. 11/06/2018: Not needed at this stage.**
6.3.6.49	**REMUNERATION**			Completed	
6.3.6.50	Fingerprint registration to be done during induction/appointment process	BE		Completed	
6.3.6.51	Investigate capture and store a copy of employee's signature.	BE	30/06/2016	Completed	Allen Investigate. Long term requirement.
6.3.6.52					
6.3.6.53					
6.3.6.54	**TIME AND ATTENDANCE**				
6.3.6.55	Exception Report to be update to incorporate all data (Shift Roster, door devices, leave management)	BE / Mbay	1/08/2016 (feed back from the Departments)	Completed	3.1.1. Mossel Bay Municipality (J Coetzee & G Meiring) will look at the exception report and monitor it.
6.3.6.56		Mbay		Completed	3.1.2. J Coetzee will have discussions with each Head of Department to determine the reporting lines of the organogram.
6.3.6.57	Exception Report to be update to incorporate all data (Shift Roster, door devices, leave management)	Mbay (J Coetzee)	30/04/2017	Completed	3.1.3.1 J Coetzee (Mbay) and G Meiring (Mbay)will test the system. A testing period of 3 weeks were conducted. J Coetzee (MBay) indicated that data cleansing still have to be done where after it will be implemented. 3.1.3.2 Time and attendance report should be adjusted to include pending approval (for Leave)
6.3.6.58		BE	30/04/2017	Completed	3.1.3.3 BE to run test and thereafter consult with Mossel Bay Municipality to find a solution for the connecting problems in order to populate the reports where after training should be provided.
6.3.6.59	Work Flow to notify managers of exceptions to be discussed and finalized	BE (A Yaxley)	30/04/2017	Completed	After the 3 weeks of testing the work flow will be developed.
6.3.6.60		M Bay (G Meiring)	30/04/2017	Completed	G Meiring will schedule a session with the appropriate officials
6.3.6.61	**Acting**				
6.3.6.62	Mossel Bay Finance to supply list of Personnel T-levels. (prior Notches) Define rules/definitions for allocation of the Threshold and Notch to determine rate. The Overtime Work Flow process should automatically determine the rate of overtime pay. This will depend on the 'notch' and threshold of each employee. Of each employee.	Mbay Mun (G Meiring)	To be confirmed	Completed	H le Roux (Mbay) will provide the mSCOA definitions of overtime (planned / unplanned) to G Meiring who will then compare it to the Overtime Policy and give feedback thereof. 4.1.1. T-level and notches list should be provided. G Meiring indicated that there was a change in the collective agreement regarding the threshold will also be submitted to Council. This change should be corrected retrospectively from 1/7/2016. 4.1.2. G Meiring (MBay) will after discussion with H le Roux (MBay) prepare an item for the Board to align the definitions of the different types of overtime as per HR policy and mSCOA definitions. G Meiring did prepare the item and awaiting the Directors decision to take it to Council. Status: 13 February 2017 & 31 March 2017 Pending Council approval
6.3.6.63		BE	To be confirmed		4.1.3 BE (Collab) change the workflow: pending feedback of G Meiring (pending approval by Council),
6.3.6.64	The salary 'Notch' need to be imported to all personnel files. Require integration and update on a daily basis. Who will have access to this information? Only HR will have access to view.	BE / Mbay Mun		Completed	
6.3.6.65		Mbay Mun (M Jacobs)	Feedback at next meeting	Completed	A form will be developed for acting of a staff member which will then trigger a work process to the applicable role-players. Should build in a field for Personal incumbent.
6.3.6.66	Acting	BE			
6.3.6.67					
6.3.6.68	**LEAVE MANAGEMENT**			Completed	
6.3.6.69	Leave Solution to show 2 balances. Once leave is approved, balance is updated. But a second balance should indicate the leave approved but not taken yet (Transaction on Bal committed but Leave take date was not reached yet).	BE	30/06/2016	Completed	Report has been developed to should Leave approved but not taken balance. Allen to assist. 125584 M Jacobs (Mbay) give feedback on any shortcomings or problems regarding the report to J Coetzee (Mbay) who will communicate it to Business Engineering to address.
6.3.6.70	**EMPLOYMENT TERMINATION**			Completed	
6.3.6.71	**(Exit Process)**			Completed	
6.3.6.72	Task in Work Flow to alert Finance to create Debtors account to do payment of Benefits (medical aid)	BE (Kristy) / Mbay	1/08/2016	Completed	1. Work flow should be created for the following: Continued benefits 1.1 A task should be created from G Meiring to A Janse van Rensburg that indicates that this person qualifies for continued benefits. 1.2 Then A Janse van Rensburg should complete the tariff. 1.3 A task should then be created for J Rhode to create a debtor account for the said amount. 1.4 After J Rhode created the debtor account a task should be sent to A Janse van Rensburg to link the debtor account to the payroll.
6.3.6.73	Task in workflow to notify Mossel Bay Finance of Termination to Update PROMUN	BE		Completed	Kristy
6.3.6.74	Update Exit process with task to Snr Clerk Moveable Assets (A. Mondo), to verify moveable assets allocated to the position.	BE	30/4/2016	Completed	Kristy
6.3.6.75	Outcome of the verification, in other words items not found must be provided to Snr Accountant Assets (R Lombard) to prepare cost for recovery amount	BE	30/04/2016	Completed	Kristy
6.3.6.76	Once cost is determined, in other words previous task is complete, then it must be submitted to the Accountant: Salaries (A Jansen van Rensburg) who recovers the money for items not found.	BE	30/04/2016	Completed	Kristy
6.3.6.77	If the amount to be recovered is more than the outstanding salary to be paid, then the task with the amount for the shortfall must be send to Accountant: Client Services, sundries cashiers and housing (E Gordon) to create a debtor.	BE	30/04/2016	Completed	Kristy
6.3.6.78	**LONG SERVICE LEAVE**			Completed	

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.6.79	Payment via Leave management process – HR and Finance to verify if the Appointment dates or HR file correct.	MB Fin (G Meiring) / BE (C du Plessis) / R-Data (Lynn)	31/07/2016	**Completed**	Info displaying on Collab imported from PROMUN 'Start date'. HR to confirm this is correct dates. 1. R-Data to provide a list of differences between Promun and Collab 2. G Meiring will verify the report and make the necessary adjustments on the personnel file. 3. Collab to make provision for "start date"(initial start date) and "new start date" (when promotion / change in position) 4. BE and R-Data to discuss how this information will be populated in Collab. It should be noted that long service is only paid for continuous service.
6.3.6.80	**MOVABLE ASSET MANAGEMENT (Purchase AND Movement)**			**Completed**	
6.3.6.81	Work Flow to be updated to link to the Grading number of Responsible org position (not person). Live integration required	BE	30/04/2016	**Completed**	1. WF 'Register of Movable asset' – assign Grading number to each asset to go to Fin to update asset Register.
6.3.6.82	Assets of each position should be viewable on Org. Asset linked to position Live integration required	BE (C du Plessis)	31/08/2016	**Completed**	8.2.1. Collab model (Organogram) to list movable asset register which is linked to a grading number – import to obtain PROMUN master asset data
6.3.6.83		Mbay (H le Roux)	Will confirm at next meeting (November 2016) if it work	**Completed**	8.2.2 H le Roux wants to test one to ensure it works.
6.3.6.84	Update Position to include asset allocated Live integration required via transfer task	MB Fin		**Completed**	Data capturing (currently allocated) new will be done during appointment process.
6.3.6.85	Appointment and exit process – update Work flow employee to verify the allocated assets Report to indicate the assets allocated need to be signed as proof of receivable Live integration required to asset register	BE (C du Plessis)	30/11/2016	**Completed**	1. All Assets movement processes currently under review(Flow Charts in progress) 2. The induction workflow should include a list of all the movable assets for which the official will be responsible, which will then be verified by the responsible official and asset co-ordinator and given to the line manager to upload on Collaborator. 3. A report should be sent to the Asset Department (R Lombard) if the line manager did not upload the list within two weeks in order for her to follow-up.
6.3.6.86		BE (C du Plessis) H le Roux and J Coetzee	**Give feedback at next meeting**	**Completed**	4. Business Engineering will send the report to J Coetzee and H Le Roux for testing. G Meiring will provide the names of two persons who left for testing. Status 13 February 2017: Tested but did not update live. Transfer is done in Promun. BE to investigate and coordinate meeting if needed with H le Roux
6.3.6.87	Exception report and caring of the monetary value	BE (C du Plessis) & R-Data (L Furgeson) D Scholtz	1/7/2019	**Completed**	Once declaration is captured, BE and R-Data to test against CSD if transactions is done, if declared "Yes" - extract value of transaction, if "No" - warning message should be displayed. If "no" then a workflow should be kicked-off. A weekly test should be performed against officials and once a exception is identified BE to kick-off process. **02 November 2017** Refer above **09/04/2018: D Scholtz to report the issue regarding the practical problems to the Accounting Standards Board (ASB). D Scholtz to provide feedback at next meeting. D Scholtz to raise his practical problems in writing to H le Roux who will then drive it further.**
6.3.6.88	**Costing/payroll**			**Completed**	
6.3.6.89	Assessment and possible dependencies	Rdata	03/11/2016	**Completed**	
6.3.6.90	Configure 2016/2017 Salary Budget	Rdata	4/07/2016	**Completed**	
6.3.6.91	Training	Rdata	12/08/2016	**Completed**	
6.3.6.92	Handholding and Post Go-Live Support	Rdata	1807/2016 onwards	**Completed**	
6.3.6.93	**Relieve workers / Temporary workers**				
6.3.6.94	Work Flow needs to be developed for temporary appointments.	Mbay (J Coetzee, M Jacobs and G Meiring)	28/02/2018	**Completed**	G Meiring, J Coetzee and M Jacobs will look at the process and discuss with Business Engineering in order to develop a work flow
6.3.6.95		BE	28/02/2018		
6.3.6.96	Contract workers	BE (C du Plessis) G Meiring	Feedback at next meeting	**Completed**	BE (C du Plessis) to consult with G Meiring to discuss the problems with the work flow (addressing appointments and terminations) and make the necessary adjustments **02 November 2017** Due date was changed to 30/06/2018 9/04/2018 Issues: Daar is nie 'n proses waar 'n personnel file van 'n persoon wat langer as 17 werksdae werk, inactive gemaak word wanneer die kontrak eindig nie. Dit beteken dat die file nog active is totdat iemand dit rapporteer of HR daarvan onthou. HR: G Meiring should investigate which options is available to address this issue to be discussed at the next meeting. **14/05/2018: In progress regarding the contract workers and the termination. Feedback at next meeting.** **11/06/2018: In progress** **16/07/2018: Termination process of contract workers - G Meiring to arrange a meeting between Finance and HR to establish what the business process and the current issues before they discuss it with BE. Feedback at the next meeitng in September 2018.**
6.3.6.97				**Completed**	**17/09/2018 & 15/10/2018: System was changed, busy with testing, feedback at next meeting. 07/02/2019 COMPLETED** BE het nou die stelsel aangepas waar die system blykbaar die personnel file van 'n permanente employee outomaties inactive maak – tot op datum het ek nog nie bevestiging dat dit nou reg werk nie. Daar is egter steeds ACTIVE files wat INACTIVE moet wees – maar ek het nie meer die permissie om dit te doen nie. Die persone verskyn dus steeds op TM/verlof en ander verslae (hierdie is ook van toepassing op permanente employees) 9/04/2018: BE will test tonight 9/04/2018 this issue should be addressed. **14/05/2018: BE to address** **11/06/2018: In progress** **16/07/2018: Issue still with contract workers as the inactive/active status shouls be amended manually at this stage.** **BE should ensure that the trigger is buildt in that once the contract expire it should automatically uptdate the file to "inactive". The contracts that do not have an expire date, ,they should give G Meiring the funcitonality to award a date.**
6.3.6.98	Transfer for one post to another	BE (C du Plessis) and G Me	28/02/2018	**Completed**	Verification of the assets This is applicable on internal position. Work now should be amended to cater for this option. (old and new line manager - appointment) Exist addressed Exit process: G Meiring will investigate to develop a standard termination letter which will include a requirement that the asset be verified before the person leaves and that the asset list was signed by this official. Annual verification of assets to add comment of responsibility, wording to be confirmed with H le Roux (same as termination letter) 22 June 2017: The following was decided: The following actions triggers an asset verification

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.6.99					The following actions triggers an asset verification 1) Appointment - 21 September 2017: R Lombard (Asset Department) to be tasked / defer when someone is appointed. R Lombard to sign-off process which is developed by Collaborator, if satisfied with the business process. 2) Transfer - 21 September 2017: Should be revisited by BE to ensure that assets is addressed in the Business Process. BE to schedule a meeting between themselves, R Lombard and H le Roux to determine the needs and that the business process can be adjusted accordingly. 3) Exit - Exit process: G Meiring will investigate to develop a standard termination letter which will include a requirement that the asset be verified before the person leaves and that the asset list was signed by this official. Annual verification of assets to add comment of responsibility, wording to be confirmed with H le Roux (same as termination letter) 21 September 2017:Issue: BE unsure about the timing. The committee indicated that 48 hours before the official's last day, A Mondo be tasked for verification. BE and H Le Roux to discuss and to be tested and should also include G Meiring for her inputs. Once official is appointed during the induction process the line manger will be tasked to conduct an asset verification. The list should be printed out of Collaborator. Once the asset verification was done the line manager will be tasked to upload the document. A task will then be sent to R Lombard (actions still have to be discussed with Collaborator and R Lombard which will be required).
6.3.6.100			Feedback at next meeting	Completed	People to not using the standard form. A Task should be sent to the line manager that once an official terminate his job that will obligate them to complete the form. No termination should be accepted without this document (if assets are applicable) BE to adjust this process to force this step, if assets are applicable. **02 November 2017** BE will make changes to the current process. When HR sends a notification regarding a termination she will select from a dropdown list, the date on which the Task (refer above) should be sent to the Line Manager. normal termination - 10 days before termination date
	Termination - Asset	BE (C du Plessis)			
6.3.6.101					
6.3.6.102				Completed	12.1 PAYE and 501 reconciliations;
6.3.6.103				Completed	12.2 IRP 5; and
6.3.6.104					12.3 Unemployment Insurance Fund (UIF) forms. 11/06/2018 U-filing: Not being done online. A Janse van Rensburg to investigate what is needed in order for the Municipality to register for U-filing and provide feedback at next meeting 16/07/2018: L Furgeson is on-site for the week of 3 August 2018 to assist. Feedback to be provided at the next meeting in September 2018. 17/09/2018 & 15/10/2018: Mossel Bay still have to register, a call was logged U-fling to assist with the registration.
	National Treasury Portal and other statutory submissions	A Janse van Rensburg R-Data (L Furgeson)		In progress	07/02/2019: COMPLETED
6.3.6.105					
6.3.6.106	**Injury on duty - insurance**	C Mostert	Feedback at next meeting	Not yet commenced	23/7/2018: Business process should be developed for injury on duty to ensure that all the claims are completed and that recordkeeping will be kept. 1) Injury on duty - claim is put in to the department 2 Injury on duty - actual cost, and the effect on the short term insurance Action: G Meiring to ask C Mostert (Safety Officer) to arrange a session between himself, HR (G Meiring and C Engelbrecht), H le Roux and J Coetzee to determine the business process and provide it to BE to develop the workflow / business process. 17/09/2018 & 15/10/2018: C Mostert drafted business process. J Coetzee discussed with C du Plessis, to determine the quotation where after it will go to the directors to decide. **07/02/2019: BE still in process, will provide feedback at the next meeting.**
6.3.6.107	**Provisions**	R-Data	22/09/2018	Not yet commenced	1) To see long code against the payroll transaction is a expense and not a provision (non liabilities). Lynn will follow-up with Cyril. 15/10/2018: Lynn indicated that it was changed life. (No test was done). The short code was moved to the BS account. Previous months needs to be corrected with journals. Mbay to test **07/02/2019: Completed.**
6.3.6.108					2) R-Data should investigate all provisions (for example continued medical aid, ex-Gracia, pension, long service awards, leave, bonus, performance agreements excreta) that the physical payment should not go through an expenditure item but a liability item. Due date: 22/09//2018 15/10/2018: Lynn indicated that it was changed life. (No test was done). The short code was moved to the BS account. Previous months needs to be corrected with journals. Mbay to test **07/02/2019: Completed.**
	6.3.7.1. Fines				
6.3.7.1.1	**TMT FINES UP TO 31 MARCH 2017**				
6.3.7.1.2	The contract will terminate by 31 March 2017 with a dry run period of 6 months ending 30 September 2017 regarding camera fines.	TMT / Mbay		Complete	
6.3.7.1.3	All equipment will be removed by 31 March 2017.	TMT / Mbay		Complete	
6.3.7.1.4	TMT will continue with the court roll scheduled for middle April 2017	TMT		Complete	
6.3.7.1.5	31 March 2017 provisional dump together with outstanding fines list (1 July 2016 – 31 December 2016) should be send to Collaborator and H le Roux.	TMT		Complete	Mossel Bay will at this stage do nothing with this dump.
6.3.7.1.6	Collection of TMT fines up to 30 September 2017. First notice was issued, by TMT. Court roll of TMT no summons were issued.	H Williamson	30/06/2017	Complete	H Williamson to prepare item to the Directors, that payment relating to TMT fines will be accepted, but that no further legal steps will be taken to collect the fines on these tickets. Inform Directors: That Income will decline and expenses will be up to September 2017. Should be highlighted that the reason for cancelation is not due to mSCOA, 18 September: Complete
6.3.7.1.7	Write-off of fines	J Fourie, H Williamson and Collaborator R-Data (J Kruger / D Elsworth)	31/10/2017 J Fourie (awaiting information from TMT)	Complete	a) Tickets older than 18 months on 30 June 2017 should be written off, only for those no actions were taken for. (processes should be in place in order to determine tickets older that 18 months). This calculation should be done as soon as possible as this will have an effect on H Williamson budget. So that the biggest component is already written off during 16/17 b) On 30 June 2017: A list of the outstanding fines should be obtained. A calculation should be made regarding the collection of the September fines (TMT) which should be included in the 17/18 AFS. Final adjustment on write-off to be made on final figure after 30 September 2017 in the 17/18 AFS year. From 17/18 the loss should be budgeted for in the I/E. There after, TMT transactions should be Rnul. c) Can consider to wipe tickets older that 18 months if space is needed. Status 19 September 2017: Impairment was done. Write-off, J Fourie will do an exercise to obtain the information for the write-off at the end of October 2017 (for the amount and how it will be treated. Updated list was obtained from TMT as on July 2017, J Fourie to obtained an updated as on 30 September, with actions taken. **26 October 2017: J Fourie is struggling to obtain the information from TMT up to 30 September 2017 in order to finalise the figure for 30 September 2017. H le Roux asked that Traffic department should place TMT on terms with consultation with Legal Services.** **28 November 2017: TMT provided all the information to Mossel Bay Municipality**
					April 2017 up to September 2017 Transaction detail per transaction type, per month should be capture on R-Data. This should be done on a monthly basis. J Fourie will follow-up with A Tilley. Traffic still need invoice and monthly statements from March - up to September. A letter should be written by Traffic to TMT to obtain the information. Status 19 September 2017: A monthly list should be prepared for write off (both list TMT and Collab) Income will provide the information to Traffic Department. Status 26/10/2017: Refer to 1.4.3

