



## VIREMENT POLICY

<b>Council Resolution No</b>	:	.....
<b>Date</b>	:	.....
<b>Municipal Manager</b>	:	.....
<b>Executive Mayor</b>	:	.....
<b>Reference No</b>	:	.....
<b>Municipal Code No</b>	:	.....

**REVIEWED 25.05.2026**

## TABLE OF CONTENTS

### Contents

1.	BACKGROUND .....	3
2.	PURPOSE .....	3
3.	DEFINITIONS.....	3
4.	LEGISLATIVE CONTEXT .....	4
5.	VIREMENT IN A mSCOA ENVIRONMENT.....	4
6.	VIREMENT PRINCIPLES.....	5
7.	OPERATING BUDGET VIREMENTS.....	6
8.	CAPITAL BUDGET VIREMENTS.....	7
9.	LIMITATIONS ON AMOUNT OF VIREMENT .....	7
10.	PROCESS AND ACCOUNTABILITY .....	8
11.	FLOW DIAGRAM IN APPLYING A VIREMENT.....	9
12.	REVIEW.....	9
13.	EFFECTIVE DATE .....	9
14.	Annexure A – Virement application form .....	9
15.	Annexure B – Flow diagram Decision Tree .....	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 A virement represents a flexible mechanism to effect budgetary amendments
- 1.3 Changing circumstances and priorities during a financial period may give rise to a need to virement (transfer) funds within or between approved Votes, as defined in the Municipal Finance Management Act 56 of 2003 (MFMA). The treatment of such instances may, however, be dependent on whether an adjustments budget is required or not.

## 2. PURPOSE

- 2.1 The purpose of this policy is to provide a guideline for management in their day- to day management of their budgets.

## 3. DEFINITIONS

Concept, term, abbreviation	Description
MFMA	Municipal Finance Management Act, 56 of 2003
Virement	The process of transferring funds from one-line item of a budget to another.
Vote	As contained in Section 1 of the MFMA: "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 "

#### 4. LEGISLATIVE CONTEXT

The Overberg District Municipality is committed to adhering to and applying the prescribed legislative environment as it applies to virements, with specific reference to:

- 4.1 The Constitution of the Republic of South Africa, Act 108 of 1996 as amended
- 4.2 The Municipal Finance Management Act, 56 of 2003 (MFMA)
- 4.3 Treasury regulations issued in terms of the MFMA

In terms of the Constitution the approval of a budget is the responsibility of the Council. This does not mean the approval of every line item but is rather aimed at the approval of the budget as a financial and service delivery document. The process and other requirements are controlled by the Municipal Finance Management Act, Act 56 of 2003 (MFMA) and although the MFMA is not specific with regards to virements, municipalities are guided in related MFMA circulars No 12, 51, 88 and 94 and Municipal SCOA Circular No. 8 dated 24 April 2020 guidance on virement policies to municipalities issued by National Treasury

#### 5. VIREMENT IN A mSCOA ENVIRONMENT

(Extract from MFMA Circular No 94 dated 8 March 2019)

*The MFMA and the Municipal Budget and Reporting Regulations, 2009, allow for the shifting of funds between items, projects, programmes and votes in the budget in line with a Council approved virement policy. MFMA Circulars No. 12, 51 and 88 provide the principles municipalities must consider when doing a virement. With the promulgation of the mSCOA Regulation in 2014, municipalities should have aligned their virement policies to mSCOA. mSCOA provides a uniform and standardised financial transaction classification framework for municipalities and their entities to transact in and record its transactions using seven (7) segments. Six of these mSCOA segments are compulsory*

## 6. VIREMENT PRINCIPLES

The following virement principles will apply:

