



REPUBLIC OF KENYA
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August 23, 2024

TREASURY CIRCULAR NO. 11/2024

TO: ALL ACCOUNTING OFFICERS/PRINCIPAL SECRETARIES

**RE: GUIDELINES FOR THE PREPARATION OF THE FINANCIAL
YEAR 2025/26 AND THE MEDIUM-TERM BUDGET**

I. INTRODUCTION

1. These guidelines are issued in accordance with the provisions of Article 220 of the Constitution and Sections 35(e) and 36 of the Public Finance Management Act, 2012 (CAP 412A) which requires the Cabinet Secretary/National Treasury and Economic Planning to issue guidelines on the budget process not later than the 30th of August each year.

2. This Circular applies to all National Government entities including Ministries, Departments and Agencies (MDAs), Constitutional Commissions, Independent Offices, Parliament and the Judiciary during the preparation of the FY 2025/26 and the Medium-Term Budget. County Executive Members for Finance are required to customize and issue the circular to guide the budget process in their respective Counties.

- ***Purpose***

3. This Circular provides processes, procedures and timelines for the preparation of the FY 2025/26 and the Medium-Term Budget. The Circular outlines the following:

- (i) Background to the FY 2025/26 and the Medium-Term Budget;
- (ii) Policy Priorities for the FY 2025/26 and the Medium-Term Budget;
- (iii) Timelines for key activities in the budget process;
- (iv) Institutional framework for the budget process;
- (v) Form and content of the budget;
- (vi) Prioritization process and costing of programmes and projects; and
- (vii) Framework for public participation in the budget process.

- ***Background***

4. The FY 2025/26 budget is being prepared within the context of a global economy that has stabilized with growth projected to drop slightly to 3.2 percent in 2024 from 3.3 percent in 2023 before recovering to 3.3 percent in 2025. In the advanced economies, growth is projected at 1.7 percent in 2023 and 2024 before rebounding to 1.8 percent in 2025 reflecting a slowdown in growth in the USA.
5. In the emerging markets and developing economies, growth is projected to remain stable at 4.3% in 2024 and 2025 from an estimated 4.4% in 2023. In the Sub-Saharan Africa region, growth is projected to remain moderate at 3.7% in 2024 and 4.1% in 2025.
6. On the domestic scene, economic growth has remained strong and resilient. Growth continues to be supported by strong agricultural and manufacturing activities underpinned by favorable weather conditions, strong service sector, stable macroeconomic environment, ongoing public infrastructural investments and sustained business confidence. Growth is expected to rise gradually to 5.5 percent in 2025 from 5.6 percent in 2023 supported by a rebound in the agriculture sector and the continued strength and resilience of the services sector.
7. The FY 2025/26 and the Medium-Term Budget will continue to support the Government's Bottom-Up Economic Transformation Agenda, through continued implementation of a growth responsive fiscal consolidation plan designed towards slowing down public debt without compromising service delivery.
8. Following the anticipated limited resources to be generated in the economy under the prevailing circumstances, it is imperative that MDAs prioritize and accommodate programmes within the available resource envelope.

- ***Assumptions Underpinning the FY2025/26 and Medium-Term Fiscal Framework***

9. The Medium-Term Fiscal Framework supporting the budget will be anchored on the following assumptions:

- (i) Real GDP is projected to grow at 5.5 % in 2025 and over the medium-term;
- (ii) Inflation is expected to be maintained within the target range of $\pm 2.5\%$ of 5%;
- (iii) Interest rates are expected to adjust downwards gradually while foreign currencies exchange rates are expected to remain stable and this will be safeguarded over the medium term;
- (iv) Total Revenue will be expected to improve gradually to reach 16.9% of the GDP in FY 2025/26 and over the medium-term; and
- (v) Total expenditure is expected to decrease to below 21.5% of GDP in FY 2025/26 and Medium Term in line with the fiscal consolidation policy.

