

### Summary Budget Preparation Calendar FY2016/17

No.	Activity	Deadline	Lead
1	Approval of Calendar	11th September	Finance Minister
2	Approval of Calendar	18th September	Cabinet
3	Formal launch of the FY2016/17 Budget process	25th September	Finance Minister/Department of Budget & Development Planning
4	Convene Budget Working Group meeting	Weekly from 29th September	Dept. of Budget & Development Planning
5	Review of FY2014/15 Budget performance	16th October	Dept. of Budget & Development Planning
6	Updating Sector Strategies	13th November	Dept. of Budget & Development Planning
7	MTFF Finalized	13th November	Dept. of Economic Management/ Dept. of Fiscal Affairs
8	Cabinet meeting and approval on the Budget Options Paper reflecting sector strategies	27th November	Finance Minister
9	Budget Call Circular 1 – guidance to Spending Entities on preparing strategic plans for budget submissions	7th December	Dept. of Budget & Development Planning
10	Spending Entities prepare Budget Policy Notes in line with guidance in Budget Call Circular 1	8th January	Spending Entities
11	Cabinet approval of the first draft of Budget Framework Paper informed by Budget Policy Notes and Sector Strategies	29th January	Finance Minister/Department of Budget & Development Planning
12	Presentation of the Budget Framework Paper to Legislature	5th February	Finance Minister/Department of Budget & Development Planning
13	Executive/Legislative dialogue	29th February	Finance Minister/Department of Budget & Development Planning
14	Budget Call Circular 2 – guidance to Spending Entities on preparing detailed budget submissions	15th February	Dept. of Budget & Development Planning
15	Spending Entities detailed Budgets in line with guidance in Budget Call Circular 2	11th March	Spending Entities
16	Budget Hearings (Executive)	26th March	Finance Minister/Department of Budget & Development Planning/National Budget Committee
17	Draft Budget Book and Budget Framework Paper based on decisions from Budget Hearings	21st April	Dept. of Budget & Development Planning/Dept. of Economic Management
18	Presentation of Draft Budget Book and BFP to Cabinet and the President	22nd April	Finance Minister/Department of Budget & Development Planning
19	Presentation of Draft Budget Book and BFP to the Legislature	29th April	Finance Minister/President

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