- 6.1 In order for the Chief Financial Officer to authorise the transfer of funds from one cost item or capital project to another cost item or capital project within or across a vote (directorate); a saving has to be identified within the monetary limitations and within a similar funding segment of the approved cost item or capital project allocations on the respective budgets (operational and capital)
- 6.2 Any budgetary amendment of which the net impact will be a change to the total approved annual budget allocation and any other amendments not covered in this Policy are to be considered for budgetary adoption via an adjustments budget (Section 28 of the Act);
- 6.3 In terms of Section 17 of the Act a municipality's budget is divided into an operational and capital budget and consequently no virements are permitted between the operational and capital budgets;
- 6.4 Virements between votes (departments) will be permitted where the proposed shifts in funding facilitate sound risk and financial management;
- 6.5 As the Roads function are the responsibility of Department of Infrastructure (DOI) and the municipality roads services is funded by DOI, virements will be allowed as required to fulfil the mandate. Therefore no restrictions apply on virements within the roads department from an operational perspective;
- 6.6 Virements should not be permitted (and is not encouraged) in relation to the revenue side of the budget;
- 6.7 Virement for increased personnel expenditure, that is not on the salary budget compiled according to the approved organigram, should not be permitted, with the exception of:
  - 6.7.1 Where temporary staff paid under mSCOA item segment - *Expenditure: Contracted Services - Outsourced Services - Personnel and Labour* status has changed to permanent staff and where the budget allocation savings are from Contracting services within the same function in terms of a Council delegated authority;

- 6.7.2 Where certain allowances are increase from funds shifted to personnel expenditure i.e.: essential users added to the scheme during the year which were paid ad-hoc transport claims from travel and subsistence and the subsequent savings on the operational item be used to supplement the respective salary budget items;
- 6.8 Virements of conditional grant funds to purposes outside of that specified in the relevant conditional grant framework must not be permitted;
- 6.9 Virement should only be allowed within a function and project and its sub functions and projects, except for;
  - 6.9.1 where a Project extends over more than one function or sub function, savings in the budgetary allocations in a function of sub function may be applied across functions or sub-functions, but only for the purposes of the directly linked Project.
  - 6.9.2 Where the Finance and Administrative function or sub function is directly linked to another Function or sub function.

## 7. OPERATING BUDGET VIREMENTS

- 7.1 Sound motivations should be provided for all virements, as provided for on the pro forma virements documentation attached as Annexure A to this Policy

Virements to and from the following categories of expenditure are not allowed:

- (a) Employee related cost
  - (b) Remuneration of councillors
  - (c) Provisions (Current and Non-current) and Bad Debts Written Off
  - (d) Depreciation and Amortisation
  - (e) Insurance (premium)
  - (f) VAT
  - (g) Repairs and maintenance project outside the project segment
- 7.2 Virements to and from various categories of funding sources are not allowed.
  - 7.3 Transfers between items not stipulated in 6.1 are permitted within the same vote.
  - 7.4 Virements are subject to the approval of the relevant senior manager and Chief Financial officer.

## 8. CAPITAL BUDGET VIREMENTS

- 8.1 No "new" capital projects onto the capital budget will be permitted except for where it is necessary to accelerate capital projects spending of capital projects already approved by Council in the IDP and capital budget of the indicative years;
- 8.2 Virements to and from the various categories of funding sources are not allowed;
- 8.3 Funding from a capital project will only be permitted once that project is finalised;
- 8.4 Virements are subject to the approval of the relevant senior manager and Chief Financial Officer.

## 9. LIMITATIONS ON AMOUNT OF VIREMENT

### 9.1 Notwithstanding the provisions as stated above:

9.1.1 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 line item; and

9.1.2 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.

9.1.3 Post the movement of 10% of original budget virements may not be processed on the line item as per 9.1.1, a written memo will need to accompany any virements to the CFO requesting permission to be able to virement funds from the line item. Larger shifts of budget will have to be submitted for consideration to an adjustment budget.

9.1.4 Where a proposed virement results in a change to an mSCOA segment such a change is not permitted as a virement must instead be processed through a formal adjustment budget approved by council.

9.1.5 In an emergency and or service delivery continuation scenario, where an operational expenditure budget is required to be virement above 10% from a budget, or funding towards new project lines or between operational project requested, a

comprehensive motivation to the Municipal Manager, supported by the CFO needs to be submitted for consideration to be approved.

9.2 A transfer which exceeds, or which would result in the exceeding of, any of the limits referred to in 8.1 above may, however, be performed only if Council, by resolution, approves thereof.

