



# **BITOU LOCAL MUNICIPALITY**

## **BUDGET IMPLEMENTATION AND MONITORING POLICY**

**AS PREVIOUSLY APPROVED BY COUNCIL ON 31 MAY 2017 PER RESOLUTION  
C/2/45/05/17**

## TABLE OF CONTENTS

<b>1. PREAMBLE .....</b>	<b>3</b>
<b>2. DEFINITIONS .....</b>	<b>4</b>
<b>3. OBJECTIVES OF POLICY .....</b>	<b>10</b>
<b>4. BUDGET PRINCIPLES.....</b>	<b>10</b>
4.1. CAPITAL BUDGETS .....	10
4.1.1. <i>Basis of Calculation</i> .....	11
4.1.2. <i>Financing</i> .....	11
4.1.3. <i>Process and responsible parties</i> .....	12
4.1.4. <i>Implementation</i> .....	13
4.2. OPERATIONAL BUDGET.....	14
4.2.1. <i>Basis of Calculation</i> .....	14
4.2.2. <i>Financing</i> .....	14
4.2.3. <i>Budget Categories</i> .....	15
4.2.4. <i>Process</i> .....	17
4.2.5. <i>Implementation</i> .....	18
<b>5. BUDGET STEERING COMMITTEE.....</b>	<b>18</b>
<b>6. TIME SCHEDULE .....</b>	<b>19</b>
<b>7. ADJUSTMENT BUDGET.....</b>	<b>19</b>
<b>8. BUDGET VIREMENTATION.....</b>	<b>21</b>
8.1 VIREMENT CLARIFICATION .....	21
8.2. VIREMENT PROCEDURE .....	21
8.3. VIREMENT RESTRICTIONS .....	22
<b>9. BUDGET IMPLEMENTATION .....</b>	<b>23</b>
9.1 MONITORING (SECTION 71 OF MFMA).....	23
9.2 REPORTING .....	24
9.2.1 <i>Monthly budget statements (Section 71 of the MFMA)</i> .....	24
9.2.2 <i>Quarterly Reports (Section 52 of MFMA)</i> .....	25
9.2.3 <i>Mid-year budget and performance assessment (Section 72 and 88 of MFMA)</i> .....	25

## 1. PREAMBLE

In the spirit of the Municipal Finance Management Act, (No.56 of 2003) “ to modernize budget and financial management practices by placing local government finances on a sustainable footing in order to maximize the capacity of municipalities to deliver services to all residents customers, users and investors” and,

Whereas chapter 4 of the Municipal Finance Management Act, (No 56 of 2003) determines that a municipality may, except where otherwise provided in the Act, incur expenditure only in terms of an approved budget; and within the limits of the amounts appropriated for the different votes in an approved budget,

In terms of the Budget and Reporting Regulations the municipality has to adopt a policy which include the following:

1. A policy dealing with the shifting of funds within votes
2. A policy dealing with the introduction of adjustment budgets
3. Policies dealing with unforeseen and unavoidable expenditure
4. Policies dealing with management and oversight

Therefore the Bitou Municipality revised its Budget Policy to give effect to the Budget and Reporting Regulations as set out in this policy.

## 2. DEFINITIONS

**"Accounting officer"** means a person appointed in terms of section 82(l) (a) or (b) of the Municipal Structures Act;

**"Allocation"**, means-

(a) A municipality's share of the local government's equitable share referred to in section 214(l)

(a) Of the Constitution;

(b) An allocation of money to a municipality in terms of section 214(1) (c) of the Constitution;

(c) An allocation of money to a municipality in terms of a provincial budget; or

(d) Any other allocation of money to a municipality by an organ of state, including by another

Municipality, otherwise than in compliance with a commercial or other business transaction;

**"Annual Division of Revenue Act"** means the Act of Parliament, which must be enacted

annually in terms of section 214 (1) of the Constitution;

**"Approved budget,"** means an annual budget-

(a) Approved by a municipal council, or

(b) Includes such an annual budget as revised by an adjustments budget in terms of section 28 of the MFMA;

**"Basic Municipal Service"** means a municipal service that is necessary to ensure an

acceptable and reasonable quality of life and which, if not provided, would endanger public

health or safety or the environment;

