

OBSID ANNUAL CALENDAR 2024

JANUARY			FEBRUARY			MARCH			APRIL		
			15	OBSID	Budget realignment complete	7	BoD	Meeting	18	BoD	Send out reminder & agenda of meeting
			19	CEO	CEO half year performance review				30	Audit	Schedule dates for annual audit
			22	BoD	Send out reminder & agenda of meeting						
			27	CID Unit	Realigned budget and scorecard submitted by OBSID						
MAY			JUNE			JULY			AUGUST		
2	BoD	Meeting	20	BoD	Send out reminder and agenda of meeting	4	BoD	Meeting (including strat planning for 24/25)	1	CID Unit	Provide 2024-25 budget template
31	SARS	OBSID tax clearance certificate renewed				tbc	Audit	Annual audit			
						31	CIPC	CIPC annual return submitted by auditors	11	Audit	Annual audit report and draft AFS prepared by auditors
									17	Budget and IP's	Draft budget and impl. Plans for 2024/25 sent to BoD to review
										AFS	Draft AFS sent to BoD to review
									22	BoD	Send out reminder & agenda of
									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		
5	BoD	Meeting	3	AGM	Send AGM notices to company members & property owners						
9	Budget and IP's	Submit draft budget and IP's to CID Unit for modelling		AGM	Send out reminder and agenda of meeting	1	BoD	Send out reminder and agenda of meeting			
14	AGM	Submit final AGM advert, agenda & notice to CID Unit	7	AGM	Send proof of adverts and notice to CID unit	3	AGM	Draft AGM minutes circulated to Board for review			
16	AGM	CID Unit approve AGM advert & agenda	15	AGM	Director nominations close	7	BoD	Meeting - orientation, elections, approval of AGM minutes			
16	CEO	CEO full year review	15	AGM	Director biographies out	30	AGM	Approved AGM minutes, CIPC Director's changes, tax assessment submitted to CID Unit			
20	AGM	Book in AGM adverts	17	AGM	Meeting - AGM related items		AGM	Annual review, AGM minutes, and AFS submitted to sub council 16			
27	AGM	AGM advert published in	22	AGM	Proxies close						
			24	AGM	AGM 2022 at 18h00						
			31	SARS	Submit annual tax return						