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.7.1.8	By 20 April 2017 provide the updated list, with all the transactions up to 31 March 2017, which needs to balance.	J Fourie H Williamson R-Data (J Kruger) N Slabbert	Up to May 2017: 23 Junie 2017 30 June report by 7 July 2017 All the other up to September 2017 by the 7th working day the following month. **J Fourie want to arrange a meeting between Traffic and C du Plessis today 28/11/2018 and provide list to R-Data and Traffic final its by 1 December 2017. Reconciliation: J Fourie - 15 December 2017 - COMPLETE** **Due date: May 2018 to be tabled to Council at May meeting for the write-off**	Complete	28 November 2017: J Fourie indicated all information was obtained. Detail lists were provided by TMT for 31 October and 30 September 2017. J Fourie performed a reconciliation and there is still 4500 fines that he needs to reconcile. (2% of the population) J Fourie to finalise the list as on 31 October 2017. What will be done with these outstanding fines. J Fourie will provide a list (ticket number and amount date of issue and warrant date) to R-Data to create a debtor. R-Data to assist with monthly reports that should be generated for all fines older than 18 months to be written-off. J Fourie to review the report to ensure that correct. **13/02/2018:** In progress. (Write-off for both June 2018 and September 2018) **12/04/2018:** 1)J Fourie will discuss with E Koen to open the votes needed and prepare the journals. (new control needs to balance with the sub system) **17/05/2018 COMPLETE** 2) J Kruger will calculate the aging on the payments received in advance based on the issue date. 17/05/2018 R-Data have address this **14/06/2018 COMPLETE** 3) Write-off: Mossel Bay Municipality wants a monthly report for the fines older than 18 months with no action. R-Data to assist with this report **17/05/2018** R-Data have address this **14/06/2018 COMPLETE** Three types (Collaborator): 1) No action (camera tickets) older than 18 months: write-off 2) Warrant for arrest expire after 24 months. No payment received after 24 months from warrant issued date. 3) Bench warrant should never be written-off 17/05/2018 & 14/06/2018 J Fourie to create the transaction code and provide to BE. 19/8/2018: Complete code C01100 was awarded. Additional action: N Slabbert (Legal) will provide the list of bench warrants to J Fourie, he should then investigate that the TMT bench warrants is not written-off, if it was written-off it should be reversed. This list should then be provided through to C du Plessis. 20/09/2018:**COMPLETE** 4) BE needs to provide different codes to R-Data to differentiate. 5) J Fourie will provide feedback of the date of the write-off at the next meeting in May. 17/05/2018: R-Data indicated that the report is ready for test. J Fourie to test. Perform a run at end of May and take the report to Council to be written off. At the end of June a run should be done which will be processed in July. The report to Council should be well documented by Head of Traffic, J Fourie can assist. 14/06/2018 **COMPLETE** 6) The report that J Fourie uses for the write-off should be circulated to both Traffic and Legal for their inputs before it goes to Council to be written off 17/05/2018: Addressed by 5 14/06/2018 **COMPLETE**
6.3.7.1.9	Write-off of fines (TMT)	H Williamson	30/10/2018	In Progress	7) 20/09/2018: TMT fines: should be out of the records at end of September 2018 and will be written off during October 2018. It should be noted that June/July and August also still have to be taken to be written-off. 18/10/2018: In process. Still have to be taken to Council. J Fourie requested that J Kurger provide him training of how to extract this report. **06/02/2018: J Fourie will set up a list and Rodney will create a report and table in Council in the March 2019 Council meeting. TMT fines will then be removed from the system.** **Income from fines already written off, will be treated as unallocated. That income will be requested to be refunded per memorandum (including bank details of the client).**
6.3.7.1.10	Until 30 September 2017 daily transactions should still be transacted between the systems (Collaborator and R-Data) on	J Fourie	30-Sep-17	Complete	
6.3.7.1.11	Final list should be provided by 30 September 2017 to Mossel Bay Municipality which balance to Promun.	J Fourie	30-Sep-17	Complete	Refer to above
6.3.7.1.12	All documents (hard copies) were handed over			Complete	Refer to above
6.3.7.1.13	**INTERIM PERIOD ARRANGEMENTS**				
6.3.7.1.14	Cost - The Way Forward			Complete	Virements have been done and orders processed.
6.3.7.1.15	Quotation: R-Data	R-Data (J Kruger)	To be determined	Complete	R-Data provided a quotation to Mossel Bay Municipality regarding the booking systems. R-Data indicated that they will remain with this quotation (to include both fines and booking system), with the option to revisit once the scope is determined. This was approved by Mossel Bay Municipality
6.3.7.1.16	Quotation: Collaborator	BE (A Yaxley)	To be determined	Complete	A Yaxley to organise a meeting with the CFO and H le Roux to discuss the cost implication. This was approved by Mossel Bay Municipality
6.3.7.1.17	Issue: Jumping of red lights	H Williamson	Feedback at next meeting	Complete	a) H Williamson to determine how many cases were reported in the past and what the risks are, so that if the public do enquires in this regard that the Municipality is prepared with the answers. No cases as only speed was monitored.
6.3.7.1.18	Make provision for equipment	H Williamson	Future development	Complete	Future plans is to purchase camera's only for red lights, provision should be made for these equipment in the budget. Sufficient budget provision was made and that red lights is not provided for.
6.3.7.1.19	Include in the notice process in Collaborator if a camera issued fine	A (Yaxley)	Future development	Complete	Collaborator can facilitate Enatis and Collaborator integration required to obtain details. **Status 18 September 2017: BE requested that once camera is purchased that a work session should be held.** **Marked for now as complete, but should be revisited once budget is available. Please refer 2.2.2 & 2.2.3**
6.3.7.1.20	Integration regarding the camera equipment and Collaborator should be established.	A (Yaxley) and the camera equipment service providers	Future development	Complete	Future development
6.3.7.1.21	Changes due to AARTO	H Williamson	30/04/2018	Complete	H Williamson to present the working of AARTO and the effect/implications on Mossel Bay Municipality thereof to the Directors and other role-players - which also include finance / legal and Council **17/05/2018: H Williamson will do a presentation by 4 June 2018 to the Directors and the appropriate role-players should be included.** **14/06/2018: Complete**
6.3.7.1.22	Cost and budget				
6.3.7.1.23	TMT Budgeted cost	H Williamson		Complete	Cost of TMT up to September 2017 should be budgeted for. H Williamson indicated that they budgeted for the whole year for TMT. H Williamson should make calculations and divide the cost.
6.3.7.1.24	Collaborator and R-Data development cost.	H Williamson (J Kruger) / Collaborator (A Yaxley) A Louw	H Williamson: 30/11/2017	Complete	Service providers (R-Data and Collaborator) will only furnish the invoice for the development cost after 1 July 2017. H Williamson to ensure sufficient budget. To open mSCOA short code, then virement to the new code, A Louw to provide the Quotations from Collaborator and R-Data to Traffic department. **28 November 2017: Traffic to arrange for the order to be issued.**
6.3.7.1.25	Books for fines issue				
6.3.7.1.26	Determine how many books still available	H Williamson & R Volkwyn (Traffic Department)	09-May-17	Complete	H Williamson indicated 234 books
6.3.7.1.27	Cost for new books should be obtained	H Williamson & R Volkwyn (Traffic Department)	09-May-17	Complete	R60 per book. Total cost of books in inventory: R14040.
6.3.7.1.28	Way forward: Books	H Williamson & R Volkwyn (Traffic Department)	Once all old books were issued	In Progress	It was decided that the new books should be printed that complies with the format / specifications listed below. Stickers will be used on the old books with the CDV number. Status 19 September 2017: Still use the stickers (100 books still in stock) 20/7/2018: Mossel Bay Municipality should ensure that the correct banking details are provided on the books. For the Provincial fines the second bank account will be utilised until AARTO is implemented. 20/09/2018: 1) Issue with the bank accounts: J Fourie to discuss with H le Roux on the way forward. (Court will only accept PDF bank statements / receipts as proof of payment in order to remove someone from the court roll - no excel document, there is also an issue regarding the time E Snyman has to go through the bank statements as the Court already wants the information by

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.7.1.29		H Williamson	Once all old books were issued	Complete	Make provision in budget of 30 June 2017 for R15 000 for the books, if not yet this year then early next financial year. For the books to be printed as soon as possible, as soon as J Fourie provided the barcode and serial numbers. A draft layout should be sent Mossel Bay Municipality to ensure correct format before printing of the books. **Status 18 September 2017: This will only be done once needed, new books are printed.**
6.3.7.1.30		J Kruger (R-Data) and J Fourie	To be determined	Complete	a) J Kruger to install the program on J Fourie's desktop in order to run the CDV number and barcode for the books.
6.3.7.1.31		J Fourie A Yaxley (BE)	To be determined	Complete	b) Barcode fonts: Should decide on a standard, J Fourie will investigate(establish which font is currently used for the debtor accounts and whether the barcode could accommodated/read slashes - A Yaxley indicated that font 39 /128 will be acceptable with preference to 128 as it accommodates more numbers), need to send to Collaborator to verify if correct/used. This barcodes should be used for all the different type of receipts.
6.3.7.1.32		H Williamson	To be determined	Complete	Ensure the votes are set-up for the required items: for example (posting fees, paper, etc. So that new mSCOA codes can be linked and money can be allocated. H Williamson to ensure sufficient budget. Traffic to open mSCOA short code, then virement to the new code
	Added: 06/02/2019: **Treatment of income from Provincial Fines**			In Progress	06/02/2019: Issue: Provincial fines must be captured by the Municipality but they do not have a CDV number. **The court must send an example of the current payment bank details for inspection.** **Rodney will set up a meeting with Provincial Fines Department to discuss the following option for treatment of the Provincial fines by the Municipality:** **1. Fines capture fines on Collaborator, give Provincial fines** **2. Integration with Collaborator** **3. Account numbers must change to Municipal CDV nr or Municipality will provide Provincial a sticker with CDV nr which must be used as reference number for payment.**
6.3.7.1.33	Opening of GL Accounts	Income Department (Mbay)		Complete	Two accounts will be used, using the new GL accounts (new income codes were created)
6.3.7.1.34	Opening of Debtor accounts	R-Data and Income Department (Mbay)		Complete	Receipting is currently being processed against the debtors.
6.3.7.1.35					Promun should provide status update to Collaborator based on query base through a day end process. **Complete** Three fields in Promun: Amount for notice, amount for the court roll and if fine is valid. R-Data will be provided in two formats, a total list and per notice (individual) to Collaborator. The status can be determined based on these fields, where after Collaborator can generate the court roll. *Collaborator still in development to update the status. It was indicated that R-Data file is received.* Status19 September 2017: In Process 26 October 2017: J Fourie to update the fines transaction file up to 30 September 2017 and R-Data to assist J Fourie to update on Promun. Where after a daily file should be generated. Transaction codes should be linked to journals and reviewed by both H le Roux and J Fourie. **28 November 2017: J Fourie obtained the list together with the status he indicated that a data cleaning exercise needs to be done.** **Two issues:** **1) Issue regarding tickets with a status of "appeal" but no ticket issued. J Fourie will provide the list of the issues to BE in order for them to address the problem.** **2) Another issue regarding the capturing of the ticket numbers, J Fourie will discuss with BE to build in validation rules. Books and the 60 000 outstanding debtors - should be compared to the list of Jannie and the rest to the CDV number.**
6.3.7.1.36	Receipting of outstanding tickets	R-Data (J Kruger) - complete and Collaborator (A Yaxley) - still in development **Awaiting final list form J Fourie**	30 September list: 10/11/2017 (J Fourie) journals transaction code: 10/11/2017 (J Fourie) **J Fourie to provide an action list with deadlines by 4 December 2017.** **Deadline:**	Complete	Additional actions: A) Once data clean provide information to R-Data. J Fourie's reconciliation should be used as a tool to reconcile the data. B) Furthermore it should be ensured any changes to the ticket status should be elaborated to include the upload of the hard copy document in Collaborator. 13/2/2018: Sub system should be used. Income department to investigate to ensure setup of the income codes are set-up correctly. For those who directly went though to a GL a journal should be prepared to allocate to debtor system. So that reconciliation can be performed and transactions can be transacted in the system. Built-in control to be build in BE (drop down). J Fourie to have a detail discussion with BE in the week of the 19th February 2018. J Fourie to provide the transaction codes to R-Data in the required format. **12/04/2018:** **1) J Fourie and BE revisited the process to identify the actions. BE in process to address the actions. An additional action needs to be added to court outcomes: "Bench Warrant" and a transaction code needs to be added for this. -** **17/05/2018: J Fourie Transaction code should be provided to BE.** **2) Any transaction codes that are added and R-Data does not have this code should be rejected. 17/05/2018 Complete** **3) Second test: Daily report from Collaborator which indicates the daily transactions, for J Fourie to review. 17/05/2018 Complete** **4) Debtors should be written through debtor system, this should be activated as soon as possible, by 13 April 2018 if possible. 17/05/2018 Complete** **5) The batch needs to be updated and the problem should be fixed after. 17/05/2018 Complete** **6) J Fourie should keep the detail of the opening balance. 17/05/2018 Complete**
6.3.7.1.37		M Fourie (Mbay Cashier) H Williamson / R Volkwyn	2017/06/30 R Volkwyn test: 1 December 2017	Complete	Interim: C du Plessis (Collaborator) requested that the cashier (Martha Fourie) update the status, by utilising the R-Data report, on Collaborator for the fines for the payments already received up to date on a daily basis. H Williamson to give instruction to M Fourie. Status19 September 2017: In Process **Status 26 October 2017: Refer to 2.3.6.1**
6.3.7.1.38		H Williamson should ensure that TMT do not receive any fees relating to Mossel Bay Municipality and proof thereof should be submitted to Mossel Bay Municipality.	30/10/2017 **R Volkwyn test: 1 December 2017**	Complete	Payments received after 30 September relating to TMT tickets. TMT to stop receipting after 30 September 2017. Debtors still outstanding on 30 September 2017 relating to TMT fines will be written off. Payments received in Mossel Bay Municipality account relating to TMT tickets after 30 September 2017 will be recognised as income. Status 19 September 2017: J Fourie to do split on "live" tickets. Status 26 October 2017: Refer to 2.3.6.1 **28 November 2017: R Volkwyn to test that outstanding ticket is not payable on the pay my fines regarding TMT tickets.** **12/04/2018: J Fourie to provide the excel sheet to Martha to search the TMT fines if they want to pay.** **17/05/2018 & 14/06/2018 & 19/7/2018 & 20/09/2018: J Fourie will send the excel list to Martha /Rodney and explain how it works. COMPLETE**
6.3.7.1.39				In Progress	J Fourie to provide the excel sheet to Martha / central point to search the TMT fines if they want to pay
6.3.7.1.40	**Issue of new fines:**				
6.3.7.1.41	Issuing	R-Data (J Kruger) & Collaborator (A Yaxley/C du Plessis) J Fourie	Refer to 2.3.6.1	In progress	Issuing will treat in the same manner as with TMT, a webservice should be created between R-Data and Collaborator for the capturing, the ticket number will be the link to the debtor record (The spreadsheet of H le Roux should be used for the different type of transaction codes relating to fines, for the other fines the accounting entries should be provided for.): a) Collaborator cater for the transaction code b) R-Data to provide web service to obtain the transaction code in order to transact the accounting entries. Reductions still to be created in Collaborator
6.3.7.1.42	Traffic Department: Does the current organogram have sufficient officials for the capturing	H Williamson / R Volkwyn	To be determined	Complete	Status 19 September 2017: J Fourie to test the current population from 1 October. Detail file April - September to be uploaded on Collab once J Fourie
6.3.7.1.43	Traffic Department: Does they have enough equipment for example printers / computers.	H Williamson / R Volkwyn	To be determined	Complete	Currently traffic Department can manage the capturing. If it is realised that more officials is needed they will address this with the next year organogram to suit their needs.
6.3.7.1.44	**Reduction / representation (vertoë)**			Complete	Currently all the data captures have their own computers. Printers: Should ensure that the printers can print double sided and colour. Make provision for a colour printer. H Williamson indicated that he budgeted for 2 photocopier/ printers in the e17/18 budget.
6.3.7.1.45	Reduction / representation (vertoë)			Complete	Collaborator indicated that they can address this
6.3.7.1.46		R-Data (J Kruger) & Collaborator (A Yaxley/C du Plessis)	Refer to 2.3.6.1	Complete	Correct Transaction code should be provided to R-Data, same as 3.1 above. Web service should be created. All traffic fines is included in H le Roux's spreadsheet. **Status 26 October 2017: Refer to 2.3.6.1**
6.3.7.1.47	**Court Roll**				