II. SPECIFIC GUIDELINES

10. The following specific guidelines will be followed:

(i) Timelines and Requirements for Key Activities in the Budget Process

11. In view of the Constitution and the Public Finance Management Act, 2012 (CAP 412A) provisions for processing Budget Estimates, the following policy documents and Bills will be prepared and approved in accordance with the timelines set out in the Budget Calendar attached as Annex 1:

- The Budget Review and Outlook Paper (BROP);
- Sector Budget Proposals;
- The Budget Policy Statement (BPS);
- Division of Revenue Bill;
- County Allocation of Revenue Bill;
- County Governments' Additional Allocations Bill;
- Medium Term Debt Management Strategy Paper;
- Programme Based Budgets and Supporting Details;
- Estimates of Revenue, Loans and Grants;
- The Appropriations Bill; and
- The Finance Bill.

12. Accounting Officers are required to strictly undertake the activities outlined in the Budget Calendar provided in Annex 1 of this Circular.

(ii) Institutional Framework to Guide the Budget Process

13. In line with the UN-Classification of the Functions of Government (COFOG), MDAs performing closely related functions have been mapped to form Sector Working Groups (SWGs) as follows:

- (i) Agriculture, Rural and Urban Development (ARUD);
- (ii) Energy, Infrastructure, and ICT (EI&ICT);
- (iii) General Economic and Commercial Affairs (GECA);
- (iv) Health;
- (v) Education;
- (vi) Governance, Justice, Law and Order (GJLO);
- (vii) Public Administration and International Relations (PAIR);
- (viii) National Security;
- (ix) Social Protection, Culture, and Recreation; and
- (x) Environmental Protection, Water and Natural Resources

14. The mapping of MDAs into Sectors is provided in Annex 2 of this Circular. Respective Sector Working Groups shall be responsible for the prioritization and resource allocation for planned programmes/projects. The structure and composition of SWGs is provided in Annex 3(A) while their terms of reference are provided in Annex 3 (B). MDAs are required to fully participate in their relevant Sector Working Groups and bid for resources within the available ceilings.

(iii) Form and Content of The Budget

• Programme-Based Budget (PBB)

15. In line with Section 38 (3) (b) of the Public Finance Management Act, (CAP 412A), the budget will be prepared and presented by vote and programme. Where new programmes are proposed by MDAs, an approval must be obtained from the National Treasury.

16. The structure of existing and new programmes should be aligned to the mandate of respective MDAs and match the main lines of service delivery, SWGs should ensure that:

- (i) Programme Outcomes and Outputs, are Specific, Measurable, Achievable, Realistic, and Time Bound;
- (ii) Performance Indicators and Targets are for Outcomes and Outputs;
- (iii) Performance Indicators are Results Oriented, Clear, Relevant, Economic, Adequate, and Monitorable (CREAM);
- (iv) Performance Indicators and Targets are Those That MDAs Can Be Held Responsible for Their Achievement;
- (v) Delivery Units with No Clear Outputs, Performance Indicators and Targets are Consolidated Under the Main Delivery Unit; and
- (vi) Crosscutting Functions are Assigned to Respective Programmes in MDAs.

17. Further, each programme should be confined to a single MDA and all functions mapped to respective programmes. There should be no duplication of programmes or names across MDAs. In the event of existence of more than one programme, MDAs should create an additional programme to cater for overhead costs for management, administration, planning, ICT and support services which cannot be attributed to a single programme. The format for presentation of the PBB is provided in Annex 4A.

- ***Fiscal Consolidation Policy***

18. The Government will continue to pursue a fiscal consolidation policy with the overall aim of reducing fiscal deficit and debt accumulation. The strategy focuses on enhancing domestic revenue mobilization, reprioritization and rationalization of expenditures while safeguarding priority Government programmes and social spending. SWGs are therefore required to prepare medium-term Budgets by optimally allocating available resources to projects and programmes with high impact on growth.

- ***Developing 'Rolling' Three-Year Medium-Term Budget Estimates***

19. Budget resources will be appropriated on an annual basis but the budget planning process will include estimates of expenditure and revenue for the two outer years. Accounting Officers should note that the ceilings for the outer years are binding in accordance to the Public Finance Management Regulations, 2015.

- ***Medium Term Plan IV and BETA Priorities***

20. The FY 2025/26 and the Medium-Term Budget will be anchored on the Fourth Medium Term Plan (MTP IV) of the Vision 2030 and the identified Bottom-up Economic Transformation Agenda (BETA) priorities. The focus will continue to be on the following five (5) sectors with the largest impact on the economy as well as household welfare:

- Agricultural Transformation;
- Micro, Small and Medium Enterprise (MSME) Economy;
- Housing and Settlement;
- Healthcare; and
- Digital Superhighway and Creative Economy.

