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In any correspondence on
this subject please quote No. CPD 50/476/01



THE REPUBLIC OF UGANDA

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

05th November 2018

Accounting Officers, Central Government
See distribution list attached

WORKSHOP FOR CASH MANAGEMENT CONTACT PERSONS

Refer to my letter, reference CPD 50/476/01 of 25th July 2018, in which I requested you to designate a Contact Person to liaise with the Cash Policy Department on matters of cash flow planning.

The purpose of this letter is to invite your designated Contact Person for a half day hands-on workshop scheduled to take place in the Ministry's Directorate of Debt and Cash Policy Boardroom between 12th November 2018 and 23rd November 2018 starting at 9:00am as per the attached Programme.

The overall objective of the workshop is to ensure MDAs get an in depth understanding of how to prepare accurate cash flow forecasts and monitor cash flows. This will be hands-on and participants are required to come with laptops, work plans and their Cash flow projections for FY 2018/19

For further details, please contact Mr. Robert Bellarmine Okudi, Ag. Commissioner, Cash Policy Department on email: robert.okudi@finance.go.ug or Tel 0414707266 or 0772605480

Patrick Ocailap


For: PERMANENT SECRETARY/SECRETARY TO THE TREASURY

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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40. Accounting Officer, Ministry of Trade, Industry & Cooperatives

Mission

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

41. Accounting Officer, Ministry of Water and Environment
42. Accounting Officer, Ministry of Works and Transport
43. Accounting Officer, Mulago Hospital Complex
44. Accounting Officer, Naguru Referral Hospital
45. Accounting Officer, National Agricultural Advisory Services
46. Accounting Officer, National Agricultural Research Organization
47. Accounting Officer, National Animal Genetic Research Centre & Data Bank
48. Accounting Officer, National Citizenship Immigration Control
49. Accounting Officer, National Curriculum Development Centre
50. Accounting Officer, National Environmental Management Authority
51. Accounting Officer, National Forestry Authority
52. Accounting Officer, National Identification & Registration Authority
53. Accounting Officer, National Information Technology Authority
54. Accounting Officer, National Medical Stores
55. Accounting Officer, National Planning Authority
56. Accounting Officer, Office of the Director of Public Prosecutions
57. Accounting Officer, Office of the President
58. Accounting Officer, Office of the Prime Minister
59. Accounting Officer, Parliament
60. Accounting Officer, Parliamentary Commission
61. Accounting Officer, Public Procurement and Disposal of Public Assets
62. Accounting Officer, Public Service Commission
63. Accounting Officer, Road Fund
64. Accounting Officer, Rural Electrification Agency
65. Accounting Officer, State House
66. Accounting Officer, Uganda Aids Commission
67. Accounting Officer, Uganda Blood Transfusion Services
68. Accounting Officer, Uganda Bureau of Statistics
69. Accounting Officer, Uganda Cancer Institute
70. Accounting Officer, Uganda Coffee Development Authority
71. Accounting Officer, Uganda Cotton Development Authority
72. Accounting Officer, Uganda Export Promotion Board
73. Accounting Officer, Uganda Heart Institute
74. Accounting Officer, Uganda Human Rights Commission
75. Accounting Officer, Uganda Industrial Research Institute
76. Accounting Officer, Uganda Management Institute
77. Accounting Officer, Uganda National Bureau of Standards
78. Accounting Officer, Uganda National Examination Board
79. Accounting Officer, Uganda National Meteorological Authority
80. Accounting Officer, Uganda National Roads Authority

- 81. Accounting Officer, Uganda Police Force
- 82. Accounting Officer, Uganda Prisons
- 83. Accounting Officer, Uganda Registration Services Bureau
- 84. Accounting Officer, Uganda Revenue Authority
- 85. Accounting Officer, Uganda Tourism Board
- 86. Accounting Officer, Uganda Virus Research Institute

CONCEPT NOTE FOR HANDS-ON WORKSHOPS FOR MDA CASH MANAGEMENT CONTACT PERSONS, 12TH - 23RD NOVEMBER 2018

1. INTRODUCTION

In preparation for the commencement of FY 2018/19, the Ministry of Finance, Planning and Economic Development (MFPED), in a letter dated 25th July 2018, requested Accounting Officers of Central Government Votes to: submit monthly cash flow projections; forex requirements; and designate Contact Persons to coordinate cash management operations. Out of the targeted 84 votes, 64% have so far submitted their cash plans but most of them were prorated indicating that they were not aligned to the Work plans.

