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Ministry of Finance, Planning &
Economic Development
Plot 2-12, Apollo Kaggwa Road
P.O. Box 8147
Kampala
Uganda

In any correspondence on
this subject please quote No. **BPD 86/150/01**

THE REPUBLIC OF UGANDA

3rd July, 2019

All Local Government Accounting Officers

DELAYED SUBMISSION OF FINAL BUDGET ESTIMATES AND PERFORMANCE CONTRACTS FOR FY 2019/20

Section 45 (3) of the Public Finance Management Act (2015) requires that an Accounting Officer enters into an annual budget performance contract with the Secretary to the Treasury which shall bind the Accounting Officer to deliver on the activities in the work plan of the Vote for a financial year, submitted under section 13 (15).

Following the approval of the Budget by Parliament, the final Indicative Planning Figures (IPFs) were uploaded on Wednesday, 25th June 2019 on the Programme Budgeting System (PBS) for finalization of your Budget Estimates and Performance Contracts for FY 2019/20. In our letter ref: **BPD 86/103/05** dated **25th June 2019**, you were requested to submit the final Budget Estimates by **Friday, 28th June 2019**. In the same letter, you were informed of the implications if the above submissions are not effected on time.

However, to-date, all Local Governments have not submitted their respective final Budget Estimates and Performance Contracts for FY 2019/20.

The purpose of this letter, therefore, is to direct you to submit your final Budget Estimates for FY 2019/20 by close of business on **Friday, 5th July 2019**, at the latest. Failure to submit by the above deadline will imply that your Vote will not be able to receive **Quarter One Expenditure Limits for FY 2019/20** and you will personally be held responsible as the Accounting Officer.

Please note that this Ministry will issue Quarter One releases to only those Local Governments who will submit by the above set date.


Keith Muhakanizi

PERMANENT SECRETARY/SECRETARY TO TREASURY

Copy to: Head of Public Service/Secretary to Cabinet
Permanent Secretary/ Office of the Prime Minister
Permanent Secretary / Ministry of Local Government
Permanent Secretary, Ministry of Public Service
All District Chairpersons
All Resident District Commissioners

Mission

"To formulate sound economic policies, maximize revenue mobilization, ensure efficient allocation and accountability for public resources so as to achieve the most rapid and sustainable economic growth and development"

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UGANDA

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25th June 2019,

All Local Government Accounting Officers

**PREPARATION OF THE FINAL BUDGET PERFORMANCE CONTRACTS
(FORM B's), WORK PLANS AND DETAILED BUDGET ESTIMATES FOR
FY 2019/20**

Following the approval of the Budget for FY 2019/20 by Parliament, all Central Government Grant transfers to Local Governments have been adjusted in line with Appropriation and the final Indicative Planning Figures (IPFs) have been generated using the Online Transfer Information Management System (OTIMS).

Accordingly, this Ministry has uploaded the Indicative Planning Figures (IPFs) onto the Programme Budgeting System (PBS) to enable you finalize your detailed Budget Estimates and Performance Contracts for FY 2019/20. The soft copy of the excel schedule indicating the adjusted IPFs by sector, Vote and Grant has been sent by e-mail to the addresses you advised this Ministry for use in disseminating information to your respective Local Government.

The Purpose of this letter therefore, is to:

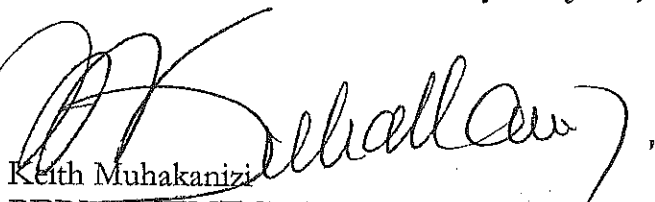
- i. Communicate to you the final IPFs for FY 2019/20 as appropriated by Parliament;
- ii. Inform you that, the final IPFs have been uploaded onto the PBS and an Excel schedule (**Copy attached as Table 1**) has been sent to your respective e-mails for your use in verifying the figures uploaded; and
- iii. Request you to finalize and submit soft copies of the Budget Performance Contract (Form B), Work plans and detailed Budget Estimates by line item for FY 2019/20 on the PBS not later than **Friday, 28th June 2019**. You are further reminded to submit two (2) hard copies of the Performance Contract for counter signing by the PS/ST in line with Section 45 (3) of the Public Finance Management Act, 2015.

Please note that, the detailed Budget Estimates received from you will be loaded onto the IFMS through an IFMS-PBS interface, which will form the basis for preparing of the quarterly expenditure limits effective Quarter One of FY 2019/20 based on your Work plans. Failure to submit by the above date will imply that; (i) You will not be able to have Quarter One Releases; and (ii) You will not be able to produce your quarterly budget performance reports for FY 2019/20.

As you finalize your budgets, ensure that;

- i. Funds are budgeted for under the correct budget lines to reduce cases of virements and re-allocation during the course of the budget Execution. Please note that, starting FY 2019/20, the Ministry will not make any budget adjustments arising out of poor budgeting; and,
- ii. You should adhere to the sector Grant and Budget requirements and follow the guidelines that have been issued by the respective sector Line Ministries and Agencies while finalizing your Budget Estimates, Performance Contracts (Form B), and Work plans for FY 2019/20.

Lastly, all Local Government Accounting Officers who have not yet submitted Quarter Three Budget Performance Reports for FY 2018/19 are reminded to do so by close of business Friday 28th June, 2019.



Keith Muhakanizi

PERMANENT SECRETARY/SECRETARY TO THE TREASURY

Copy to: The Permanent Secretary, Office of the Prime Minister

The Permanent Secretary, Ministry of Health

The Permanent Secretary, Ministry of Public Service

The Permanent Secretary, Ministry of Gender, Labour and Social Development

The Permanent Secretary, Ministry of Education and Sports

The Permanent Secretary, Ministry of Agriculture, Animal Industry and Fisheries

The Permanent Secretary, Ministry of Water and Environment

The Permanent Secretary, Ministry of Trade, Industry and Cooperatives

The Permanent Secretary, Ministry of Local Government

The Secretary, Local Government Finance Commission

The Accountant General

All District Chairpersons and Mayors of Municipalities

All Resident District Commissioners

Mission

"To formulate sound economic policies, maximize revenue mobilization, ensure efficient allocation and accountability for public resources so as to achieve the most rapid and sustainable economic growth and development"