9.3 Motivation for VIREMENTS should include but not be limited to the following information –

9.3.1 Reason for the VIREMENT, provide more detail why budget provision was not made, or prior planning and priority was not possible for the required expense.

9.3.2 Details of the event / activity that contributes to the virement.

#### 10. PROCESS AND ACCOUNTABILITY

10.1 Accountability, to ensure that virement application forms are completed in accordance with Council's Virement Policy manifests with the senior manager of a department;

10.2 The relevant senior manager will ensure that the virement application form is duly completed, the virement duly motivated and signed by the senior manager. Supporting documentation, proving savings on a cost item/s: must accompany the application form that needs to be handed over to the financial services department;

10.3 The Financial Services will verify the virement application form and the Chief Financial Officer will authorise the virement application should it comply with the Virement Policy of Council. If not, the virement application form will be returned to the relevant senior manager;

10.4 After receiving the final approval from the Chief Financial Officer/MM the Financial Services department may process the virement;

10.5 Completed virement documentation is to be kept by the Financial Services Department

- 10.6 All approved virements processed on the financial system, will be captured in the virement register and submitted to the Finance Portfolio committee for information and reported to National Treasury on data string submissions.
- 10.7 If an adjustment budget is submitted, then all virements approved and processed to date, must be included in such Adjustment Budget to be approved by Council.

#### 11. FLOW DIAGRAM IN APPLYING A VIREMENT

Consequences and implications needs to be assessed when segment changes take place as a result of moving budgetary allocations within a function or sub-functions.

Changes to a segment may require the change via an adjustment budget and therefore the change will not be permissible through the application of a Virement.

Attach per annexure is flow diagram in the form of a decision tree that need to be followed to establish whether a virement can be done or not.

#### 12. REVIEW

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

#### 13. EFFECTIVE DATE

This policy shall come into effect on 1 July 2026.

14. Annexure A – Virement application form

15. Annexure B – Flow diagram Decision Tree

Virement Date:
Signature:

**OVERBERG DISTRICT MUNICIPALITY  
REQUEST FOR TRANSFER OF FUNDS WITHIN BUDGET**



<b>Requesting Department</b>	
<b>Requesting Official</b>	<b>Name:</b> <b>Signature</b>
<b>Reason for Virement</b>	

Kindly insert the unique keys and amounts stipulated on the votes:  
Please note: Virements rules and restrictions must be applied

<b>From UKEY</b>	<b>Budget Amount</b>	<b>Reduce With</b>	<b>"New" Budget Amount</b>
Item Description:			
Funding Source:			
<b>To UKEY</b>	<b>Budget Amount</b>	<b>Increased by</b>	<b>"New" Budget Amount</b>
Item Description:			
Funding Source:			

**Authorisation of Virement**

<b>Director:</b>	
<b>Signature:</b>	<b>Date:</b>

<b>Budget and Treasury Office verification</b>	
<b>Official signature</b>	
<b>Date:</b>	

