



REPUBLIC OF GHANA

MINISTRY OF FINANCE

*In case of reply, the
number and date of this
letter should be quoted*

Our Ref: MoF/BDRU/01/20/BC.1

Your Ref:

Tel No: 0303-662448

11/21
..... 2020

BUDGET PREPARATION CALENDAR FOR THE 2021-2024 FINANCIAL YEAR

The 2021-2024 Budget Preparation Calendar which outlines the programmes required for effective budget development, is being forwarded for your information.

2. Due to the volume of work to be executed and the peculiarity of this year's budget, all Ministries Departments and Agencies are entreated to acquaint themselves with the timelines on the calendar. The Ministry will regularly notify your outfit regarding activities that will require your participation and contribution.
3. For ease of reference, the Ministry has also included relevant underpinning legal provisions for the execution of outlined activities.
4. Colleague Ministers are kindly entreated to familiarize themselves with the content of the Calendar and the provisions, in order to avoid violation of the provisions and also bring same to the attention of your relevant officers.
5. I count on your continuous cooperation.
6. Thank you.


KEN OFORI-ATTA
MINISTER

**ALL HONOURABLE MINISTERS
ALL METROPOLITAN/MUNICIPAL
DISTRICT CHIEF EXECUTIVES**

Cc: Chief of Staff, Office of the President
All Chief Directors
All Heads of Public Institutions
Ag. Director of Budget, MoF
All Directors, PPME





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BUDGET PREPARATION CALENDAR FOR 2021-2024 FINANCIAL YEAR

MINISTRY OF FINANCE
BUDGET DIVISION

FEBRUARY, 2020





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BUDGET PREPARATION CALENDAR FOR THE 2021-2024 FINANCIAL YEAR			
S/N	PERIOD	ACTIVITIES	UNDERPINNING LEGISLATION
1	January	Publication of the 2020 Budget Implementation Instructions	PFM Regulations, 2019 (L.I. 2398); 62 (1)
2	January-February	Publication and circulation of the 2021-2024 Budget Preparation Calendar	Administrative Instructions PFM Act, 2016 (Act 921); 101 (1)(n)
3	March-April	Engagement with Stakeholders on 2021 revenue measures	PFM Act, 2016 (Act 921); 21 (1)(a)
4	March	Preparation and Submission of the 2019 report on the Energy Sector Levy to Parliament	ESLA Act, 2015 (Act 899) (6)
5	March	Preparation and Submission of the 2019 Annual Debt Report to Parliament	PFM Act, 2016 (Act 921); 72 (3)
6	April	Salary Negotiations with Labour	PFM Act, 2016 (Act 921); 19 (1)(a)
7	April-May	Review and update of the 2020 Macro-Economic Framework	PFM Act, 2016 (Act 921); 15
8	May	Pre-technical meetings with Minister on 2021-2024 Fiscal Strategy Document (FSD)	PFM Act, 2016 (Act 921); 4 (1)
9	May	Preparation of 2021-2024 Fiscal Strategy Document	PFM Act, 2016 (Act 921); 15
10	May	Engagement with Economic Management Team/Advisory Council on 2021-2024 FSD	PFM Act, 2016 (Act 921); 21 (1)
11	May	Submission of FSD to Cabinet for approval	PFM Act, 2016 (Act 921); 15 (1)
12	June	Approval of 2021-2024 FSD by Cabinet	PFM Regulations, 2019 (L.I. 2398); 4 (3)
13	June	Advertise for inputs into the 2021-2024 Budget Statement and Economic Policy from stakeholders	PFM Act, 2016 (Act 921); 21 (1)
14	June	Preparation and distribution of 2021-2024 Budget Guidelines	PFM Act, 2016 (Act 921); 21 (1)(b)





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15	July	Production Workshops on the 2021-2024 Budget	PFM Act, 2016 (Act 921); 21
16	July	Preparation and presentation of the 2020 Mid-Year Fiscal Policy to Parliament	PFM Act, 2016 (Act 921); 28 (1)
17	July	Preparation of Half Yearly Reports	PFM Act, 2016 (Act 921); 34 (1)
18	August	Stakeholder consultations (e.g. civil society organizations, think-tank, academia, FBOs, Social Partners etc.) to receive inputs on the 2021-2024 budget	PFM Act, 2016 (Act 921); 21 (1)
19	August	Request Inputs into the 2021 Draft Budget Statement and Economic Policy	PFM Act, 2016 (Act 921); 21 (1)
20	August	Hold 2021-2024 Budget Hearings	PFM Act, 2016 (Act 921); 21 (1)
21	August	Collate and Review Inputs into 2021 Draft Budget Statement and Economic Policy	PFM Act, 2016 (Act 921); 21 (1)
22	August	Engagement with Economic Management Team/Advisory Council on draft 2021-2024 Budget	PFM Act, 2016 (Act 921); 21 (1)
23	August - September	Finalization and Presentation of draft 2021-2024 Expenditure in Advance of Appropriation to Cabinet	PFM Act, 2016 (Act 921); 21 (1)(b)
24	October	Approval and feedback from Cabinet on draft 2021-2024 Expenditure in Advance of Appropriation	PFM Act, 2016 (Act 921); 23
25	October	Parliamentary Approval for Expenditure in Advance of Appropriation	PFM Act, 2016 (Act 921); 23
26	November	Loading and Publication of Expenditure in Advance of Appropriation (Vote on Account)	PFM Regulations, 2019 (L.I. 2398); 21
Activities For 2021 (1st Quarter)			
27	January-February	Review of Draft 2021 Budget Statement and Economic Policy	PFM Act, 2016(Act 921); 21 (1)
28	March	Present the Final 2021 Budget Statement and Economic Policy to Parliament for Approval	PFM Act, 2016 (Act 921); 21 (1) (b)
29	March	Approval of 2021 Budget Statement and Economic Policy by Parliament	PFM Act, 2016 (Act 921); 21 (1) (b)





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30	March	Parliamentary Engagements (Policy Debates, Meeting With Select Committee Members, Passing of Appropriation Bill)	PFM Act, 2016 (Act 921); 22 (1)
31	March	Loading and Publication of 2021-2024 Budget Estimates	PFM Regulations, 2019 (L.I. 2398); 21
32	March	Preparation and Publication of 2021-2024 Citizens Budget	PFM Act, 2016 (Act 921); 21 (1)
33	March	Dissemination of 2021-2024 Budget	PFM Act, 2016 (Act 921); 21 (1)