**"Budget-related Policy"** means a policy of a municipality affecting or affected by the annual

budget of the municipality, including-

(a) The tariff policy, which the municipality must adopt in terms of section 74 of the Municipal

Systems Act;

(b) The rates policy which the municipality must adopt in terms of legislation regulating municipal property rates; or

(c) The credit control and debt collection policy, which the municipality must adopt in terms of section 96 of the Municipal Systems Act;

**"Budget transfer"** means transfer of funding within a function / vote subject to limitations.

**"Budget Year"** means the financial year of the municipality for which an annual budget is to be approved in terms of section 16(1) of the MFMA;

**"Chief Financial Officer"** means a person designated in terms of section 80(2) (a) of the

MFMA;

**"Councillor"** means a member of a municipal council;

**"Current year"** means the financial year, which has already commenced, but not yet ended;

**"Delegation"**, in relation to a duty, includes an instruction or request to perform or to assist in performing the duty;

**"Executive mayor"** means the councillor elected as the executive mayor of the municipality in terms of section 55 of the Municipal Structures Act;

**"Financial recovery plan"** means a plan prepared in terms of section 141 of the MFMA

**"Financial year"** means a twelve months period commencing on 1 July and ending on 30 June each year

**"Financing agreement"** includes any loan agreement, lease, and instalment purchase contract or hire purchase arrangement under which a municipality undertakes to repay a long-term debt over a period of time;

**"Fruitless and wasteful expenditure"** means expenditure that was made in vain and would

Have been avoided had reasonable care been exercised;

**"Irregular expenditure"**, means-

(a) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the MFMA, and which has not been condoned by Council;

(b) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the Municipal Systems Act, and which has not been

condoned in terms of that Act;

(c) expenditure incurred by a municipality in contravention of, or that is not in accordance with, a requirement of the Public Office-Bearers Act, 1998 (Act No. 20 of 1998); or

(d) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the supply chain management policy of the municipality or entity or any of the municipality's by-laws giving effect to such policy, and which has not been condoned in terms of such policy or by-law, but excludes expenditure by a municipality which falls within the definition of "unauthorised expenditure";

**"Investment/s"**, in relation to funds of a municipality, means-

(a) the placing on deposit of funds of a municipality with a financial institution; or

(b) the acquisition of assets with funds of a municipality not immediately required, with the

primary aim of preserving those funds;

**"Local community"** has the meaning assigned to it in section 1 of the Municipal Systems Act;

**"Municipal Structures Act"** means the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);

**"Municipal Systems Act"** means the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000);

**"Long-term debt"** means debt repayable over a period exceeding one year;

**"Municipal council"** or "council" means the council of a municipality referred to in section 18 of the Municipal Structures Act;

**"Municipality"**-

(a) when referred to as a corporate body, means a municipality as described in section 2 of the Municipal Systems Act; or

(b) when referred to as a geographic area, means a municipal area determined in terms of the Local Government: Municipal Demarcation Act, 1998 (Act No. 27 of 1998);

**"Municipal service"** has the meaning assigned to it in section 1 of the Municipal Systems Act (refer to the MSA for definition);

**"Municipal tariff"** means a tariff for services which a municipality may set for the provision of a service to the local community, and includes a surcharge on such tariff;

**"National Treasury"** means the National Treasury established by section 5 of the Public

Finance Management Act;

**"Official"**, means-

(a) an employee of a municipality or municipal entity;

(b) a person seconded to a municipality or municipal entity to work as a member of the staff of the municipality or municipal entity; or

(c) a person contracted by a municipality or municipal entity to work as a member of the staff of the municipality or municipal entity otherwise than as an employee;

**"Overspending"-**

(a) means causing the operational or capital expenditure incurred by the municipality during a financial year to exceed the total amount appropriated in that year's budget for its operational or capital expenditure, as the case may be;

(b) in relation to a vote, means causing expenditure under the vote to exceed the amount

appropriated for that vote; or

(c) in relation to expenditure under section 26 of the MFMA, means causing expenditure under that section to exceed the limits allowed in subsection (5) of this section;

**"Quarter"** means any of the following periods in a financial year:

(a) 1 July to 30 September;

(b) 1 October to 31 December;

