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number and date of this
letter should be quoted*

Our Ref. No. : MoF/BDU/BG/13/1

Your Ref.:.....

Tel No.:0302-662448, 665310



REPUBLIC OF GHANA

MINISTRY OF FINANCE

P. O. BOX MB 40

ACCRA

28TH JUNE, 2013

GUIDELINES FOR THE PREPARATION OF THE 2014 – 2016 BUDGET

In accordance with Article 179 (1) of the Constitution and Regulation 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 2014 -2016 Budget Proposals which will inform the preparation of the Government's Budget and Economic Policy.

The 2014-2016 Budget will be based on the Medium Term Development Plans of MDAs and MMDAs which have been developed using the draft National Medium Term Development Framework (2014-2017).

The 2014 budget for MDAs will be prepared using the Programme Based Budgeting process and format whilst that of MMDAs will be Activity Based. To this end the Ministry of Finance and then National Development Planning Commission will organise production workshops to assist MDAs to prepare their Draft Budget Estimates. A schedule has been provided in the guidelines for the workshops as well as the Budget Hearings.

Specific instructions have been provided in the guidelines on Compensation of Employees, Goods and Services and Assets amongst others.

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

Chief Directors are also to ensure that all budget documents requested by the Guidelines reach the office of the Director of Budget, (Room 417) Ministry of Finance not later than **Friday, 24th August, 2013** in both hard and soft copies.

Counting on your cooperation.

HON. SETH E. TERKPER
MINISTER

ALL SECTOR MINISTERS
ALL REGIONAL MINISTERS
ALL DISTRICT CHIEF EXECUTIVES

Cc: His Excellency, The President
His Excellency, The Vice-President
The Chief of Staff
The Chairman, NDPC
Hon. Deputy Ministers, MOFEP
The Director-General, NDPC
The Head of Civil Service
The Auditor-General
The Controller & Acct.-General
All Chief Directors
All Heads of Depts/ Agencies
All Reg. Co-ord. Directors
All Regional Budget Officers
All Dist. Co-ordinating Directors
All Dist. Budget Officers