

LAINGSBURG MUNICIPALITY



Budget Implementation & Management Policy 2023/24

Budget Policy No.: 16
Revision: Version 1
Effective From: 1 July 2023
<https://www.laingsburg.gov.za>

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1. DEFINITIONS

In this Policy, unless inconsistent with the context;

"Accounting Officer" means a person appointed in terms of section 82(l) (a) or (b) of the Municipal Structures Act; and refers to the municipal manager of a municipality in terms of section 60 of the MFMA;

"Adjustment Budget" means a budget as described in Section 28 of the MFMA, and in terms of Part 4 of the Municipal Budget and Reporting Regulations;

"Allocation", in relation to a municipality, means—

- a) municipality's share of the local government's equitable share referred to in section 214(1)(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;

"Approved Budget" means an annual budget that is approved by a Municipal Council or approved by a Provincial or the National Executive following an intervention in terms of section 139 of the Constitution and includes such an Annual Budget as revised by an Adjustments Budget in terms of section 28 of the MFMA and in terms of the Municipal Budget and Reporting Regulations;

"Capital Asset" means tangible and intangible assets that is held by the municipality for use in the production or supply of goods or services, for rental to others, or for administrative purposes and is expected to have a useful life of more than one financial year;

"Capital Budget" means an estimation of the expenses that meets the definition of capital assets, which will be incurred during a specific financial year from which future benefits economic benefits or service delivery will flow linked to the sources of finance from which these expenses will be funded;

"Chief Financial Officer" or **"CFO"** means a person designated in terms of section 80(2)(a) of the MFMA and who performs such budgeting and other duties as may be delegated in terms of section 79 of the MFMA by the accounting officer;

"Council" means the municipal Council of this municipality referred to in section 18 of the Municipal Structures Act;

"Cost Centre" means the third level of appropriation of funds which specifies the total amount that is appropriated and for which only one line-manager is responsible; the cost centre represents the Municipal classification segment of the municipal Standard Chart of Accounts;

"Division of Revenue Act" means the Act of Parliament, which must be enacted annually in terms of section 214 (1) of the Constitution;

"Financial year" means a 12-month period with year ending on 30 June;

"Fruitless, and wasteful expenditure" means expenditure that was made in vain and would have been avoided had reasonable care been exercised;

"IDP" is an acronym for the Integrated Development Plan;

"Irregular expenditure" means –

- a) Expenditure incurred by the 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 in terms of section 170 of the MFMA;
- b) Expenditure incurred by the 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 the 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 the 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 the municipality which falls within the definition of "unauthorised expenditure";

"Item segment" is one of the 7 segments of the Municipal Standard Chart of Accounts (mSCOA) and include:

- Item Expenditure;
- Item Revenue;
- Item Assets;
- Item Net Assets;
- Liability; and
- Item Gains and Losses.

"Line manager" means all officials reporting directly to a senior manager and to which a sub vote and cost centre is allocated;

"MFMA" is the acronym for Municipal Finance Management Act (Act 56 of 2003);

"mSCOA" is an abbreviation for Municipal Standard Chart of Accounts and is the classification framework for all accounting entries for municipalities. All transactions must be allocated to all seven segments of chart, namely:

1. Project segment;
2. Function segment;
3. Fund segment;
4. Regional segment;
5. Item segment;
6. Costing segment; and
7. Municipal classification segment (Only this segment is optional);

"Operating Budget" means the financial plan, which outlines proposed expenditure with a life expectancy of less than 12 months for the coming financial year and estimates the revenues used to finance the relevant expenditure;

"Overspending" means -

- a) 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, 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, causing expenditure under that section to exceed the limits allowed in subsection (5) of this section;

"Project"

- *"Operating Project"* means the projects as per the mSCOA Project Segment.
- *"Capital Project"* means the individual capital projects approved by Council or capital projects collectively approved by Council as part of the Annual Budget approval process;

"Senior Manager" means all officials reporting directly to the Accounting Officer as contemplated in section 56 of the MSA and to which a vote is allocated;

"SIPDM" means the Standard for Infrastructure Procurement and Delivery Management as included as part of the supply chain management policy of the Council;