It is against this background that the Cash Policy Department has organised a hands-on workshop to assist the Contact Persons prepare their cash flow plans so that they are accurate enough to enable effective cash management. This workshop is a follow-on on training conducted for MDA planners and accountants from 29th January to 8th February 2018 and for Accounting Officers on 12th April 2018.

2. OBJECTIVES OF THE WORKSHOP

The main objective of the workshop is to enable MDA Contact Persons prepare accurate cash flow forecasts and monitor cash flows during budget execution.

3. EXPECTED OUTPUTS

It is expected that after the training:

- (i) the Contact Persons will have gained an in depth understanding of effective cash management;
- (ii) the Contact Persons will be able to prepare and submit accurate monthly cash flow projections timely; and
- (iii) draft cash flow plans and foreign exchange requirements for FY 2018/19.

4. SCOPE

This workshop is for Central Government votes within Kampala Metropolitan Area. The rest of the Votes will be covered in the next phase

5. METHODOLOGY OF THE WORKSHOP

The workshops will be conducted within a two week period, Monday 12th to Friday, 23rd November 2018 with each MDA Contact Person allocated half a day from 9 am to 1 pm., according to the groupings below.

The individual workshop starts with a general presentation on effective cash management and feedback on cash flow plans submitted to the Cash Policy Department (CPD). Thereafter, each Contact Person will sit with an officer from CPD to review the MDA cash flow projections using work plans generated from the Programme Budgeting System (PBS) or revised work plans from the MDA.

6. SCHEDULE OF WORKSHOPS

	MONDAY 12/11/2018
1	Dairy Development Authority
2	Directorate of Ethics and Integrity
3	Directorate of Government Analytical Laboratory
4	Education Service Commission
5	Financial Intelligence Authority
6	Inspectorate of Government
7	Judiciary
8	Law Reform Commission
9	Local Government Finance Commission
	TUESDAY 13/11/2018
1	Ministry of Foreign Affairs
2	Ministry of Health
3	Ministry of ICT & National Guidance
4	Ministry of Internal Affairs
5	Ministry of Justice & Constitutional Affairs
6	Ministry of Lands, Housing & Urban Development
7	Ministry of Local Government
8	Ministry of Public Service
9	Ministry of Science, Technology & Innovation
	WEDNESDAY 14/11/2018
1	Ministry of Tourism, Wildlife and Antiquities

2	Ministry of Trade, Industry & Cooperatives
3	National Agricultural Research Organisation
4	National Animal Genetic Research Centre & Data Bank
5	National Citizenship Immigration Control
6	National Curriculum Development Centre
7	National Forestry Authority
8	National Identification and Registration Authority (NIRA)
9	National Information Technology Authority
	THURDAY 15/11/2018
1	National Medical Stores
2	National Planning Authority
3	Office of Auditor General
4	Office of the President
5	Office of the Prime Minister
6	Parliamentary Commission
7	Road Fund
8	Uganda Aids Commission
9	Uganda Bureau of Statistics
	FRIDAY 16/11/2018
1	Uganda Cancer Institute
2	Uganda Coffee Development Authority
3	Uganda Cotton Development Organisation
4	Uganda Export Promotion Board
5	Uganda Heart Institute
6	Uganda Human Rights Commission
7	Uganda Land Commission
8	Uganda Management Institute
9	Uganda National Examinations Board
	MONDAY 19/11/2018
1	Butabika Hospital
2	Directorate of Public Prosecutions
3	East African Community Affairs

4	Electoral Commission
5	Equal Opportunities Commission
6	External Security Organization
7	Health Service Commission
8	Judicial Service Commission
9	Kampala City Council Authority
10	Kyambogo University
	TUESDAY 20/11/2018
1	Law Development Centre
2	Makerere University
3	Makerere University Business School
4	Ministry of Agriculture, Animal, Industry & Fisheries
5	Ministry of Defence
6	Ministry of Education and Sports
7	Ministry of Energy and Mineral Development
8	Ministry of Finance, Planning & Economic Development
9	Ministry of Gender, Labour and Social Development
10	Ministry of Water and Environment
	WEDNESDAY 21/11/2018
1	Ministry of Works and Transport
2	Mulago Hospital Complex
3	NAADS Secretariat
4	Naguru Referral Hospital
5	National Environmental Management Authority
6	Public Procurement and Disposal of Public Assets Authority
7	Public Service Commission
8	Rural Electrification Agency (REA)
9	Uganda Blood Transfusion Services
10	Uganda Industrial Research Institute
	THURSDAY 22/11/2018
1	Uganda National Meteorological Authority
2	Uganda National Bureau of Standards

