

OBSID ANNUAL CALENDAR 2022

JANUARY			FEBRUARY			MARCH			APRIL		
			10	BoD	Send out reminder & agenda of meeting				7	BoD	Send out reminder & agenda of meeting
			17	OBSID	Draft half year review and budget realignment complete				21	BoD	Meeting
			21	CEO	CEO half year performance review				30	Audit	Schedule dates for annual audit
			24	BoD	Meeting						
			28	CID Unit	Budget review and scorecard submitted by OBSID						
MAY			JUNE			JULY			AUGUST		
31	SARS	OBSID tax clearance certificate renewed	9	BoD	Send out reminder and agenda of meeting	tbc	Audit	Annual audit	1	CID Unit	Provide 2023-24 budget template
			23	BoD	Meeting <i>(including strat planning for 23/24)</i>	31	CIPC	CIPC annual return submitted by auditors	11	BoD	Send out reminder & agenda of meeting
									12	Audit	Annual audit report and draft AFS prepared by auditors
									18	Budget and IP's	Draft budget and impl. Plans for 2021/22 sent to BoD to review
										AFS	Draft AFS sent to BoD to review
									25	BoD	Meeting
									31	CIPC	Submit proof of CIPC annual return to CID unit
										AFS	Submit signed original copies of AFS to CID Unit
SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER		
9	Budget and IP's	Submit draft budget and IP's to CID Unit for modelling	6	AGM	Send AGM notices to company members & property owners	3	BoD	Send out reminder and agenda of meeting			
16	AGM	Submit final AGM advert, agenda & notice to CID Unit		AGM	Send out reminder and agenda of meeting	10	AGM	Draft AGM minutes circulated to Board for review			
18	AGM	CID Unit approve AGM advert & agenda	7	AGM	Send proof of adverts and notice to CID unit	17	BoD	Meeting - orientation, elections, approval of AGM minutes			
19	CEO	CEO full year review	16	AGM	Director nominations close	30	AGM	Approved AGM minutes, CIPC Director's changes, tax assessment submitted to CID Unit			
23	AGM	Book in AGM adverts	17	AGM	Director biographies out		AGM	Annual review, AGM minutes, and AFS submitted to sub council 16			
30	AGM	AGM advert published in newspapers	20	AGM	Meeting - AGM related items						
			25	AGM	Proxies close						
			27	AGM	AGM 2022 at 18h00						
			31	SARS	Submit annual tax return						