"Sub Vote" means the second level of appropriation of funds; which specifies the total amount that is appropriated and for which only one line-manager is responsible;

"Unauthorised expenditure" means any expenditure incurred by a municipality otherwise than in accordance with sections 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 made by the municipality otherwise than in accordance with the MFMA;

"Virement" means the process of transferring an approved budgetary provision within the same vote from one Item segment or any combination of other segments to another, during a municipal financial year and which results from changed circumstances from that which prevailed at the time of the previous budget adoption;

"Vote" means one of the main segments into which a budget of a municipality is divided for the appropriation of funds for the different directorates of the municipality; and which specifies the total amount that is appropriated for the purposes of the directorate concerned. A "Vote" can be set at directorate level or filtered down to functional level. The definition of "vote" for Laingsburg Municipality is set at the Functional area within the respective department. (A-Schedule – A3) and includes:

Vote 1 - MAYORAL AND COUNCIL

Vote 2 - MUNICIPAL MANAGER

Vote 3 - CORPORATE SERVICES

Vote 4 - BUDGET AND TREASURY

Vote 5 - PLANNING AND DEVELOPMENT

Vote 6 - COMMUNITY AND SOCIAL SERV

Vote 7 - SPORTS AND RECREATION

Vote 8 - HOUSING

Vote 9 - PUBLIC SAFETY

Vote 10 - ROAD TRANSPORT

Vote 11 - WASTE MANAGEMENT

Vote 12 - WASTE WATER MANAGEMENT

Vote 13 - WATER

Vote 14 – ELECTRICITY

2. INTRODUCTION

In terms of the Municipal Finance Management Act, No. 56 of 2003, Chapter 4 on Municipal Budgets, Subsection (16), states that the Council of a municipality must for each financial year approve an annual budget for the municipality before the commencement of that financial year. According to subsection (2) of the Act concerned, in order to comply with subsection (1), the mayor of the municipality must table the annual budget at a Council meeting at least 90 days before the start of the budget year;

This policy must be read, analysed, explained, interpreted, implemented, and understood against this legislative background. The budget is a tool for planning and control, and it plays a critical role to realise diverse community needs. Central to this, the formulation of a municipal budget must consider the government's macro-economic and fiscal policy fundamentals.

3. POLICY OBJECTIVES

The objective of this policy is to set out the budgeting principles which the municipality will follow in preparing the annual and adjustment budget/s, as well as the responsibilities of the Mayor, Accounting Officer, Chief Financial Officer, and Senior Managers in compiling such budget.

This policy also establishes and maintains procedures to ensure adherence to the Municipality's IDP review, implementation, and budget related processes.

4. BUDGETING PRINCIPLES

- 4.1 The municipality shall not budget for a cash deficit and should also ensure that revenue projections in the budget are realistic taking into account actual collection levels;
- 4.2 The budget must be funded in terms of section 18 of the MFMA;
- 4.3 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;
- 4.4 Laingsburg Municipality shall prepare a three-year budget, a medium-term revenue and expenditure framework (MTREF), which must be reviewed annually and approved by Council;
- 4.5 The MTREF budget must always be within the framework of the Municipal Integrated Development Plan (IDP);

- 4.6 The budget must be aligned to the requirements of the Municipal Standard Chart of Accounts (mSCOA) and Municipal Budget and Reporting Regulations, the regulations published in terms of the MFMA;
- 4.7 No budget will be allocated for external funded projects unless it is gazetted, or the request is supported by written confirmation from the source of the grant.

5. ROLES AND RESPONSIBILITIES

5.1 Role of the Mayor

The Council must maintain oversight over the implementation of the Budget Policy and therefor the Mayor of a Municipality must:

- 5.1.1 Monitor, oversee the responsibilities assigned in terms of the MFMA to the Accounting Officer and the Chief Financial Officer, but may not interfere in the exercise of those responsibilities;
- 5.1.2 Take all reasonable steps to ensure that the municipality performs its constitutional statutory functions within the limits of the municipality's approved budget;
- 5.1.3 The mayor must, within 30 days of the end of each quarter, submit a report to the Council on the implementation of the budget and the financial state of affairs of the municipality;
- 5.1.4 Evaluate whether the municipality's approved budget is implemented in accordance with the service delivery and budget implementation plan;
- 5.1.5 Instruct the Accounting Officer to ensure that the budget is implemented in accordance with the service delivery and budget implementation plan and that spending of funds and revenue collection proceed in accordance with the budget.

