

OBSID ANNUAL CALENDAR 2026

JANUARY			FEBRUARY			MARCH			APRIL		
31	CID Unit	Submit the final AGM approved budget and implementation plan for the following financial year.	4	OBSID	Budget realignment complete	11	CEO	CEO half year performance review	9	BoD	Send out reminder & agenda of meeting
			5	BoD	Send out reminder & agenda of meeting	31	CID Unit	Realigned budget and scorecard submitted by OBSID	23	BoD	17H30 Meeting
			19	BoD	17H30 Meeting				24	CEO	Starting preparing 5 year plan
									30	Audit	Schedule dates for annual audit
MAY			JUNE			JULY			AUGUST		
1	CID Unit	Provide 5 year planning template	4	BoD	Send out reminder and agenda, "Draft budget and 5 year plan sent to BoD to review"	tbc	Audit	Annual audit	13	BoD	Send out reminder & agenda of meeting
			18	BoD	17H30 Meeting	31	CIPC	CIPC annual return submitted by auditors		Audit	Annual audit report and draft AFS prepared by auditors
			25	CID Unit	Submit final Adhoc budget realignment with supporting board minutes				13	AFS	Draft AFS sent to BoD to review
			30	Budget and IP's	Submit Draft 5 year plans and budget for review and modeling				27	BoD	17H30 Meeting
31	SARS	OBSID tax clearance certificate renewed	30	FINANCIAL YEAR END					31	CIPC	Submit proof of CIPC annual return to CID unit
										AFS	Submit signed original copies of AFS to CID Unit
										CID Unit	Submit List of Bank Accounts to CID unit
SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER		
3	AGM	Book in AGM adverts	1	AGM	Send AGM notices to company members & property owners	5	BoD	17h30 Meeting - orientation, elections, approval of AGM minutes	31	CID Unit	Review the Property Database
13	AGM	Submit final AGM advert, agenda & notice to CID Unit		BoD	Send out reminder and agenda of meeting	30	AGM	Approved AGM minutes, CIPC Director's changes, tax assessment submitted to CID Unit			
16	AGM	CID Unit approve AGM advert & agenda	8	AGM	Send proof of adverts and notice to CID unit		AGM	Annual review, AGM minutes, and AFS submitted to sub council 16			
16	CEO	CEO full year review	13	AGM	Director nominations close, Membership Application close						
24	AGM	AGM advert published in newspapers	14	AGM	Director biographies out						
			15	AGM	17h30 Meeting - AGM related items						
			21	AGM	Proxies close						
			22	AGM	AGM 2025 at 18h00						
			30	BoD	Send out reminder and agenda of meeting						
				AGM	Draft AGM minutes circulated to Board for review						
			31	SARS	Submit annual tax return						