

**GOUVERNEMENT DE  
LA REPUBLIQUE DE  
VANUATU**

**MINISTERE DE FINANCES  
ET DE LA GESTION  
ECONOMIQUE**

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**GOVERNMENT OF THE  
REPUBLIC OF VANUATU**

**MINISTRY OF FINANCE AND  
ECONOMIC MANAGEMENT**

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**Le Ministre**

Our/Notre réf: M01/13  
Your/Votre réf:

**DATE: Monday, 20 March 2017**

**Financial Circular 02 of 2017**

**FROM: Minister of Finance and Economic Management**

**TO: All Directors General  
All Directors  
All Heads of Constitutional Bodies  
All Heads of Grant Bodies (Statutory Bodies)**

**Subject: Budget Cycle / Timetable for the 2018 Budget**

**Introduction**

At the beginning of each budget cycle the Ministry of Finance and Economic Management circulates a budget timetable, which provides a schedule of tasks and the deadline within which the tasks are to be completed. It is important that these deadlines are adhered to so that all tasks and commitments required for the completion of the 2018 Budget are finalized in a smooth and timely manner.

**Timetable for Budget 2018**

The outlined tasks will help the Government meet the requirements specified in the PFEM (amendment) Act. 1998, as well as enable the preparation of an accurate budget to be passed by Parliament by the end of November 2017.

The proposed timetable requires Ministries to devote extensive time and effort towards budget preparation. At this stage, it is important that all Director Generals' consult with the staff of the Treasury to begin work on identifying the recurrent and development budget priorities for the 2018 Budget. This is to ensure conformity of Ministry or Department priorities and the overall Vanuatu Government development strategy, policies and objectives.

Further information and guidelines regarding the preparation of the 2018 budget submissions will be circulated in May at the time when the Ministry Ceilings are distributed.

### Budget Cycle / Timetable for Preparation of the 2018 Budget

Date	Activity	Responsible Agencies
27 <sup>th</sup> March – 31 <sup>st</sup> March Week 13	Meeting to discuss policy priorities	<u>DSPPAC</u> & DOFT
3 <sup>rd</sup> April – 7 <sup>th</sup> April Week 14	Consultation with line ministries regarding Budget Policy Priorities	<u>DSPPAC</u>
3 <sup>rd</sup> April – 14 <sup>th</sup> April Week 14-15	Budget Training	<u>DOFT</u>
3 <sup>rd</sup> April – 7 <sup>th</sup> April Week 14	MEC Meeting	<u>DOFT, RBV, NSO</u>
10 <sup>th</sup> -14 <sup>th</sup> April Week 15	Compile budget policy priorities Submit budget policy priorities to DCO for information Submit budget policy priorities to COM for approval Inform Ministries to start amending their programs, activities and narratives to reflect policy priorities	<u>DSPPAC</u>
10 <sup>th</sup> -19 <sup>th</sup> April Week 15 – Mid-Week 16	Fiscal aggregates and macroeconomic framework developed by DOFT in consultation with RBV & NSO: <ul style="list-style-type: none"> <li>➤ Draft overall expenditure envelope (for whole of Government)</li> <li>➤ Establish Fiscal Priorities</li> </ul>	<u>DOFT, NSO and RBV</u>
19 <sup>th</sup> – 28 <sup>th</sup> April Mid- Week 16 - Week 17	<b>Budget Policy Statement to be submitted to Minister and DG MFEM followed by its publication</b>	<u>DOFT &amp; DSPPAC</u>
28 <sup>th</sup> April Week 17	Q1 Expenditure Report	<u>DOFT</u>
1 <sup>st</sup> May – 5 <sup>th</sup> May Week 18	Budget Policy Statement to be shared with Development Partners	<u>DSPPAC</u>
8 <sup>th</sup> May – 12 <sup>th</sup> May Week 19	Finalize Financial Regulation 2.2. Reports	<u>DOFT</u>