5.2 Role of the Accounting Officer

- The Municipal Manager is the Accounting Officer and the administrative authority for the municipality. In the first instance, the Accounting Officer is accountable to the mayor for the implementation of the budget, to give effect to the IDP and advise accordingly.
- In the second instance the Accounting Officer is accountable to the Council for the overall administration of the municipality. The Accounting Officer must be fully aware of the reforms required in order to provide the Mayor, Councillors, senior officials and municipal entities with the appropriate guidance and advice on financial and budget issues. Whilst the Accounting

Officer may delegate to the Chief Financial Officer or other senior officials, this must be done carefully to ensure that all tasks are completed appropriately.

The Accounting Officer must:

- 5.2.1 Implement the municipality's approved budget, including taking all reasonable steps to ensure that the spending of funds is in accordance with the budget and is reduced as necessary when revenue is anticipated to be less than projected in the budget;
- 5.2.2 Ensure that revenue and expenditure are properly monitored;
- 5.2.3 When necessary, the Accounting Officer must prepare an adjustments budget and submit it to the mayor for consideration and tabling in the municipal Council;
- 5.2.4 Report to the municipal Council any shortfalls in the budget revenue, overspending and the necessary steps taken to prevent shortfalls or overspending;
- 5.2.5 Submit to the Mayor actual revenue, borrowings, expenditure, and where necessary report the variances on revenue projected and the budget;
- 5.2.6 The Accounting Officer shall ensure that all senior managers provide the inputs required by the Chief Financial Officer for these budget processes.

5.3 Role of the Chief Financial Officer

- 5.3.1 Without derogating in any way from the legal responsibilities of the Municipal Manager as Accounting Officer, the Chief Financial Officer shall be responsible for preparing the draft annual budget (including the budget components required for the ensuing financial years), any required adjustments budgets, the projections of revenues and expenses for the service delivery and budget implementation plan (including the alignment of such projections with the cash management programme prepared in terms of the cash and investments policy), and shall be accountable to the Accounting Officer regarding the performance of these functions;
- 5.3.2 The Chief Financial Officer shall provide input to the budget timetable for the ensuing financial year for the Mayor's approval, and shall indicate in such timetable the target dates for the draft revision of the annual budget 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, and target dates for the submission of all the budget-related documentation to the Mayor, Budget Steering committee, executive committee and Council, where applicable;

- 5.3.3 In preparing the budget, the Chief Financial Officer shall comply with the prescribed budget format of National Treasury, GRAP and with mSCOA;
- 5.3.4 The Chief Financial Officer shall determine and appropriate the depreciation expenses, the apportionment of interest payable, contributions to any reserve of the municipality, contributions to the provisions for impairment of debtors, accrued leave entitlements and obsolescence of stocks to each vote;
- 5.3.5 The Chief Financial Officer shall further, in terms of the Borrowing, Funding and Reserves Policy, determine the contribution to the capital replacement reserve (CRR) and any other contributions to other reserves of the municipality;
- 5.3.6 The Chief Financial Officer shall, with the approval of the Mayor and the Accounting Officer, and in taking cognisance the municipality's current financial performance, determine the recommended aggregate growth factor(s) according to which the budgets for the various votes shall be drafted and shall comply so far as possible with the prescribed increases by National Treasury;
- 5.3.7 The Chief Financial Officer shall compile monthly budget reports, with recommendations, comparing actual results with budgeted projections, and senior managers and line managers shall timeously and adequately furnish the Chief Financial Officer with all explanations required for deviations from the budget;
- 5.3.8 The Chief Financial Officer shall provide technical and administrative support to the mayor in the preparation and approval of the annual and adjustment budgets, as well as in the consultative processes, which must precede the approval of such budgets;
- 5.3.9 The Chief Financial Officer shall ensure that the annual and adjustments budgets comply with the requirements of National Treasury, reflect the budget priorities determined by the mayor, are aligned with the IDP, and comply with all budget-related policies, and shall make recommendations to the mayor on the revision of the IDP and the budget-related policies where necessary;
- 5.3.10 The Chief Financial Officer shall make recommendations on the financing of the draft capital budget for the ensuing and future financial years, indicating the impact of viable alternative financing scenarios on future expenses, and specifically commenting on the financial merits of internal and external financing options;
- 5.3.11 The Chief Financial Officer shall ensure that the cost of any relief/rebate is separately reflected in the appropriate mSCOA segments (use the relevant Project item);