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.7.1.48	Collaborator 11 May 2017 fist roll was done. Layout is addressed.			Complete	
6.3.7.1.49	Collaborator to built in edit function for the different type of offences.			Complete	
6.3.7.1.50	Review of offence codes	C du Plessis (BE) H Williamson / R Volkwyn	30/05/2017	Complete	Data base of offences, offence description is wrong. C du Plessis (BE) will provide a spreadsheet, with a record list in dropdown format, to be reviewed by Traffic department so that it could be corrected on the system.
6.3.7.1.51	Responsibility to capture the outcome on the court roll.	Traffic Department and Prosecutor	30/05/2017	Complete	Traffic Department and Prosecutor to have a meeting to discuss who is responsible to capture the outcome on the court roll. The mSCOA Committee recommends that the Court take responsibility for the capturing of the status.
6.3.7.1.52	Training	BE (C du Plessis)	To be determined, pending outcome of 5.4 above.	Complete	Training should be provided by Collaborator to the persons responsible for updating the status
6.3.7.1.53	Treatment of the following outcomes: Outcome will either be a) With drawn b) Full payment c) Partial payment - to be discussed further d) Instalments/deferred payment (should keep recorded and can treat it accounting wise) e) Summons, flag in Promun: contempt of court (Dt Bank Kt Province creditor, once paid CT Bank and Dt Province creditor should be transacted in a suspense account the debit and credit should be Rnul.)	R-Data (J Kruger) Collaborator J Fourie (Mbay)	22/06/2017	Complete	Future development, Offline session should be held to refine the process between H le Roux and J Kruger. Transaction codes needs to be reviewed to ensure correctly transacted **19 September 2017: To be tested by J Fourie 22/09/2017**
6.3.7.1.54	**Collection actions:**				
6.3.7.1.55	Notice / summons	H Williamson to arrange meeting	To be determined	Complete	Business process: An off-line session should be held between Head of Legal services, Prosecutor, J Fourie, H le Roux, J Coetzee and H Williamson to determine the process that needs to be followed.
6.3.7.1.56	Warrant	Collaborator and H Williamson		In progress	19 September 2017: Warrant is being issued needs to be done for the following by Collaborator. A session between Traffic Department, Collaborator, J Coetzee and the Court to be scheduled by R Volkwyn. Outcome of the meeting to be discussed at the next meeting in October 2017, where after an item should be taken to the Directors. Warrant arrest process needs to be addressed (who, if not by Traffic by whom and then tender specifications should be drafted for the execute of the warrant) 26 October 2017: Refinement of warrant needed. 28 November 2017: In Progress. 13/02/2018: Warrant of arrest is given to Debt Pack (interim arrangement) 12/04/2018: 1) R Volkwyn to enquire from D Scholtz when last was a tender awarded for serving of summon. Should also enquire what the % is and the specifications of the tender, to evaluate if Mossel Bay Municipality can consider to "Piggy Back" on the tender. 17/05/2018 & 14/06/2018: Traffic department to request D Scholtz to check on the CSD who is registered who the municipality can call to find out if they can provide the service required and once this is established to go out on Tender. 19/7/2018: SCM in process to see if they can identify service providers 20/09/2018 & 18/10/2018: H Williamson in process to draft specifications to go out on Tender. **06/02/2019: Still in process, feedback will be given at the next meeting.**
6.3.7.1.57	Payment			Complete	a) Payment can be done at cashiers, EFT (CDV) , test against barcode used pay at easy pay and pay@.
6.3.7.1.58		J Fourie and Easy Pay and Pay@	1/07/2019	Not yet commenced	a) Discussion should be held between J Fourie and Easy Pay to determine if services can be used. b) Also investigate Pay@ contract to ensure valid Status 19 September & 26 October 2017 & 28 November 2017: J Fourie indicated that they are considering to only utilise Pay@. This will be dependable when new books are issued. J Fourie to test the SCM process regarding Pay@ to be taken up with PT (R Moolman). 13/02/2018: J Fourie: Will go out on 2018/19 tender for both pay@ and easy pay **06/02/2019: On J Fourie schedule for tenders. Feedback at next meeting.**
6.3.7.1.59	Payment methods	H Williamson / R Volkwyn / N Slabbert	Pending feedback of 6.3 above	Not yet commenced	When books are printed ensure that all the different payments methods are disclosed. **N Slabbert will enquire about the acceptance of cheques and postal orders. 20/09/2018: Complete - will be accepted.**
6.3.7.1.60	**Over payment**				
6.3.7.1.61	Over payment	J Kruger (R-Data)		Complete	Overpayment in the General ledger (debtor will be in credit). At yearend will move to another account and after year end reverse the transaction in the GL. Pay-back (Refund) of debtor can be accommodated in R-Data with a journal in the debtor,
6.3.7.1.62	**Reconciliations**				
6.3.7.1.63		J Kruger (R-Data) and Collaborator (A Yaxley / C du Plessis) J Fourie (Mbay)	Refer to 2.3.6.1	Complete	a) Outstanding debtors list should agree with the GL accounts **Status 19 September & 28 November 2017: J Fourie to address 1/11/2017 refer to 2.3.6.1**
6.3.7.1.64	Reconciliations	J Kruger (R-Data) and Collaborator (A Yaxley / C du Plessis) J Fourie (Mbay)	Refer to 2.3.6.1	Complete	b) Reconciliation of the levy to the debtors needs to be done for the following entries in the control accounts: i) Charges (Billing) this should recon with the income in the GL. Additional a test should be built in that for the billing in the control account, there should be a ticket issued in Collaborator. A list should be extracted from Collaborator for all the issue's, reductions and with drawn. (source document) ii) Reductions iii) With-drawn **Status 19 September & 28 November 2017: J Fourie to address 1/11/2017 refer to 2.3.6.1**
6.3.7.1.65	**Reporting**				
6.3.7.1.66	Reporting	H Williamson / R Volkwyn and Collaborator		Complete	a) Traffic Department to discuss with Collaborator which reports they need. (Statistics) All financial information should be extracted from Promun. Traffic to provide feedback regarding the report at the next meeting 17/05/2018: Still in progress, feedback at next meeting. 14/06/2018: 1) BE will split the transactions per transaction code. Against each line there should be 1 added - to do a count 20/7/2018 Report should be available on demand for J Fourie. 2) H Williamson to have a session with C du Plessis to refine the report. 19/7/2018 & 20/09/2018: Still in progress, to be completed by the next meeting in October. H Williamson should have reviewed this report and sign-off. Traffic to sent the problems of the report to J Coetzee who will escalate it to BE. 18/10/2018: COMPLETE
6.3.7.1.67		J Fourie and R-Data	1/11/2017	Complete	b) Finance department: Needs a list of all outstanding debtors R-Data at year end. The list should be split into debit balances and credit balances. **Status 19 September 2017 & 28 November 2017 : J Fourie to address 1/11/2017 refer to 3.1**
6.3.7.3.	**6.3.7.3. Other Revenue & Billing**				
6.3.7.3.1	**BALANCE TYPES**				

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.7.3.2	Open new balance types to cater for new Rates Controls as specified by mSCOA	RDATA / Mossel Bay Mun	1/07/2016: New rates and taxes tariff codes should be provided to R-Data by Mossel Bay Municipality 4/07/2016: R-data will be done with design and coding (R-Data) 15/07/2016: Master file changes completed by Mossel Bay Municipality 18/07/2016: Go Live (R-Data)	Complete	1. Important to do a clean-up of the rates; and 2. Ensure that the rate categories are correct 3. All the tariffs will have a valid quid 4. Tariffs will be structured per ward 5. R-Data to assist with the setup of the sub-control accounts 6. Mossel Bay Mun (H Le Roux) to provide the income budget to R-data 7. Billing: No batches may be updated until "Go Live", all 2015/2016 transactions as per normal. 8. Mossel Bay Municipality should ensure that all changes to the debtor master file is completed by 15/07/2016 9. E Cabral will update the tariff list with the 7 new rates and tax and provide list to Lezelle (R-Data) by 01/07/2016
6.3.7.3.3	Setup new sub-control accounts on balance types for B/forward, Billings, and Adjustments etc.			Complete	
6.3.7.3.4	**TARIFFS**				
6.3.7.3.5	Open new tariffs codes as per mSCOA requirements	Mossel Bay Mun (J Fourie)	On hold until clarity regarding Position Papers mSCOA V6.1 (FBS omitted) **31/01/2018 (set-up of the votes on Promun)**	Complete	Free basic services should be divided in the following: 1. Indigent (separate tariff) 2. All the rest (not indigent), this will now be reflected under revenue forgone Consider to address with costing **26 October 2017 & 29 November 2017:** Should start to investigate the financial transactions that needs to be posted to Promun **10/04/2018: Votes have been opened.**
6.3.7.3.6		Mossel Bay Mun (J Fourie)	On hold until clarity regarding Position Papers mSCOA V6.1 (FBS omitted) **31/01/2018 (set-up of the votes on Promun**	Complete	An internal session will be held with the Income Department to explain the T-entries and the treatment of indigents, free basic services and other subsidies - meeting will be scheduled by J Fourie (MBay)
6.3.7.3.7	Review tariff structure to comply with mSCOA	Mossel Bay Mun (J Fourie)	mSCOA V6.1 (FBS omitted)	Complete	2.1.1 J Fourie (Mbay) will review the tariff structure. An action list will then be drafted to meet deadline of 28/02/2017. Status 14 February 2017: J Fourie will meet with the Technical Department at the beginning of March in order to finalise the tariff list. J Fourie to provide a realistic action list in order to implement the tariff list by 15 March 2017, Dave Ellsworth (R-Data) should be contacted to implement the changes to the tariff structure. Status 28 March 2017: J Fourie held the meetings. J Fourie will send the tariff list by 15 April 2017 to all the directors for their comments by 30 May 2017 and implementation 1 July 2017. Status 9 May 2017: Please refer to action plan below and 3.1.2.2 below. Financial entries for all the different type of transaction codes needs to be provided to R-Data. **Status 20 June 2017: Additional tariffs needs to be created due to new budget. J Fourie to have a session with C du Plessis of how to structure the transaction codes and linking it to the tariff list.** **Status 19 September 2017: Complete**
6.3.7.3.8				Complete	2.1.1.1 Hold workshops with each department to link mSCOA Income Item Guids to each item on the current tariff list. Identify any mSCOA Income Items that do not have its own tariff on our current tariff list. No changes was identified on the tariff list to be approved by council. However, changes was identified where there must be a split in tariff codes.
6.3.7.3.9		J Fourie	31/01/2018 (set-up of the votes on Promun)		a) Water and Sewerage Services Department
6.3.7.3.10			Workshop was held on 02 March 2017		b) Electricity Services Department
6.3.7.3.11			Workshop was held on 03 March 2017		c) Community Services Department - Other
6.3.7.3.12			Workshop was held on 06 March 2017		d) Community Services Department - Traffic
6.3.7.3.13			Workshop was held on 07 March 2017		e) Planning and Integrated Services Department
6.3.7.3.14		J Fourie E Koen	30/06/2017	Complete	2.1.1.2 Provide departments with the list of tariff codes for comments. Also provide a list of consumers (water and electricity meters) to technical departments, where the type of connection / user must be identified in order to implement the correct tariff codes according to mSCOA classifications.
6.3.7.3.15		Departments	30/05/2017	Complete	2.1.1.3 Receive comments from departments to finalise the list of tariff codes for implementation.
6.3.7.3.16		J Fourie E Koen	30/06/2017	Complete	2.1.1.4 a) Make final changes to list of tariff codes and provide final list of tariff codes. Complete b) Once J Fourie (Mbay) reviewed the income tariff structure the changes will be made on Promun c) Provide to E Koen and Ontec to implement - 30 June 2017
6.3.7.3.17		Income Department E Koen	01/07/2017	Complete	2.1.1.5 Implement the final list of tariff codes on Promun
6.3.7.3.18		Mossel Bay Mun (J Fourie)	In Progress	Complete	2.1.1.1 J Fourie to conduct individual sessions with the different service departments
6.3.7.3.19	**RECEIPTING**			Complete	
6.3.7.3.20	Open new Income codes	RDATA	18/07/2016	Complete	Income budget to be provided by Mossel Bay Mun (H le Roux) to R-Data (Lezelle)
6.3.7.3.21	Put in Cost Codes in place of Income Vote where applicable	RDATA	18/07/2016	Complete	
6.3.7.3.22	**TESTING**	R-Data (L Wridgeway)	08/09/2016	Complete	Additional training should be provided to all the income sections regarding journal processing. L Wridgeway (R-Data) will provide training on 8 September 2016.
6.3.7.3.23	**Go Live**	R/Data and Mossel Bay Mun	31/08/2016	Complete	
6.3.7.3.24	**Ontec**				
6.3.7.3.25	Problem with the size of the message between Ontec and R-Data	Ontec / Rdata	29/02/2016	Complete	It was noted that there was a problem between November 2015 - February 2016 regarding the size of the message between Ontec and R-data. The problem was resolved.
6.3.7.3.26	Ontec to provide information/list of interface problems between Ontec and R-Data Ontec to provide the list of tokens issued to indigents to R-Data so that this transactions can be captured on Promun.	Ontec	To be confirmed	Complete	6.2.1 Ontec to provide list to Mossel Bay Mun (Hennie Le Roux) so that they can discuss it in-house. H le Roux communicated on 7 September 2016 that he received no communication from C Jackson. However the following two issues were noted by Ontec at the meeting: Two issues: 6.2.1.1. Cashiers can leave a transaction and this will then be reflected on Ontec, but not on Promun. Currently this problem is addressed with reconciliations and these cancelation is processed manually on Ontec.

