MERAFONG CITY LOCAL MUNICIPALITY

BP16
VIREMENT POLICY
FINANCIAL YEAR 2025/2026

BP16 **VIREMENT POLICY**

Policy: Virement Policy	**Effective Date: 01 July 2025**
Approved:	**Review Date: 31 March 2025**

Background and Purpose

1.1 Each year, 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 or savings). 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 **Local Government: 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.

1.2 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.

2. Definitions

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.
2. Vote: For ease of reference, the definition of “vote” as contained in Section 1 of the MFMA is set out hereunder:
‘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. Policy options identification, analysis and assessment

3.1 This policy applies only to transfers between line items within votes of the Municipality’s operating budget.

3.2 Section 28(2) (d) of the MFMA provides that ***“An adjustments budget - may authorise the utilisation of projected savings in one vote towards spending in another vote.”*** **Transfers between votes may therefore be authorised only by the Council of the Municipality.**

3.3 This policy shall not apply to transfers between or from capital projects or items and no such transfers may be performed under this policy.

3.4 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

4. Authorisation of Virement

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:

4.1 If the amount does not exceed R 5,000.00, the transfer may be authorised by the Budget Specialist or the Senior Accountant: Treasury of the Municipality after consultation with the Manager: Budget & Treasury;

4.2 If the amount exceeds R 10,000.00 but does not exceed R 30,000.00, the transfer may be authorised by the Manager: Budget & Treasury after consultation with the Chief Financial Officer;

4.3 If the amount exceeds R 30,000.00 but does not exceed R 60,000.00, the transfer may be authorised by the Chief Financial Officer of the Municipality on the recommendation of the Municipal Manager.

4.4 Notwithstanding the provisions above, a transfer of funds between cost centres within a particular vote may not be authorised by the Chief Financial Officer but may only be authorised by **Municipal Manager** therefore the virements across segments will be allowed.

MSCOA SEGMENTS

There are six steps of mSCOA segments

Funding Segment

The municipality also uses the various sources of funding available for financing expenditure relating to the operation of the municipality both capital and operating spending.

Function Segment

It is the location within mSCOA for creating the “vote” structure for all municipalities

Item Segment

It is the distinction of what is being bought or money received for in the main categories being Revenue, Expenditure, Assets, Liabilities and Net Assets.

Project Segment

It is the nature of expenditure resulting in the classification of transactions linked to the IDP of the municipality.

Costing Segment

Recording of the full cost

5. Limitations on amount of Virement

5.1 Notwithstanding the provisions of section 3:

5.1.1 The total amount transferred from and to line items within a particular vote in any financial year may not exceed 10% of the amount allocated to that vote;

5.1.2 The total amount transferred from and to line items in the entire budget in any financial year may not exceed 10 % of the total operating budget for that year;

5.1.3 The amount of any one transfer of funds between line items may not exceed the sum of R 2 000,000.00.

5.2 A transfer which exceeds, or which would result in the exceeding of, any of the limits referred to in 4.1 above may, however, be performed if the Council, by resolution approves thereof.

6. Virement Permitted only if Savings are Projected

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.

7. Further Restrictions on Virements

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

7.1.1 contravene any policy of the Municipality; or

7.1.2 alter the approved outcomes or outputs of an Integrated Development Plan; or

7.1.3 result in any adjustment to the Service Delivery and Budget Implementation Plan.

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

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

7.4 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.

7.5 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.

7.6 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.

7.7 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.

7.8 The approval of any transfer shall not *per se* constitute authorisation for expenditure, and all expenditure resulting from approved transfers must, be carried out in accordance with the Municipality's Supply Chain Management Policy.

7.9 The transfer of funds must in any event not contravene the provisions of paragraph 4.6 of MFMA Circular 51(Municipal Budget Circular for the 2010/2011 MTREF) issued on 19 February 2010, which provides, inter alia, as follows:

1. "*Virements should not be permitted in relation to the revenue side of the budget;*

2. Virements between votes should be permitted where the proposed shifts in funding facilitate sound risk and financial management (e.g. the management of central insurance funds and insurance claims from separate votes);

3. Virements from the capital budget to the operating budget should not be permitted;

4. Virements towards personnel expenditure should not be permitted;

5. Virements to or from the following items should not be permitted: bulk purchases; debt impairment, interest charges; depreciation, grants to individuals, revenue foregone, insurance and VAT;

6. Virements should not result in adding 'new' projects to the Capital Budget;

7. Virements of conditional grant funds to purposes outside of that specified in the relevant conditional grant framework must not be permitted."

8 Procedure for Virement

8.1 Approval for transfers must be made by the Executive Manager of the concerned department.

8.2 The Budget Office shall prescribe a form on which all proposals for transfers of funds this policy shall be made, which form shall include, but not be limited to, provisions for following:

8.2.1 the name of the department concerned;

8.2.2 descriptions of the line items from and to which the transfer is to be made;

8.2.3 the amount of the proposed transfer;

8.2.4 the cause of the saving in the line item from which the transfer is to be made;

8.2.5 the justification or motivation for the transfer;

8.2.6 a description of any consequences that such transfer may have for the Integrated Development Plan or the Service Delivery and Budget Implementation Plan.

8.3 Each proposal for a transfer shall be submitted by the Executive Manager concerned the Budget Office and if:

8.3.1 the amount of the transfer does not exceed the amount referred to in **paragraph 3.1 and 3.2,** and the transfer is not between cost centres, the Specialist Budget or Manager: Budget & Treasury shall:

8.3.1.1 approve the proposal, or
8.3.1.2 reject the proposal; or
8.3.1.3 refer the proposal to the Chief Financial Officer for approval or rejection;

8.3.2 the amount of the transfer does not exceed the amount referred to in **paragraph 3.3** the transfer is between cost centres, or if it falls within the range of amounts referred in **paragraph 3.4**, the Chief Financial Officer shall refer the proposal to the Municipal Manager who, after consultation with the Chief Financial Officer, shall approve or reject the proposal;

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

9. Implementing Strategy

The Municipal Manager shall submit a report on all transfers made under this Policy to the Mayor every quarter (September; December; March; June).

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

This policy will be effective on the date of adoption by Council.

10. Policy Evaluation and Review

The Municipality would evaluate and review the policy on an annual basis and make changes if it is necessary.

11. Approval and Effective Date

The policy will be effective as from 01 July 2025