



# **CENTRAL KAROO DISTRICT MUNICIPALITY**

## **VIREMENT POLICY**

**2023/2024**

## TABLE OF CONTENT

1.	Background	3
2.	Purpose	3
3.	Definitions	3 – 4
4.	Legislative Context	4
5.	Scope for Application	4 – 5
6.	Responsible Officials	5
7.	Limitations on Amount of Virement	5 – 6
8.	Virement Permitted only if Savings are Projected	6
9.	Further Restrictions on Virement	6 – 7
10.	Procedure for Virement	8 – 9
11.	Reporting	9
12.	Related Policies	9
13.	Review	9
14.	Effective Date	9

## 1. **BACKGROUND**

1.1 Virement is the process of transferring funds from one-line item of a budget to another. The term is derived from a French word meaning a commercial transfer.

1.2 Each year, Central Karoo District Municipality (the municipality) produces an annual budget which must be approved by Council. In practice, as the year progresses, circumstances may change so that certain estimates are under-budgeted and others over-budgeted due to unforeseen expenditure (for example, due to the occurrence of disasters), savings and reduced revenue projected. As a result, it becomes necessary to transfer funds between votes and line items. It is not practical to refer all transfers between line items within a specific vote to the Council, and as the Municipal Finance Management Act (MFMA) is largely silent as to such transfers, it is necessary to establish a policy which governs the administrative transfer between line items.

## 2. **PURPOSE**

2.1 The purpose of this policy is therefore to provide a framework whereby transfers between line items within votes of the operating budget may be performed with the approval of certain officials.

## 3. **DEFINITIONS**

3.1 **“MFMA”** Local Government: Municipal Finance Management Act, 56 of 2003;

3.2 **“Virement”** The process of transferring funds from one line item of a budget to another;



5.4 Any deviation from or adjustment to an annual budget or transfer within a budget which is not specifically permitted under this policy or any other policy may not be performed unless approved by the council through an adjustments budget.

**6. RESPONSIBLE OFFICIALS**

6.1 The Municipal Manager shall be responsible for the implementation and administration of this policy.

6.2 A transfer of funds from one-line item to another under this policy may, subject to the provisions of this policy, be authorised as follows:

6.2.1 If the amount does not exceed R 30 000 then the transfer may be authorised by the budget manager, for example the Manager: Municipal Health.

6.2.2 If the amount does not exceed R 200 000, the transfer may be authorised by the relevant Director or HOD.

6.2.3 If the amount exceeds R 200 000 the transfer must be authorised by the Municipal Manager, consultation with the Chief Financial Officer is recommended.

6.2.4 All virements must be signed off on by the Chief Financial Officer.

6.3 Virements can only be done after the necessary consultation with, and upon request of the Head of Department.

**7. LIMITATIONS ON AMOUNT OF VIREMENT**

7.1 Notwithstanding the provisions of section 6:

7.1.1 The total amount transferred from and to line items within a particular vote in any financial year may not exceeding 40% of the amount allocated to that vote;

- 7.1.2 The total amount transferred from and to line items in the entire budget in any financial year may not exceed 30% of the total operating budget for that year;
- 7.1.3 Virements may not be done between different votes or types of expenditure; and
- 7.1.4 Virements may be done within capital acquisitions if the original project was completed and savings remained.
- 7.1.5 Virements in the Roads budget may be made from one project to another and new projects may be created within the budget during the year, as the operational needs of the Department changes. **The operational needs of the Department are subject to constant changes and flux as a result of uncontrolled factors such as storm and water damage to roads in the District and the agreements made with the Department of Transport and Public Works (Western Cape). The virements in the Roads budget is not subject to the value as determined in 6.2.3 as the Departmental Head is fully authorised to manage the budget.**
- 7.2 A transfer which exceeds, or which would result in the exceeding of, any of the limits referred to in 6 above may, however, be performed if the Council by resolution approves thereof.

## **8. VIREMENT PERMITTED ONLY IF SAVINGS ARE PROJECTED**

- 8.1 A transfer of funds from one-line item to another may take place only if savings within the first-mentioned line item are projected, and such transfer may, subject in any event to the provisions of this policy, not exceed the amount of such projected savings.