**Recommendation by Senior Manager Financial Services**

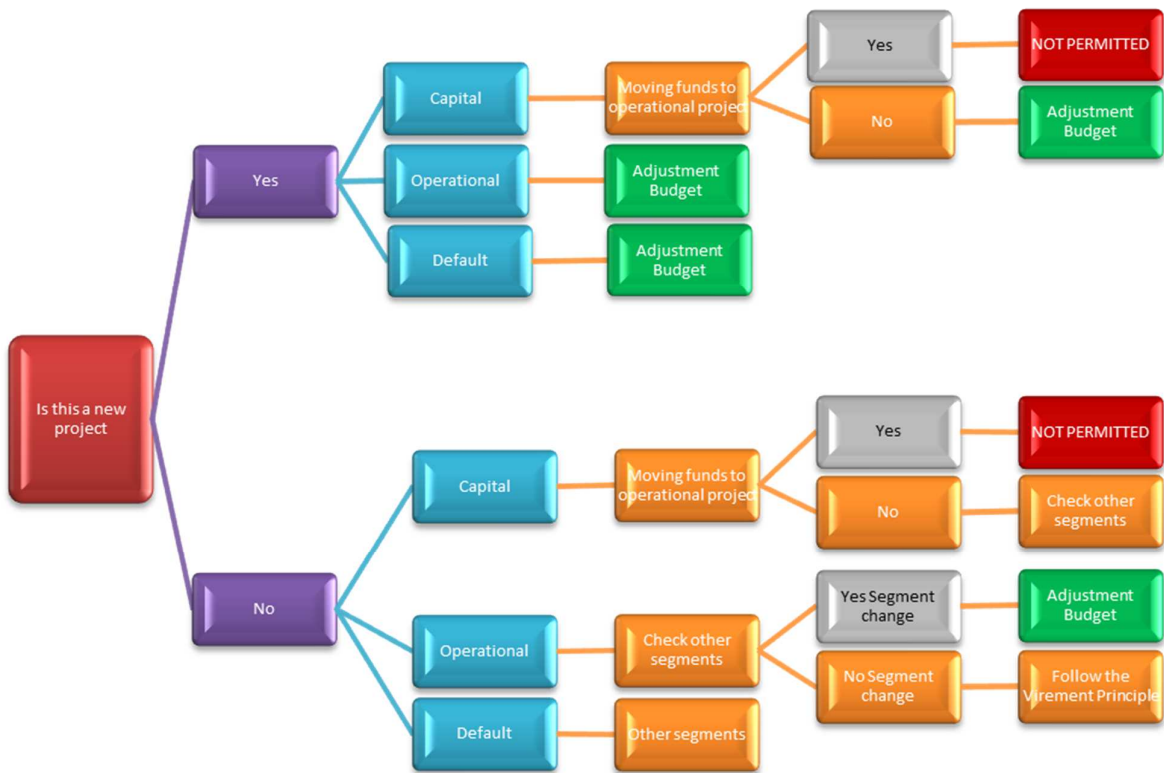
<b>Signature:</b>	<b>Date:</b>
-------------------	--------------

**Approved by Chief Financial Officer**

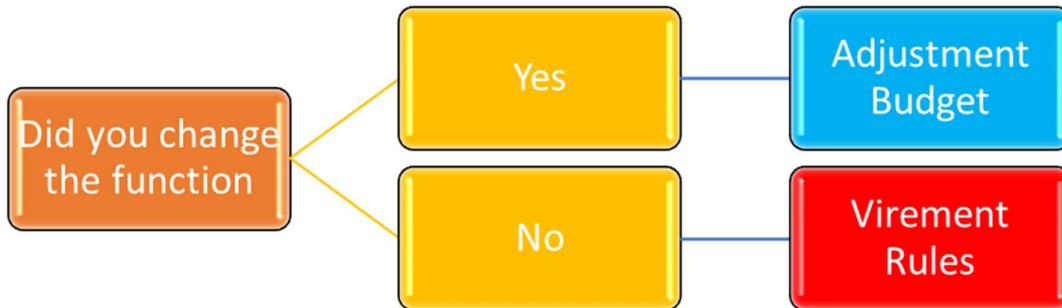
<b>Signature:</b>	<b>Date:</b>
-------------------	--------------