21. SWGs are required to undertake a thorough review of MDAs proposed Budgets for the FY 2025/26 and the Medium Term and prioritize allocations directed towards improving productivity and achievement of MTP IV and BETA objectives. The exercise should involve the following:

(iv) Programme Performance Reviews (PPRs)

22. MDAs are expected to undertake a detailed assessment of the progress achieved towards the realization of the targeted outcomes and outputs after the implementation of the FY 2021/22 to FY 2023/24 Budgets. This should entail analysing the previous budgetary allocations, actual expenditure (financial performance) and achievement of actual outputs and outcomes (performance of non-financial indicators).

23. Accounting Officers should ensure that previous programme performance, outstanding commitments, implementation experiences and lessons learnt form the basis for guiding resource allocations in the Medium-Term. MDAs will only be allowed to bid for resources in their respective sectors after finalization and submission of the PPRs. The guidelines and formats for undertaking Programme Performance Reviews are provided in Annex 5 (A-E) of this Circular.

(v) Entrenching Zero Based Budgeting (ZBB) in PBB

24. The Government is operating under constrained fiscal environment. In view of this the Government has adopted **Zero Based Budgeting (ZBB)** approach to

guide the prioritization and allocation of the scarce resources to projects and programmes. Under this approach, budgeting process will focus on allocating limited resources based on programme efficiency and requirement rather than incremental budgeting which is based on history. **Consequently, all expenditure on programmes to be included in the FY 2025/26 Budget must be justified afresh for the forthcoming financial year and over the medium-term.**

25. SWGs are therefore required to re-evaluate all the existing programmes using appropriate costing methodologies outlined in this Circular while coming up with the preliminary baseline requirements. In this regard, the principles of efficiency, effectiveness and economy of public spending shall strictly be enforced by ensuring low-priority expenditures give way to high-priority service-delivery programmes. SWGs should eliminate wasteful expenditures and pursue priorities which are aimed at safeguarding livelihoods, creating jobs, reviving businesses and economic recovery.

(vi) Prioritization and Allocation of Resources

26. The following will therefore serve as the criteria to guide prioritization and final allocation of resources in the FY 2025/26 Budget:

- (i) Programmes that enhance value chain and linkage to BETA priorities;
- (ii) Linkage of the programme with the priorities of Medium-Term Plan IV of the Vision 2030;
- (iii) Presidential Directives and Cabinet Decisions;
- (iv) Completion of ongoing projects, stalled projects and payment of verified pending bills;
- (v) Degree to which a programme addresses job creation and poverty reduction;
- (vi) Degree to which a programme addresses the core mandate of the MDAs;
- (vii) Programmes that support mitigation and adaptation of climate change;
- (viii) Cost effectiveness, efficiency and sustainability of the programme; and
- (ix) Requirements for furtherance and implementation of the Constitution.

27. Based on the above broad guidelines, SWGs are expected to develop and document sector-specific criteria for prioritization and resource allocation within the resource envelope.

(vii) Costing of Programmes

28. The National Treasury has developed a costing tool integrated in the IFMIS budgeting module to support standardized costing in estimating the budget baseline. The budget baseline will comprise requirements for ongoing policies, new approved policies and verified pending bills. Accounting Officers are required to ensure that costing of activities in respective programmes is in line with these guidelines. The various costing techniques and specific guidelines on how to compute the budget baseline are provided in **Annex 6**.

29. Accounting Officers are required to submit the budget baseline (Recurrent requirements as per **Table 6** and Development requirements as per **Annex 7** of this Circular) to the National Treasury in hard and soft copies (IFMIS) by ***Close of Business 9th September, 2024***.

30. The costing of activities, projects and programmes is anchored on Zero Based Budgeting approach and guided by the following principles:

(a) Recurrent Budget Estimates

● ***Personnel Emolument***

31. The National Government expenditure on compensation to employees is not expected to exceed 35 percent of the National Government share of revenue in line with fiscal responsibility principles. To ensure the wage bill remains within the medium-term targets, all new recruitments without prior approval for funding by the National Treasury remain suspended ***except for replacement of exited staff due to natural attrition*** which should be budget neutral.

