

SCHEDULE A

PREPARATION OF THE 2016/2017 BUDGET

DEADLINE	SUBJECT	OUTPUT	ACTION BY
01 Jun – 23 July 2015	Preparation of Draft Budget Strategy Paper for Pitso's (Popular version).	Draft Budget Strategy Paper	Economic and Financial Policy Division
26 Jun 2015	Release of updated Medium Term Fiscal Framework forecasts for revenues and expenditures.	MTFF forecasts	Economic and Financial Policy Division
29 Jun – 3 July 2015	Conduct technical assessment of initial development bids from MDAs.	Draft ITA report	Development & Budget Division
06 - 17 July 2015	Assessment of Baseline Budgeting (Internal)	Baseline Budget	Development and Budget Division
20 July 2015	Receipt of Transport Establishment Review Committee (TERC) and Manpower requirements for 2016/17	i) TERC and ii) Manpower Reports	i) Ministry of Transport and Communications (MTC) ii) DPSM
23 July 2015	Call Circular released on Pitso Schedule	Savingram	Ministry of Finance and Development Planning
27 July – 5 Aug 2015	Bilateral meetings with line ministries to discuss and agree their baseline budgets for 2016/2017.	Baseline Budget	Development and Budget Division & MDAs
31 July 2015	Permanent Secretary (PS) MFDP to brief Performance Improvement Committee (PIC) Force on coming budget cycle	PIC Force briefing	Ministry of Finance & Dev. Planning
03 Aug 2015	Submission of Cabinet Memorandum on Budget Options Paper, Medium Term Fiscal Framework, Indicative MTBF Financial Ceilings.	Draft Cab Memo BSOP (with Indicative ceilings and MTFF	Development and Budget Division
12 August 2015	Cabinet considers Cab Memo on 2016/2017 Budget Strategy Options Paper, Indicative Manpower & Financial Ceilings.	Cab Memo on 2016/2017 Indicative Manpower & Financial Ceilings	Cabinet
17 Aug – 4 Sept 2015	Budget Pitso	Budget Pitso	Ministry of Finance and Development Planning
21 Aug 2015	Budget Call Circular with Approved Ceilings sent to TWGs and Ministries.	Budget Call Circular	Development and Budget Division
31 Aug 2015	Priority areas submitted to PIC Force Secretariat by TWG Chairpersons for consideration	Priority areas submitted	TWGs Chairpersons
18 Sep 2015	Submission of Revenue & Expenditure Budget Estimates	Estimates	Ministries

02 Oct 2015	Budget /Project Review Timetable issued to ministries.	Budget /Project Review Timetable Circular	Development and Budget Division
09 Oct 2015	Estimates Committee meetings Timetable to ministries.	Estimates Committee meetings Timetable Circular	Development and Budget Division
12 -23 Oct 2015	Budget (expenditure & Revenue)/Project Review meetings with Ministries.	Budget Estimates	Ministries/ Departments
19 – 31 Oct 2015	Updated Macroeconomic Fiscal aggregates finalized for feeding into the Budget Speech.	Updated Macroeconomic Fiscal aggregate table	Economic & Financial Policy Division
05 Nov 2015	Briefing Estimates Committee on Budget Proposals for 2016/2017.	Estimates Committee Briefing Meetings	Manpower, Project Review, Expenditure Review, and Transport Establishment Review Subcommittees
09-13 Nov 2015	Estimates Committee Meetings.	Meetings	Estimates Committee/Ministries
18 Nov 2015	Deadline for submission of Estimates Committee Reports and Draft Cab. Memo to Estimates Committee Secretariat.	Cab Memo	MFDP
19 Nov 2015	Briefing of Hon Minister and Assistant Minister on Budget Proposals for 2016/2017.	Briefing	MFDP
23 Nov 2015	Cab. Memo on Final Budget Proposals Submitted to Cabinet (Business Committee).	Cab. Memo	MFDP
02 Dec 2015	Cabinet considers Budget Proposals for 2016/2017.	Budget	Cabinet
11 Dec 2015	Submission of 2016/2017 Draft Estimates of Expenditure from the Consolidated and Development Funds Books to the Government printer.	Draft Estimates book	Development and Budget Division
14 Dec 2015	Submission of Draft Appropriation Bills to Attorney General's Chambers.	Draft Appropriation Bills	MFDP
28 Dec 2015	Draft Estimates Book Tabled in Parliament.	Tabling of Estimates	Hon. Minister, MFDP
04 Jan 2016	Draft Appropriation and Supplementary Appropriation Bills Submitted to Cabinet.	Draft Appropriation and Supplementary Appropriation Bills	Hon. Minister, MFDP
19 Jan 2016	Submission of Final Draft Budget Speech to Cabinet.	Draft Budget Speech	MFDP

