FINANCIAL SERVICES POLICIES

BUDGET VIREMENT POLICY

BREEDE VALLEY
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

2025/2026 FINANCIAL YEAR

A caring valley of excellence.

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1. DEFINITIONS AND ABBREVIATIONS

"accounting officer"- means the Municipal Manager, a person appointed in terms of section 82(l) (a) or (b) of the Municipal Structures Act;

"capital budget" means a financial plan catering for large and long-term sums for investment in property, plant and machinery, over a period greater than the period considered under an operating budget.

"chief financial officer" means a person designated in terms of section 80(2) (a) of the MFMA;

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

"executive mayor" means the councilor elected as the executive mayor of the municipality in terms of section 55 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);

"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;

"operating budget" An operating budget is the annual budget of an activity stated in terms of Budget Classification Code, functional/sub-functional categories and cost accounts. It contains estimates of the total value of resources required for the performance of the operations in terms of revenue and expenditure including reimbursable work or services for others;

"virement" means transfer of funds between functions / segments/ votes/ sub-votes

"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.

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2. INTRODUCTION

The Council approves a medium term expenditure framework budget (3-year budget) before the start of the financial year. The approved budget is an estimation of the activities within a specific financial period. The budget consists of an operating and a capital budget based on the strategic objectives of the Municipality.

In practice, as the year progresses, circumstances may change resulting in certain estimates being under-budgeted and others over-budgeted.

It is not practical to refer any such deviations to Council and it is therefore common practice to delegate certain authority for transfers to the Municipal Manager and Senior officials.

3. LEGISLAVITE FRAMEWORK

Paragraph 4.6 of Circular 51 of the MFMA states that the MFMA and the Municipal Budget and Reporting Regulations seek to move municipalities away from the traditional approach of appropriating/approving budgets by line item. The aim is to give the heads of municipal departments and programmes greater flexibility in managing their budgets. To further facilitate this, each municipality must put in place a council approved virements policy, which should provide clear guidance to managers as to when they may shift funds between items, projects, programmes and votes.

4. PURPOSE

The purpose of this policy is to afford guidelines on the transferring of budgeted funds in order to make the management of budgets flexible.

5. OPERATING BUDGET

5.1. Transfers between votes

a) The proposed shifts in funding should facilitate sound risk and financial management.

b) Virements between votes must be recommended by all directors affected, and approved by the Municipal Manager.

5.2. Transfers within votes

a) Virements within votes are permitted and must be approved by the Chief Financial Officer.

b) The proposed shifts in funding should facilitate sound risk and financial management.

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6. CAPITAL BUDGET

6.1 Transfers from Capital Budget to Operating Budget

(a) ~~Transfers from capital budgets to operating budgets are not permitted~~.Transfers from capital to operating votes must be approved by the Municipal Manager

6.2 Transfers from Operating Budget to Capital Budget

(a) Transfers from operating to capital budget votes must be approved by the Municipal Manager

6.3 Transfers within the Capital Budget

(a) Transfers within the capital budget (per line item/ project) can only be approved by the Municipal Manager, after recommendation by the Chief Financial Officer.

7. GENERAL CONDITIONS OF BUDGET TRANSFERS

(a) Virements are not permitted in relation to the revenue side of the budget, other than for the opening of new vote numbers

(b) Virements towards personnel expenditure can only be approved by the Municipal Manager, after recommendation by the Chief Financial Officer.

(c) Virements from personnel expenditure to other expenditure types can only be requested by the Chief Financial Officer and approved by the Municipal Manager

(d) Virements to or from the following items are not be permitted:

- debt impairment;
- depreciation,
- revenue foregone,
- VAT;
- workshop charges;
- support service charges; and
- vehicle costs

(e) Virements of conditional grant funds to purposes outside of that specified in the relevant conditional grant framework are not permitted; and

(f) The transfers of funds to and from functions or sub-functions are limited to 5% of the vote.

(g) Transfers towards repairs and maintenance projects are allowed, but not from repairs and maintenance projects to another category, unless the transfer relates to the acquiring, renewal or upgrading of municipal assets, and vice versa.

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(h) Transfers may only be done to capital projects as approved in the Original Budget or Adjustment Budget for a particular year. Transfer of funds may not result in new capital projects

(i) All segments must be considered when making a virement;

(j) The creation of new projects or savings across functions can only take place through an adjustment budget

(k) Virements may only take place within the same source of funding

(l) Virements within a function of sub function may be approved by the Chief Financial Officer.

(m) Virements to and from other functions or sub functions from are approved by the Municipal Manager, after recommendation by the Chief Financial Officer.

8. PROCESS OF TRANSFERS

(a) The virements shall be requested and recommended by the Manager and Director responsible.
(b)
(c) The requested virements shall be approved by the Chief Financial Officer/ Municipal Manager.

9. REPORTING

Funds as transferred in terms of the prescripts of this policy will be reported on a quarterly basis by the Chief Financial Officer to the Municipal Manager and the Executive Mayor.

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