

## BUDGET PREPARATION TIMETABLE FOR THE FINANCIAL YEAR 2022/2023

LINE	DEADLINE	ACTIVITY	EXPECTED OUTPUT	ACTION BY
1	07 May 2021	Issuance of the 2022/23 Budget Timetable	2022/23 Budget Timetable	PS, MFED
2	01 May -30 June 2021	Preparation of 2022/23 - 2024/2025 Medium-Term Fiscal Framework (MTFF) Aggregate Forecasts of Revenues and Expenditures	Draft 2021 BSP and 2022/23 to 2024/25 MTFF Aggregate Forecasts of Revenues and Expenditures	MFED Economic & Financial Policy Division (EFPD)
3	24 May – 4 June 2021	Priority Areas identified by Government as per the Economic Recovery & Transformation Plan (ERTP) , and submitted to MFED	Priority Areas	MFED
4	31 May 2021	Issuance of Zero Based Budgeting (ZBB) Guidelines	ZBB Guidelines	MFED, DBD
5	09 July 2021	Submission of ZBB Bids by Ministries, Departments and Agencies (MDAs)	ZBB Bids	MDAs
6	07 – 14 July 2021	Priority Areas considered by Thematic Working Groups (TWGs) and submitted to MFED	(i) Priority Areas	TWGs / MFED
7	11–23 July 2021	(i) Review of submissions from the (TWGs) (ii) Review of ZBB submissions from MDAs (iii) Draft 2021 Budget Strategy Paper (BSP) and	Priority Areas	MFED (DBD)
8	26-30 July 2021	Bilateral Meetings with MDAs on ZBB and Budget Options	ZBB Projections	DBD
9	19 August 2021	Consideration of Cabinet Memorandum on: 2022-2023 Budget Strategy Paper; (BSP); 2022-2025 Macro Economic Projections and 2022-2025 Indicative Medium Term Budget Framework (MTBF) Ceilings by Business Committee of Cabinet	Cabinet Memorandum on: •Budget Strategy Paper •Macro-Economic Projections & •Approved Indicative MTBF Ceilings	Cabinet
10	25 August 2021	Consideration of Cabinet Memorandum on:- 2022-2023 Budget Strategy Paper; (BSP); 2022-2025 Macro Economic Projections and 2022-2025 Indicative Medium Term Budget Framework (MTBF) Ceilings by Cabinet	Cabinet Directive on Approved MTBF Ceilings	Cabinet
11	27 August 2021	Issuance of the Budget Call Circular on 2022-2025 MTBF Ceilings	Budget Call Circular on 2022 to 2025 MTBF Ceilings	MFED, DBD

12	05 October 2021	Submission of 2022/23 Budget (including on-line) Proposals by TWGs and MDAs	Draft 2022/23 Budget Bids	Line Ministries
13	06 -13 October 2021	Assessment of Draft 2022/23 Budget Proposals	Draft 2022/23 Budget Proposals	MFED, DBD
14	13 October 2021	Issuance of Estimates Committee Meetings Timetable to TWGs and MDAs	Estimates Committee Meetings Timetable	MFED, DBD
15	14 - 19 October 2021	Budget Review Meetings with TWGs, MDAs	Draft 2022/23 Budget Report	MFED, DBD
16	01-05 November 2021	Estimates Committee Meetings with TWGs & MDAs	2022/23 Estimates Committee Report on Budget Proposals	Estimates Committee
17	08 November 2021	Briefing of Hon. Minister on Budget Proposals for 2022/2023	Cabinet Memorandum on the 2022/23 Budget Proposals	MFED
18	11 November 2021	Consideration of the Cab Memo on 2022/23 Budget Proposals by Business Committee of Cabinet BCC	Cab Memo on 2022/23 Budget Proposals	BCC
19	17 November 2021	Consideration of the Cab Memo on 2022/23 Budget Proposals by Cabinet	Cabinet Memo on 2022/23 Budget Proposals	Cabinet
20	22 November 2021	Breakfast Seminar for Members of Parliament on the Budget Strategy and Budget Estimates	Budget Strategy and Estimates	MFED/MPs
21	22 November 2021	Submission of Draft Appropriation Bills to Attorney General's (AG'S) Chambers	Draft Appropriation Bills	MFED
22	23 November 2021	Budget Pitso for General Stake- Holders and Local Authorities	Budget Pitso	MFED
23	26 November 2021	Submission of Draft Appropriation (2022/2023) Bill, 2022 to Business Committee of Cabinet	Draft Appropriation (2022/2023) Bill, 2022	MFED, DBD
24	29 November 2021	Finalization of Draft Revenue and Expenditure Estimates Books	Draft Estimates Books	MFED, DBD
25	29 November 2021	Submission to Government Printer: i) Draft Financial Statements, Tables & Estimates of the Consolidated and Development Funds Revenues 2022/2023 ii) Draft 2022/2023 Draft Estimates of Expenditure from the Consolidated and Development Funds Book	Draft Estimates Books	MFED, DBD
26	02 December 2021	Consideration of Draft Appropriation (2022/2023) Bill, 2022 by Cabinet	Approved Appropriation (2022/2023) Bill, 2022	MFED, DBD
27	13 December 2021	Draft Estimates Book tabled in Parliament	Tabling of Estimates	Hon. Minister, MFED
28	02 December 2021	Consideration of Draft Appropriation (2022/2023) Bill, 2022 by Cabinet	Notice and Presentation copies of Appropriation (2022/2023) Bill, 2022	MFED, DBD/ AG's Chambers