- 5.3.12 The Chief Financial Officer shall ensure that the allocations from other organs of state are properly reflected in the annual and adjustments budget, and that the estimated expenses against such allocations are appropriately recorded.

5.4 The Role of Senior Managers and Other Officials

According to the MFMA, the following are the roles to be carried out by the senior managers and other officials:

- 5.4.1 That the system of financial management and internal control established for the municipality is carried out;
- 5.4.2 Ensure that the resources of the municipality are utilized effectively, efficiently, economically, and transparently;
- 5.4.3 Prevent unauthorised, irregular, or fruitless and wasteful expenditure and other losses;
- 5.4.4 Collection of revenue due to the municipality;
- 5.4.5 Safeguarding, maintenance and management of assets; and
- 5.4.6 Submission of information to the Accounting Officer for compliance with the Act.

6. APPROPRIATION OF FUNDS

Section 15 of the MFMA regulates as follows regarding the incurring of expenditure against budgetary provisions - "A municipality may, except where otherwise provided in this Act, incur expenditure only:

- a) In terms of an approved budget; and
- b) Within the limits of the amounts appropriated for the different votes in an approved budget."

7. ANNUAL BUDGETS

- 7.1 In accordance with section 16 of the MFMA, the Council of a municipality must for each financial year, approve an annual budget for the municipality before the start of that financial year;
- 7.2 In order for a municipality to comply with subsection (1) of section 16 of the MFMA, the Mayor of the municipality must table the annual budget at a Council meeting at least 90 days before the start of the budget year;

- 7.3 Subsection (1) of section 16 of the MFMA does not preclude the appropriation of money for capital expenditure for a period not exceeding three financial years, provided a separate appropriation is made for each of those financial years.

8. FUNDING OF EXPENDITURE

Section 18 of the MFMA prescribes as follow:

- (1) An annual budget may only be funded from -
 - a) Realistically anticipated revenues to be collected;
 - b) Cash-backed accumulated funds from previous years' surpluses not committed for other purposes; and
 - c) Borrowed funds, but only for the capital budget referred to in section 17(2).
- (2) Revenue projections in the budget must be realistic, taking into account -
 - a) Projected revenue for the current year based on collection levels to date; and
 - b) actual revenue collected in previous financial years.

Additional funding requirements are included in the Borrowing, Funding and Reserves Policy.

9. BUDGET PREPARATION PROCESS

9.1 Formulation of The Budget

- 9.1.1 The Accounting Officer, with the assistance of the Chief Financial Manager and the Manager responsible for the IDP, shall draft an IDP and Budget process plan with timetables for the municipality for the ensuing financial year;
- 9.1.2 The mayor shall table the IDP and Budget process plan to Council by 31 August each year for approval (10 months before the start of the next budget year);
- 9.1.3 The IDP and Budget process plan shall indicate the key deadlines for the review of the IDP as well the preparation of the medium-term revenue and expenditure framework budget and the revision of the annual budget. Such target dates shall follow the prescriptions of the MFMA, Municipal Budget and Reporting Regulations and the guidelines set by National Treasury;
- 9.1.4 The mayor shall convene an annual strategic workshop to determine the IDP priorities, which will form the basis for the preparation of the MTREF budget, taking into account the financial challenges of the municipality;

- 9.1.5 The mayor shall table the draft IDP and MTREF budget to Council by 31 March (90 days before the start of the new year) together with the draft resolutions, reviewed budget related policies and by-laws where applicable;
- 9.1.6 The Chief Financial Officer and senior managers undertake the technical preparation of the budget;
- 9.1.7 The budget must be in the format prescribed by the Municipal Budget and Reporting Regulations;
- 9.1.8 The budget must reflect realistically anticipated revenues;
- 9.1.9 The revenue and expenses reflected in the budget must be classified as per the classification framework of mSCOA;
- 9.1.10 The budget must also contain the information related to the two financial years following the financial year to which the budget relates, as well as the estimated revenues and expenses for the current year and the three prior year actual outcomes.