(c) 1 January to 31 March; or

(d) 1 April to 30 June;

**"Service delivery and budget implementation plan"** means a detailed plan approved by the executive mayor of a municipality in terms of section 53(l)(c)(ii) of the MFMA for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate-

(a) projections for each month of-

(i) revenue to be collected, by source; and

(ii) operational and capital expenditure, by vote;

(b) service delivery targets and performance indicators for each quarter; and

(c) any other matters that may be prescribed, and includes any revisions of such plan by the



executive mayor in terms of section 54(l) (c) of the MFMA;

**"Unauthorised expenditure"**, means any expenditure incurred by a municipality otherwise than in accordance with section 15 or 11(3) of the MFMA, and includes-

(a) overspending of the total amount appropriated in the municipality's approved budget;

(b) overspending of the total amount appropriated for a vote in the approved budget;

(c) expenditure from a vote unrelated to the department or functional area covered by the vote;

(d) expenditure of money appropriated for a specific purpose, otherwise than for that specific

purpose;

(e) spending of an allocation referred to in paragraph (b), (c) or (d) of the definition of "allocation" otherwise than in accordance with any conditions of the allocation; or

(f) a grant by the municipality otherwise than in accordance with the MFMA;

**"virement"** refer to the definition of budget transfer

**"vote"** means-

(a) one of the main segments into which a budget of a municipality is divided for the appropriation of money for the different departments or functional areas of the municipality; and

(b) which specifies the total amount that is appropriated for the purposes of the department or functional area concerned.

### **3. OBJECTIVES OF POLICY**

The policy sets out the budgeting principles which Bitou Municipality will follow in preparing and implementing each annual budget. This policy shall give effect to the requirements and stipulations of the Municipal Finance Management Act and Municipal Budget and Reporting Framework in terms of the planning, preparation and approval of the annual and adjustments budgets.

The policy shall apply to all staff and councillors of the Bitou Municipality that are involved in budget implementation.

### **4. BUDGET PRINCIPLES**

The municipality shall ensure that revenue projections in the budget are realistic taking into

account actual collection levels. The expenses may only be incurred in terms of the approved annual budget (or adjustments budget) and within the limits of the amounts appropriated for each vote in the approved budget.

Bitou Municipality shall prepare a three-year budget (medium term revenue and expenditure framework (MTREF)) which will be reviewed annually and will be approved by

Council. The MTREF budget will at all times be within the framework of the Municipal Integrated Development Plan (IDP).

The annual budget will consist of a Capital and Operating Budget which will be discussed below:

#### **4.1. Capital Budgets**

The capital budget refers to the allocations made to specific infrastructural projects and

the purchase of equipment and other forms of assets having a lifespan of more than one year.

#### **4.1.1. Basis of Calculation**

- a) The **zero based method** is used in preparing the new MTREF capital budget, except in cases where a contractual commitment has been made that would span over more than one financial year.
- b) The annual capital budget shall be based on realistically anticipated revenue (capital loans to be taken up will be deemed to be part of this), which should be equal to the anticipated capital expenditure in order to result in a balanced budget.
- c) The impact of the capital budget on the current and future operating budgets in terms of finance charges to be incurred on external loans, depreciation of fixed assets, maintenance of fixed assets and any other operating expenditure to be incurred resulting directly from the capital expenditure, should be carefully analysed when the annual capital budget is being compiled.
- d) In addition, the council shall consider the likely impact of such operational expenses- net of any revenues expected to be generated by such item- on future property rates and service tariffs.

#### **4.1.2. Financing**

##### **Own Financing Sources**

The Council shall establish a Capital Replacement Reserve (CRR) for the purpose of financing capital projects and the acquisition of capital assets. Such reserve shall be established from the following:

- a) Unappropriated cash-backed surpluses to the extent that such surpluses are not required for operational purposes.
- b) Further amounts appropriated as contributions in each annual or adjustments budget; and
- c) Net gains on the sale of fixed assets in terms of the fixed asset management and accounting policy.
- a) interest on the investments of the asset financing reserve, appropriated in terms of the banking and investments policy;

### **Other Finance Sources**

The Ad- Hoc capital budget shall be financed from external sources such as the following:

- a) Grants and subsidies as allocated in the annual Division of Revenue of Act.
- b) Grants and subsidies as allocated by Provincial government.
- c) External Loans
- d) Private Contributions
- e) Contributions from the Capital Development Fund (developer's contributions) and,
- f) Any other financing source secured by the local authority.