29	31 December 2021	Submission of Draft Supplementary Appropriation (2020/21) Bill, 2022 to Business Committee of Cabinet	Draft Supplementary Appropriation (2020/21) Bill, 2022	DBD
30	07 January 2022	Submission of Final Draft Budget Speech to Cabinet	Draft Budget Speech	MFED
31	12 January 2022	Discussion & Approval of the Final Draft Budget Speech by Cabinet	Final Draft Budget Speech	Cabinet
32	12 January 2022	Approved Supplementary Appropriation (2020/21) Bill, 2022 submitted to Attorney General	Approved Appropriation Bills	DBD
33	13 January 2022	Notices of Presentation of: i) Appropriation (2022/23) Bill, 2022 ii) Supplementary Appropriation (2020/21) Bill, 2022 iii) Financial Statements, Tables & Estimates of the Consolidated and Development Funds Revenues 2022/2023	Submission of Notices to Parliament	DBD
34	07 February 2022	i) Presentation of Appropriation (2022/23) Bill, 2022 (First Reading) ii) Tabling of Financial Statements Tables and Estimates of the Consolidated and Development Fund Revenues 2022/2023 iii) Second Reading of the Appropriation Bill (Budget Speech)	Budget speech	Hon. Minister, MFED
35	10 – 28 February 2022	Debate on Budget Speech (10 days, excluding clear days)	Debate on Budget Speech	Parliament
36	01-30 Mar 2022	i) Committee of Supply (18 days excluding Fridays) ii) Presentation of the Supplementary Appropriation (2020/21) Bill, 2022	Committee of Supply	Parliament
37	31 March 2022	Day of Assent – Third Reading of Appropriation (2022/2023) Bill, 2022	Third Reading of Appropriation (2022/2023) Act, 2022	Hon. Minister, MFED
38	31 March 2022	Signing of Appropriation Act	Appropriation (2022/2023) Act, 2022.	HE, the President of the Republic of Botswana
39	31 March 2022	Signing of the Supplementary Appropriation (2020/21) Bill, 2022	Supplementary Appropriation (2020/21) Bill, 2022	HE, the President of the Republic of Botswana
40		Signing of General and Statutory Expenditure Warrants	General and Statutory Warrants	Hon. Minister, MFED
41	01 April 2022	Signing of Finance Warrants	Finance Warrants	PS, MFED

42	01 April 2022	Dispatch of 2022/2023 Finance Warrants to Ministries	Finance Warrants	DBD
43	15 April 2022	Printing of 2022/2023 Final Estimates Books	Final Estimates Books	DBD

## **ACRONYMS**

- BCC** - Business Committee of Cabinet
- MFED** - Ministry of Finance and Economic Development
- DBD** - Development and Budget Division
- EFPD** - Economic and Financial Policy Division
- MDAs** - Ministries, Departments and Agencies
- MPs** - Members of Parliament
- MTBF** - Medium-Term Budget Framework
- MTFF** - Medium-Term Fiscal Framework
- PS** - Permanent Secretary
- TWGs** - Thematic Working Groups