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Our Ref. No. : MoFEP/BDU/BG/12/1

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Tel No.:



**MINISTRY OF FINANCE AND  
ECONOMIC PLANNING  
P. O. BOX MB 40  
ACCRA**

**August, 2012**

**GUIDELINES FOR THE PREPARATION OF THE 2013 – 2015 BUDGET PROPOSALS**

In accordance with Article 179 (1) of the Constitution and Section 152(1) of the Financial Administration Regulations, we circulate on behalf of the President, for your information and necessary action, guidelines for the preparation of the 2013 -2015 Budget Proposals which will inform the preparation of the Government's Budget and Economic Policy.

Please note that the 2013 budget is the last year of implementation of the GSGDA. MDAs are therefore to ensure that outstanding priority issues are given the needed attention in the 2013 Budget.

Chief Directors are also to ensure that the content of these Guidelines is strictly adhered to and all issues therein addressed in their Draft Budget Estimates.

In line with the Constitutional provision relating to the submission of draft Estimates to Parliament by 30th November as well as this year being an election year, the full budget will be presented in the first quarter of 2013 whilst a three months estimates in lieu of appropriation will be presented in November, 2012.

Chief Directors are to ensure that all budget documents requested by the Guidelines should reach the office of the Director of Budget, (Room 417) Ministry of Finance and Economic Planning not later than **Thursday, 6<sup>th</sup> September, 2012** in both hard and soft copies. A detailed budget hearing timetable will be communicated to all MDAs in due course.

Thank you and counting on your cooperation.

**HON. DR. KWABENA DUFFUOR  
MINISTER FOR FINANCE AND ECONOMIC PLANNING**

**ALL SECTOR MINISTERS  
ALL REGIONAL MINISTERS  
ALL DISTRICT CHIEF EXECUTIVES**

Cc: His Excellency, The President  
His Excellency, The Vice-President  
The Chief of Staff & Min. of Pres. Affairs  
The Chairman, NDPC  
The Hon. Deputy Ministers, MOFEP  
The Head of Civil Service  
The Auditor-General  
The Controller & Acct.-General  
All Chief Directors/Directors (1)  
All Heads of Depts/ Agencies  
All Reg. Co-ord. Directors  
All Reg. Budget Officers  
All Reg. Econ. Plan. Officers  
All Dist. Co-ord. Directors  
All Dist. Budget Officers