20 Jan 2016	Discussion & Approval of the Final Draft Budget Speech by Cabinet.	Final Draft Budget Speech	Cabinet
20 Jan 2016	Cabinet Approves Appropriation Bills.	Appropriation Bills	Cabinet
20 Jan 2016	Approved Appropriation Bill submitted to Attorney General.	Approved Appropriation Bill	Development and Budget Division
29 Jan 2016	Notices of Presentation of : (i) Appropriation Bill, (ii) Financial Statements, Tables and Estimates of the Consolidated and Development Funds Revenues 2016/2017.	Submission of Notices	Development and Budget Division
01 Feb 2016	i) Tabling of Financial Statements Tables, and Estimates of the Consolidated and Development Fund Revenues 2016/2017. ii) Delivery of Appropriation Bill (First Reading). iii) Second Reading of the Bill (Budget Speech).	Budget speech	Hon. Minister, MFDP
04-22 Feb 2016	Debate on Budget Speech (10 days, Excluding clear days)	Debate on Budget Speech	Parliament
25 Feb – 28 Mar 2016	Committee of Supply (18 days excluding clear days).	Committee of Supply	Parliament
28 Mar 2016	Day of Assent –Third Reading of Appropriation Bill.	Third Reading of Appropriation Bill.	Hon. Minister, MFDP
29 Mar 2016	Signing of Appropriation Act.	Appropriation Act	
29 Mar 2016	(i) Signing of General and Statutory Warrants; (ii) Letters of appointment of Accounting Officers.	Approved Appropriation Bills	Hon. Minister, MFDP
30 Mar 2016	Signing of Finance Warrants.	Finance Warrants	PS, MFDP
31 Mar 2016	Dispatch of Finance Warrants to Ministries 2016/2017.	Finance Warrants	DBD
01 Apr 2016	Printing of 2016/2017 Final Estimates Books.	Final Estimates Books	Development and Budget Division

SCHEDULE B

BUDGET TECHNICAL DISCUSSIONS/BASELINE BUDGETING FOR 2016/2017

DATE	MINISTRY/DEPARTMENT	VENUE (MFDP)	TIME
27-July-2015	Parliament	2-16	08:00-09:00
	State President	2-16	09:15-11:00
	Labour and Home Affairs	2-16	11:30-12:30
	Agriculture	2-16	14:00-15:00
	Trade and Industry	2-16	15:15-16:15
28-July-2015	Local Government & Rural Development	CSO	08:00-09:15
	Minerals, Energy and Water Affairs	CSO	09:20-10:20
	Health	CSO	10:30-11:45
	Administration of Justice	CSO	11:50-13:40
	Attorney General Chambers	CSO	14:00 -14:45
29-July-2015	Finance & Development Planning	2-16	1100:-12:00
	Youth, Sports and Culture	2-16	14:00-15:15
	Auditor General	2-16	15:30-16:15
30-July-2015	Foreign Affairs & International Co-op	2-16	08:00-09:00
	Independent Electoral Commission	2-16	09:15-10:00
	Ombudsman	2-16	10:15-11:00
	Lands and Housing	2-16	11:15-12:30
	Environment, Wildlife and Tourism	2-16	14:00-15:00
	Industrial Court	2-16	14:00-15:00
31-July-2015	Infrastructure, Science & Technology	CSO	08:00 -09:15
	Transport and Communication	CSO	09:30-10:45
	Defence, Justice and Security	CSO	11:30-12:30
	Education, Skills and Development	CSO	14:00-15:30