9.2 Public Participation Process

Immediately after the draft annual budget has been tabled, the municipality must convene public participations meetings on the draft budget during April and early May of each year and invite the public and stakeholder organizations to make representation at these meetings and to submit comments to the mayor in response to the draft budget.

9.3 Approval of the Budget

- 9.3.1 Council shall consider the Annual budget for approval not later than 31 May (30 days before the start of the budget year);
- 9.3.2 The Council resolution must contain budget policies and performance measures to be adopted;
- 9.3.3 Should the Council fail to approve the budget before the start of the budget year, the mayor must inform the MEC for Finance that the budget has not been approved;
- 9.3.4 The budget tabled to Council for approval shall at least include the following supporting documents:
 - Draft resolutions approving the budget and levying property rates, other taxes and tariffs for the financial year concerned;

- Measurable performance objectives for each budget vote, taking into account the municipality's IDP;
- The projected cash flows for the financial year by revenue sources and expenditure votes;
- Any proposed amendments to the IDP;
- Any proposed amendments to the budget-related policies;
- The cost to the municipality of the salaries, allowances and other benefits of its political office bearers and other councillors, the Accounting Officer, the Chief Financial Officer, and other senior managers;
- Particulars of any proposed allocations, donations and/or grants to other municipalities, municipal entities, external mechanisms assisting such as Non-Governmental Organizations, welfare institutions etc.; and
- Particulars of the municipality's investments.

9.4 Publication of the Budget

- 9.4.1 When making public the draft annual budget and supporting documentation in terms of section 22(a) of the MFMA, read with section 21A of the Municipal Systems Act, the Accounting Officer must also make public any other information that the municipal Council considers appropriate to facilitate the budget consultation process;
- 9.4.2 The annual budget must be submitted in both printed and electronic formats to the National Treasury and the relevant Provincial Treasury; and
- 9.4.3 Within ten working days after the municipal Council has approved the annual budget of a municipality, the Accounting Officer must in accordance with section 21A of the Municipal Systems Act make public the approved annual budget and supporting documentation and the resolutions referred to in section 24(2)(c) of the MFMA.

9.5 Service Delivery and Budget Implementation Plan (SDBIP)

- 9.5.1 The mayor must approve the Service Delivery and Budget Implementation Plan not later than 28 days after the approval of the Budget by Council;
- 9.5.2 The SDBIP shall include the following components:
 - Monthly projections of revenue to be collected for each source;
 - Monthly projections of expenditure (operating and capital) and revenue for each vote;
 - Quarterly projections of service delivery targets and performance indicators for each vote;
 - Ward information for expenditure and service delivery if required.

10. CAPITAL BUDGET

10.1 Basis of Calculation

- 10.1.1 The zero-based method is used in preparing the annual capital budget, except in cases where a contractual commitment has been made that would span over more than one financial year;
- 10.1.2 The annual capital budget shall be based on realistically anticipated revenue, which should be equal to the anticipated capital expenditure (funding to be secured before incurred);
- 10.1.3 The impact of the capital budget on the current and future operating budget in terms of finance charges to be incurred on external loans, depreciation of fixed assets, maintenance of fixed 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;
- 10.1.4 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.

10.2 Budget Principles

- 10.2.1 Expenditure of a project shall be included in the capital budget if it meets the definition of a capital asset;
- 10.2.2 Vehicle replacement shall be done in terms of Council's vehicle replacement policy, the Asset Management Policy and/or by Council resolution. The budget for vehicles shall distinguish between replacement and new vehicles. No non-specific amounts shall be budgeted for vehicle acquisition;
- 10.2.3 The capital budget shall distinguish between the replacement, renewal, upgrading and new capital assets;
- 10.2.4 A municipality may spend money on a capital project only if the money for the project has been appropriated in the capital budget;
- 10.2.5 The envisaged sources of funding for the capital budget must be properly considered and Council must be satisfied that this funding is available and not been committed for other purposes;
- 10.2.6 Regarding the compilation of the capital budget, the following is to be considered:

- The outer years (year 2 and 3) as approved with the previous Medium-term Revenue and Expenditure Framework (MTREF) will be utilized as the departure point;
- Contractually bound, multi-year projects and on-going projects will take preference;
- Should any funding capacity be available after funding the above mentioned, new projects will be prioritised and funded in terms of priority, value for money, benefit to Laingsburg Municipality and strategic objectives.