# Annexure B – Flow Diagram Decision Tree

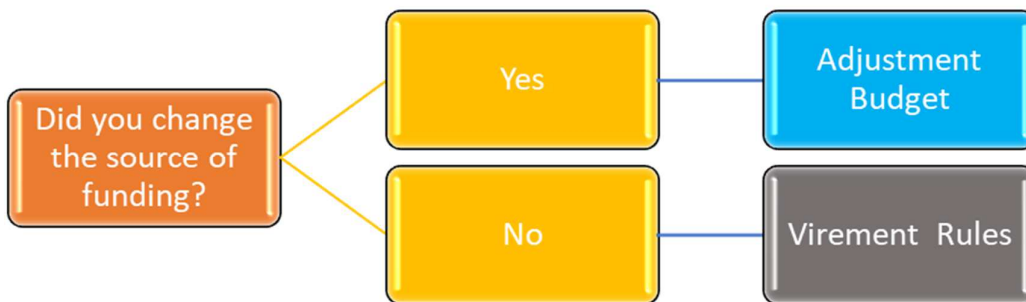
## Changes to project segment



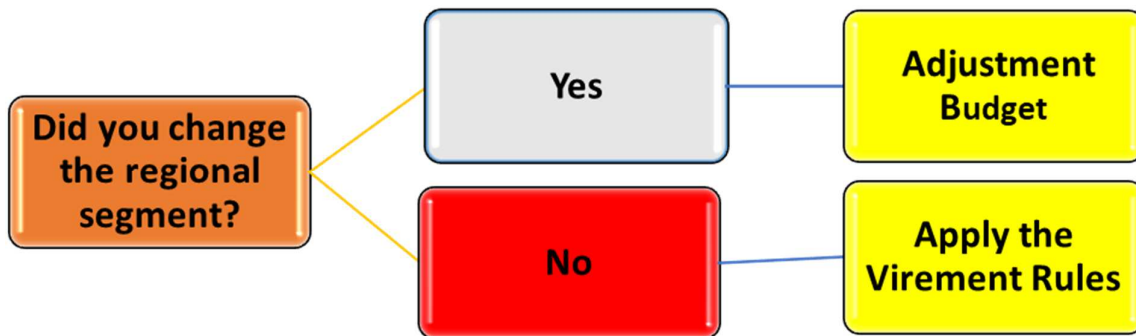
### Changes to function segment



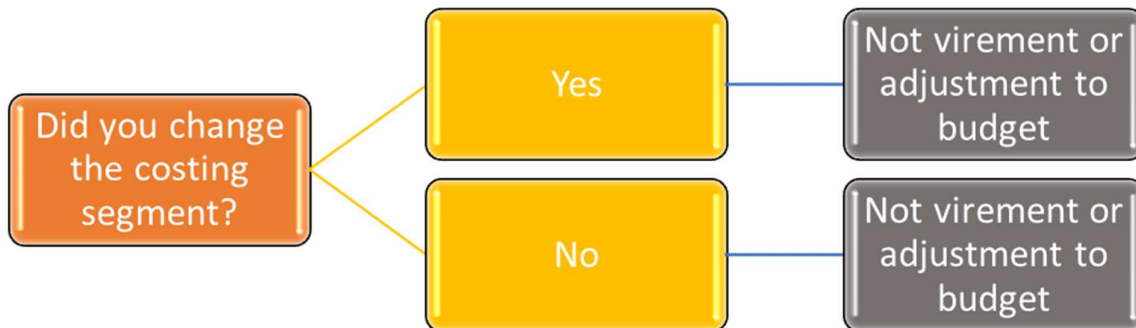
### Changes to funding segment



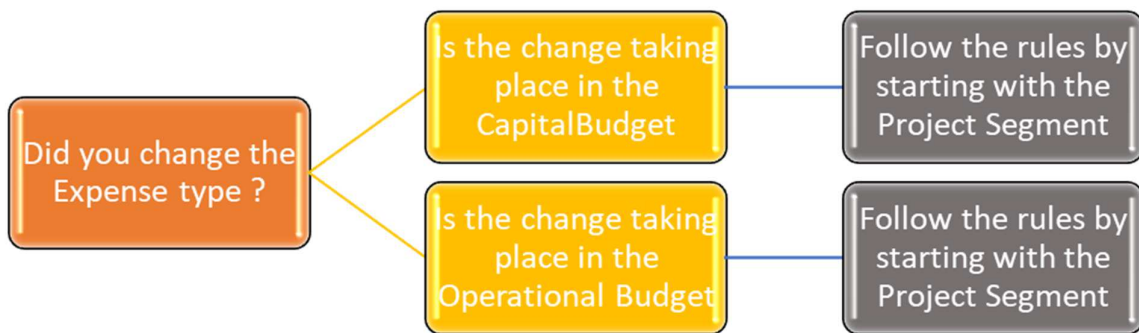
### Changes to regional segment



### Changes to costing segment



## Changes to the item segment: Expenditure



## Changes to the item segment: Revenue