### **4.1.3. Process and responsible parties**

The process to be followed in the compilation of the capital budget is as follows:

- a) The CFO, in conjunction with the Manager: Budget Office, and after consultation with the Portfolio Councillor of Finance sets the realistic growth level of the capital budget to be financed out of own sources (CRR).
- b) The draft capital budget is compiled based on the projects that emanated out of the engagements with the different stakeholders.
- c) The CFO, together with Councillors, the Manager: Budget and Treasury Office, engage with the Directors and the IDP Manager in order to determine

the priorities for a particular financial year and to determine the ranking of projects based on these priorities.

- d) The draft capital budget is submitted to the Mayoral Committee for their perusal and suggestions.
- e) The draft capital budget is tabled to Council 90 days before the start of the new financial year (31 March).
- f) After the draft budget is approved by Council, it is released for public comment.
- g) Once the comments from the public have been submitted, noted and considered, amendments are made to the draft budget and the budget is tabled to Council for final approval 30 days before the start of the financial year (30 May).

#### **4.1.4. Implementation**

- a) After the budget has been approved, the service delivery and budget implementation plan (SDBIP) should be compiled.
- b) The SDBIP must be tabled to the Mayor within 28 days after aforementioned approval.
- c) Each director has to indicate the intended spending patterns of both their capital and operating budgets. (Cash flows)
- d) These listed cash flows are consolidated into the Service Delivery and Budget Implementation Plan of the organisation.
- e) The SDBIP will be monitored on a monthly basis where actual spending will be compared with the planned spending as indicated by the directors at the beginning of the year.
- f) Each directorate can use their respective vote numbers as indicated on the capital budget

Before approving the capital budget component of the annual or adjustments budget, the council shall consider the impact of the capital component on the present and

future operating budgets of the municipality in relation depreciation charges; repairs and maintenance expenses; interest payable on external borrowings; and other operating expenses.

## **4.2. Operational Budget**

The operational budget refers to the funds that would be raised in the delivery of basic

services, grants and subsidies and any other municipal services rendered. These funds

are in turn used to cover the expenses incurred in the day to day running of the organization.

### **4.2.1. Basis of Calculation**

- a) A combination of the **incremental approach and zero based method, with incremental in the main** being used in preparing the annual operating budget, except in cases where a contractual commitment has been made that would span over more than one financial year. In these instances the zero based method will be followed.
- b) The annual operating budget shall be based on realistically anticipated revenue.
- c) An income based approach shall be used whereby realistically anticipated income is determined first and the level of operating expenditure would be based on the determined income flows.

### **4.2.2. Financing**

The operating budget shall be financed from the following sources:

- a) Service Charges
  - (i) Electricity Charges

- (ii) Water Sales
  - (iii) Refuse Removal Fees
  - (iv) Sewerage Fees
- b) Taxes - Increases in tariffs and rates will as far as possible be limited to inflation plus an additional percentage increase to accommodate the growth of the town.
- c) Grants and Subsidies - Grants and subsidies shall be based on all the gazetted grants and subsidies plus all other subsidies received by the organization.
- d) Interest on Investments - The budget for interest and investment shall be in accordance with the Cash Management and Investment policy of the organization.
- e) Rental Fees - Income from rental property will be budgeted for based on the percentage growth rate as determined by Financial Services for a particular budget year.
- f) Fines - Income from fines will be budgeted for based on the actual income received in the preceding year (calculated on the basis of actual receipts until end of February of each year, extrapolated over 12 months) and the percentage growth rate as determined by Financial Services for a particular budget year
- g) Other Income - All other income items will be budgeted for based on the actual income received in the preceding year (calculated on the basis of actual receipts until end of February of each year, extrapolated over 12 months) and the percentage growth rate as determined by Financial Services for a particular budget year.
- h) Notwithstanding the aforementioned, National and other benchmarks and ratios
- shall also be utilized to prevent uncontrolled negative growth of this source of income.

