

## SCHEDULE A

### PREPARATION OF THE 2017/2018 BUDGET

LINE	DEADLINE	SUBJECT	OUTPUT	ACTION BY
<b>1</b>	01 Jun – 22 July 2016	Preparation of Draft Budget Strategy Paper for Pitso's (Popular version).	Draft Budget Strategy Paper	Economic and Financial Policy Division (EFPD)
<b>2</b>	24 Jun 2016	Release of updated Medium Term Fiscal Framework forecasts for revenues and expenditures.	MTFF forecasts	EFPD
<b>3</b>	27 Jun – 1 July 2016	Assessment of Baseline Budget Projections (Internal)	Baseline Projections	DBD
<b>4</b>	11 – 15 July 2016	Bilateral meetings with line ministries on Baseline budget projections for both Recurrent and Development budget	i) Draft ITA report ii) Baseline Projections	DBD & MDAs
<b>5</b>	12 July 2016	Receipt of Transport Establishment Review Committee (TERC) and Manpower requirements for 2017/18	i) TERC and ii) Manpower Requirements	i) Ministry of Transport and Communications ii) DPSM
<b>6</b>	22 July 2016	Call Circular released on Pitso Schedule	Savingram	EFPD
<b>7</b>	22 July 2016	Setting of Medium Term Budget (MTBF) ceilings, Budget Options Paper (BOP) & Budget Preparation Guidelines	i) BOP ii) MTBF Ceilings iii) Guidelines	DBD / EFPD
<b>8</b>	03 Aug 2016	Submission of Cabinet Memorandum on Medium Term Fiscal Framework, Budget Options & Indicative MTBF Financial Ceilings.	Draft Cab Memo Budget Options & Indicative ceilings & MTFF	DBD
<b>9</b>	19 Aug 2016	Budget Call Circular with Approved Ceilings sent to TWGs and Ministries.	Budget Call Circular	DBD
<b>10</b>	31 Aug 2016	Priority areas submitted to PIC Force Secretariat by TWG Chairpersons for consideration	Priority areas submitted	TWGs Chairpersons
<b>11</b>	5 - 23 Sept 2016	Budget Pitso	Budget Pitso	MFDP
<b>12</b>	19 Sep 2016	Submission of Revenue & Expenditure Budget Estimates	Estimates	MDAs
<b>13</b>	03 Oct 2016	Budget /Project Review Timetable issued to ministries.	Budget /Project Review Timetable Circular	DBD
<b>14</b>	10 Oct 2016	Estimates Committee meetings Timetable to ministries.	Estimates Committee meetings Timetable Circular	DBD
<b>15</b>	10 - 21 Oct 2016	Budget (Revenue & Revenue)/Project Review meetings with Ministries.	Budget Estimates	MDAs
<b>16</b>	17 – 28 Oct 2016	Updated Macroeconomic Fiscal aggregates finalized for feeding into the Budget Speech.	Updated Macroeconomic Fiscal aggregate table	EFPD
<b>17</b>	04 Nov 2016	Briefing Estimates Committee on Budget Proposals for 2017/2018.	Estimates Committee Briefing Meetings	Manpower, Project / Exp. Review and TERC Sub-Committees