10.2.7 No budget will be allocated for capital projects unless the project is included in the IDP and when it relates to infrastructure projects, as defined in SIPDM, gate 4 compliance is a prerequisite for inclusion in the capital budget, for any other project the minimum requirement is a project initiation report with all details as prescribe by the Budget Office, that will include:

- A cost analysis that must indicate the financial viability of the project, and
- The total project costs (including projected future operational costs) as per the requirement of the MFMA.

10.2.8 Before approving a capital project, the Council must consider:

- The projected cost of the project over all the ensuing financial years until the project becomes operational, future operational costs and any revenues, which may arise in respect of such project, including the likely future impact on operating budget (i.e. on property rates and service tariffs);
- The impact on the present and future operating budgets of the municipality in relation to finance charges to be incurred on an external loan;
- Depreciation of capital assets;
- Maintenance of capital assets; and
- Any other ordinary operational expenses associated with any item on such capital budget.
- Council shall approve the annual or adjustment capital budget only if it has been fully funded or with the approval of a credible budget funding plan.

It will be the responsibility of the Accounting Officer and the mayor to ensure that the budget funding plan will be implemented and that progress on implementation will be monitored and reported upon on a monthly basis. A municipal deficit may not extend beyond the MTREF.

10.3 Funding of Capital Budget

The capital expenditure shall be funded from the following source:

10.3.1 External loans

- Council can make use of external borrowings. For more details on the borrowings refer to the Borrowing, Funding and Reserves policy as approved by Council.

10.3.2 Capital Replacement Reserve (CRR)

- Council shall establish a CRR for the purpose of financing capital projects for the acquiring of capital assets. For more details on the CRR, refer to the Borrowing, Funding and Reserves policy as approved by Council.

10.3.3. Grant Funding

- Capital expenditure funded from grants must be budgeted for in the capital budget;
- Expenditure must be reimbursed from the unspent grant and recognized in the operating budget as *transfers recognized – capital* and must be budgeted for as such;
- Interest earned on investments due to unspent conditional grant funding for which the grant condition stated the interest must accrue to the grant/project shall be capitalized to the unspent grant fund, if there is no condition stated then the interest must be allocated directly to the revenue account of the municipality;
- Grant funding needs to be secured in the form of cash (cash-backed) before spending can take place, except in instances where the written agreement with the transferring authority determines otherwise; and
- All unspent grants must be ring fenced and/or cash backed.

Utilizing conditional grant funding for other purposes than intended constitutes unauthorised expenditure and potentially financial misconduct. It should be dealt with accordingly. See section 171 (1)(c) of the MFMA.

11. OPERATIONAL BUDGET

11.1 The municipality shall budget in each annual and adjustments budget for the contribution to:

- 11.1.1 Provision for accrued leave entitlements equal to 100% of the accrued leave;
- 11.1.2 Continued employee benefits as at 30 June of each financial year;
- 11.1.3 Provision for impairment of debtors in accordance too the generally recognized accounting standards (GRAP);
- 11.1.4 Provision for the obsolescence and deterioration of stock in accordance with its inventory management policy or Supply Chain Management Policy;
- 11.1.5 The level of cash funding in respect to 11.1.1. and 11.1.2. above is set out in the Borrowing, Funding and Reserves Policy.