32. In view of this, ***SWGs should not allocate resources for new recruitment of staff, interns and casuals, or upgrading of staff unless there is prior approval from the National Treasury***. Allocation for personnel emolument must be supported by Integrated Personnel Payroll Data (IPPD).

33. SWGs should also note that adjustments of remuneration and benefits for staff in MDAs, including SAGAs, should only be done after receiving advice from the Salaries and Remuneration Commission (SRC). MDAs are reminded to first obtain

written approval on the availability of funds for any proposed adjustment, from the National Treasury before seeking SRC's advice. This approval should be provided to the SWGs as supporting documentation.

- ***Use of Goods and Services***

34. SWGs are required to critically review MDAs requirements to curtail the growth of the recurrent budget especially in respect of use of goods and services. All requirements for the use of goods and services should be costed accurately and justified. Each allocation should be supported by service providers' agreements, demand notes, and any documentary evidence of past trends.

35. Adequate provision should be made for fixed costs including rent and utilities (electricity, water and internet connectivity) to mitigate against shortfalls during budget execution.

- ***Subscriptions/Contributions***

36. All subscriptions to international organizations shall remain consolidated under the National Treasury. However, MDAs are expected to review and justify both current and proposed requirements for international subscriptions/payments. All new subscriptions and contributions to international organizations must be supported by approval from the Cabinet.

- ***Transfers to Semi-Autonomous Government Agencies (SAGAs)***

37. Allocations to Semi-Autonomous Government Agencies (SAGAs) must be critically reviewed and justified, while taking into account its revenue base. Where no sufficient documentation or evidence is provided, the earmarked provision should be forfeited and the savings realized redirected to other priority programmes within or across MDAs within the Sector.

38. SAGAs are required to present their audited accounts, projected revenue levels, and the planned revenue raising measures to enable the SWGs to determine the required Exchequer support.

39. SAGAs are also required to develop and implement measures that will allow diversification and increase in internally generated revenue, rationalization of payroll, reduction in operational and administrative costs, and leveraging on ICT in delivery of services among others with a view to minimizing or eliminating reliance on the Exchequer Funding.

40. SWGs are required to submit detailed itemized budget for SAGAs as per **Table 3.7 of Annex 8**.

- ***Budgeting for Consolidated Fund Services***

41. The relevant Sector Working Group will be required to review and adequately provide for public debt service, pensions and salaries and allowances under the Consolidated Fund Services (CFS). Allocations under CFS should be accurately determined and justified with supporting documentation including payroll data for salaries and pensions.

(b) Development Budget Estimates

- ***Preparation, Appraisal and Approval of New Projects***

42. The Public Investment Management Regulations, 2022 should be applied in the preparation, appraisal and approval of all projects before they are factored in the budget. In particular, SWGs should ensure that the following requirements have been met before a new project is considered for resource allocation:

- (i) All conditions precedent are fulfilled, including land acquisition, compensation, public/stakeholder participation and management, and other development partners' requirements;
- (ii) Detailed designs are completed and relevant approvals obtained where applicable;
- (iii) Project has received necessary regulatory approvals;
- (iv) Detailed resource requirements including funding sources and personnel to operationalize the project are planned for; and
- (v) Project details are captured in the Public Investment Management Information System (PIMIS).

43. Financing Agreements with development partners shall only be executed for projects that have been approved and processed through the PIMIS. MDAs are also required to submit information on new projects in the formats provided in the Public Investment Management Regulations, 2022 for approval by the National Treasury.

- ***Ongoing and Stalled Projects***

44. As earlier noted, the FY 2025/26 and the Medium Budget will put more emphasis on BETA projects, completion of ongoing and viable stalled projects. In particular, projects nearing completion should be prioritized within the available resources to ensure that citizens benefit from such investments.

45. For the avoidance of doubt, operational definitions of ***on-going projects, stalled projects, new projects and pipeline projects*** are provided in the PIM Regulations, 2022.