<b>18</b>	07-11 Nov 2016	Estimates Committee Meetings.	Meetings	Estimates Committee/MDAs
<b>19</b>	17 Nov 2016	Deadline for submission of Estimates Committee Reports and Draft Cab. Memo to Estimates Committee Secretariat.	Cab Memo	MFDP
<b>20</b>	18 Nov 2016	Briefing of Hon Minister and Assistant Minister on Budget Proposals for 2017/2018.	Briefing	MFDP
<b>21</b>	24 Nov 2016	Cab. Memo on Final Budget Proposals Submitted to Cabinet (Business Committee).	Cab. Memo	MFDP
<b>22</b>	30 Nov 2016	Cabinet considers Budget Proposals for 2017/2018.	Budget	Cabinet
<b>23</b>	09 Dec 2016	Submission of 2017/2018 Draft Estimates of Expenditure from the Consolidated and Development Funds Books to the Government printer.	Draft Estimates book	DBD
<b>24</b>	13 Dec 2016	Submission of Draft Appropriation Bills to Attorney General's Chambers.	Draft Appropriation Bills	MFDP
<b>25</b>	28 Dec 2016	Draft Estimates Book Tabled in Parliament.	Tabling of Estimates	Hon. Minister, MFDP
<b>26</b>	04 Jan 2017	Draft Appropriation and Supplementary Appropriation Bills Submitted to Cabinet.	Draft Appropriation and Supplementary Appropriation Bills	Hon. Minister, MFDP
<b>27</b>	16 Jan 2017	Submission of Final Draft Budget Speech to Cabinet.	Draft Budget Speech	MFDP
<b>28</b>	18 Jan 2017	Discussion & Approval of the Final Draft Budget Speech by Cabinet.	Final Draft Budget Speech	Cabinet
<b>29</b>	18 Jan 2017	Cabinet Approves Appropriation Bills.	Appropriation Bills	Cabinet
<b>30</b>	20 Jan 2017	Approved Appropriation Bill submitted to Attorney General.	Approved Appropriation Bill	DBD
<b>31</b>	30 Jan 2017	Notices of Presentation of : (i) Appropriation Bill, (ii) Financial Statements, Tables and Estimates of the Consolidated and Development Funds Revenues 2017/2018.	Submission of Notices	DBD
<b>32</b>	01 Feb 2017	i) Tabling of Financial Statements Tables, and Estimates of the Consolidated and Development Fund Revenues 2017/2018. ii) Delivery of Appropriation Bill (First Reading). iii) Second Reading of the Bill (Budget Speech).	Budget speech	Hon. Minister, MFDP
<b>33</b>	09-27 Feb 2016	Debate on Budget Speech (10 days, Excluding clear days)	Debate on Budget Speech	Parliament
<b>34</b>	27 Feb – 28 Mar 2017	Committee of Supply (18 days excluding clear days).	Committee of Supply	Parliament

<b>35</b>	28 Mar 2017	Day of Assent –Third Reading of Appropriation Bill.	Third Reading of Appropriation Bill.	Hon. Minister, MFDP
<b>36</b>	29 Mar 2017	Signing of Appropriation Act.	Appropriation Act	
<b>37</b>	29 Mar 2016	(i) Signing of General and Statutory Warrants;	Approved Appropriation Bills	Hon. Minister, MFDP
<b>38</b>	30 Mar 2017	Signing of Finance Warrants.	Finance Warrants	PS, MFDP
<b>39</b>	31 Mar 2017	Dispatch of Finance Warrants to Ministries 2017/2018.	Finance Warrants	DBD
<b>40</b>	17 Apr 2017	Printing of 2017/2018 Final Estimates Books.	Final Estimates Books	DBD

**SCHEDULE B**

**BASELINE BUDGET PROJECTIONS/ TECHNICAL ASSESSMENT DISCUSSIONS FOR 2017/2018**

<b>DATE</b>	<b>MINISTRY/DEPARTMENT</b>	<b>VENUE(MFDP)</b>	<b>TIME</b>
20 -July - 2016	Parliament State President Labour and Home Affairs	Conference Room 2-16	08:00-09:30 10:00-12:45 14:00-16:00
21 -July- 2016	Agriculture Investment Trade and Industry Local Government & Rural Development	CSO Conference Room	08:00-10:00 10:30- 12:30  14:00-16:30
22- July- 2016	Minerals, Energy and Water Affairs Health Administration of Justice Attorney General's Chambers	Conference Room 2-16	08:00-10:30  10:30-12:45 14:00 – 15.00 15.00 – 16.00
25- July- 2016	Finance & Development Planning Youth, Sport and Culture Auditor General Foreign Affairs & International Co-op Independent Electoral Commission	Conference Room 2-16	08:00-10:00  10:00-11:30 11:30-12:45 14:00-15:30  15:30-16:30
26- July- 2016	Ombudsman Lands and Housing Environment, Wildlife and Tourism	CSO Conference Room	08:00-09:30 10:00-12:45 14:00-16:00

27-July-2016	Industrial Court Infrastructure, Science & Technology Transport and Communications	CSO Conference Room	08.00 -09:30 10:00 - 12.45  14:00 -16:30
28 – July - 2016	Education and Skills Development Defence and Security	Conference Room 2-16	08:00 -12:00 14:00 – 16:30
29 – July - 2016	Follow ups	Conference Room 2-16	08:00 – 12:30 14:00 – 16.00