- 11.2 Depreciation and finance charges shall be charged to or apportioned only between the various cost centres to which the projects relate.
- 11.3 A percentage of the operating budget for each annual and adjustments budget shall be set aside for repairs and maintenance in the project segment as per the Borrowing, Funding and Reserves policy approved by Council.
- 11.4 Salary increases will be based on the SALGA wage agreement.
- 11.5 When considering the draft annual budget, Council shall consider the impact, which the proposed increases in rates and service tariffs will have on the monthly municipal accounts of households. The impact of such increases shall be assessed on the basis of a fair sample of randomly selected accounts.
- 11.6 Non-capital expenditure funded from grants must be budgeted as per the normal classification for example contracted services, inventory consumed etc. an amount equal to the amount spent will be recognized as revenue as per the next section in the operating revenue budget. The fund segment in these instances must be *transfers and subsidies*.
- 11.7 Expenditure must be reimbursed from the unspent grant and recognized in the operating budget as transfers recognized – operational and must be budgeted for as such.
- 11.8 The operating budget shall reflect the impact of the capital component on:
- Depreciation and amortization charges;
 - Repairs and maintenance as per the project segment, which include employee related cost, inventory consumed, operational cost and contracted services;
 - Interest payable on external borrowings; and
 - Any other operational expenses.

12. UNSPENT FUNDS AND BUDGET ROLLOVERS

- 12.1 The appropriation of funds in an Annual or Adjustment Budget will lapse to the extent that they are unspent by the end of the relevant budget year.
- 12.2 Conditions of the grant funding shall be taken into account in applying for rollover of grant funds.
- 12.3 Projects funded from the Capital Replacement Reserve may be rolled over but only if the following conditions are met:

- The Chief Financial Officer or his/her delegate must assess the funding requirements from and to the CRR for the next 3 budget years and only if sufficient funding is available in the CRR any projects may be considered for rolled over;
- The funds to be rolled over must have been committed before the 30th June; and
- The relevant Senior Manager must provide a detailed report providing the reasons for non-compliance to the deadline of 30th June as proof and to substantiate the above; and
- Funds from the CRR must be appropriated to this project in the adjustment budget in terms of section 28 (2) (e).

12.4 If the conditions mentioned in 12.3 for the rollover of a project could not be met, then the relevant Senior Manager must re-prioritize projects within his/her directorate in order to stay within the funding available within the CRR over the next 3 years and submit a report to this effect to be considered as part of the roll over adjustment budget.

12.5 Projects funded from Borrowings may be rolled over from the year it originates with an adjustments budget only if the funding is still available and no contract conditions of the investor or financier prohibits the roll over.

13. VIREMENTS

Virements to be dealt with in terms of the Council approved Virement Policy.

14. ADJUSTMENT BUDGET

14.1 Council may revise its annual budget by means of an adjustment budget in terms of section 28 of the MFMA and according to the timelines set out in the Municipal Budget and Reporting regulations section 23.

14.2 Section 28(2) of the MFMA determines when an adjustment must be done and when it may be prepared;

14.3 The Accounting Officer must promptly adjust its budgeted revenues and expenses if a material under-collection of revenues arises or is apparent.

14.4 The Accounting Officer shall appropriate additional revenues, which have become available but only to revise or accelerate spending programmes already budgeted for or any areas of critical importance identified by Council.

14.5 The Council shall in such Adjustment Budget, and within the prescribed framework, confirm unforeseen and unavoidable expenses on the recommendation of the mayor.

- 14.6 The Chief Financial Officer shall ensure that the Adjustment Budgets comply with the requirements of the National Treasury, reflect the budget priorities determined by the mayor, are aligned with the IDP, comply with all budget-related policies, and shall make recommendations to the mayor on the revision of the IDP and the budget-related policies where these are indicated.
- 14.7 The Council should also authorize the spending of unspent grant funding at the end of the previous financial year, where such under-spending could not reasonably have been foreseen at the time the Annual Budget was approved by the Council.
- 14.8 An Adjustment Budget must contain the following:
- An explanation of how the adjustments affect the approved Annual Budget;
 - Appropriate motivations for material adjustments; and
 - An explanation of the impact of any increased spending on the current and future annual budgets.
- 14.9 Municipal taxes and tariffs may not be increased during a financial year except if required in terms of a financial recovery plan.
- 14.10 Any unappropriated surplus from previous financial years, even if fully cash-backed, shall not be used to fund any adjustments budget.

