



MINISTRY OF FINANCE
Government of Tonga

CIRCULAR SAVINGRAM

To: All Chief Executive Officers
From: Chief Executive Officer, Ministry of Finance

Reference No.: 15/23/1250

Date: 16th November, 2022

Re: FY2023-24 Budget & Corporate Plan Timeline

1. The Ministry of Finance (MOF) wishes to advise all line ministries, departments and agencies (MDAs) on the *Timeline for the FY2023-24 Budget & Corporate Plan Formulation process* (Annex 1). This is the first of a series of guidance to assist MDAs in the preparation of their budget and planning submissions for financial year 2023/24 – 2024/25.
2. The *Timeline* outlines the key tasks and due dates that the Ministry of Finance will closely follow in order to successfully meet the submission deadline to Parliament, latest by the end of May 2023.
3. As such, it is imperative that all MDAs prepare their detailed budget proposals in compliance with the deadlines set out in the Budget and Corporate Plan Timeline; as per Section 11 of the Treasury Instructions 2020
4. Should you have further inquiries, please do not hesitate to contact your respective Budget desk-officer or Mrs Sivoki Lavemaau at email: vlavemaau@finance.gov.to.
5. The Ministry of Finance would like to acknowledge the continuous support and valuable co-operation with MDAs and development partners thus far, and look forward to working closely with you all in the upcoming budget preparation for FY2023/24.

Sincerely,

Kilisitina Tuamei api
CEO for Finance



ANNEX 1

Task No.	Ministry of Finance - FY2023-24 Budget & Corporate Plan Timeline	
	Date	Activity
1	Mid- Nov	-Issue Budget & CP Timeline to MDAs (ministry, department, agency). Publish on Finance website.
2	Early-Dec	-MDAs to submit GPA progress to NP and Ministry of Finance (MOF) -NP to hold Planners Forum on CP preparation
3	Mid-Jan	Submit Budget Strategy to Cabinet (includes mid-year review and proposed baseline budget ceiling)
4	End Jan	Issue Budget Circular – which will include budget ceilings for each MDA; budget submission guidelines and templates. Will include climate budget tagging guidelines for 3 pilot MDAs.
5	1st week Feb	MOF holds CEO Forum, Donor Forum and MDA workshops on the FY2023-24 Budget Strategy and Budget Circular
6	End Feb	Deadline for all MDA budget and CP submissions to MOF and NP
7	1st – 2 nd week March	Joint-Review of MDA budget & CP submissions by MOF & NP Joint – Review of MDA staff proposals and structures by MOF & PSC
8	3 rd week-End March	Hold consultations with MDAs on results of reviewing budget submission
9	1st week April	Endorsement of consolidated budget by CEO and Minister for Finance.
10	Mid-April	-Approval of budget by Cabinet -MOF applies any adjustments from Cabinet in consultation with MDAs to their budget & CP submissions accordingly and re-submit.
11	End April	MDA re-submits adjusted budget and CP submissions to MOF and NP
12	1 st week May	Government budget and priorities presented to development partners at Donors Forum (to obtain tentative commitments for the FY2023-24 budget and addressing funding gaps)
13	Mid-May	-Revise budget due to updates from Donor Forum development partners -Submit final Budget to Cabinet for approval - Publish of Cabinet approved Budget on Finance website.
14	End-May	-Submit Budget Estimates and Statement to Parliament -Publish Citizens Budget summarising: FY23-24 budget estimates submission to LA -Budget hearings (Public Accounts Committee - PAC)
15	End-June	Approved Budget Estimates & Royal Assent.