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To: Chief Budget Manager of District and City of Kigali (All)

Re: The First LG Planning and Budgeting Call Circular for the 2014/15 Fiscal Year

A. Introduction

1. In accordance with article 28 of the Law N° 37/2006 of 12/09/2006 on State Finances and Property and the Ministerial instruction N° 005/2010 on Budget Calendar, the Ministry of Finance and Economic Planning (MINECOFIN) issues two Budget Call Circulars every year that provide guidance to Government institutions on the preparation of the annual budget and medium term expenditure framework (MTEF). It is in this light that this first Budget Call Circular is being issued to facilitate preparation of the budget for the 2014/15 fiscal year and 2016/17 MTEF
2. This circular is not intended to request for budget submissions from local government budget agencies but is rather aimed at giving advance information to facilitate timely coordination and effective planning within the sectors to allow formulation of policy based budgets within individual budget agencies at a later stage. All local government budget agencies are therefore encouraged to comply with this circular and attached instructions regarding the budget calendar to be able to prepare meaningful budget submissions after issuance of the second Budget Call Circular and budget ceilings in early mid-January 2014.
3. Experience from the previous years has demonstrated that local government budget agencies wait for the Second Budget Call Circular to start preparing budget submissions. As result of this practice, local government budget agencies find themselves struggling to plan and prioritize within the little time available having started the exercise late. The practice therefore results in adoption of budgets that do not perfectly reflect the biggest priorities of Local Government due to information deficiencies. Such inadequate planning accounts for the routine requests for budget