



Ministry of Finance & Development Planning
Summary Budget Preparation Calendar
FY-2019/20



Summary Budget Preparation Calendar FY-2019/20

No.	Activity	Deadline	Lead
1	FM Approval of Calendar	28th- September-2018	Finance Minister
2	Cabinet Approval of Calendar	3rd-October-2018	Cabinet
3	Convene Budget Working Group meeting	Weekly from 6th of September,2018	Dept. of Budget & Development Planning
4	Formal launch of the FY-2019/20 Budget process and the SWG engagements	5th-October -2018	Finance Minister/Department of Budget & Development Planning
5	Updating Sector Strategies	27th-September-2018	Dept. of Budget & Development Planning
6	Review of FY-2017/18 Budget Performance and Results Achieved by Spending Entities	3rd-October-2018	Dept. of Budget & Development Planning
7	Draft MTFF Submitted	10th-October-2018	Dept. of Economic Management/ Dept. of Fiscal Affairs
8	Cabinet meeting and approval on the Budget Options Paper reflecting sector strategies	18th-October -2018	Finance Minister
9	Budget Call Circular 1 – guidance to Spending Entities on preparing Budget Policy Notes	31st-October-2018	Dept. of Budget & Development Planning
10	Spending Entities prepare Budget Policy Notes in line with guidance in Budget Call Circular 1	15th-November-2018	Spending Entities
11	Drafting of the Budget Framework Paper	20th-November-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)	27th-November-2018	Finance Minister/Deputy Minister for Budget & Development Planning
13	Presentation of the Budget Framework Paper to Legislature	17th-January-2019	Finance Minister/Deputy Minister for Budget & Development Planning
14	Budget Call Circular 2 – guidance to Spending Entities on preparing detailed budget submissions	8th-February-2019	Dept. of Budget & Development Planning
15	Executive/Legislative dialogue on the Budget Framework Paper	18th-February-2019	Finance Minister/Deputy Minister for Budget & Development Planning

16	Revenue Hearing	25th-February 2019	Finance Minister/Deputy Minister for Fiscal Affairs
17	Spending Entities submit detailed budgets in line with guidance in Budget Call Circular 2	1st-March-2019	Spending Entities
18	Budget Hearings (Executive)	5th- March -2019	Finance Minister/Department of Budget & Development Planning/National Budget Committee
19	Draft Budget Book and Budget Framework Paper based on decisions from Budget Hearings	19th -March 2019	Dept. of Budget & Development Planning/Dept. of Economic Management
20	Presentation of Draft Budget Book and BFP to Cabinet and the President	26th -March-2019	Finance Minister/Department of Budget & Development Planning
21	Presentation of Draft Budget Book and BFP to the Legislature	30th- April -2019	Finance Minister/President

Signed By: *Janeh G. Brunson*
DEPUTY MINISTER FOR BUDGET & DEVELOPMENT PLANNING

Approved By: *[Signature]*
MINISTER OF FINANCE & DEVELOPMENT PLANNING