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.7.3.27 6.3.7.3.28 6.3.7.3.29 6.3.7.3.30		Ontec (Christo) and R-Data (J Kruger) E Gordon (Mbay) & J Fourie	To be confirmed Ontec awaiting feedback from J Kruger (R-Data) Awaiting testing and balancing of reports between R-Data and Ontec Consideration should be given regarding the treatment of the FBU via sms. R-Data and Ontec to consult Test: C Jackson will provide date. **E Gordon: Will perform July 2017- September 2017 to be completed by next meeting in October 2017** **Feedback at next meeting in March2018**	In progress	6.2.1.2 Additional FTE transactions (relating sms), Ontec still investigating the impact on their system and also to ensure that these transactions is reflected on Promun. This consists out of two items: 6.2.1.2 a) Statistics provided by Ontec which needs to be carried in Promun 6.2.1.2 b) Information given by Ontec to Promun where a transaction with a rand value needs to be processed. This should be linked to a tariff where a levy with a debit and credit entry should be processed regarding free basic services which relates to indigents. It should be noted that a split needs to be done regarding the free basic units: A) Indigent - free basic services B) Normal households, which also includes poor households not included as part of indigents - income foregone Christo (Ontec) and J Kruger (R-Data) in discussions, Ontec is awaiting feedback from J Kruger Status: 9/05/2017: C Jackson: To provide the FTE SMS to R-Data Christo to provide a due date .Ontec to provide one list to R-Data. 1 September 2016 - up to now. Baseline tariff should be used for the costing of the FTE, in Promun. Need the FTE units and the cost. 19 September 2017: E Gordon to perform a total reconciliation by utilising R-Data's report to Ontec' s report. 26 October 2017: Income department (J Fourie) is in the process to match the Ontec report with R-Data. The reconciliation from July 2017-September 2017 were performed and J Fourie identified differences. These differences still have to be investigated so that it can be addressed. Issue with the upload of the FBU in R-Data (Report 849). E Gordon will log call at the helpdesk. Ontec: require the information of the tariff code per ward (later stage - next year tariff list) 29 November 2017: A meeting should be scheduled between Income Department, Ontec and R-Data to address the reconciliation problems before end of January 2018. Feedback at next meeting in February 2018 14/02/2018 : D Elsworth has written a new program to extract the transactions on transaction date. (sub system debtor = recon to GL) J Fourie used this report for July 2017 and is satisfied with the result there is a small reconciliation issue that they will investigate. Ontec reconciliation: Issue: Units for pre-paid does not pull through J Fourie will follow-up with D Elsworth to address. Ontec and R-Data to sit with J Fourie to address issues. J Fourie will set-up the meeting to also address the points below: .2.1.2 c) i) Currently there are differences between the income per Ontec and income per R-Data. J Kruger will provide a list of the differences to Income Department to follow-up. April 2017 needs to be reconciled by end of May 2017. 6.2.1.2 c) ii) Currently there are differences between the statistics per Ontec and statistics per R-Data. J Kruger will provide a list of the differences to Income Department to follow-up. April 2017 needs to be reconciled by end of May 2017. The reconciliation should then be done retrospectively. 19 September 2017: E Gordon to perform a total reconciliation by utilising R-Data's report to Ontec' s report Monthly reporting 1. Ontec requested that the monthly report be standardised and that Mbay Mun should indicate line by line 3. Currently problem with the FBE. Discussion will be held between R-Data and Ontec to accommodate automated integration. (part of FTE SMS's) 4. Standardise the reporting that all the tariff codes be incorporated at Ontec and Promun and the two systems is reconciling. Status: 28 March 2017 Income department to discuss with Ontec. J Kruger to discuss with S Ben (FTE transactions) to provide the history in order to balance. Status 9 May 2017 please refer to 6.2.1.2 c) 19 September 2017: E Gordon to perform a total reconciliation by utilising R-Data's report to Ontec' s report,
6.3.7.3.31		R-Data(J Kruger) & Ontec	Feedback at next meeting	Complete	6.2.1.2 d). Cashiers can leave a transaction and this will then be reflected on Ontec, but not on Promun. This is address with reconciliations and is the cancelation manually processed on Ontec. Investigate to automate this process.
6.3.7.3.32			To be tested and implemented by 1 July 2018	In progress	Actions 10/04/2018: 1) Issues: Cancelation of tokens: R-Data and Ontec will test. J Kruger will provide feedback to E Gordon / J Fourie. 15/05/2018 & 11/06/2018 & Will be addressed with Internal Audit report. 17/07/2018: E Gordon to provide a list to Ontec to cancel the tokens. Due by 20/7/2018. 18/09/2018 still in process (backlog) 16/10/2018: Ontec is in process - due date 30 October 2018 **05/02/2019: Ontec still in process.** 2) FBS: 50 and 20 does not create a transaction in Promun. Tarif can be set-up so that the rebate can be generated for a specific block. 15/05/2018 & 11/06/2018 &17/07/2018: Will be in place from 1 July 2018 H le Roux requested that the accounting entries for FBS is correct. H le Roux to arrange a telephonic conversation with Mubesko (H Niehaus) to ensure that entries are correct. by 17/07/2018. 18/09/2018 Partly implemented. W Groenewald to discuss with D Elsworth and J Fourie to provide a solution. 16/10/2018: R-Data still have to do development. H le Roux requested that R-Data provide a reason how Oudtshoorn and Swartland can obtain green status on FBS and the cost of FBS and Mossel Bay not. What is the root cause for the problem. W Groenewald to provide feedback by the end of the day. (W Groenewald indicated that the guids is changed) J Fourie and W Groenewald will then see how they can correct this. **05/02/2019: Free basic services implemented. To be followed up, feedback at next meeting. Expense items handled as per the circular.** Ontec to do an investigation of how many of the indigents use the cell phone token, to determine if this cost is necessary and where not used, municipality should investigate. 15/05/2018 & 11/06/2018 & 17/07/2018: This will be stopped by end of May 2018 -18/09/2018: This was re-implemented. The system should account for the transaction. J Fourie to test. 16/10/2018: Once units were awarded per sms it should be recognised. Control should then be exercised. **05/02/2019: Completed.** **J Fourie consulted with Dave how this transaction will be generated. (two mSCOA short code with difference on the Project segment (debit) (credit will be default)** **J Kruger to do a work around for the cost of the FBE (indigent and subsidy)**
				In progress	3) reconciliation: Units (R-Data attending to this) J Fourie would like to test this report. 15/05/2018 & 11/06/2018 & 17/07/2018: Will be address with Internal Audit report. Will be address with the year-end process by 30/08/2018 18/09/2018:Reconciliaiton was done and issues were identified. J Fourie in the process to identify the source for the reconciling items. Integrity tests should be build in between Promun and Ontec. J Fourie's tool can be used as specifications. 16/10/2018: R-Data still in progress, feedback at next meeting. **05/02/2019: A manual process in progress, on a daily basis.** 4) Free issues auxiliaries - Free issues van die auxiliaries J Fourie require the cost from Ontec. 15/05/2018 & 11/06/2018 & Will be addressed with Internal Audit report.17/07/2018: COMPLETE Internal audit report issues that still needs to be addressed: 1) Ontec to provide an audit trail regarding the tariff list when changes is made. (14% - 15%) - 16/10/2018: Still in process 05/02/2019: In process
6.3.7.3.33		Mbay (J Fourie)	Will stand over until 1/07/2019 (until new tariff module structure was implemented)	Complete	6.2.3 The Income Department should investigate their policy to determine whether poor house holds is included as part of indigents where after the poor house holds also will be included as part of free basic services. This will be addressed with the 17/18 budget Should remember that this will trigger two different tariffs. NT relief- free basic services - should only recover the cost If not indigent but poor household - municipality decision - rebate

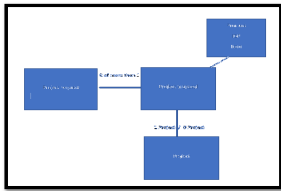| Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.7.3.34	Financial transaction processing		Feedback at next meeting	Complete	Journal should be processed for this transactions regarding the free basic services / income forgone. Also Refer to 6.2.1.2 b) **28 March 2017:** **B Karg to follow-up with V Basson to ensure that the journal is processed correct. (V6.1 quid's)** **Once Journal entries are finalised, provide to R-Data to journalise with Ontec.** 20 June 2017: J Fourie to follow-up with V Basson
6.3.7.3.35	6.6.1 Year end process: Payments received in advance (electricity daily average consumption)	Mbay (J Fourie)	J Fourie to provide formula for calculation by 17/02/2017 to R-Data R-Data to provide by 15/04/2017 in order for J Fourie to test 30/04/2017 Final to be ready: 30/06/2017	Complete	6.6.1 J Fourie (Mbay) will provide the calculations to J Kruger (R-Data) so that he can investigate how to generate a report for payments received in advance (electricity).
6.3.7.3.36	6.6.2 All the statistics is carried in Promun. To calculate the daily consumption rate. R-Data to develop a report to calculate payments received in advance.	R Data (J Kruger)	J Fourie to provide formula for calculation by 17/02/2017 to R-Data R-Data to provide by 15/04/2017 in order for J Fourie to test 30/04/2017 Final to be ready: 30/06/2017	Complete	6.6.2 All the statistics is carried in Promun. To calculate the daily consumption rate. R-Data to develop a report to calculate payments received in advance. **8 May 2017: J Kruger is in the process just want to sit with J Fourie on 9/05/2017 to discuss the working of the formula to ensure logic is correct.**
6.3.7.3.37	**Debt pack**				
6.3.7.3.38	Monthly interface	Debt pack (L Kruger)	Continuous	Complete	Debt Pack indicated that there is no problem with the monthly interface
6.3.7.3.39	Daily interface	Mbay Mun	Completed	Complete	Mossel Bay Mun Fin (H le Roux) to discuss with Mossel Bay Mun IT (A Fraser) to implement an automated function for the FTP file which is sent to Debt Pack on a daily basis
6.3.7.3.40	Create costing file	R-Data	To be confirmed	Complete	Mossel Bay Mun (Elba) receives an email and import file which is then updated in the debtors control account. R-Data to confirm that the costing quid is correct.
6.3.7.3.41		Debt pack (L Kruger)	To be confirmed	Complete	It was noted that the cost of the collection/recovery of fees is only one global amount and not on a control account basis, this has to be addressed. L Kruger to give feedback. 22 September Mossel Bay (Income) will have a meeting with L Kruger (Debt pack) to obtain clarity on the treatment of the collection cost. Estelle Hoffman (Debt pack) should also be included in the emails.
6.3.7.3.42	Account from Debt pack	Debt pack (L Kruger)	Continuous	Complete	It was discussed that the account can be sent electronically via email. The invoice in PDF format and the calculations in excel.
6.3.7.3.43	**Reports**				
6.3.7.3.44	Reports	Mbay (J Fourie)	Continuous	Continuous	Income department should provide a list of all reports that they use and also indicate if it is in order or whether there is issues/shortcomings so that it can be logged at R-Data.
6.3.7.3.45	Logged Registers	Mbay (E Koen)	Continuous	Complete	8.2.1 A register should be kept for all calls logged at help desk for both R-Data and Collaborator. This should be monitored by Elba Koen (Mbay). 8.2.2 All service calls not yet addressed should be listed and reported to E Koen (MBay) this should indicated whether is was logged through the help desk of just with the person in order to rectify the process. 8.2.3 It should also indicate whether this call is mSCOA related or not.
6.3.7.3.46		Mbay (E Koen)	Continuous	Complete	8.2.4 A comparison between R-Data register and Mossel Bay register still have to be done.
6.3.7.3.47	**Debtor reconciliations**				
6.3.7.3.48	System generated debtor reconciliations	R-Data J Fourie (Mbay)	Continuous	In progress	a) Should be investigated if this is possible Reconciliations: 1. Levy vs. income 2. Control account balance vs. sub ledger 3. Payments received vs. cashbook Status 9 May 2017: Lezelle to provide examples L Wridgeway will send the examples from Swartland which is used for the income/debtor reconciliations. Income department to verify where can be implemented / or not 19 September 2017: In progress, revisit to establish which reconciliations is currently been performed which should be evaluated to which reconciliations should be performed. Any changes needed on the reports J Fourie will ask/inform R-Data as needed for (1) and (2) above. 26 October 2017: J Fourie is currently manually reconciling the MUN053m. Once he has finalised this reconciliation he will provide specifications to R-Data to assist with the reconciliation. J Fourie wants a summary per mSCOA short code. 29 November 2017: J Fourie will provide an action plan with target dates at next meeting in February 2018 14/02/2018: Mun 887 will be used to reconcile all the service charges, this will address the shortcomings as discussed with D Elsworth (R-Data) 10/04/2018: Pauline is busy to design a template where after J Fourie will give specs through to Dave to incorporate in the Mun 887.
6.3.7.3.49		H Dauth will request from D Elsworth (R-Data)	Continuous	In progress	b) Mossel Bay (Income) to provide examples of all reconciliations required so that L Wridgeway (R-Data) can have a discussion with Dave (R-Data) to see if he can write a program in order to do a automated reconciliation. c) Refund Reconciliation, Rates recon: H Dauth and D Elsworth busy to develop. - D Elsworth to load the program that he developed. Status 29 November 2017: Income department request automated reconciliations from R-Data (Rates / sewerage / refund and CID) awaiting feedback from D Elsworth (R-Data) 14/02/2018: Mun 887 will be used to reconcile all the service charges, this will address the shortcomings as discussed with D Elsworth (R-Data)
6.3.7.3.50		R-Data	Continuous	In progress	10/04/2018: Pauline is busy to design a template where after J Fourie will give specs through to Dave Elsworth to incorporate in the Mun 887. d) Reconciliation front office with levy: Not yet Commenced (E Gordon and S Lang) - Still to be arranged by E Gordon and J Fourie. 29 November 2017 & 14 February: Income department (E Gordon) to arrange meeting with internal role-players. 10/04/2018: J Fourie will log a call at R-Data. 15/05/2018: Refer to (a) above 05/02/2019: R-data in process
6.3.7.3.51	**Payments received in advance (balance type)**				
6.3.7.3.52	Investigate to automate payments received in advance for year-end procedures.	R-Data (L Wridgeway & Dave)	30/11/2016	Complete	10.1.1 Create a new balance type for payments received in advance and all receipts should be allocated to that balance type where after a cancelation of payments received in advance is processed. The effect hereof is that no receipt will be directly allocated to other balance types than payments received in advance. Lezelle (R-Data) indicated on 2 November 2016 that this is ready to be implemented. (Lezelle highlighted that the balances will change due to the credits which will be included under 99, this will affect the payment %)

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
	Bad debt / write-off and impairments				
6.3.7.3.53	Write off per balance type	Mbay (S Benn, V Basson & J Fourie)	Feedback at next meeting.	**Complete**	Income department to indicate which balance types are written-off per department (cost centrum) and should be given through to V Basson to link the mSCOA codes. Investigate what is the different type of write-offs. Separate type of mSCOA codes should be provided to R-data. Write-off bad debts entry will go through the income statement and not through the provision in the balance sheet. J Fourie to provide the correct mSCOA codes, the function quid should be provided together with this item quid (bad debt written off). 8 May 2017: Currently treat status quo, for the new budget it was corrected (included), water leakages will be treated per case, either write-off or reversal. 20 June 2017: The transaction history for the year should be populated, with the difference on Function, in order to have comparative figures. 19 September: J Fourie will verify that correct treatment is being performed. **26 October 2017: Tested by J Fourie and V Basson**
6.3.7.3.54		R-Data (L Wridgeway)	To be confirmed	**Complete**	V Basson / J Fourie give the ne+D41w mSCOA codes through to R-Data to create in Promun. **Status 28 March 2017: D57 The system is not yet changed. V6.1 segments were provided to R-Data by Mossel Bay Municipality for the I/E still busy with the Balance Sheet, have to be updated by R-Data still.**
6.3.7.3.55	Impairments at year-end	J Fourie	07-Mar-17	**Complete**	H le Roux (MBay) indicated that the Mun.080.tot.p report (impairment of debtors) of Promun do not meet all the criteria to comply with GRAP. J Fourie (MBay) to investigate the shortcomings and communicate it to R-Data (Dave) so that it can be tested with the adjustment budget and be implemented at June 2017.
6.3.7.3.56		J Kruger (R-Data)	Should be in place by end of May	**In progress**	19 September 2017: D Elsworth has provided a program to assist with the impairment per debtor per service. Calculation to be tested by V Basson and J Fourie. 26 October 2017: V Basson and J Fourie will provide their feedback to D Elsworth to make amendments to the program 29 November 2017: J Fourie to arrange a meeting with H le Roux and V Basson before 8 December 2017 to finalise and then provide feedback to D Elsworth (R-Data).
6.3.7.3.57					14/02/2018: J Fourie and V Basson went through the calculation. J Fourie informed D Elsworth of the adjustments needed in December 2017. J Fourie to review the changes to ensure that it is in accordance with his requirements. 10/04/2018: Still in progress. J Fourie to arrange a meeting on 12 April 2018 with V Basson, J Fourie and H le Roux. 15/05/2018: Meeting was held. D Elsworth will provide all the information to calculate the PV. J Fourie would like this PV to be automated by R-Data in the report. 11/06/2018: R-Data is still in progress to make amendments to the report, this is very important. 17/07/2018: J Fourie in the process to test 18/09/2018: J Fourie calculated the PV per hand. J Fourie will revisit the report to ensure the correct working. J Fourie will discuss with D Elsworth to obtain due date. 16/10/2018: J Fourie to test. H le Roux indicated that at the ASB meeting it was indicated that the impairment discounting
6.3.7.3.58	Bad debt		Should be in place by end of May	**Complete**	**10/04/2018: Issue regarding VAT. Votes not marked for VAT, J Fourie is in the process to correct this.** **15/05/2018: Complete**
6.3.7.3.59	Service Accruals	R-Data (D Elsworth) J Fourie (Mbay)	Should be in place by end of May	**Complete**	Program should be written, consumption per day per debtor for conventional meters (excluding pre-paid). J Fourie to provide the calculations needed for this report 29 November 2017: J Fourie to arrange a meeting with H le Roux and V Basson before 8 December 2017 to finalise and then provide feedback to D Elsworth (R-Data). **14/02/2018: J Fourie will discuss with D Elsworth** **10/04/2018: In progress.** **15/05/2018 & 11/06/2018: Program was written, still be tested by J Fourie, J Fourie awaiting the program from R-Data, this is very urgent.** **17/07/2018: J Fourie to test** **18/09/2018: Complete**
6.3.7.3.60	Annual levies (rates and services)	R-Data	1 July 2019 fully implemented	**Complete**	**10/04/2018 & 11/06/2018: Needs to be implemented in 1 July 2019** **D Elsworth to do a presentation, J Fourie will request this from Dave. J Fourie to request D Elsworth to do demonstration, this is also very urgent.** **17/07/2018: H Dauth and D Elsworth is in the process to test.** **18/09/2018: Complete, annual**
6.3.7.3.61	Conversion of all annual levies to monthly levies	R-Data Income	1/07/2018: availability and sewerage charges. Interim: Dave to do presentation where after implementation date will be communicated.	**In progress**	Consulted R-Data 1/07/2018 the availability fees and sewerage charges will be implemented by 1/07/2018.. The rates and taxes still have to be addressed. Interim GL monthly transactions of the debtor system should be adjusted to also include the monthly levy. Currently it is levied annual on the debtors system. Highlighted that work arounds should be avoided to ensure that system balance. **05/02/2019: To be discussed with Dave. Feedback at next meeting.**
6.3.7.3.62					
6.3.7.3.63	Identification of other revenue that is generated via booking systems	Mun	31/08/20116	**Complete**	Examples, Resorts, Building plan fees, etc. J Johnston provided a list of all the type of other income
6.3.7.3.65	Identification of the deposit's	Mun	31/08/20116	**Complete**	Examples, Resorts, Building plan fees, etc. J Johnston provided a list of all the type of other income
6.3.7.3.66	Identify as part of the process above the current systems used for the bookings		Booking system to be implemented by 1 February 2018. Training and		
6.3.7.3.67	Business processes / accounting entries	Mun / Rdata. BE	J Fourie for codes set-up by next meeting in June 2018.	**In progress**	BE to provide a list of all the different business process / actions (dropdown) to J Fourie and H le Roux who will then provide the financial implication and accounting entries to BE. 14 February 2018: J Fourie will arrange a meeting with BE on 27/02/2018 to determine the scope of the bookings system. 10/04/2018: A Meeting was held between BE and J Fourie. Tarif list was sent to J Fourie, set-up codes needs to be set-up and given through to R-Data and BE. 11/06/2018 & 17/07/2018: J Fourie to provide the transaction codes. 17/07/2018: Actions: 1) J Fourie will ask E Gordon to provide a list of all the facilities to BE. 2) BE to provide all the permutation's that is the venue and the transaction type. BE to differentiate between internal- and external bookings. If internal bookings the cost centrum (4 digits as per organogram) should be given through, until this is not in place it should provide a Rnul value transaction. 3) BE to provide this to H le Roux so that he can provide the transaction code together with the accounting entries and provide this to Promun. 18/09/2018: C du Plessis did a presentation, changes still have to be made. 18/09/2018: R-Data to investigate how to ring fence the debtors and come with a proposal for the next meeting. 16/10/2018: in progress
6.3.7.3.68	Tariff list	R/Data	12/08/2016	**Complete**	3.1.2.1 Income department to enquire from R-Data where to obtain the tariff list in order to identify the tariff correct code for each tariff. R-Data provided Mossel Bay Municipality (Income Department)
6.3.7.3.69		Mbay (J Fourie & E Gordon)	refer to above	**In progress**	3.1.2.2 Income Department is in the process of reviewing the tariff list to include diverse tariffs as well and to build it in the current tariff structure where after a tariff code will be linked to the tariff list. They will prioritise the booking system by end of September 2016.
6.3.7.3.70		Mbay (J Fourie) and C Du Plessis / R-Data	refer to above	**Not yet commenced**	3.1.2.3 Link the transaction codes with the tariff codes J Fourie and C du Plessis will have a session of how to structure this tariff list and tariff code
6.3.7.3.71		Mbay (J Fourie) and C Du Plessis / R-Data (J Kruger)	refer to above	**In progress**	3.1.2.4 It was decided that the processes be broken down according to priority. The work flows as per 3.8 and 5 below were provided and will be elaborated, starting with venues and then burial services, Sport Facilities and lastly, resort.
6.3.7.3.72		Mbay (J Fourie) and C Du Plessis / R-Data (J Kruger)	refer to above	**In progress**	3.1.2.4. a) Facilities / venues / Halls / Libraries (1)
6.3.7.3.73		Mbay (J Fourie) and C Du Plessis / R-Data (J Kruger)	refer to above	**Not yet commenced**	3.1.2.4. b) Cemeteries Burial services (2)
6.3.7.3.74					

