



MINISTRY OF ECONOMIC PLANNING AND BUDGET
2021 BUDGET PREPARATION CALENDAR

S/N	SUBJECT	ACTIVITIES	DATE	RESPONSIBILITY	
			2020	Agency	Officer
1.	Commencement of Y2021 Budget Preparation	(a) Review of Macroeconomic Framework and input of latest data to Multi-Year Budgeting Framework (MYBF)	(Beginning) January	MYBF Technical Work Group	Director, Budget
		(b) Preparation and Adoption of Economic and Fiscal Update/Fiscal Strategy Paper (EFU-FSP) 2021 – 2023	(Mid) August	MYBF Technical Work Group	Director, Budget
		(c) Preparation and Adoption of Budget Policy Statement (BPS) 2021	End August	MYBF Technical Work Group	Director, Budget
		(d) Meeting with Major Revenue Generating Agencies on Strategy 2021 – 2023 MTFS	Sept	MEP&B/ Revenue Stakeholders	Director, Budget
		(e) Presentation of 2021 – 2023 MYBF to EXCO	Sept	MEP&B	Honourable Commissioner
		(f) Sectoral Disaggregation of Indicative Envelope	Sept	MEP&B	EXCO
		(g) Budget Retreat for MDAs	Sept	MEP&B	Director, Budget
		(h) Preparation and refining of MTSS document and compilation of annual budget.	Sept	MEP&B (Director Development Planning)	Permanent Secretary

2.	2020 (Current Year) Budget Monitoring & Appraisal	(a) 1 st Quarter 2020 Budget Performance Appraisal	30 th April	MEP&B (Director, Monitoring)	Honourable Commissioner
		(b) 2 nd Quarter / Mid-Year Review of 2020 Budget Performance	31 st July	MEP&B (Director, Monitoring)	Honourable Commissioner
		(c) 3 rd Quarter 2020 Budget Performance Appraisal	31 st Oct	MEP&B (Director, Monitoring)	Honourable Commissioner
		(d) 4 th Quarter/full Year Review of 2020 Budget Performance	31 st Jan. 2021	MEP&B (Director, Monitoring)	Honourable Commissioner
3.	Budget Consultative/ Stakeholders Engagement Process	(a) Meeting with CSOs/NGOs	Sept	MEP&B (Director Budget)	Permanent Secretary
		(b) Meeting with Organised Private Sector/ Trade Association/ Professional Bodies	Sept	MEP&B (Director Budget)	Permanent Secretary
		(c) Town Hall meetings in 9 Federal Constituencies	Sept	MEP&B (Director Budget)	Permanent Secretary
		(d) MTEF Stakeholders Engagement Meeting/Report Dissemination	Sept	MEP&B (Director Budget)	Permanent Secretary
4.	Preparation of 2021 Budget Estimates	(a) Issuance of 2021 Call Circular	Sept	MDAs	Permanent Secretaries
		(b) MDAs Ministerial Budget Defence using MTSS.	Oct	MEP&B/MDAs	Permanent Secretaries
		(c) Submission of Budget Proposals	Oct	MEP&B	Permanent Secretaries
		(d) Evaluation of Proposals	Oct	MEP&B/MDAs	Director, Budget
		(e) Pre-Treasury Board Meetings	Oct	MDAs	Permanent Secretaries
5.	2021 Draft Budget	(a) Submission of 2021 draft Budget to His Excellency	Oct End.	Governor's Office	Mr. Governor
		(b) Treasury Board Meeting			
		(c) Presentation 2020 Draft Budget to the State Executive Council	Oct End.	MEP&B	Honourable Commissioner
		(d) EXCO/Legislative Parley	November	MEP&B	Honourable Commissioner

6.	Legislative Processes	(a) Presentation of Draft Y2021 Budget Estimates House of Assembly (b) Consideration of Budget Proposals by SHoA including interaction with MDAs/scrutiny of estimates. (c) Passing of the Y2021 Appropriation Bill	November 2nd Week Nov 2nd Week Dec	Mr Governor SHoA SHoA	To be agreed with SHoA
7.	Appropriation Law	(a) Printing of the Appropriation Law (b) Assent of Y2021 Budget by the Governor (c) Uploading Approved Budget into the Budget Portal (d) Printing and Publishing of Approved Budget	[mid] Dec. [end] Dec. [end] Dec. [end] Dec.	SHoA Governor's Office MEP&B/MDAs MEP&B	Mr. Governor Permanent Secretaries Permanent Secretary
			2021		
8.	Execution of 2021 Budget	(a) Y2021 Budget Analysis (b) Budget Profiling and Cash Management Plan (c) Issuance of Budgetary Operation Guidelines	[1 st week] Jan. [1 st week] Jan. [1 st week] Jan.	MEP&B (Budget Dept.) MEP&B/MoF/MDAs MEP&B (Budget Dept.)	Honourable Commissioner Permanent Secretaries Permanent Secretary
9.	Conclusion of Y2021 Budget	(a) Y2020 Budget Performance Appraisal for the 4 th Quarter/Full Year	30 th Jan.	MEP&B (Director, Monitoring)	Honourable Commissioner
10.	Y2021 Budget Execution Approvals	Request for approval of implementation of budgeted projects.	On-going in line with cash plan	MDAs	Honourable Commissioner
11.	Disbursement/Fund Release Warrants	Request for release of funds for approved projects.	On-going in line with cash plan	MDAs/MoF/AG	Permanent Secretaries /DFA