#### **4.2.3. Budget Categories**

The following expenditure categories shall be accommodated in the operating budget:

- a) Salaries, Wages and Allowances - The salaries and allowances are calculated based on the percentage increases as per the collective agreement between organised labour and the employer for a particular period. The remuneration of all political office bearers is based on the limitations and percentages as determined by the responsible National Minister.
- a) Employee related cost shall be separately prepared, and shall not exceed 34% of the aggregate operating budget component of the annual or adjustments budget. For purposes of applying this principle, the remuneration of political office bearers and other councillors shall not be included in this limit.
- b) Collection Costs - It refers to costs attributed to the maintenance of the financial system used for the collection of outstanding amounts and is based on the service level agreement.
- c) Depreciation - The above is calculated at cost, using the straight line method, to allocate their cost to their residual values over the estimated useful lives of the assets.
- d) Interest External Borrowings - The above refers to interest that has to be paid on an external loan taken up by Council. The budget will be determined by the repayments that the municipality is liable for based on the agreements entered into with the other party.
- e) Bulk Purchases - The expenditure on bulk purchases shall be determined using the tariffs as stipulated by the Water Boards and NERSA and by any other service provider from time to time.
- f) Other General Expenditure - A percentage growth for all other general expenditure will be based on the percentage determined by Financial Services in line with prevailing growth rates, CPI and prior actual expenditure trends.



- g) Repairs and Maintenance - The budget of repairs and maintenance shall be based on the increment as determined by Financial Services in conjunction with the needs of the departments in terms of repairing their assets.
- h) Contributions to Funds - Refers to the contribution made to provisions (e.g. leave reserve fund) on annual basis and is determined based on the actual expenditure in the previous year and any other factor that could have an effect.
- i) Less: Debited Elsewhere - This category refers to interdepartmental charges within the organization. The performance of each of line item is analysed where after the budget is based on the preceding year's performance.
- j) Appropriations - Refers to the transfers to- and from the Capital Replacement Reserve, to offset depreciation charges. Appropriations are determined on an annual basis.

#### **4.2.4. Process**

- a) The CFO, in conjunction with the Manager: Budget Office, and after consultation with the Executive Mayor and Portfolio Councillor of Finance, set the reasonable growth level of the operational budget based on the current financial performance and the prevailing industry growth levels. (i.e. CPI).
- b) After the income has been determined, an acceptable growth level for the operating expenditure is determined and the principles informing the compilation of the draft operating budget are discussed at Budget Steering Committee meeting.
- c) The draft operating budget is compiled based on realistically anticipated revenue resulting from detailed income modelling exercises.
- d) The draft operating budget is submitted to the Mayoral Committee for consideration.
- e) The draft operating budget is tabled to Council 90 days before the start of the new financial year (31 March).
- f) After the draft operating budget is approved by Council, it is released for public comment.

- g) Once the comments from the public have been submitted, same is considered in terms of the MFMA, where after the draft budget is tabled to Council for final approval, at least 30 days before the start of the new financial year (31 May).

#### **4.2.5. Implementation**

- a) The draft SDBIP must be submitted with the draft budget as per the new treasury guideline and can be refined after budget approval.
- b) The SDBIP must be tabled to the Mayor within 28 days after aforementioned approval.
- c) Each director has to indicate the intended spending patterns of both their capital and operating budgets. (Cash flows)
- d) These listed cash flows are consolidated into the Service Delivery and Budget Implementation Plan of the organisation.
- e) The SDBIP will be monitored on a monthly basis where actual spending will be compared with the planned spending as indicated by the directors at the beginning of the year.
- f) Each directorate can use their respective vote numbers as indicated on the capital budget.
- g) The principles of efficient, effective and economic implementation should at all times be applied.
- h) Standard for income and expenditure where such have been determined via NT Circulars shall be adhered to, e.g. Water losses and electricity distribution allowable losses.

### **5. BUDGET STEERING COMMITTEE**

**5.1.** The Mayor of the Municipality shall establish a Budget Steering Committee as required by Regulation 4 of the Regulations.

**5.2.** The function of the Budget Steering Committee is to provide technical assistance to the Mayor in discharging the responsibilities set out in Section 53 and elsewhere in the MFMA.