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6.3.7.3.75		Mbay (J Fourie) and C Du Plessis / R-Data (J Kruger)	refer to above	Not yet commenced	3.1.2.4. c) Sport facilities (3)
6.3.7.3.76		Mbay (J Fourie) and C Du Plessis / R-Data (J Kruger)	refer to above	Not yet commenced	3.1.2.4. d) Caravan parks / Chalets / Resorts (4)
6.3.7.3.77	What information is required to create a debtor	Mbay (J Fourie and M Jacobs)	refer to above	In progress	The information should be distributed to BE . J Fourie will provide the final template format which include both debtors and creditors on one form to BE in order to built it in Collaborator.
6.3.7.3.78	What information is required to refund a customer by the creditor section.	Mbay (J Fourie and M Jacobs)	refer to above	In progress	What information is needed to refund a creditor, the criteria should also be distributed to BE. Refer to 3.2 above.
6.3.7.3.79	Creating of a debtor record Establish whether integration is possible and classification in terms of mSCOA segments	R/Data (J Kruger)	refer to above	Not yet commenced	
6.3.7.3.80					
6.3.7.3.81	Work flow - business process	Mbay (J Coetzee)	refer to above	In progress	Meeting was held and work flow is available, J Coetzee indicated that will be distributed to the role players for their inputs. This is still in process.
6.3.7.3.82	Investigate and determine shortcomings in the current process	Mun	refer to above	Not yet commenced	Will be addressed with 3 above
6.3.7.3.83	Integration of booking systems with financial system in order to facilitate reconciliation between bookings, Payments received in advance and Revenue recognised.	Rdata and Mossel Bay Mun	refer to above	Not yet commenced	1. Special emphasis must be place on the recognition of revenue versus the payments received in advance. 2. Daily reconciliation should be done between booking system and payments received in advance.
6.3.7.3.84	Compile document and workflow	BE	refer to above	Not yet commenced	This will be finalised once inputs were received by the role players as per 3.5 above.
6.3.7.3.85	Change systems	Rdata/BE	refer to above	Not yet commenced	
6.3.7.3.86	Test systems	Rdata/BE/Mun	refer to above	Not yet commenced	
6.3.7.3.87	Implement life	Rdata/BE/Mun	refer to above	Not yet commenced	
6.3.7.3.88					
6.3.7.3.89	Conventional	J Fourie / V Basson R-Data	Feedback at next meeting	In progress	Meeting should be scheduled between Income Department and V Basson to discuss the treatment thereof. 14/02/2018: V Basson and J Fourie had a meeting this will be addressed by 23/02/2018 by R-Data (D Elsworth) 10/04/2018: D Elsworth to assist in the week of 16th April 2018 15/05/2018:Vicky, Jannie and Hennie will have a meeting to establish how this should work will then provide through to R-Data. 11/06/2018: J Fourie processed the journal. There is still a difference of less of R20 000 that J Fourie is investigating. R-Data: All municipal internal tariffs should have a flag and that each transaction that goes to this tariff code either to income or recoveries should be blocked if not a municipal tariff (the tariff with the flag). Should be linked to the debtor type (Municipal) and not on the meter. No VAT should be applicable. Item segment - default only costing segment is applicable. H Le Roux requested that R-Data inquire from other system providers how they treat the internal billing. Feedback at next meeting 17/7/2018: Tariff code for each permutation of he cost centrum/service. J Fourie in process. 18/09/2018: 1. 2018/2019: Ensure that the levy is in balance before the end of each month. All reconciling differences should be addressed before the 30/31 of the month.
6.3.7.3.90	Pre-paid services:	J Fourie / V Basson	22/06/2018	In progress	Treatment of secondary costing to be investigated. (Costing exercise) example: Renting of halls 29 November 2017: Meeting should be scheduled between Income Department and V Basson to discuss the treatment thereof. 11/06/2018: 1) J Fourie to list the different free issues and provide the accounting treatment of this issue. Determine what the system should do and ensure that this should be done. (Soup Kitchen: Donation; internal usage: costing and function segment should be selected and all the other segments should be default - no financial transaction) 17/7/2018: Free issue journal for internal consumption 18/09/2018: In progress 16/10/2018: J Fourie to create the votes that it is not part of the sub system
6.3.7.3.91	Contract	J Fourie / legal	Feedback at next meeting	Complete	Legal contracts should be aligned with the above accounting treatment. Should be part of the rent and not levied as services. (sundry income)
6.3.8	**6.3.8 Project Management**				
6.3.8.1	SCM process	D Scholtz	To be determined. D Sholtz did the presentation 15 Februaury 2018.	Complete	D Scholtz to address the required information needed for close out report (3 stepping stones) - this committee only takes note of this. 30 November 2017: D Scholtz to do a presentation to indicate who takes responsibility in the various phases of the infrastructure procurement process. **15/02/2018:** D Scholtz did the presentation please refer to the annexures attached to the minutes of 15 February 2018 Action 1: Table 1: End-of-stage deliverables (9 stages) "Annexure B" The different departments should establish the delegation to a post for both the new and the old organogram. **- COMPLETE** Action 2: Table 3: Procurement activities and gates associated with the formation and conclusion of contracts above the threshold for the quotation procedure, "Annexure B" he different departments should establish the delegation to a post for both the new and the old organogram. **- part relating to the consultants, will continue with the current list and obtain three quotations.**
6.3.8.2					**Actions 12/04/2018** 1 Use the current pool of consultants. **- 16/05/2018: Complete** 2 Each department that initiate an project above R50million should on a quotation basis acquire 3 quotations for the work that needs to be done for the review (consultants). **- 16/05/2018: Complete** 3 SCM should adjust the tender specifications to ensure that they comply from 1 Julie 2020 and that where consultants are needed that the specifications also include the review of projects. **16/05/2018: Is all the documentation in place 1 July 2018? D Scholtz indicated that this is in place, COMPLETE** **4) H Le roux will send out the Cost Containment document to all the line managers. - 16/05/2018: Complete**
6.3.8.3	PMU unit	H le Roux (Mbay)	To be established	Complete	A Eitner request that clarity should be provided regarding the responsibility of the PMU unit. Session should be scheduled with the line managers to inform them. **16/05/2018: Mossel Bay Municipality will decide what the functions will be for the PMU.**
6.3.8.4	SANS Standards	H Schoeman	Feedback at next meeting	Complete	Purchase of books - SANS Standards. 15/02/2018: H Schoeman obtained the e-books 12/04/2018: 1) H Schoeman will follow-up with A Fraser if the link is already uploaded and discuss the access and send an email to all the committee members. 16/05/2018: A Fraser to enquire the status from H Schoeman. 13/06/2018: 1) H Schoeman sent it through to A Fraser. A link should be made available to all the line managers. 2) A Fraser to send out a mail to enquire if there is any other SANS documents/standards that are being used by the municipality to send the list to Andre. 17/07/2018: A Fraser to obtain the 3 SANS Standards from H Schoeman and upload it onto the network. It should be accessible to all the technical line managers. - 18/09/2018: COMPLETE 18/09/2018: To be placed on Collaborator Library rather. 16/10/2018: In Progress. link is available, BE will arrange with A Fraser to add the documents to the network. (share point standard documents) COMPLETE 2) D Scholtz have scheduled 25/04/2018 a session regarding the SABS standards with all the line managers. - 16/05/2018: Complete
6.3.8.5					

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.8.6	Project Creation & Planning	R-Data (J Kruger / W Groenewald) and BE (A Yaxley)		In Progress	1) R-Data to do a demonstration of the IDP Budget Tool at the next meeting in March 2018. A presentation should be held of how R-Data and BE sees this process. BE will attend to the prioritisation. Once this is done they will decide on how to integrate and the steps that needs to be implemented. 12/04/2018: H le Roux will log the call to both BE and R-Data 16/05/2018: H le Roux explained the stages and what is required from BE and R-Data. They have to refine the process and build the business processes to address this work flow, please see diagrams below. 13/06/2018 Demo should be done by BE during August 2018. Meeting needs to be held before then with BE, H le Roux and R-Data to ensure the outcomes are addressed, BE to arrange meeting. 17/07/2018 Feedback at next meeting 18/09/2018: BE will have a demonstration of the project proposal for the next meeting on 16 October 2018. 16/10/2018: BE (A Yaxley) will provide screen shots of the workflow to H le Roux and V Basson for their inputs. Outstanding: 1) Initiate 2) Directors review 3) Budget Steering Committee 4) Council 5) Prioritising 6) Budget Steering Committee & 7) Council **05/02/2019: BE presented the Project proposal (which was mailed to H le Roux in November 2018). BE will make the necessary adjustments and communicate with R-data to build the required intelligence (financial information) into the system.**
6.3.8.7					
6.3.8.8			Future development		a) A comprehensive project module that allows for integrated development plan (IDP) objectives to be transferred into the project module for planning, budgeting and ultimately reporting purposes.
6.3.8.9			Future development		b) The municipal budget module must be aligned to the project module.
6.3.8.10			Future development		c) Projects registered in the project module must be aligned to the mSCOA Project segment.
6.3.8.11			Future development		d) All segmentation of mSCOA must be incorporated into the project module, whereby a project based budget is produced, informed by the integrated development plan (IDP) and giving input to the annual service delivery- and budget implementation plan (SDBIP).
6.3.8.12			Future development		e) Capital acquisition, maintenance and replacements must be driven from the project module.
6.3.8.13			Future development		f) Operating budget items such as operating expenditure on repairs and maintenance, operational costs and typical work streams must originate from the project module.
6.3.8.14	Project Management	BE Technical Department	Contact details were received and new users Registered. Projects linked to Supplier	**Complete**	5.2 (a) (i) Project management and stakeholder inputs must be controlled by clear business processes and user access controls. Portal has been created that outside consultants can upload on this portal. Internal departments have access to this portal. If training is needed to make the officials aware of the functionality of this, it should be communicated to BE. 20 September 2017: H le Roux and Technical services to verify list of Allen and send back once satisfied to be uploaded on CAPEX Archive **3 November 2017:** BE indicated that information was updated, BE indicated they have issues regarding the contact details of the new consultants that have to register. C du Plessis will send out the list to the Technical Department who will then provide the contact details for the consultants (this should be the person who will be responsible for the CAPEX Archive). BE to schedule a training session to demonstrate the process. **30 November 2017:** **C du Plessis to sent the list to H le Roux of the departments who has sent the required information, to identify who still needs to send contact information.**
6.3.8.15				**Complete**	5.2. (a) (ii) 20 September 2017: Issue: Could not access documentation on Portal. Had the revert to manual methods.
6.3.8.16		R-Data and BE	BE Investigating Solution for Contract management - Allen will provide feedback at next meeting	In Progress	5.2. (a) (iii) 20 September 2017 Issue: Outside consultants can access financial information. Close-out report cost, service not yet rendered, can not account as an expense. Only once the close-out report is received, can then only start to unbundle 30 November 2017 & 15 February 2018: H le Roux to formulate the proposed treatment of the close-out report after inputs from various role-players have been obtained. 16/05/2018: 1) H le Roux circulated the email to all the role-players of the treatment and the stages of the certificates. 13/06/2018: H le Roux highlighted that all the professional fees should be provided, at year-end the engineers will have to confirm the outstanding amount which are provided as an accrual to D Wright. 17/7/2018: Votes were created by Mossel Bay Municipality. All the information should be provided to D Wright. (outside consultant project close out reports which money is still outstanding should be provided to D Wright to create the accrual) R Lombard should also be notified if project is complete. 18/09/2018: H Schoeman will do a test once a project is completed. Trigger for accrual: Project completed? Yes - amount and time is known (completion certificate/close-out - will be the professional fees) ? Yes: provide for an accrual otherwise - no provision for a accrual. 16/10/2018: H Schoeman indicated that a meeting is scheduled for next week between technical and finance department. H Schoeman to provide the contact details to H le Roux so that the issues can be highlighted in a letter. **05/02/2019: Feedback at next meeting.**
6.3.8.17			Aug-18	**In progress**	a) R-Data should cater for an accrual account and make provision for a retention register (please refer to the SCM working b) Archive fields 13/06/2018: BE will amend by end of August 2018. BE wants a session with P Myburgh, A Eitner, D Scholtz and H le Roux to group the documents. BE will arrange this meeting. 18/09/2018: BE will arrange the meeting for 3 October 2018. Feedback at next meeting. 16/10/2018: BE still in process. Demonstration will be presented at the next meeting. **05/02/2019: Feedback will be provided at next meeting.**
6.3.8.18				**Complete**	20 September 2017: Field to be elaborator of "award letter" and bidding document to be added. Bidding documentation of the awarded/successful tendered should be added
6.3.8.19				**Complete**	20 September 2017: Document types Field to be elaborated to add: as- build with "final bill of quantities".
6.3.8.20		BE	Feedback at next meeting	**Complete**	The process should be review to bear in mind D Scholtz presentation regarding the stages and the gates that needs to be build in by BE in the total the process. Work session needs to be held regarding the archive fields. BE will arrange the meeting for 22 February 2018.

