



**REPUBLIC OF KENYA  
THE NATIONAL TREASURY**

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**RE: ES 1/02 'M' (2)**

**October 30, 2025**

**TREASURY CIRCULAR NO. 10/2025**

**TO: ALL ACCOUNTING OFFICERS/PRINCIPAL SECRETARIES**

**RE: GUIDELINES FOR THE REVISION OF THE ESTIMATES OF  
EXPENDITURE AND REVENUES FOR THE FINANCIAL YEAR  
2025/26 (FY 2025/26 SUPPLEMENTARY ESTIMATES NO. I)**

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**I. PURPOSE AND SCOPE**

1. The purpose of this Circular is to provide guidance to Ministries, Departments and Agencies (MDAs), the Judiciary, Parliament, Constitutional Commissions and Independent Offices on the preparation and submission of the Financial Year 2025/26 Supplementary Estimates No. I. The revision is undertaken pursuant to Article 223 of the Constitution and Section 44 of the Public Finance Management Act CAP 412A.
2. The FY2025/26 Supplementary Estimates No. I will cover:
  - i. Approved additional expenditures (GoK and Development Partners);
  - ii. Approved reallocations within votes;
  - iii. Review of compensation to employees (Personnel Emoluments);

- iv. Review of Appropriation in Aid (A-I-A); and
- v. Realignment of budgetary allocations to projected levels of absorption.

## **II. BACKGROUND**

3. Since the approval of the FY 2025/26 Budget, MDAs have been authorized to implement approved reallocations and to incur additional expenditures in accordance with Section 43 of the Public Finance Management Act, CAP 412A and Article 223 of the Constitution. These adjustments respond to priorities including the first phase of the fourth review of the basic salaries, emergency interventions, critical Government operations, security needs, and new Development Partners funding. In light of these developments, MDAs are required to prepare the FY 2025/26 Supplementary Estimates No. I in the formats provided in the annexes to this Circular.

## **III. SPECIFIC GUIDELINES**

### **• Personnel Expenditures**

4. Accounting Officers must review personnel emoluments requirements for the FY 2025/26 and reflect only actual needs up to June 2026. MDAs with excess salary provisions should surrender the excess; any shortfall must be fully justified before additional funds are considered. In view of this, MDAs must submit all IPPDs/payrolls for the current financial year to enable computation of salary requirements.

### **• Approved Additional Expenditures**

5. Only additional expenditures expressly approved by the National Treasury should be included in the Supplementary Estimates. Supporting documentation evidencing National Treasury approvals must accompany submissions.

- **Reallocation of Funds**

6. Accounting Officers should ensure that only reallocations approved by the National Treasury should be reflected. Copies of National Treasury's approval letters must be provided to support each reallocation.

- **Savings/Absorption of Funds**

7. MDAs must review recurrent and development allocations and reflect only projected absorption up to June 2026. Any savings should be captured in the prescribed annexes **1A, 2A, 1B** and **2B**.

- **Appropriation in Aid (AIA)**

8. Accounting Officers must ensure that A-I-A are accurately reflected in the Supplementary Estimates No. I. Where A-I-A is reduced, expenditures must be adjusted accordingly. No additional exchequer resources will be provided to cover A-I-A shortfalls. Requests to adjust expenditures upward due to A-I-A increases must be approved by the National Treasury.

- **Review of Programmes**

9. Budgets are appropriated at Programme level; Accounting Officers must revise the programme outputs, key performance indicators and targets to align with amended allocations.

#### **IV. SUBMISSION REQUIREMENTS AND TIMETABLE**

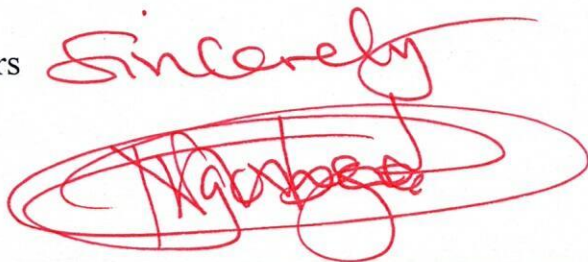
10. Revised estimates must be submitted to the National Treasury by close of business on **21<sup>st</sup> November, 2025**, using the formats provided in **Annexes 1A, 2A, 1B, 2B** and **3A** of this Circular.

11. The Estimates Working Group will convene meetings with MDAs from 24<sup>th</sup> to 28<sup>th</sup> November, 2025 to consider submissions. Officers preparing the estimates should be available and prepared to work beyond normal hours, including weekends, to meet these timelines.

## V. COMPLIANCE

12. Accounting Officers must ensure strict adherence to the Circular and draw the attention of all officers working under their supervision, including Chief Executive Officers of Semi-Autonomous Government Agencies, to the requirements and timelines set out herein.

Yours

*Sincerely*  


**HON. FCPA JOHN NG'ONGO MBADI, EGH**  
**CABINET SECRETARY**

**Copy to: Mr. Felix Koskei, EGH**  
Chief of Staff & Head of the Public Service  
State House  
**NAIROBI**

**ALL CABINET SECRETARIES**

**Annexes: FORM 1A, FORM 2A, FORM 2B, FORM 3A (as attached)**