46. SWGs are in this regard required to provide details of the approved new projects, ongoing projects and stalled projects in the format indicated in Annex 7.

- ***Projects with GoK Counterpart Requirement***

47. SWGs should ensure requirement for GOK counterpart funding for Development Partner Funded Projects is adequately provided. Allocations for counterpart funds must be supported with the financing agreement. The SWGs should also ensure that Performance for Results (PfR) Projects as well as Programmes with Disbursement Linked Indicators (DLIs) are properly identified with supporting financing agreement are adequately funded.

(viii) County Government Additional Allocations

48. Additional allocations to County Governments must be reflected and accounted for within the appropriate programme and sub-programme structure under the MDAs Budget in line with the County Governments Additional Allocation Act, 2022. This applies to both locally and externally-funded programmes from which the activities to be undertaken in the Counties are targeted to be funded.

(ix) Public Participation and Stakeholder Involvement

49. Article 201 of the Constitution and Section 35 (2) of the PFMA, (CAP 412A) require public participation in all financial matters. Accounting Officers should therefore ensure that the FY 2025/26 and the Medium-Term Budget is prepared in a consultative manner, taking into consideration input from key stakeholders. In this regard, SWGs should identify their critical stakeholders including development partners, private sector, community-based organization, local communities, among others and engage them in programme prioritization. Engagements with

stakeholders should be documented and SWGs should outline the extent to which MDAs Budget Proposals have inputs from stakeholders.

(x) Budgeting and Reporting on Climate Change

50. Climate change has been identified as one of the fiscal risks that can adversely affect the macro-economic outlook. Considering the country's vulnerability to the impacts of climate change, it is imperative to prioritize climate actions. To ensure climate change is mainstreamed, the National Treasury has supported MDAs in establishing climate change units.

51. To ensure development of a standardized climate change coding structure for use in the planning, budgeting, monitoring, and reporting of public climate change expenditures, MDAs will be required to identify climate change and environment related allocations during this process and provide quarterly expenditure reports as provided in **Treasury Circular No.13/2020**. The National Treasury will provide further detailed guidelines on tagging and coding of climate change related expenditures in due course.

(xi) Gender Responsive Budgeting (GRB) and Child Sensitive Budgeting

52. In line with Article 21 (3) and Article 27 of the Constitution, the Government is strongly committed to protecting and promoting gender equity and equality in the society. In this regard, mainstreaming of gender considerations in the Budget process is critical in ensuring that gender inequalities are factored in development policies and plans and resources are allocated towards addressing these inequalities.

53. Further, children make up approximately 46% of Kenya's population, in this regard, Ministries, Departments, and Agencies (MDAs) are urged to adopt child-sensitive budgeting by ensuring that the allocation of resources prioritizes the needs and rights of children as mandated by Article 53 of the Constitution and the United Nations Convention on the Rights of the Child (UNCRC).

54. MDAs are required to identify interventions in the FY 2025/26 and the Medium-Term Budget addressing gender inequalities and children needs and rights for tagging to enhance tracking and reporting.

III. COUNTY BUDGETING PROCESS

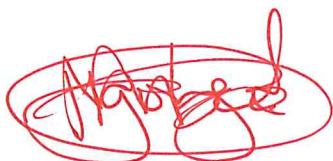
55. Taking into account the guidance provided in this Circular, County Executive Committee Members for Finance are expected to customize and develop Medium-Term Budget Preparation Guidelines that meet the requirements of their respective County Budget Processes. The National Treasury and Economic Planning will provide assistance to individual Counties, including capacity building of County Officials upon request.

IV. PREPARATION AND SUBMISSION OF BUDGET PROPOSALS

56. Sector Chairpersons are requested to ensure that all activities of SWGs including the drafting of Sector Budget Proposals are completed on scheduled timelines. The proposals should be ready for submission to the National Treasury not later than **28th November 2024** in line with the format indicated in Annex 8.

V. CONCLUSION

57. Finally, Accounting Officers are required to strictly adhere to the FY 2025/26 and the Medium-Term Budget Guidelines and ensure that the content of this Circular is brought to the attention of all Officers working under them, including the Heads of Parastatals and other Semi-Autonomous Government Agencies (SAGAs).