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.8.21	Project Management Unit (PMU)	R-Data Mossel Bay Mun (Technical Dept. & H le Roux)	Feedback at next meeting	Complete	a) Projects not completed within a financial year must be carried over and work-in-progress (WIP) items registered. Mid-July, money not spend can be rolled-over if committed. The project will be carried in the Capital fixed asset register as WIP expenses was already incurred. **12/04/2018:** **Actions:** **1) The municipality (Technical Department) will upload the practical complete / completion and final completion certificates. 16/05/2018: Complete** **2) H le Roux will raise this issue at the Accounting Forum, if no decision is made, Mossel Bay Municipality will make a call on how they will treat this 5% consultant fees regarding the close-out report as on 30 June 2018. 16/05/2018: Complete** **3) Requisition should make provision for the 5% as a commitment before or on 30 June 2018. 13/06/2018: Complete** 4) Issue regarding the detail of retention register and is currently being one on excel. R-Data to assist with this provision on the register. **16/05/2018: R-Data to come with a proposal, this is also addressed in the SCM Working Committee.** **13/06/2018: Will be referred SCM working committee.**
6.3.8.22	Archive vs. further financial integration (e.g. payment certificates, requisition etc.)?				5.3.1.1 A Eitner suggest that we first sort out the basic Collab Archive before we proceed to more integration. What is the current frustrations?
6.3.8.23		A Yaxley & C du Plessis (Collaborator) R Lombard	Feedback at next meeting	In progress	5.3.1.1.1 Issue: Once the number of the project is captured it displays the CAPEX name, but do not feed to the documents. 31 March 2017: Collaborator to build in the Directorate to be displayed for projects from 1/7/2017 R Lombard to send to Collab by 28 June 2017 to A Yaxley. 20 September 2017: H le Roux and Technical services to verify list of Allen and send back once satisfied to be uploaded on CAPEX Archive. Project name should be captured by the responsible person, future development, which will address the frustration regarding the project names 3 November 2017: Integration still in progress. 30 November 2017: R Lom+C30bard to test one completed project that all the required information needed to unbundle is available. Test an internal and external project 15 February 2018 1) Technical Department to provide two projects one internal one external which is completed to R Lombard to test. To establish the root cause. 12/04/2018: R Lombard will test once a project is finished. E Louw indicated that he has a project that he will give through to R Lombard to test. 16/05/2018: Street project was tested. Technical department should ensure that once project is complete that all the required documentation is uploaded. 2) Once the CAPEX number to the SCM requisition process, it will address this issue. 3) C du Plessis will send a list to H Schoeman regarding the completed bill of quantities so that he can determine what is missing. 16/05/2018: In progress 13/06/2018 4) BE Additional action: Function should be added so that consultant can notify the responsible person that the information
6.3.8.24		A Yaxley & C du Plessis (Collaborator)	2017/05/31	Complete	5.3.1.1.2 Issue: Search is currently time consuming, investigate how to make the CAPEX Homepage more user-friendly. **31 March 2017:** Project Descriptions should be more descriptive. Unique number of Projects to be imported with new projects end June
6.3.8.25		A Yaxley & C du Plessis (Collaborator)	30/05/2017	Complete	5.3.1.1.3 Issue: Cancelation of actions within of projects time consuming, process should be addressed. **31 March 2017:** Collaborator to built in a functionality in the process that if wrong selection was made, that it can be deleted in the inbox.
6.3.8.26		To be determined once 1.1 is addressed	To be determined once 1.1 is addressed	In Progress	5.3.1.2 Once the issues identified above identify what the further development of the system should be. (What is the further development required e.g. payment certificates, requisition etc.) 18/09/2018: BE to do a demonstration of the payment certificate proses of Drakenstein. 16/10/2018: BE did the presentation. 1) Consultant / contractor upload the payment certificate and the invoice (should be linked) 2) Project manager / line manager should then accept / reject. If accept it should go through to creditors and follow the normal invoice process. BE to refinement on the payment history and present at the next meeting. **05/02/2019: BE did presentation, to be discussed at next meeting for inputs from Project management and Creditors.**
6.3.8.27		C du Plessis (Collaborator)	Feedback at 12 May 2017	Complete	5.3.1.2.1 C du Plessis to provide a list of all the required documentation in order to establish the work flow that needs to be developed. (CIDMS requirements should also be addressed) a) Pre-construction; and c) Construction phase **31 March 2017:** List was distributed
6.3.8.28		BE and J Kuyler	Feedback at next meeting	In Progress	5.3.1.2.2 Once all the changes is made, training should provided so that it could be implemented. (refer to 5.3.1.2.1 above) **12/04/2018: J Kuyler to provide format for GIS to C du Plessis for the spatial data so that Collaborator can see if they can accommodate for this and that persons from outside can upload.**
6.3.8.29		Collaborator.	Feedback at next meeting	Not yet commenced	5.3.1.2.3 Work flows should then be developed for 5.3.1.2.2.
6.3.8.30	Finalisation of unique project number lists				5.3.2.1When is this list activated and ready on Collab Archive for new uploads?
6.3.8.31		A Yaxley & C du Plessis (Collaborator) H le Roux (Mbay)		Complete	5.3.2.1.1 Collaborator to discuss with H le Roux the process to award the unique number, refer to the excel spreadsheet that H le Roux already provided. They should insure that the unique number is appropriate for all the role-players.
6.3.8.32		A Yaxley & C du Plessis (Collaborator) H le Roux (Mbay)	Completed	Complete	5.3.2.1.2 For the new financial year 17/18: Collaborator requires a list of all the projects that is one line per project. A Yaxley will sent the layout required to H le Roux to ensure that they will be able to accommodate it in Collaborator. **31 March 2017:** H le Roux will provide the final list to BE to be used. Should be implemented by 1/7/2017 **Status 20 September 2017: Refer to 5.3.1.1.1**
6.3.8.33				Complete	b) Project managers should have full access to their projects within the limitations of the budget and internal policies. **Refer to 5.2 above**
6.3.8.34				In Progress	c) Workflow processes must assist in project maintenance. Refer to below.
6.3.8.35	Archive roll-out to Directorate/HOD's – MEMO form H. Le Roux	H le Roux (Mbay)		Complete	5.3.3.1 H le Roux indicated that this memo was already sent
6.3.8.36				Complete	d) Strict budget control as per the approved integrated development plan (IDP) must be maintained. (see below)
6.3.8.37	Year-to-date / Cashflow reports – Expenditure Variances				
6.3.8.38		A Eitner (Mbay) and H le Roux (Mbay)	To be determined	Complete	5.3.4.1.1 A Eitner to provide detail of this differences to H le Roux to investigate
6.3.8.39		To be determined	To be determined	Not yet commenced	5.3.4.1.2 a) Variances which is compared to the YTD budget, want to incorporate this reasons for variances with the archive system on a monthly basis.
6.3.8.40		A Yaxley (Collaborator) J Kruger (R-Data)	To be determined	Not yet commenced	5.3.4.1.2 b) Web service to obtain variances at the end of the month between R-Data and Collaborator
6.3.8.41				Complete	c) A Safety, Health and Environmental (SHE) module to comply with general Health and Safety Regulations should be incorporated within the system. (For example the Construction Regulations, the Occupational Health and Safety (OHS) Act, 1993, General Administrative Regulations, General Safety Regulations and the National Environmental Management Act, 1998) **Catered for in Collaborator.**
6.3.8.42				Complete	d) Regulatory Safety, Health and Environmental (SHE) documentation must be available in a document management tool with defined check lists and milestones.
6.3.8.43				Complete	e) Health and safety incidents must be recorded and managed on the system and reported as per legislation.
6.3.9	**6.3.9 Land use and building control**				
	6.3.9.1 Land use: Property management				

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.9.1		BE and NEOLMS	Feedback at next meeting	Complete	1.1.1 Integration between Collaborator and NEOLMS should be established. (store, save "archive" and view) 1.1.2 Collaborator: Casefile should be opened to group the project per erf number. NEOLMS and Collaborator should have a discussion how to refine the process. Collaborator to adjust with the records/document system to include the erf number and suburb (as per R-Data) and the application number. 8 May 2017 status: Business Engineering to develop the workflow for the application process which integrates to the NEOLMS system. The unique application number (NEOLMS) should be the case number on Collaborator. A Yaxley and D Retief to discuss how to enable integration and the required fields captured together with a status flag. (updated end of each day) Actions for Collaborator; Correspondence application should trigger an action if land use application: yes, land use applications should be the data source on the active correspondence, just if the land use file type was selected. If land use application it should assign the number to the action correspondence, this is a data source and this can only be linked to a case file that already exists. Case file will be created every time a land use application is opened. (case file and correspondence on the case file - only thing that will be carried in Collaborator) 18 September 2017: Integration between Collaborator and NEOLMS in place. C du Plessis to provide training to the department, Test one application and verify that the whole process is working, which should be singed-off and placed on the audit file. Casefile is created, NEOLMS should be updated with land use status, NEOLMS should then update Promun with the zoning change, then the task is complete. E Kruger to Sign-off on the process once tested and satisfied with the process. 30/10/2017: Training was provided by BE. E Kruger to test and sign-off of process. 9/04/2018: Sign-off still outstanding. Once signed by E Kruger please provide it to W Wessels. 14/05/2018: Business process should be documented and signed off by E Kruger. mSCOA folder should be created for the 15 Business processes and should be linked to the business process. A copy of the singed document should then be sent to W Wessels as well.
6.3.9.2	**3.9.1.1 Property register providing for all land in the municipal area.**	E Kruger (Town planning)	By next meeting in May 2017	Complete	1.1.3 NEOLMS to provide documented business process for all the processes. (VISIO if possible) E Kruger to indicate on workflow provided the source/more detail of the documents/processes used and where the integration will be required between the systems in order to develop a work flow. D Retief to provide the WF so that it could be placed on audit file.

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.9.3		H Dauth (Mbay) and N Retief (NEOLMS)	Continuous	Complete	1.2.1 a) H Dauth and D Retief (NEOLMS) are busy to do data cleansing of the SG numbers. 18 September: Farm numbers which need to change to erf numbers: H Dauth in process to update in R-Data. Issues relating: Farm(s) Hartenbos 217, 219 and Grootbrak 255, 252 which still have to be addressed. G Fourie indicated that this list is incomplete. Y Kuyler will obtain the list of the farm numbers from G Fourie which do not have an erf number. Y Kuyler will follow-up from LG. - test can only be performed once urban edge has been approved. (Jan / Feb 2018) 30 October 2017: NEOLMS is doing a reconciliation between Promun and LG. The list of differences will provided to J Kuyler per area to give through LG for follow-up. 30 November 2017; NEOLMS made the changes were they could match the erven and the ward and provided it to J Kuyler. There is still differences which needs to be addressed 12/02/2018: demarcation board map was provided to J Kuyler to link. There after D Retief compared to promun, property list Once completed they will do the validation to ensure the errors are eliminated. This reconciliation should be done: 1) monthly 2) valuation 3) or instruction H Dauth to run reports 16/07/2018: Reconciliation is done between Promun and the valuation roll. This is signed off and kept on file by H. Dauth. Complete.
6.3.9.4				In Progress	1.2.1 b) Zoning certificates Determine/Develop the business process. 8 May 2017: E Kruger to give feedback on the business process for zoning certificate (all the different type of applications). In order to determine the integration requirement. D Retief indicated that the zoning certificate is available, but still to be updated with the new legislation, if change in zoning then it would trigger Income and Valuation departments. Currently manual process. 19 June 2017: Currently a manual process. On demand process to be developed in Collaborator. To keep record hereof. 18 September 2017 & 30 November 2017: In Progress to be implemented once approved early in 2018. 12/02/2018: 19 January 2018 it was approved. Busy to make the changes. Due: end of March 2018 14/05/2018: 1) Application process should be formulised. BE will have a work session with Town Planning in build a work flow for the application for zoning certificates process. Discussion should be held between BE and R-Data to issue pro forma invoice (Job) in Front office(Promun). Once payment is done the instruction should then be given by BE to NEOLMS once job balance in order for the department to perform the work. Record should then be scanned back into Collaborator. Then Collaborator have the record the register and the proof that the work was delivered . (3 Fields that are important Collab number, receipt number and the job number) 2) A further point that was raised that receipts should only be issued in duplicate (2) in order to limit fraud risk. 13/06/2018: BE had a meeting with the role-players. NEOLMS and Promun will cater for this function. Refer to Valuation 3.2.1 E Kruger should provide feedback on who determine that the whole process will be carried by NEOLMS. How will the archive system be informed of the documents that have been generated. 16/07/2018: A meeting will be held on Thursday (26/07/2018) where this will be discussed. Also. H. le Roux will discuss the
6.3.9.5		Y Kuyler (Mbay) Income department (J Fourie / H Dauth) R-Data (Cyrill) NEOLMS (D Retief)		continious	1.2.1 c) Test the system, GIS vs Promun ward Promun value per ward is the same, there is a batch that is different. It will be corrected in July 2017 19 June 2017 History keep on tariff as is, part of the process of the new GV. Part of July /August process 18 September 2017: Ward to be corrected to the demarcation. J Fourie will investigate the list provided by IT (GIS) to ensure that all the erven is in that ward and that an account is linked to the erven. 30 October 2017: J Kuyler provided the wards to NEOLMS on 27 October 2017, a reconciliation will be done between NEOLMS and Promun. Differences to be investigated and updated. Status 9/04/2018: - Still in progress. Will be done on a quarterly basis. - First test was done and is implemented. - The process needs to be documented. Cyril (R-Data) needs to assist, H Dauth will ensure this is done. - 14/05/2018: Process was drafted still have to be signed off 13/06/2018: Still to be signed. 16/07/2018: Still to be signed by H. Dauth and J. Fourie. A copy of the signed document will be sent to W. Wessels to keep on file as proof. 17/09/2018: E Kruger to sign and send to W Wessels. **15/10/2018: Completed**
6.3.9.6	**3.9.1.2 Town, township, suburb, street, erf, subdivision and sectional title detail must be aligned to the deeds office and Demarcation Board specifications.**	E Kruger (Town planning) J Kuyler (Mbay)	By next meeting in June 2017	In Progress	1.2.2 Town Planning (E Kruger) should formalise the problem they have regarding the SG and LG numbers to the Land Surveyor General and the Deeds Office in order to come to a solution. H Dauth to provide a list to E Kruger of the allotment numbers with which there are a problem. E Kruger to contact N Smit and inform of problem and enquire what process should be followed to correct this. 8 May 2017: Correspondence was done between J Kuyler and LG. She have to send examples, H Dauth have examples to LG for them to investigate. Status 19 June 2017: Was given through awaiting feedback from SG Status 18 September 2017: Feedback at next meeting after the update from SG is received to ensure that numbers were changed on the SG map. Status 30 October 2017: will be addressed once 1.2.1 was addressed. 12/02/2018: H le Roux and R Lombard to have a discussion with R-Data. R-Data actions: 1) Location change to Collaborator drive 2) Exception report Promun FAR and Promun Erf file. R-Data will inform H le Roux and R Lombard of the program code. Additional action 9/04/2018: 3) H le Roux and R Lom+E24bard needs a notification of any changes. J Kuyler should inform H le Roux and R Lombard on any changes regarding SG numbers or erf number of municipal property changes. J Kuyler to provide a layer on GIS the category of the property register 14/05/2018: H le Roux indicated that this should be addressed once correction of error was performed. Which will be completed by the first week in June 2018. Where after H le Roux will provide list to NEOLMS to validate the SG numbers 13/06/2018: Will be addressed in the week of the 25th of July 2018 by H le Roux and R-Data. 16/07/2018: The correction of error was done. All vesting property was added to the asset register. By the end of July J. Kuyler to provide a list of vesting property which will be compared with the list from Income. Exceptions will be followed up. 17/09/2018: Test FAR vs income and investigate differences and document reasons. H Dauth indicated currently there is three know differences. Standard query should be written in GIS to show the differences by Y Kuyler. H Dauth to write a Standard Operating Procedure of how the process work which should be presented to the committee and should be signed off by J Fourie.

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.9.7		J Kuyler (Mbay) R-Data	Feedback at next meeting	In Progress	1.2.3 Street names Erf address per GIS should be compared to the address per Promun. (SG number should be used as the link) J Kuyler to do comparison by 15/12/2017 30 November 2017: D Truter in process to finalise the street layer where after J Kuyler can perform the test. 12/02/2018 & 9/04/2018: In process Additional action: R-Data needs to provide an additional field for the complex name at the location address, separate from the suburb and street name. 14/05/2018 H Dauth will discuss with J Kuyler. 13/06/2018: H Dauth logged the call at R-Data 8049, H Dauth to provide specifications to R-Data regarding this call by 13/06/2018. 16/07/2018: R-Data will provide feedback to H. Dauth by the end of the week (20/07/2018). 17/09/2018: R-Data still busy with the design. W Groenewald will inquire from Steward Lang when it will be finalised. 15/10/2018: A list was received from R-Data for data cleansing. There are 3 places in the financial system where the address can be typed in, needs to be determined which address must be used, H Dauth is busy with the process and will report back at next meeting.
6.3.9.8	3.9.1.3 Integration with billing and valuation systems.	H Dauth to enquire from D Retief	30/04/2017	Complete	1.3.1 NEOLMS to provide the documented business process for all the processes (VISIO if possible) for: (a) General Valuation and (b) additional valuation and the integration with Promun (the billing side) D Retief to provide the WF so that it could be placed on audit file.
6.3.9.9		Collab (C du Plessis) NEOLMS (D Retief)	Feedback at next meeting	In Progress	1.3.2 The following actions should be done: Business Engineering: Building Control: a) After the inspection process the processes should be elaborated to include the supplementary roll. (BE to design) b) Supplementary screen should be elaborated. A design session between BE, G Fourie and D Retief should be scheduled to determine the required fields that needs to be included in the workflow. c) There after a database / report should be generated with all the SV numbers and this report should be sent out in a batch to the valuer. Still have to establish which fields / tasks have to be accommodated. BE and Neolms Supplementary - land use (NEOLMS and building control (BE)WF to be elaborated 18 September 2017: BE spoke to D Retief, to enquire which fields is needed. BE still awaiting required fields. Capturing should take place in NEOLMS. E Kruger to arrange session with D Retief and relevant Role-players in October 2017 (before next meeting) to address the process. 30 October 2017: In progress. NEOLMS, BE and G Fourie to determine how to update status. 30 November 2017: Meeting was held between BE and NEOLMS and town planning still in process to refine the process. 12/02/2018: BE in process to make changes to the inspection process. 09/04/2018 & 1.3.3: Role-players will have a meeting and address the issues with the workflow within the week of 9 - 13 April. Amendments will be made. 14/05/2018: Meeting was held between NOELMS, Gert and Amanda. BE elaborated on the workflow and issues were addressed. Business process needs to be documented where after it should be signed off by G Fourie.E57 13/06/2018: BE to document the process and send it to H Dauth this should then be discussed with NEOLMS in the first week in July which should then be signed of by G Fourie. 16/07/2018: A Business Plan has been documented by BE this is still to be signed off by Jannie and Gert. A meeting will be
6.3.9.10		Feedback at next meeting	Feedback at next meeting	complete	1.3.3 Town Planning: Town, township, suburb, street, erf, subdivision and sectional title detail must be aligned to the deeds office and Demarcation Board specifications. Land use and change of land use: Which fields is needed to be completed? E Kruger to arrange a meeting with D Retief with the relevant role-players in October 2017 before next meeting. Property Rates Act should be investigated when valuation should be done J Fourie and H Dauth to provide feedback at next meeting regarding the timing of when valuation should be performed. 30 October 2017: In progress. NEOLMS, BE and G Fourie to determine how to update status. 30 November 2017: G Fourie will decide which valuation will be sent out to external valuaers or if it will not be valued. This will form part of the status coding.
6.3.9.11	3.9.1.4 Alignment of ownership must be verifiable with the	H Dauth	Feedback at next meeting	continious	1.4.1 H Dauth to provide the business process to determine the work flow and integration requirements. H Dauth to send to the group Status 8 May 2017: H Dauth to organise a meeting between H Dauth, H le Roux J Fourie and J Kuyler to discuss the detail workings of the work flow. Status 18 September 2017: H Dauth to organise a meeting between H Dauth, H le Roux J Fourie and J Kuyler to discuss the detail workings of the work flow. Status 30 October 2017: Meeting still have to be scheduled in November 2017 before next mSCOA meeting. 30 November 2017: In Process. 12/02/2018: Continuous process due to1.2.1 Databases is available, needs to be verified, will be a very timeous process. Differences should provided by R-Data in a report/list. Where after the reasons for the differences should be listed to be added as a default option. 14/05/2018: Process should be signed off. (draft is available) 13/06/2018: To be signed off by E Kruger and J Fourie by the next meeting in July. 16/07/2018: To be signed off by E Kruger and J Fourie. H. Dauth will send proof of signed document to W Wessels. 17/09/2018: E Kruger to sign and send to W Wessels **15/10/2018: Complete.**
6.3.9.12	3.9.1.5 Property transfers, subdivisions, consolidations and zoning changes must be system process with work flow and document management driven.	H Dauth D Retief (NEOLMS)	Feedback at next meeting	In Progress	1.5.1 H Dauth to provide the business process to determine the work flow and integration requirements. H Dauth to send to the group Status 8 May 2017: H Dauth to organise a meeting between H Dauth, H le Roux J Fourie and J Kuyler to discuss the detail workings of the work flow. Status 18 September 2017: H Dauth to organise a meeting between H Dauth, H le Roux J Fourie and J Kuyler to discuss the detail workings of the work flow. Status 30 October 2017: Meeting still have to be scheduled in November 2017 before next mSCOA meeting. 30 November 2017: In Process. 12/02/2018: H Dauth and J Fourie had a meeting Zoning register is ready to be converted. 9/04/2018: Zoning register is updated and live. The outstanding item is the data that is exchanged at night for GIS (old zoning and the new zoning). Clarity should be obtained when new erfs are established from housing schemes and if the new and old zoning charts should be updated. 14/05/2018: NEOLMS will address this by the end o the week due date: 18 May 2018 13/06/2018: In progress, feedback at next meeting 1) Process for the building plans - carried in Collaborator. 2) Clearance/ zoning will be carried by NEOLMS and all the information should be carried in NEOLMS. That includes the proforma invoice, payment and certificate issued . The register should be the job for the zoning certificates. The reconciliation will be the jobs for zoning certificates less payed, outstanding balance the rest should balance to the GL. Feedback by NEOLMS at the next meeting to ensure that this is how the process will work. 17/09/2019: D Retief to ensure the receipt amount is also included. J Fourie to sign-off the process if satisfied. 15/10/2018: Feedback to be given at next meeting. **04/02/2019: To be confirmed if the process have been completely signed off. Feedback at next meeting.**
6.3.9.13	3.9.2 Spacial: Integration with external stakeholders				
6.3.9.14	3.9.2.1 Must be able to align property register with the Sur	E Kruger (Town Planning)		Complete	2.1.1 Business process have to be documented. E Kruger to provide the business process. Include the integration to GIS, if Esri ,their business process should also be included
6.3.9.15	3.9.2.2 Where a 3rd party GIS system is used integration should be seamless.			Complete	
6.3.9.16	3.9.2.3 Integration with the asset register for municipal properties.			Complete	
6.3.9.17	3.9.2.3.1 Building Control: Integration to the Town Planning function				

