



**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 MTFP 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 MTFP)	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

15	Executive/Legislative dialogue on the Budget Framework Paper	26th February, 2018	Finance Minister/Deputy Minister for Budget & Development Planning
16	Spending Entities submit detailed budgets in line with guidance in Budget Call Circular 2	9th March, 2018	Spending Entities
17	Budget Hearings (Executive)	30th March, 2018	Finance Minister/Department of Budget & Development Planning/National Budget Committee
18	Draft Budget Book and Budget Framework Paper based on decisions from Budget Hearings	11th April, 2018	Dept. of Budget & Development Planning/Dept. of Economic Management
19	Presentation of Draft Budget Book and BFP to Cabinet and the President	18th April, 2018	Finance Minister/Department of Budget & Development Planning
20	Presentation of Draft Budget Book and BFP to the Legislature	25th April, 2018	Finance Minister/President

Signed By: *Joseph S. Brunson*  
DEPUTY MINISTER FOR BUDGET AND DEVELOPMENT PLANNING

Approved By: *J.P. [Signature]*  
MINISTER OF FINANCE AND DEVELOPMENT PLANNING

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