The Budget steering committee will meet at least four times in a year as determined by the Chief Financial officer in consultation with the Mayor.

## **6. TIME SCHEDULE**

**6.1.** The IDP Manager in consultation with the Senior Manager Budget and Treasury shall draft the budget time schedule as required by Section 21 (1) (b) for the ensuing financial year for the Council's approval.

**6.2.** Such time schedule shall indicate the target dates for the draft revision of the IDP and the preparation of the annual budget for the ensuing financial year, which target dates shall follow the prescriptions of the Municipal Finance Management Act, for the submission of all the budget-related documentation to the mayor, finance committee, executive committee and council.

**6.3.** Such time schedule shall provide for the deadlines, unless the Mayor, after consultation with the Chief Financial Officer, determines otherwise: provided that the requirements of the MFMA shall at all times be adhered to.

**6.4.** The Chief Financial Officer shall be responsible for ensuring that the time schedule is adhered to.

## **7. ADJUSTMENT BUDGET**

a) An adjustments budget will be compiled only once a year if intended adjustments fall in one of the following categories:

- (i) to appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for;
- (ii) to authorise the utilisation of projected savings in one vote towards spending under another vote;
- (iii) to authorise the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the council;
- (iv) To correct any errors in the annual budget.

The adjustments budget for above mentioned categories will be tabled to council at any time

after the mid-year budget and performance assessment but not later than 28 February of the

that financial year.

b) An adjustments budget will be compiled more than once a year if intended adjustments fall in one of the following categories:

- (i) To adjust the revenue and expenditure downwards if there is material under collection of revenue during the current year
- (ii) To appropriate additional revenues from National and Provincial Government that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programs already budgeted for;
- (iii) To authorise unforeseeable and unavoidable expenditure recommended by the Mayor
- (iv) To authorise unauthorised expenditure as anticipated by section 28(2)(g) of the MFMA to authorise the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have

been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the council.

(v) To correct any errors in the annual budget.

The adjustments budgets for above mentioned categories will be tabled to council at the

first available opportunity after above mentioned events occurred.

c) The adjustments budget will be treated in the same manner as the annual budget in terms of calculation and implementation.

d) The adjustments budget must be approved by Council.

## **8. BUDGET VIREMENTATION**

### **8.1 Virement Clarification**

Virement is the process of transferring budgeted funds from one line item number to another, with the recommendation of the relevant Director to the CFO or delegated finance official, to enable the Budget Office to effect the adjustments.

### **8.2. Virement Procedure**

- a) All virement proposals must be completed on the appropriate documentation and forwarded to the relevant Finance Officer for checking and implementation.
- b) All virements must be signed by the Director of the directorate within which the vote is allocated. (Section 79 MFMA)
- c) Projected cash flows in the SDBIP should be adjusted in line with the virement.
- d) All documentation must be in order and approved before any expenditure can be committed and incurred. (Section 79 MFMA)

- e) No virements of funds across votes (directorates) will be accommodated during the year; unless within the adjustments budget.
- f) All virementations must be motivated and need to be approved by the CFO or a delegated official after the Director of the department has recommended said transfer. The latter requires that such application reaches the office of the CFO prior to incurring expenditure. No virementation will be entertained if found to facilitate the incurring of unauthorized expenditure.
- g) No virementations will be considered after the February Adjustment budget facilitating fiscal dumping
- h) No Capital virementation will be considered if the transferred amount is more than 20% of the Capital projects' budgeted amount.
- i) Projects not having been committed in line with the approved SDBIP by the end of November, will be re-prioritized if the motivations regarding actual performance, are found to not be credible
- j) A project/s that will not materialize for one or the other reason will only be considered via the adjustment budget envisaged with the consideration of the mid-year budget performance assessment.
- k) No virementations after the closing of orders as stipulated in the financial protocol and/or formally communicated in line with the financial year-end preparation, will be considered unless in an absolute emergency that could reasonable not have been foreseen.

### **8.3. Virement Restrictions**

- a) No funds can be vimented between the different types of budgets (E.g. virements can only be made from basic capital to basic capital and operating to operating).
- b) No virement may be made where it would result in over expenditure of a line item (section 32 MFMA).
- c) No virement shall create new capital projects without the approval as contemplated or allowed by the adjustments budget process.
- d) No virement that would result in an increase in the staff establishment will be allowed.