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.9.18	**3.9.3.1 Building plan submission and approval.**	E Gordon (Mbay)	Feedback at next meeting	In Progress	3.1.1 E Gordon to provide a reconciliation between the building plans submitted and the income from building plans on a monthly basis. (H Dauth to inform E Gordon of this action) J Fourie to give instruction on the action above 18 September: Steward (R-Data) to investigate process to automate the reconciliation. 30 October 2017: BE list should be compared with Promun. Building Control to reconcile the list of Collaborator with R-Data. Differences should be provided to E Gordon. This should be performed for a month to ensure that it is correct where after it will be implemented on a monthly basis. 30 November 2017: BE created report, which will made available to Income department for their inputs. 12/02/2018: H Dauth to ask E Gordon in progress, feedback 9/04/2018: E Gordon to log the call and provide the call number to W Wessels to update on the action list. 14/05/2018: In progress. Please also refer to the application process discussed above. 13/06/2018: J Fourie to provide feedback at next meeting in July. 16/07/2018 & 17/09/2018: Feedback to be provided at next meeting.
6.3.9.19	**3.9.3.2 Document management for building plans and zoning certificates.**	S Westerberg BE(Kristy) Changes in progress - follow-up meeting was held with AM/Building Control, meeting scheduled for February for additional changes R-Data	Still in Progress, Meeting with Kristy to change the workflows	In Progress	3.2.1 Building plans work flow should be refined 8 May 2017: Changes sent though to BE and they are in the process to address the minor changes and then address the mayor changes 19 June 2017: Still have to be addressed. BE to start changing the templates. 18 September: BE and Building Control - in process to adjust the templates. 30 October 2017: In progress 30 November 2017: BE indicated is completed except for the demolition process. 12/02/2018: Two outstanding demolition, lapsed plans. Transgressions should be refined and the rest should be tested. BE and building control should schedule a meeting to discuss the process and progress should also include C Venter. 09/04/2018: 1) BE had a session with Municipality to demonstrate the portal process for upload. Implementation: End of June. 2) Issues still issues regarding demolition and lapsed plans which BE needs to be address. 14/05/2018 still in progress 04/02/2019: **Additional points added:** *) Demolition process not yet started, BE waiting for the specs from A Mathee; *) After the process it can be decided whether to be built into the Portal; *) Lapsed plans must be tested and then sign-off. 3) R-Data to revisit the proforma invoice at front office which should be converted to an invoice. (should be linked to the receipt and job number). E Gordon to investigate the proforma invoice and determine which fields are required for an invoice and give the required fields through to R-Data. R-Data to populate these fields in order for proforma to be converted to an invoice. This should be applicable for all fees at front office. 14/05/2018: J Kruger received the format on 14/05/2018. BE and R-Data to have a discussion by 25 May 2018. Feedback at next meeting 13/06/2018: J Kruger provided a proforma invoice to Mossel Bay Municipality and gave their inputs regarding changes that needs to be made to R-Data. Awaiting the outcome from R-Data. R-Data to investigate that the Proforma generates a CDV number as the job number. J Kruger to consult with J Fourie of the sequence number and length to be used. 16/07/2018: H le Roux will discuss this with J Fourie. Want to amend the CDV to 7 digits (numeric) (6 digits + CDV) 17/09/2018: Still issue with the CDV numbers, currently using the old numbers. R-data should investigate the issue with the CDV number and provide feedback at next meeting. Once addressed inform J Fourie so that he can inform Town Planning. 15/10/2018: The bank account requires that 11 digits should be completed as a reference. The job numbers will be adjusted with '0' digits to make up the 11 digits (added with the CDV number). **04/02/2019: To be followed up by H Dauth and feedback will be given at the next meeting.**
6.3.9.20					
6.3.9.21	**3.9.4 Valuation Roll Management: Valuations Module to give effect to the Municipal Property Rates Act, 2004, and as a minimum:**				
6.3.9.22					Action:
6.3.9.23				Complete	1.1.1 Consolidation:
6.3.9.24				Complete	1.1.2 Sub-devision
6.3.9.25		J Fourie (MbBay) D Naidoo (Mbay) E Kruger (Mbay) BE (C du Plessis / A Yaxley) S Westerberg (Mbay)	Feedback at next meeting	**In progress**	1.1.3) Town development, how is external service levies and conditions treated and the approval process. Workflow should be refined. External service agreements: Actions: a) Internal meeting to be held to discuss the clearance process. b) D Naidoo to be invited to next meeting to provide back ground on the process for the external service agreements. c) Data base should be kept for all service agreements (What is currently in the contract management system: E Kruger to inquire from Legal services) d) Vesting property: vesting property list should be investigated and completed by 30 May 2017 (E Kruger) this was already a audit query in the past and if not addressed this could result in loosing the clean audit. Final list to be provided to H le Roux to make the correction on the FAR. e) Demolition certificate - develop workflow on Collaborator. S Westerberg should document a SOP for the demolition which should be distributed to role-players and Collaborator. (31/12/2017) 19 June 2017: Approval of land use: Issue: SLA should be reviewed on a regular basis to ensure comply with the SLA. Furthermore no capital contribution register is in place. Action: A Yaxley will send Swartland's business process, this will then be distributed to the group in order to discuss. - Mother erf's record to be kept in R-Data (search function) 18 September 2017: J Fourie indicates that inputs should provided to the current register to ensure all the information needed for the register is in place. Register still the be refined. Business process needs to be refined. J Fourie will arrange the next meeting. 30 October 2017: BE to do a presentation of Swartland's process at next meeting. E Kruger to review the policy to ensure that all the variables are included (for example the capital contributions is there a timeframe where after repayment is for fitted excreta)
6.3.9.26					30 November 2017: BE and NEOLMS to do a presentation on proposed business process of capital contributions on 5
6.3.9.27				Complete	1.1.4) Completion certificate
6.3.9.28				Complete	1.1.5) Valuation process as determined by the Council (every 4 years and also determine the date from which effective)
6.3.9.29		H Dauth to provide to H le R	30/04/2017	Complete	1.1.6) Property rates policy renewed annually. The policy should be reviewed to include business processes (triggers) as identified 1.1.7 below
6.3.9.30				Complete	1.1.7) S Westerberg should provide Standing Operating Procedures (SOP) for the building plans which should be distributed to role-players and Collaborator.
6.3.9.31	**3.9.4.1 Seamlessly integrate with the revenue management module.**			Complete	1.1.8) Tariff list as per Promun should run live on the system.
6.3.9.32	**3.9.4.2 Integrate information for spatial analysis in a Geographical Information System (GIS).**			Complete	In place (billing linked to GIS)
6.3.9.33	**3.9.4.3 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.**			Complete	In place.
6.3.9.34	**3.9.4.4 Integrate with the land use system to ensure appropriate tariffs is timeously applied.**			Complete	1.4.1 E Kruger to provide the business process which was already documented by RAY to the group in order for Collaborator and NEOLMS to establish the integration requirements.
6.3.9.35	**3.9.4.5 Integrate with the** Surveyor General (SG) database and town planning systems in use at the municipality.			Complete	In place. Updated by Esri as required. Quarterly basis I9 June 2017: Esri should be updated monthly. (cadastral to be maintained internally) 30 November 2017: To expensive at this stage no budget available and should consider at the adjustment budget if funds call be allocated. 15/02/2019:
6.3.9.36	**3.9.4.6 Integrate with the deeds registry and monitor actual sales with current valuations as well as ownership against the billing system**			Complete	In place. H Dauth provide list monthly to Y Kuyler.
6.3.9.37	**3.9.4.7 Validate and report anomalies in the asset register on municipal owned properties.**			Complete	In place.

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
6.3.9.38	**3.9.4.8 Provide the municipal website with the Municipal Property Rates Act, 2004 required A&B valuation rolls.**			Complete	In place.
6.3.9.39	3.9.4.9 The valuation of property will be performed in the separate (Computer Assisted Mass Appraisal) system and the individual property values and relevant property			**Complete**	In place. CAMA (NEOLMS caters for this)
6.3.9.40	3.9.4.10 Property Rates and service charges are calculated at different tariffs depending on various criteria such as the category of the property.			**Complete**	In place.
6.3.9.41	3.9.4.11 Functionality is required to exempt certain categories of property and/ or certain categories of property owners from rates.			**Complete**	In place.
6.3.9.42	**3.9.5 Managing and calculation of property rates, special rating areas and service charges on a property subject to a number of requirements including but not limited to:**				
6.3.9.43				Complete	1.12.1 H Dauth to consult with R-Data regarding the discounts: Impermissible, discount
6.3.9.44				**Complete**	1.12.2 D Retief (NEOLMS) to provide training to D Dauth and J Fourie in order to operate the system. (tariff module) In process. 9/04/2018: Tariff modelling training still outstanding 13/06/2018: Training will provide training in the first week in July 2018. 16/07/2018:Training will be provided to J Fourie, H Dauth and H le Roux by NEOLMS on 13 August 2018 for tariff modelling and tariff construction. 17/09/2018: COMPLETE
6.3.9.45	**3.9.5.1 Functionality is required to calculate a rebate or a reduction in rates in compliance with the requirements of legislation and/ or business rules.**	H le Roux and D Retief (NEOLMS	To be determined	In Progress	1.12.3 Discuss the possibility to buy NEOLMS. H le Roux will also consult with the CFO. Municipality will not buy the program. Should obtain a SGRO agreement with NEOLMS and Municipality. 30 October 2017 D Retief to provide the SGRO to A Fraser for Mossel Bay Municipality to review. 30 November 2017: A Fraser and D Retief will have a meeting to address the SGRO option or alternative. 13/06/2018: D Retief busy to draft the proposal. A Fraser to investigate to implement a SGRO with BE, R-Data and NEOLMS. 16/07/2018: SGRO is not going to be used because it is too costly. NEOLMS have completed the agreement. This is still to be signed. 17/09/2018: still in process. was provided to A Fraser. 15/10/2018: Contract to be reviewed by A Fraser and send to Legal department to follow official process. Feedback at next meeting. **04/02/2019: SGRO agreement was sent to the legal department - awaiting feedback from Legal department.**
6.3.9.46	**3.9.5.2 Functionality is required for the phasing in of rates in compliance with legislation.**			Complete	
6.3.9.47	**3.9.5.3 Clearance Certificate Management to be online and comply with Section 118 of the Municipal Systems Act, 2000.**	H Dauth and BE		Complete	Whole process will be reviewed in order to obtain a holistic approach regarding the compliance with predetermined obligations 16/07/2018: This will be discussed at the meeting held as per point 1.1.3 between BE, H Dauth and J Fourie.
	3.10 Real Estate				
3.10.1.1	**1. Rental**				
3.10.1.2	**1.1 Rent Out**				
3.10.1.3		J Coetzee & BE (C du Plessis)	E-mail to PROMUN - Webservice will provide the Collab ref to the Contract which can be used to	In progress	a) Collaborator to assist with Business Process. Status 27 October 2017: C du Plessis (BE) will send out the proposal which was discussed to the role-players. A training session needs to be scheduled with the role players before 29 November 2017 where after it will be implemented. Status 29 November 2017: 5 (c) Contracts expired: Legal to adjust the contract expiry date via a Collaborator (extended with a maximum up to three/six months) if the contract is expired and also indicate the amount / escalation if applicable. (The contract should make provision in a clause that if
3.10.1.4		Assets- Income department and all other role-players			
3.10.1.5					
3.10.1.6					
3.10.1.7		Esri			
3.10.1.8		R Lombard			
3.10.1.9					
3.10.1.10	1.1.1 Maintain a rent register for rental properties	Legal Department	To be finalised by 29 November 2017	**Completed**	b) Legal services to document the current manual process they follow. In order to use as basis for the proposed electronic WF which prerequisite for item and contract management.
3.10.1.11		R-Data (J Kruger)	Fields received from RDATA	**In progress**	c) R-Data will carry the rent register.
3.10.1.12		H le Roux and E Gordon			Status: 10 May 2017:
3.10.1.13		Collaborator (A Yaxley)	Web service implemented - to be tested.	**Completed**	d) Once J Kruger (R-Data) provided the required fields to Collaborator a web service should be created.
3.10.1.14				**Completed**	a) Already in place
3.10.1.15	1.1.3 Automated rent renewals with workflow and document management	H Le Roux	Feedback at next meeting	**In progress**	b) Who takes responsibility for property management. Reminder to property services to establish who is responsible - J Roux will enquire from C Venter. 11/04/2018: Once uploaded in FAR, step to built in the pre-contract phase, when asset is awarded it should prompt task to the responsible person. 16/05/2018: To be addressed with the meeting H le Roux will schedule with MM, CFO and C Venter. 13/06/2018: H le Roux is in process to draft a position paper regarding the responsibilities to the Directors. 18/7/2018 & 19/09/2018 & 17/10/2018: H le Roux prepared the draft position paper, which still have to be tabled to the Directors. 02/06/2019: H le Roux to update with comments received, will be tabled again to Directors. Feedback at next meeting.
3.10.1.16	1.1.4 Link to debtors system for collection of rent	J Fourie		**Completed**	b) Already in place, but not a link. It is an instruction to the income department to raise a levy, to be tested (J Fourie)
3.10.1.17	1.1.5 Link to valuation system	J Coetzee & BE (C du Plessis) & G Fourie	Included in the Application to Lease or Purchase	**Completed**	Process have to be developed. This will be used to determine if the rent is market or non-market related **16/05/2018: BE: Task should be shifted to legal**
3.10.1.18	1.1.6 Link to asset register	H le Roux & R Lombard		**Completed**	In Progress busy to refine the process. (R Lombard and H le Roux) **R Lombard to test to see if fields are prepopulated.** **16/05/2018: BE to make amendments as provided by R Lombard.** **A Fraser to arrange a demonstration of the GIS for H le Roux.** 13/06/2018 & 187/2018: In progress. J Kuyler to demonstrate to H le Roux. - **19/09/2018: Complete**
3.10.1.19	**1.2 Rent in**			**Not completed**	