Date	Activity	Responsible Agencies
8 <sup>th</sup> May – 12 <sup>th</sup> May Week 19	Screening of Ministry Ceilings	<u>MBC</u> & <u>DOFT</u>
15 <sup>th</sup> May – 19 <sup>th</sup> May Week 20	<b>Submit Ministry Ceilings for approval to COM</b> <b>Submit DCO information paper at the same time</b> <b>Distribution of MBC approved ceilings to every Ministry and Department along with the Budget Guidelines</b> <i>Ceilings are set at the Ministry level only.</i>	<u>DOFT</u>
22 <sup>nd</sup> May – 26 <sup>th</sup> May Week 21	Internal consultations on their respective budget ceilings	<u>Line Agencies</u>
2 <sup>nd</sup> June Week 22	Open VBMS to line agencies for budget entries	<u>DOFT</u>
26 <sup>th</sup> June – 30 <sup>th</sup> June Week 26	Presentation of the Financial Regulation 2.2 Report to PSC	<u>DG MFEM</u>
7 <sup>th</sup> July End of Week 27	Submit budget submissions to DOFT	<u>Ministers</u> , <u>DGs</u> & <u>Finance Officers</u>
	Lock-down of VBMS for all Ministries.	<u>DOFT</u>
10 <sup>th</sup> July – 4 <sup>th</sup> August Week 28 – Week 31	Reviews budget submissions and NPP's for MBC briefs and presentations	<u>DOFT</u> & <u>DSPPAC</u>
10 <sup>th</sup> July – 4 <sup>th</sup> August Week 28 – Week 31	Review and finalization of Narratives Narratives sent to language service for translation	<u>DSPPAC</u>
28 <sup>th</sup> July End of Week 30	Q2 Expenditure Report	<u>DOFT</u>
31 <sup>st</sup> July – 4 <sup>th</sup> August Week 31	<b>Publish Half Year Economic and Fiscal Update</b>	<u>DOFT</u>
7 <sup>th</sup> August– 18 <sup>th</sup> August Week 32 – Week 33	Presentation of budget and NPP briefs	<u>DOFT</u> & <u>DSPPAC</u>
	Presentation of Ministry budgets to MBC	<u>Ministers</u>
21 <sup>st</sup> August - 25 <sup>th</sup> August Week 34	Final Development Partner support figures provided to DOFT for presentation to MBC	<u>DSPPAC</u>



Date	Activity	Responsible Agencies
28 <sup>th</sup> August – 1 <sup>st</sup> September Week 35	Consideration of final draft of budget and NPP list	<u>MBC</u> , DOFT & DSPPAC
28 <sup>th</sup> August – 8 <sup>th</sup> September Week 35 - Week 36	Draft final budget papers sent to DCO for information Final Budget forwarded to COM	<u>DOFT</u>
	Preparation of Appropriation Bill	<u>SLO</u>
4 <sup>th</sup> September – 15 <sup>th</sup> September Week 36 - Week 37	Appropriation Bill distributed to MP's	<u>Clerk of Parliament &amp; DOFT</u>
11 <sup>th</sup> September – 13 <sup>th</sup> October Week 37 – Week 41	Final budget books prepared in French and English and printed	<u>DOFT</u> & Language Services
16 <sup>th</sup> October – 17 <sup>th</sup> November Week 42 – Week 46	Distribution of Budget Books to MP's Budget tabled at the Parliament	<u>Clerk of Parliament &amp; DOFT</u>
27 <sup>th</sup> October End of Week 43	Q3 Expenditure Report	<u>DOFT</u>

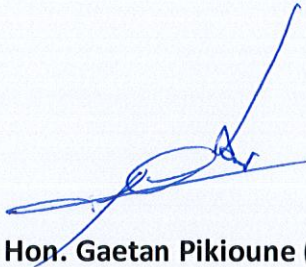
### Notes

- Where more than one agency is responsible for a task the lead agency is underlined.
- COM = Council of Ministers  
DCO = Departmental Committee of Officials  
DOFT = Department of Finance and Treasury  
DSPPAC = Department of Strategic Policy, Planning and Aid Co-ordination  
NSO = National Statistics Office  
SLO = State Law Office  
RBV = Reserve Bank of Vanuatu



It is important that all Ministries strictly abide by the schedule in order to have the budget documents ready to be submitted to Parliament by the end of November 2016.

Yours sincerely,



**Hon. Gaetan Pikioune (MP)**  
**Minister of Finance and Economic Management**

cc: All Ministers