HON. CPA JOHN MBADI NG'ONGO, EGH
CABINET SECRETARY

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ALL CABINET SECRETARIES

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Attorney General
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CPA Mary Wanyonyi, (Ms)

Chairperson

Commission on Revenue Allocation

NAIROBI

Ms. Mary Mwiti

Chief Executive Officer

Council of Governors

NAIROBI

All County Executive Committee Members for Finance

ANNEX 1: FY2025/26 AND MEDIUM-TERM BUDGET CALENDAR

Activity	Responsibility	FY2025/26
		Timeline
1. Develop and Issue FY 2025/26 Budget Preparation Guidelines	National Treasury	28-Aug-24
2. Launch of the Budget Making Process	National Treasury	9-Sep-24
3. Programme Performance & Strategic Reviews	MDAs	20-Sep-24
3.1 Review and Update of Strategic Plans	"	"
3.2 Review of Programme Outputs and Outcomes	"	"
3.3 Review of Expenditure	"	"
3.4 Review and Approval of Projects for FY2025/26	Project Committees	"
3.5 Progress Report on MTP Implementation	"	"
3.6 Preparation of Annual Plans	"	"
4. Submission of Baseline Information	MDAs	9-Sep-24
5. Development of Medium-Term Budget Framework	Macro Working Group	30-Sep-24
5.1 Estimation of Resource Envelope	"	"
5.2 Determination of Policy Priorities	"	"
5.3 Preliminary Resource Allocation to Sectors, Parliament, Judiciary & Counties	"	"
5.4 Draft 2024 Budget Review and Outlook Paper (2024 BROP)	"	"
5.5 Approval of 2024 BROP by Cabinet	"	11-Oct-24
5.6 Submission of Approved 2024 BROP to Parliament	"	18-Oct-24
6. Preparation of Sector Budget Proposals	Line Ministries	28-Nov-24
6.1 Retreats to Draft Sector Budget Proposals	Sector Working Group	14th -25th Oct. & 28th Oct. -8th Nov. 2024
6.2 Hold Public Sector Hearing	National Treasury	20th -22nd Nov. 2024
6.3 Review and Incorporation of Stakeholder Inputs in the Sector Budget Proposals	Sector Working Group	26-Nov-24
6.4 Submission of Sector Budget Proposals to Treasury	Sector Chairpersons	28-Nov-24
6.5 Consultative Meeting with CSs/PSs on Sector Budget Proposals	National Treasury	3-Dec-24
7. Draft Budget Policy Statement (BPS)	Macro Working Group	14-Feb-25
7.1 Draft 2025 BPS	Macro Working Group	20-Dec-24
7.2 Division of Revenue Bill (DORB)	National Treasury	"
7.3 County Allocation of Revenue Bill (CARB)	National Treasury	"
7.4 County Governments' Additional Allocation Bill (CGAAB)	National Treasury	"
7.5 Submission of BPS, DORB, CARB and CGAAB to Cabinet for Approval	National Treasury	15-Jan-25
7.6 Submission of BPS, DORB, CARB and CGAAB to Parliament for Approval	National Treasury	14-Feb-25
8. Preparation and Approval of Final MDAs Budgets		29-Apr-25
8.1 Develop and Issue Final Guidelines on Preparation of 2025/26 MTEF Budget	National Treasury	5-Mar-25
8.2 Submission of Budget Proposals to Treasury	Line Ministries	15-Mar-25
8.3 Consolidation of the Draft Budget Estimates	National Treasury	1-Apr-25
8.4 Submission of the FY 2025/26 and the Medium Term Budget to Cabinet for Approval	National Treasury	18-Apr-25
8.5 Submission of the FY 2025/26 and the Medium Term Budget to Parliament	National Treasury	29-Apr-25
8.6 Submission of the 2025 Finance Bill	National Treasury	29-Apr-25
8.7 Review of Draft Budget Estimates by Parliament	National Assembly	15-May-25
8.8 Report on Draft Budget Estimates from Parliament	National Assembly	30-May-25
8.9 Consolidation of the Final Budget Estimates	National Treasury	6-Jun-25
8.10 Submission of Appropriation Bill to Parliament	National Treasury	10-Jun-25
9. Budget Statement	National Treasury	12-Jun-25
10. