



# STANDARD BUDGET CALENDAR OF AKWA IBOM STATE

S/N	Budget Activity	Month												Start Dates	End Date	Responsibility	Output	
		J	F	M	A	M	J	J	A	S	O	N	D					J
<b>Budget Planning and Preparation</b>																		
1	Sector Performance Review (previous year's Budget Performance Report)														January	April	Planning Department (Ministry of Economic Development & Ibom Deep Seaport)	Sector Performance Review Report
2	Preparation of Q1, Q2, Q3 and Q4 Budget Performance Reports															28 <sup>th</sup> April; 28 <sup>th</sup> July; 28 <sup>th</sup> October and 28 <sup>th</sup> January	State Budget Office & Ministry of Economic Development & Ibom Deep Seaport	Q1, Q2, Q3 and Q4 Budget Performance Reports
3	Preparation of Economic and Fiscal Updates - Fiscal Strategy Paper- Budget Policy Statement (EFU-FSP-BPS) MTEF														April	June	Ministry of Economic Development & Ibom Deep Seaport assisted by Fiscal Responsibility Board, Office of the Accountant General, State Budget Office and Ministry of Finance	Draft EFU-FSP-BPS Document
4	Submit EFU-FSP-BPS draft to ExCo														May	June /July (1 <sup>st</sup> Week)	Ministry of Economic Development & Ibom Deep Seaport	Memo, Executive Summary of EFU-FSP-BPS
5	ExCo approval of EFU-FSP-BPS document														June	July	ExCo	Updated EFU-FSP-BPS Document
6	Submission of EFU-FSP-BPS document to, and approval by SHoA														July	August/September	ExCo, SHoA	Approved EFU-FSP-BPS Document
7	Medium Term (3 year) sector ceilings circulated (indicative ceilings may be issued earlier)														June	July	State Budget Office, Ministry of Economic Development & Ibom Deep Seaport	Memo (accompanied by EFU-FSP-BPS Document)
8	Develop/ Update Medium Term Sector Strategies														April	June	MDAs/ Sector Teams coordinated by Ministry of Economic Development & Ibom Deep Seaport	MTSSs
9	Issue Budget Call Circular															First week of July	State Budget Office & Ministry of Economic Development & Ibom Deep Seaport	Call Circular Document
10	Preparation and submission by MDAs of 1st draft budget (incorporating updated MTSS budgets)														July	August	MDAs/ Sector Teams coordinated by State Budget Office & Ministry of Economic Development & Ibom Deep Seaport	Budget Submissions
11	Collation of MDAs 1st budget draft														August	September	State Budget Office & Ministry of Economic Development & Ibom Deep Seaport	1 <sup>st</sup> Draft Budget
12	MDAs Budget Defence/ negotiations														August	September	State Budget Office & Ministry of Economic Development & Ibom Deep Seaport	Minutes
13	Revision of draft submission of budget estimates															September	State Budget Office & State Budget Harmonization Committee	Updated Budget Submissions
14	Consolidation of MDAs budget estimates															September	State Budget Office	2 <sup>nd</sup> Draft Budget
<b>Budget Approval</b>																		
15	Submission of draft budget estimates to EXCO															September	Hon. Commissioner Ministry of Finance	EXCO Memo
16	Further revision and correction and resubmission to ExCo/Governor															October	State Budget Office	3 <sup>rd</sup> Draft Budget
17	ExCo Presentation of the budget to State House of Assembly															October	His Excellency, The Governor	Executive Budget
18	House of Assembly review and passage/Presentation for Governor's Assent														October	December	State House of Assembly (SHoA)	SHoA Approved Budget
19	Budget Sign-off by the Governor															December	His Excellency, The Governor	Appropriation Bill
20	Public Presentation of the Approved Annual Budget														December	January	Hon. Commissioner Ministry of Finance	Budget Speech, Published Budget
21	Publication of the Budget, online, but for Citizens Budget to be published within the first Quarter of the Budget Year.															December	State Budget Office for Budget Publication & Ministry of Economic Development for Citizens Budget Publication	Full Budget and Citizens Budget online
<b>'Floating' Activities</b>																		
A	Internal budget retreats for example for budget planning and budget presentations.																State Budget Office, Ministry of Economic Development & Ibom Deep Seaport & Ministry of Finance	Agenda, Presentation, Minutes
B	External budget retreats, for example stakeholder/ CSO engagement in Sector reviews, EFU/FSP/BPS preparations, MDA budget preparation.																Ministry of Economic Development & Ibom Deep Seaport	Agenda, Presentation, Minutes

Developed to comply with deadline stipulated for each Budget Process in the AKS Fiscal Responsibility Law

COMMENCEMENT MONTH

DEADLINE MONTH



**COURTESY OF: AKWA IBOM STATE FISCAL RESPONSIBILITY BOARD**

Block 6, 2nd Floor Idongesit Nkanga Secretariat, Uyo