15. UNFORSEEN AND UNAVOIDABLE EXPENDITURE

- 15.1 The mayor may authorize expenditure in terms of section 29 of the MFMA only if:
- 15.2 The expenditure could not have been foreseen at the time the annual budget of the municipality was passed, and
- 15.3 The delay that will be caused pending approval of an adjustments budget by the municipal Council in terms of section 28(2)(c) of the MFMA to authorize the expenditure may:
- Result in significant financial loss for the municipality;
 - Cause a disruption or suspension, or a serious threat to the continuation, of a basic municipal service;
 - Lead to loss of life or serious injury or significant damage to property; or
 - Obstruct the municipality from instituting or defending legal proceedings on an urgent basis.

- 15.4 The mayor may NOT authorize expenditure in terms of section 29 of the MFMA if the expenditure:
- 15.4.1 Was considered by the Council, but not approved in the annual budget or an adjustments budget;
- 15.4.2 Is required for:
- Price increases of goods or services during the financial year;
 - New municipal services or functions during the financial year;
 - The extension of existing municipal services or functions during the financial year;
 - The appointment of personnel during the financial year;
 - Allocating discretionary appropriations to any vote during the financial year; or
 - Would contravene any existing Council policy; or
 - Is intended to ratify irregular or fruitless and wasteful expenditure.
- 15.5 The amount of expenditure that a Mayor may authorize in terms of section 29 of the MFMA is limited to a percentage of the annual budget. Applicable to Laingsburg Municipality will be not to exceed more than 1% of the Annual Budget excluding grants and subsidies.

16. BUDGET IMPLEMENTATION

16.1 Monitoring

- 16.1.1 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 reasonable steps to ensure that:
- Funds are spent in accordance with the Budget;
 - Expenses are reduced if expected revenues are less than projected; and
 - Revenues and expenses are properly monitored.
- 16.1.2 The Accounting Officer with the assistance of the Chief Financial Officer must prepare any Adjustment Budget when such budget is necessary and submit it to the mayor for consideration and tabling to Council.
- 16.1.3 The Accounting Officer must report in writing to the Council any impending shortfalls in the Annual Revenue Budget, as well as any impending overspending, together with the steps taken to prevent or rectify these problems.

16.2 Reporting

16.2.1 *Monthly budget statements –*

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 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:

- Actual revenues per source, compared with budgeted revenues;
- Actual expenses per vote, compared with budgeted expenses;
- Actual capital expenditure per vote, compared with budgeted expenses;
- Actual borrowings, compared with the borrowings envisaged to fund the capital budget;
- The amount of allocations received, compared with the budgeted amount;
- Actual expenses against allocations,
- The remedial or corrective steps to be taken to ensure that the relevant projections remain within the Approved or Revised Budget; and
- 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.

The report to the National Treasury must be both in electronic format and in a signed written document.

16.2.2 *Quarterly Reports -*

The 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.

16.2.3 *Mid-year budget and performance assessment -*

- 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 mayor of the municipality, the National Treasury and the relevant Provincial Treasury by 25 January each year and to Council by 31 January each year; and

- 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.

17. CONCLUSION

The Accounting Officer must place on the municipality's official website the following documentation with regards to the Budget policy:

- The Annual and Adjustment Budgets and all budget-related documents;
- All budget-related policies;
- The Annual Report; and
- All quarterly and mid-year reports submitted to the Council on the implementation of the budget and the financial state of affairs of the municipality.

Compliance to section 75 of the MFMA

18. POLICY REVIEW

- 18.1 This Budget Policy is the sole policy governing any budget process within the municipality. The Municipal Council must approve any reviews to this policy.
- 18.2 The mayor must submit any proposed changes to this policy to the Council as part of the annual review of policies submitted with the budget documentation.
- 18.3 Whenever the Minister of Finance or the National Treasury or the Auditor-General requires changes to the policy by means of legislation or requests it should be reviewed promptly in accordance with such requirements, giving full details of the reasons for the revision.
- 18.4 This policy will be annual reviewed by the Chief Financial Officer, or by any official delegated by the CFO.

DOCUMENT CONTROL

Summary: This document describes the principles of the Budget Implementation & Management Policy that will be applicable to Laingsburg Municipality, with effect from 01 July 2023.