3	Uganda Registration Services Bureau
4	Uganda Revenue Authority
5	Uganda National Roads Authority
6	Uganda Police Force
7	Uganda Prisons
8	Uganda Virus Research Institute
9	Uganda Tourism Board

LIST OF CASH MANAGEMENT CONTACT PERSONS

	VOTE	DESIGNATED OFFICER
1	Dairy Development Authority	Stephen Kwiri
2	Directorate of Ethics and Integrity	Grace Atebat
3	Directorate of Government Analytical Laboratory	Herbert Tumwebaze
4	Education Service Commission	Edmond Oyirwoth
5	Financial Intelligence Authority	Rebecca Namanya
6	Inspectorate of Government	Isaac Maiki
7	Judiciary	Toto Adrisi
8	Law Reform Commission	James Musaaazi
9	Lira Referral Hospital	Winnie Serwanja
10	Local Government Finance Commission	Andrew Mugerwa
11	Ministry of Foreign Affairs	Gersom Abaasa
12	Ministry of Health	David Katabarwa
13	Ministry of ICT & National Guidance	Simon Mayende
14	Ministry of Internal Affairs	Adrian Nyambabazi
15	Ministry of Justice & Constitutional Affairs	Juliet Kayondo
16	Ministry of Lands, Housing & Urban Development	Richard Juuko
17	Ministry of Local Government	Grace Adong Choda
18	Ministry of Public Service	Richard Tweheyo
19	Ministry of Science, Technology & Innovation	David O. Obong
20	Ministry of Tourism, Wildlife and Antiquities	Britin Newton Akiza
21	Ministry of Trade, Industry & Cooperatives	Fred Y. Ogene
22	National Agricultural Research Organisation	Jane Kagoro
23	National Animal Genetic Research Center & Data Bank	Fred Musinguzi
24	National Citizenship Immigration Control	James Galiwango
25	National Curriculum Development Centre	Doris Namitala
26	National Forestry Authority	Abdul Mubiru
27	National Identification and Registration Authority (NIRA)	Teddy Angida
28	National Information Technology Authority	Joshua Akandwanaho
29	National Medical Stores	Edith Kakuba
30	National Planning Authority	Percy Bagaga
31	Office of Auditor General	Marino Odyek Arido
32	Office of the President	Julius Kakoraho
33	Office of the Prime Minister	Daniel Erionu
34	Parliamentary Commission	Justus Mugisa
35	Road Fund	James Ekonga
36	Uganda Aids Commission	Elizabeth Katwesigye
37	Uganda Bureau of Statistics	Alex Nkerewe
38	Uganda Cancer Institute	Bashir Ngobi
39	Uganda Coffee Development Authority	Fred Muhumuza
40	Uganda Cotton Development Organisation	Margaret Ngabo
41	Uganda Export Promotion Board	Michael Hajusu

	VOTE	DESIGNATED OFFICER
42	Uganda Heart Institute	Dorothy Ntaranya
43	Uganda Human Rights Commission	Denis Kakeeto
44	Uganda Land Commission	Charles Bagalana
45	Uganda Management Institute	Nicholas Kizza
46	Uganda National Examinations Board	Justin Murana
47	Uganda National Meteorological Authority	Prossy Nakalule
48	Uganda National Roads Authority	Arthur Ouma
49	Uganda Police Force	Richard Okello
50	Uganda Prisons	Aggrey Aturwaniriire
51	Uganda Virus Research Institute	Rachel Birungi Asimwe
	VOTES WITHOUT CONTACT PERSONS	
1	Butabika Hospital	
2	Directorate of Public Prosecutions	
3	East African Community Affairs	
4	Electoral Commission	
5	Equal Opportunities Commission	
6	External Security Organization	
7	Health Service Commission	
8	Judicial Service Commission	
9	Kampala City Council Authority	
10	Kyambogo University	
11	Law Development Centre	
12	Makerere University	
13	Makerere University Business School	
14	Ministry of Agriculture, Animal, Industry & Fisheries	
15	Ministry of Defence	
16	Ministry of Education and Sports	
17	Ministry of Energy and Mineral Development	
18	Ministry of Finance, Planning & Economic Development	
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24	Naguru Referral Hospital	
25	National Environmental Management Authority	
26	Public Procurement and Disposal of Public Assets Authority	
27	Public Service Commission	
28	Rural Electrification Agency (REA)	
29	Uganda Blood Transfusion Services	

	VOTE	DESIGNATED OFFICER
30	Uganda Industrial Research Institute	
31	Uganda National Bureau of Standards	
32	Uganda Registration Services Bureau	
33	Uganda Revenue Authority	
34	Uganda Tourism Board	