



MINISTRY OF ECONOMIC PLANNING AND BUDGET
2025 BUDGET PREPARATION CALENDAR

S/N	SUBJECT	ACTIVITIES	DATE	RESPONSIBILITY	
			2024	Agency	Officer
1.	Commencement of Y2025 Budget Preparation	(a) Review of Macroeconomic Framework and input of latest data to Multi-Year Budgeting Framework (MYBF)	(Beginning) January	MYBF Technical Work Group	Technical Directors, Budget Office
		(b) Preparation and Adoption of Economic and Fiscal Update/Fiscal Strategy Paper (EFU-FSP) 2025 – 2027	(Mid) June	MYBF Technical Work Group	Technical Directors, Budget Office
		(c) Preparation and Adoption of Budget Policy Statement (BPS) 2025	End June	MYBF Technical Work Group	Technical Directors, Budget Office
		(d) Meeting with Major Revenue Generating Agencies on Strategy 2027 2025 – 2029 MTFS	May	Budget Office/ Revenue Stakeholders	Technical Directors, Budget Office
		(e) Presentation of 2027 2025 – 2029 MYBF to EXCO	June	Budget Office	Honourable Commissioner
		(f) Sectorial Disaggregation of Indicative Envelope	June	Budget Office	EXCO
		(g) Budget Retreat for MDAs	June	Budget Office	Technical Directors, Budget Office
		(h) Preparation and refining of MTSS document and compilation of annual budget.	July	EP&CO (Director Development Planning)	Administrative Secretary

2.	2024 (Current Year) Budget Monitoring & Appraisal	(a) 1 st Quarter 2024 Budget Performance Appraisal	30 th April	Budget Office (Director, Monitoring/ICT)	Honourable Commissioner
		(b) 2 nd Quarter / Mid-Year Review of 2024 Budget Performance	31 st July	Budget office (Director, Monitoring/ICT)	Honourable Commissioner
		(c) 3 rd Quarter 2024 Budget Performance Appraisal	31 st Oct	Budget Office (Director, Monitoring/ICT)	Honourable Commissioner
		(d) 4 th Quarter/full Year Review of 2024 Budget Performance	31 st Jan. 2025	Budget Office (Directors, Monitoring/ICT)	Honourable Commissioner
3.	Budget Consultative/ Stakeholders Engagement Process	(a) Meeting with CSOs/NGOs	July	Technical Directors, Budget Office	Administrative Secretary
		(b) Meeting with Organised Private Sector/ Trade Association/ Professional Bodies	July	Technical Directors, Budget Office	Administrative Secretary
		(c) Town Hall meetings in 9 Federal Constituencies	July	Technical Directors, Budget Office	Permanent Secretary
		(d) MTEF Stakeholders Engagement Meeting/Report Dissemination	July	Technical Directors, Budget Office	Permanent Secretary
4.	Preparation of 2025 Budget Estimates	(a) Issuance of 2025 Call Circular	July	MDAs	Administrative Secretaries
		(b) MDAs Ministerial Budget Defence using MTSS.	Aug	Budget Office/MDAs	Administrative Secretaries
		(c) Submission of Budget Proposals	Aug	Budget Office	Administrative Secretaries
		(d) Evaluation of Proposals			
		(e) Pre-Treasury Board Meetings	Aug	MEP&B/MDAs	Technical Directors, Budget Office
			Aug	MDAs	Administrative Secretaries
5.	2025 Draft Budget	(a) Submission of 2025 draft Budget to His Excellency	Sept	Governor's Office	Mr. Governor
		(b) Treasury Board Meeting			
		(c) Presentation 2025 Draft Budget to the State Executive Council	Sept	Budget Office	Honourable Commissioner
		(d) EXCO/Legislative Parley	Sept	Budget Office	Honourable Commissioner

6.	Legislative Processes	(a) Presentation of Draft Y2025 Budget Estimates House of Assembly (b) Consideration of Budget Proposals by SHoA including interaction with MDAs/scrutiny of estimates. (c) Passing of the Y2025 Appropriation Bill	Sept Oct 2 nd Week Dec	Mr Governor SHoA SHoA	To be agreed with SHoA
7.	Appropriation Law	(a) Printing of the Appropriation Law (b) Assent of Y2025 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 Administrative Secretaries Permanent Secretary
			2025		
8.	Execution of 2025 Budget	(a) Y2025 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.	Budget Office Ondo State Budget Office/MoF/ MDAs Budget Office	Honourable Commissioner Administrative Secretaries Administrative Secretary
9.	Conclusion of Y2025 Budget	(a) Y2024 Budget Performance Appraisal for the 4 th Quarter/Full Year	30 th Jan.	Directors, Monitoring/ICT	Honourable Commissioner
10.	Y2025 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	Administrative Secretaries /DFA