

OBSID ANNUAL CALENDAR 2025

| JANUARY | | | FEBRUARY | | | MARCH | | | APRIL | | |
|-----------|----------|--|----------|--------------------|---|----------|----------|---|----------|-----------------|--|
| 16 | BoD | Strategy Meet one 17H30 | 12 | OBSID | Budget realignment complete | 12 | CEO | CEO half year performance review | 3 | BoD | Send out reminder & agenda of meeting |
| 18 | BoD | Strategy Meet two 09H00 | 13 | BoD | Strategy Meet Three 17H30 - Completion | 31 | CID Unit | Realigned budget and scorecard submitted by OBSID | 17 | BoD | 17H30 Meeting |
| 31 | CID Unit | Submit the final AGM approved budget and implementation plan for the following financial year. | | BoD | Send out reminder & agenda of meeting | | | | 30 | Audit | Schedule dates for annual audit |
| | | | 15 | BoD | Strategy Meet Over run 09H00 | | | | | | |
| | | | 27 | BoD | 17H30 Meeting | | | | | | |
| MAY | | | JUNE | | | JULY | | | AUGUST | | |
| 31 | SARS | OBSID tax clearance certificate renewed | 5 | BoD | Send out reminder and agenda of meeting | tbc | Audit | Annual audit | 1 | CID Unit | Provide 2024-25 budget template |
| | | | 19 | BoD | Meeting (including stral planning for 24/25) | 31 | CIPC | CIPC annual return submitted by auditors | 7 | BoD | Send out reminder & agenda of meeting |
| | | | 25 | CID Unit | Submit final Adhoc budget realignment with supporting board minutes | | | | | Audit | Annual audit report and draft AFS prepared by auditors |
| | | | 30 | FINANCIAL YEAR END | | | | | 15 | 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 |
| | | | | | | | | | 21 | BoD | 17H30 Meeting |
| | | | | | | | | | 23 | Budget and IP's | Submit draft budget and IP's to CID Unit for modelling |
| | | | | | | | | | 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 | | |
| 5 | AGM | Book in AGM adverts | 2 | AGM | Send AGM notices to company members & properly owners | | BoD | 17h30 Meeting - orientation, elections, approval of AGM minutes | 31 | CID Unit | Review the Property Database |
| 14 | 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 | | | |
| 17 | AGM | CID Unit approve AGM advert & agenda | 9 | AGM | Send proof of adverts and notice to CID unit | | AGM | Annual review, AGM minutes, and AFS submitted to sub council 16 | | | |
| 17 | CEO | CEO full year review | 14 | AGM | Director nominations close, Membership Application close | | | | | | |
| 26 | AGM | AGM advert published in newspapers | 15 | AGM | Director biographies out | | | | | | |
| | | | 16 | AGM | 17h30 Meeting - AGM related items | | | | | | |
| | | | 22 | AGM | Proxies close | | | | | | |
| | | | 24 | 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 | | | | | | |

| Sub Committee's |
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| 1. Finance |
| 2. Communication |
| 3. Heritage 4 |
| 4. Sewerage |
| 5. NGO Forum |