

understanding the **BUDGET** circular

Section 36 (2) of the Public Finance Management Act 2012 provides for, Not later than the 30th August in each year, the Cabinet Secretary should issue to all national government entities a circular setting out guidelines on the budget process to be followed by them.

The circular should include:



A schedule for preparation of the budget indicating key dates by which various exercises are to be completed;



The procedures for the review and projection of revenues and expenditures;



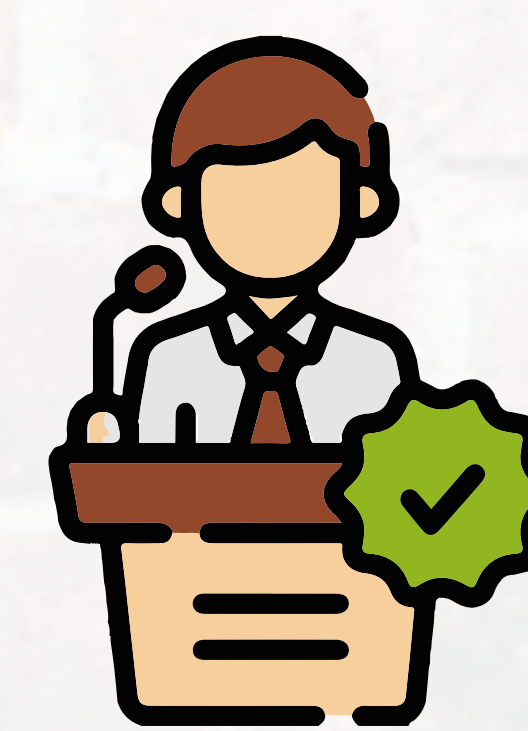
Key policy areas and issues that are to be taken into consideration when preparing the budget;



Procedures setting out the manner in which members of the public shall participate in the budget process;



The format in which budget information and documents shall be submitted; and



Any other information that, in the opinion of the Cabinet Secretary, may assist the budget process.

At County Level, Not later than the 30th August in each year, the County Executive Committee member for finance should issue a circular setting out guidelines to be followed by all of the county government's entities in the budget process. The circular should include:

1

A schedule for preparation of the budget, specifying the key dates by which the various processes are to be completed;

2

The methodology for the review and projection of revenues and expenditures;

3

Key policy areas and issues to be taken into consideration when preparing the budget;

4

The procedures to be followed by members of the public who wish to participate in the budget process;

5

The format in which information and documents relating to the budget are to be submitted;

6

The information to be in conformity with standard budget classification systems as prescribed by regulations;

7

Any other information relevant to the budget process.