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
3.10.1.20	1.2.1 Lease register with work flow and document management.	R-Data (J Kruger) Expenditure (Deidre) BE (C du Plessis) Legal (Mbay)	Feedback at next meeting	In progress	a) R-Data will carry the lease register, the following should be done: - Investigate how the system could be changed, with regards to the lessee type, to test the number and the value of payments. Also to trigger a reminder to creditors department to remind them that a payment was not made, where after creditors department will follow-up. 11/04/2018: The same model as the lease out as the lease in, with reminders to the responsible person to remind for the invoice if not received. R-data wants the specifications for the register and what reports is needed. H le Roux request that BE provide a list of all the fields that needs to be completed for rent in and the related registers with inputs of legal services. There after H le Roux together with Expenditure Department will provide a list of the additional fields/ tasks that needs to be added for both R-Data and BE. Deidre to arrange meeting with finance once BE (C du Plessis) send the fields. 16/05/2018: A session was held by finance, SCM and Collaborator. Changes need to be made at the SCM side. Rent in should go through SCM. Currently no fields are captured at SCM, fields should inserted. Finance will circulate the list to the role-players and inputs should be sent to D Wright, who will update the list where after a session will be scheduled to formulate the business process. 18/7/2018: Amendments were made and circulated to the role-players. Please refer to the attachment "rent-in SPECS" 19/09/2018: Document will be circulated. Development plan should be given at the next meeting by BE and R-DATA 17/10/2018: 1) R-Data will provide the specification regarding the accounting treatment to H le Roux, where after Mossel Bay Municipality will provide feedback on this. 2) D Scholtz to provide the SCM number format to BE. **-06/02/2019: D Scholtz and BE will provide H le Roux with a proposal by the end of the today (06/02/2019).**
3.10.1.21	1.2.2 Automated payment scheduling.		Feedback at next meeting	Not yet commenced	Process have to be formulated, will be addressed with 1.2.1 a) above.
3.10.1.22	**1.3 General Processes**			Not completed	
3.10.1.23	1.3.1 Maintenance: Maintenance module for properties and facilities. Facilities Management (Maintenance).	R-Data	1/07/2017	Not yet commenced	a) H le Roux logged a call at R-Data regarding the Asset management module. On ICT Due Diligence Review it was indicated that proof of concept will be available by 1/7/2017
3.10.1.24		H le Roux and S Westerberg		Completed	b) H le Roux consulted with S Westerberg to indicate the required level that needs to be budgeted for
3.10.1.25				Completed	H le Roux and R Lombard will provide the buildings with their classification as per mSCOA V6.1 breakdown. S Westerberg to indicate next to this list who is the responsible person for the building and distribute to the responsible persons.
3.10.1.26				Completed	
3.10.1.27		H Le Roux	12/05/2017	Completed	a) H le Roux will obtain from M Jacobs the Payroll print out by 12 May 2017 and distribute it to S Westerberg.
3.10.1.28		S Westerberg	19/05/2017	Completed	b) S Westerberg to assign the responsible person with the grading number and job description as per Payroll report to the buildings.
3.10.1.29	1.3.2 Buildings and repairs and maintenance	S Westerberg K Venter H le Roux	Feedback at next meeting	In progress	c) Once the responsibilities were assigned, utilising CIDMS classification, these classes should be sent to the Directors for approval. S Westerberg to prepare the Memo to the Directors. Status: 20 September 2017: Awaiting the finalisation of the Macro structure before this can be addressed. **14/02/2018: H le Roux indicated that the new Marco structure will be implemented by 1/07/2019** **11/04/2018: Still in process. Issue regarding responsibility of land should be addressed.** **16/05/2018: Still in discussion, C Venter will correspond with H le Roux. H le Roux will arrange a meeting with MM, CFO himself and C Venter.** **13/06/2018 & 19/09/2018: Refer to 1.1.3 Rent out above.**
3.10.1.30		J Kuyler		Completed	a) Municipal property land layer for all municipal properties should be done on GIS. All the correspondence relating to the property should be available on GIS by utilising a link between Collaborator and GIS.
3.10.1.31	1.3.3 GIS	J Kuyler	21/06/2017	Completed	b) Y Kuyler to demonstrate at next meeting (in June 2017) to the committee how it works

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
	3.11 Water Losses				
	3.11.1 Opening balance				
		H le Roux (Mbay) & J Kuyler (Mbay) & E Louw (Mbay)	26/06/2017	Complete	1.1.1 H le Roux to send the list of all the pipelines to E Louw. Identify which pipelines should be included for the inventory, this should be pulled into GIS (which is linked to assets code). J Kuyler should consult with E Louw by using the diagram for the raw water. H le Roux can then provide the pipe details to E Louw to assist him to do the calculations. Status 10 May 2017: H le Roux consulted with Louis Kruger to extract the information form GIS (this is only the asset layer, not ass built, technical layer) and provide to E Louw The information provided should include the following the quantity of pipes, their length and the thickness of the pipe, in order for E Louw to determine the volume of water in the network. The reservoir volume should be added to get to the total volume. If new pipes are added this processes should be revisited to include the additional pipes, if applicable. Status 21 June 2017: GIS id's were not completed, this will be imported and updated. J Kuyler. Spatial report was sent to E Louw. This will run every night. J Kuyler will show E Louw to extract the spatial report. **Status 20 September 2017:** **Complete, H le Roux indicated that if problems exists to give it through to the asset department**
		E Louw (Mbay)	Report back by 21/06/2017 30/06/2017 and by month end following after 30/06/2017	In progress	1.1.2 E Louw will calculate the volume based on the information listed in 1.1.1 above. E Louw will do a test calculation by the next meeting in June 2017 and provide feedback. (This calculation should be sent to A Louw so that she can compare this figure, this should be done prior to next meeting in June 2017 so that she can also provide feedback) Status 20 September 2017 2016/2017 AFS year E Louw utilised the worksheet provided by R Lombard. H le Roux indicated that a field will be added to the FAR "volume". E Louw to provide the formula and its attributes which is needed to calculate the volume to H le Roux so that it can be calculated utilising the FAR information. R-Data to assist with the calculation. **16/05/2018: H le Roux wants the readings of the different water works as on 30 June 2016 and 2017, he would also require 31 May 2018 reading and once again 30 June 2018 from E Louw H le Roux require a source document. (outflow)**
	3.11.1.1 System Input Volume	A Louw (MBAy)	Report back by 21/06/2017 30/06/2017 and by month end following after 30/06/2017	In progress	1.1.3 E Louw should then provide this calculation through to A Louw as per 1.1.2 above. A Louw to compare this figure with the figure which was used. A Louw to provide feedback, whether difference was noted or not, of this comparison by the next meeting in June 2017, via email. Refer to 1.1.1 above
		L Deacon (Mbay) & V Basson (Mbay) R-Data	V Basson: Specification by 30 June 2017 to R-Data	In progress	1.2.a) Currently all the purification expenses is mapped to the I/E quid's. Actions: 1.2.1. Ringfence the purification works (al the cost centrums that relates to purification) The I/E items should now be mapped to inventory. Item segment should be remapped to inventory. Contra will be BS Inventory issued 21 June 2017: I/E of all the water treatment works is still budgeted for as previously years, not yet as inventory items.. R-Data is investigating a costing system. J Kruger required the specifications in order to develop. 20 September 2017: Mossel Bay Municipality V Basson sent all the cost centrums and expense votes to R-Data (J Kruger). **complete**
		L Deacon (Mbay) & V Basson (Mbay) in consultation with L du Toit (Mbay) J Kruger (R-Data)	V Basson: Specification by 30 June 2017 to R-Data	In progress	1.2.2. Salaries go through operation budget then booked out less capitalised to the inventory (automated journal) account 10 May 2017: Will remain with current structure and only change the item to inventory item segment (B/S). Enquire from R-Data (J Kruger) for a system similar to the vehicle costing, to provide all the cost of the plants on a subsystem, which will be part of the inventory cost. Cost of inventory will be bulk purchases and water treatment cost Budget office indicated that they need a tool to establish the repairs and maintenance for the regional plant, which needs to be reported on. If the inventory route is used, this information is not available. That is why Budget office wants to enquire from R-Data (J Kruger) for a system similar to the vehicle costing, to provide all the cost of the plants on a subsystem, which will be part of the inventory cost. Budget control should only be on the plant costs, which have mostly comprises of purchase of material and repairs and maintenance items. It should also be kept in mind that this plant also will have vehicle cost, which also need to be allocated to the plant and the inventory cost. This should be in place by 1 July 2017 (R-Data). J Kruger indicated that Mossel Bay Municipality can already open the stores bin, the plant, just ask L du Toit which serial numbers should be used, set-up the plant with the related items. Going forward budget on line items and reporting needs to be done. due date J Kruger to provide feedback by 21/06/2017 J Kruger indicated that he will have offline sessions with the role-players in order to establish the scope and understanding the processes that needs to followed. 20 September 2017: Specifications was provided to R-Data, development pending VHC development, it should however be noted that VHC do not account for salaries which should be included for inventory costing system
		L Deacon (Mbay) & V Basson (Mbay)	V Basson: Specification by 30 June 2017 to R-Data	In progress	1.2.3. All the other budgeted items for purification should be mapped as inventory items (includes depreciation, gains and losses ectara) 31/05/2017 10 May 2017: The only income relates to 6 Municipal houses that is rented out and then there is four revenue votes that relates to vehicle recoveries. This income should be reallocated to Water Distribution. 20 September: Progress update at next meeting
	3.11.1.2 Water Treatment Works	L Deacon (Mbay) & V Basson (Mbay) & J Kruger (R-Data)	R-Data to come and sit with V Basson to understand the scope of the problem	Complete	1.2.4 (a) Ensure that the charts (vote structure) are correct to treat this, especially stores and the treatment of the budget (V Basson, L Deacon and L du Toit) - complete b) H le Roux will discuss this with V Basson. Due to the changes above: Budget office indicated that the Balance sheet is now fully utilised as it only makes provision for 00 – 99 item lines, this will be an issue if further mSCOA item codes to be opened. V Basson to investigate the number of digits used for the long code on that level. R-Data to come and sit with V Basson to understand the scope of the problem 20 September 2017: Complete 16/05/2018: V Basson will provide new mSCOA short code to E Louw
				Complete	1.2.5 Consult with M Jacobs to address the treatment of the Water purification salary. (Less capitalised, should be part of the inventory) Lynn Ferguson to assist with automated journal Status 10 May 2017: 12 May 2017 will address with L Ferguson feedback at next meeting in June 2017.

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
3.11.1.3 Bulk Purchases		L du Toit (MBay) and T van Zyl (Mbay) & J Kruger (R-Data)	J Kruger to arrange a meeting with H le Roux to write specifications. To consult with H le Roux within the first two weeks of July 2017.	In Progress	Capturing the volume on R-Data should be done by Stores. L du Toit to determine where she will obtain the invoices from 1 July 2016 - 30 June so that it can be captured on the inventory system. Status 10 May 2017: L du Toit have obtained all the invoices from 1 July 2017 up to now. L du Toit needs clarity regarding on where the bin will be opened. She wants clarity of what she needs to update, the quantity or the total invoices/ +/-R12 million. The account need to be opened with all the items as per 1.2.2 above. One bin with two sub-bins. L du Toit needs to capture the value of the invoice. The volume input should come from T van Zyl, which relates to the outflow from the purification works and this reading should be provided on a monthly basis to L du Toit. Inventory control account should be a linked account with a) opening balance b) water treatment cost c) bulk purchases Where (b) and (c) will form the cost When the stores is going to determine the weighted average, it should use the total of (b) and (c) above against the purchases which will determine the unit price. R-Data to investigate how will they be able to calculate the weighted average using these two sub-bins. What is the timing of the cost to calculate the weighted average? The end of t month will be used for the purchase cost (30th
		B Karg and J Fourie and R-Data	J Kruger to arrange a meeting with H le Roux to write specifications. To consult with H le Roux within the first two weeks of July 2017.	Not yet commenced	R-Data to provide a monthly report for the daily average consumption, based on the meter statistics for (average daily consumption per meter should be calculated with a comparative of the previous years period or based on % based on seasonal terms. J Kruger will sit with E Louw and T van Zyl to do the calculation for the issue of the month): a) Free Basic water b) Subsidised Water ;and c) Revenue Water. 16/02/2018: R-Data to provide a report to J Fourie. (FBW, Subsidised water and revenue water). D Ellsworth to discuss with J Fourie in the week of 19th February 2018. 11/04/2018:
		R-Data & T van Zyl and E Louw	J Kruger to arrange a meeting with H le Roux to write specifications. To consult with H le Roux within the first two weeks of July 2017.	In progress	A report should be written for the consumption per month per debtor which should also be tested. J Fourie provided specifications to D Elsworth. J Fourie to test. Issue: T v Zyl indicated that there is an issue with Mun868 report issue to be addressed. 16/05/2018: 1) J Fourie logged a call Mun 976.p water losses. What the report entails is in summary: Meter number, account number and the past 12 months usage. Then an average is calculated for both years. When estimation is done use the previous years month and use the % escalation or reduction of the past two years. To be added: Should include the tariff code to differentiate between free basic water, subsidise water and revenue water. Summary report to distinguish between these 3 classes and the departmental charges should be listed separately. J Fourie to provide the billed consumption report to H le Roux and V Basson for their inputs. J Fourie to also draft journals for the
		R-Data & T van Zyl and E Louw	J Kruger to arrange a meeting with H le Roux to write specifications. To consult with H le Roux within the first two weeks of July 2017.	In progress	R-Data to consult with T van Zyl, E Louw for the calculation for issue per month

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
	3.11.2 Authorised Consumption: Billed Metered Consumption **- Free Basic Water** **- Subsidised Water** **- Revenue Water**	R-Data & T van Zyl and E Louw	J Kruger to arrange a meeting with H le Roux to write specifications. To consult with H le Roux within the first two weeks of July 2017.	In progress	R-Data to consult with T van Zyl, E Louw for the calculation for issue per month
		J Johnston (Mbay)	To be confirmed	Not yet commenced	a) Unmetered, J Johnston to provide the time and the water pressure through to E Louw to calculate he will then provide the quantity through to L du Toit to adjust the Water inventory. An incident report should keep the detail of the information by J Johnston as supporting documentation. Proposed meter be installed on the truck.
	3.11.3 Unbilled Authorised Consumption (unmetered)	E Louw (Mbay)	To be confirmed	Not yet commenced	b) The reading should then be provided to E Louw to do calculation. **16/05/2018: E Louw to provide the quantity to H Le Roux for 16/17 and 17/18,**
	3.11.4 Apparent Losses				
	3.11.4.1 Unauthorised Consumption	B Karg (Mbay)	Continuous	Continuous	E Louw will indicate to income department the illegal connections. Use consumer history to do the calculation the quantity should be given through to stores for water issued on a monthly basis.
	3.11.4.2 Customer Meter Inaccuracies	B Karg (Mbay)	30/04/2017	Not yet commenced	J Kruger to obtain specifications from H le Roux, J Fourie and E Louw. E Louw calculate monthly. R-Data (J Kruger) to provide a report of the date of first billing, to be used date of purchase. To assist with the calculation. (based on 10 years and older) and automate calculation based on %.. Calculation should be done for all meters and also for meters older than 10 years - apparent loss. This calculation to determine 10 years or older should be done annually.
	3.11.5 Real Losses			Not yet commenced	
	3.11.5.1 Leakage on Transmission and Distribution Mains	Technical Department	30/07/2017	Not yet commenced	The calculation should provided to L du Toit annually 30/06/2017 there alter on a monthly basis
	3.11.5.2 Leakage and Overflows at Storage Tanks	Technical Department	30/07/2017	Not yet commenced	The calculation should provided to L du Toit annually 30/06/2017 there alter on a monthly basis
	3.11.5.3 Leakage on Service Connections up to point of Customer Meter	Technical Department	30/07/2017	Not yet commenced	The calculation should provided to L du Toit annually 30/06/2017 there alter on a monthly basis
	3.11.5.4 Data transfer and management errors	R-Data (J Kruger)	As soon as possible	Complete	Discuss with R-Data to automate journal to the inventory account that has no effect on the billing side. Consider to calculate the daily average consumption per meter and x days per month to calculate the consumption. H le Roux and J Fourie will discuss this proposed treatment with Mr Botha and E Louw and T van Zyl will discuss this with Mr Naidoo and give feedback at next session. 10 May 2017: If the adjustments is already corrected in the daily average consumption nothing should be done for this step. Daily average consumption calculation will be the determining factor of what needs to be adjusted. This logic needs to be documented for audit purposes as well. 21 June 2017: E Louw and H le Roux discussed with Mr Botha and Mr Naidoo and they are in agreement of the treatment.
	3.11.5.5 Unavoidable Annual Real Losses	R-Data (J Kruger)	To be confirmed	Not yet commenced	The difference between Closing balance and all the actions listed above will be the unavoidable annual real losses, which needs to be calculated by the system and account for it as issued.
	3.11.5.7 Closing Balance	R-Data (J Kruger) & E Louw	To be confirmed	Not yet commenced	Closing balance will be what E Louw provide as per 1.1.2 above.
Action 7	**Maintain Query Log**	Deputy: Town Treasurer (FA)	Ongoing	In progress / Continueos	
Action 7.1	*Document all queries log*	Deputy: Town Treasurer (FA)	Ongoing	In progress / Continueos	
Action 7.2	*Monitoring of implementation*	Deputy: Town Treasurer (FA)	Ongoing	In progress / Continueos	