- e) The budget savings from the following line items (necessary adjustments) may only be considered and transferred by the CFO
  - i. Salaries and allowances in case of an absolute emergency per notification to MM and duly motivated
  - ii. Depreciation
  - iii. Finance Charges (Interest on Loan)
  - iv. Appropriations
  - v. Contributions to Funds
  - vi. Administration Cost
  - vii. Municipal Services Consumption (Water, Electricity, Refuse and Sewerage)
  - viii. Internal charges
  - ix. Bulk Purchases (Water and Electricity)
  - x. Agency Fees
- f) An approved virement does not give expenditure authority outside of what is allowed by Council's Supply Chain Management Policy.
- g) Virements may not be made between Expenditure and Income.
- h) Virements across expenditure categories can only be authorised by the CFO. (E.g. from one "Repairs and Maintenance" vote number to a "General Expenses" vote number and will be limited to emergencies only.
- i) No virements are permitted in the first three months or the final month of the financial year without the express agreement of the CFO.
- j) Virement amount may not be rolled over to subsequent years, or create expectations on following budgets (Section 15 MFMA).
- k) Virements may not exceed a maximum of R1, 000, 000.00 per vote per financial year as periodically reviewed by Council.

## **9. BUDGET IMPLEMENTATION**

### **9.1 Monitoring (Section 71 of MFMA)**

The Accounting Officer with the assistance of the Chief Financial Officer and other senior managers is responsible for the implementation of the budget, and must take all reasonable

steps to ensure that:

- a) funds are spent in accordance with the budget;
- b) expenses are reduced if expected revenues are less than projected; and
- c) revenues and expenses are properly monitored.

## **9.2 Reporting**

### **9.2.1 Monthly budget statements (Section 71 of the MFMA)**

The Accounting Officer with the assistance of the Chief Financial Officer must, not later than ten working days after the end of each calendar month, submit to the Executive Mayor and

Provincial and National Treasury a report in the prescribed format on the state of the municipality's budget for such calendar month, as well as on the state of the budget cumulatively for the financial year to date.

#### **This report must reflect the following:**

- a) actual revenues per source, compared with budgeted revenues;
- b) actual expenses per vote, compared with budgeted expenses;
- c) actual capital expenditure per vote, compared with budgeted expenses;
- d) actual borrowings, compared with the borrowings envisaged to fund the capital budget;
- e) the amount of allocations received, compared with the budgeted amount;
- f) actual expenses against allocations, but excluding expenses in respect of the equitable share;



- g) explanations of any material variances between the actual revenues and expenses as
- h) indicated above and the projected revenues by source and expenses by vote as set out in the service delivery and budget implementation plan;
- i) the remedial or corrective steps to be taken to ensure that the relevant projections remain within the approved or revised budget; and
- j) projections of the revenues and expenses for the remainder of the financial year, together with an indication of how and where the original projections have been revised.

### **9.2.2 Quarterly Reports (Section 52 of MFMA)**

The Executive Mayor must submit to Council within thirty days of the end of each quarter a

report on the implementation of the budget and the financial state of affairs of the municipality. The report submitted to National and Provincial Treasury must be both in electronic format and in a signed written document.

### **9.2.3 Mid-year budget and performance assessment (Section 72 and 88 of MFMA)**

The Accounting Officer must assess the budgetary performance of the municipality for the first half of the financial year, taking into account all the monthly budget reports for the first six months, the service delivery performance of the municipality as against the service delivery targets and performance indicators which were set in the service delivery and budget implementation plan.

The Accounting officer must then submit a report on such assessment to the Executive Mayor by 25 January each year and to Council, Provincial Treasury and National Treasury by 31 January each year. The Accounting Officer may in such report make recommendations after considering the recommendation of the Chief Financial Officer for adjusting the annual budget and for revising the projections of

revenues and expenses set out in the service delivery and budget implementation plan.

## **10. REVIEW OF POLICY**

This policy took effect on 1 July 2016 (excluding the amended sections for consideration) and shall be reviewed on an annual basis to ensure that it is in line with the municipality's strategic objectives, good governance, and prudent expenditure management and with relevant legislation.