**9. FURTHER RESTRICTIONS ON VIREMENT**

9.1 A transfer of funds between line items shall not be permitted under this policy if the effect thereof would be to:

9.1.1 Contravene any policy of the Municipality; or

9.1.2 Alter the approved outcomes or outputs of an Integrated Development Plan; or

9.1.3 Result in any adjustment to the Service Delivery and Budget Implementation Plan;

9.1.4 No transfer of funds shall be permitted if same were to result in any change to the staff establishment of the Municipality

9.1.5 **No virements may be made from and to employee related costs;**

- (a) Virements to and from this category of expenditure are not allowed.

- (b) Virements are allowed between cost items, cost centres and votes within these categories but only

- (i) To correct errors in the budget due to employees linked to an incorrect cost centre in the payroll system; and

- (ii) To transfer unallocated funds budgeted for at a centralised cost centre/s for prioritised vacant positions to be filled to the cost centre where appointments have been made.

- (c) Virements within this expenditure category are subject to the approval of the relevant senior manager, Chief Financial Officer and the Accounting Officer.

9.1.6 No virement may be made from the depreciation line items;

9.1.7 No virement may be made between items funded from different funding sources.

9.2 If any sub-vote has been specifically ring-fenced, no transfer of funds may be made under this policy to or from such line item.

9.3 Transfers of funds may not be made under this policy between or from grant funded capital items or projects.

- 9.4 To the extent that it is practical to do so, transfers within the first three months and the last month of the financial year should be avoided.
- 9.5 By definition, transfers may not be made under this policy from a line item administered by one department to a line item administered by another, unless approved by the CFO, and agreed upon by all relevant Senior Managers and Director(s).
- 9.6 In accordance with Section 30 of the MFMA, no transfer of funds may be made from a line item of a budget for a particular year to a line item of a budget for a subsequent year.
- 9.7 The transfer of funds in any year in accordance with this policy shall not give rise to any expectations of a similar transfer occurring in a subsequent year.
- 9.8 No transfer of funds shall be made if such transfer would constitute a transgression or contravention of any statute, regulation or other law, any policy, directive or guideline binding upon the Municipality, or the avoidance by the Municipality of any obligation imposed upon it by contract or any other cause.
- 9.9 The approval of any transfer shall not per se constitute expenditure authority, and all expenditure resulting from approved transfers must, to the extent that same is applicable, be carried out in accordance with the Municipality's Supply Chain Management Policy.

## **10. PROCEDURE FOR VIREMENT**

- 10.1 Proposals for transfers may be made by the Head of Department concerned.
- 10.2 The Municipal Manager shall prescribe a form on which all proposals for transfers of funds under this policy shall be made, which form shall include, but not be limited to, provisions for the following:



- 10.2.1 the name of the department concerned;
- 10.2.2 descriptions of the line items from and to which the transfer is to be made;
- 10.2.3 the amount of the proposed transfer;
- 10.2.4 the cause of the saving in the line item from which the transfer is to be made;
- 10.2.5 the justification for the transfer; and
- 10.2.6 a description of any consequences that such transfer may have for the Integrated Development Plan or the Service Delivery and Budget Implementation Plan.

10.3 Each proposal for a transfer shall be submitted by the Head of Department concerned to the Chief Financial Officer and if:

10.3.1 The amount of the transfer does not exceed the amount referred to in section 3.1 and the transfer is not between cost- or functional centres, the Chief Financial Officer shall:

- (a) approve the proposal, or
- (b) reject the proposal; or
- (c) refer the proposal to the Municipal Manager for approval or rejection;

10.3.2 the amount of the transfer does not exceed the amount referred to in section 3.1 but the transfer is between cost or functional centres, or if it falls within the range of amounts referred to in section 3.2, the Chief Financial Officer shall, shall approve or reject the proposal;

10.3.3 the amount of the transfer falls within the range of the amounts referred to in section 3.3, the Chief Financial Officer shall refer the matter to the Municipal Manager.

10.4 Upon a proposal for transfer being approved, such transfer shall be implemented subject to compliance with the Municipality's Supply Chain Management Policy.

**11. REPORTING**

11.1 The Municipal Manager shall submit a report on all transfers made under this Policy to the Executive Mayor if the transfers impact more than 5% of the budget of the functional area (excluding virements of the Roads budget).

**12. RELATED POLICIES**

12.1 The following policies are related to this policy:

- 12.1.1 The Supply Chain Management Policy;
- 12.1.2 Municipal Budget Policy.

**13. REVIEW**

13.1 This policy will be reviewed at least annually and updated if needed.

**14. EFFECTIVE DATE**

14.1 This policy shall come into effect when approved by Council.