



Ministry of Finance & Development Planning
Summary Budget Preparation Calendar
FY2018/19



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| No. | Activity | Deadline | Lead |
|-----|---|----------------------------------|--|
| 1 | FM Approval of Calendar | 4th December 2017 | Finance Minister |
| 2 | Cabinet Approval of Calendar | 13th December 2017 | Cabinet |
| 3 | Convene Budget Working Group meeting | Weekly from 26th September, 2017 | Dept. of Budget & Development Planning |
| 4 | Updating Sector Strategies | 28th November 2017 | Dept. of Budget & Development Planning |
| 5 | Review of FY2016/17 Budget Performance and Results Achieved by Spending Entities | 8th December 2017 | Dept. of Budget & Development Planning |
| 6 | Draft MTFF Submitted | 5th December 2017 | Dept. of Economic Management/ Dept. of Fiscal Affairs |
| 7 | Formal launch of the FY2018/19 Budget process and the SWG engagements | 19th December 2017 | Finance Minister/Department of Budget & Development Planning |
| 8 | Cabinet meeting and approval on the Budget Options Paper reflecting sector strategies | 9th January, 2018 | Finance Minister |
| 9 | Budget Call Circular 1 – guidance to Spending Entities on preparing Budget Policy Notes and Detailed budgets | 19th January, 2018 | Dept. of Budget & Development Planning |
| 10 | Spending Entities prepare Budget Policy Notes in line with guidance in Budget Call Circular 1 | 2nd February, 2018 | Spending Entities |
| 11 | Drafting of the Budget Framework Paper | 9th February, 2018 | Department of Economic Management |
| 12 | Cabinet approval of the draft Budget Framework Paper informed by Budget Policy Notes and Sector Strategies (including final MTFF) | 12th February, 2018 | Finance Minister/Deputy Minister for Budget & Development Planning |
| 13 | Presentation of the Budget Framework Paper to Legislature | 14th February, 2018 | Finance Minister/Deputy Minister for Budget & Development Planning |
| 14 | Budget Call Circular 2 – guidance to Spending Entities on preparing detailed budget submissions | 21st February, 2018 | Dept. of Budget & Development Planning |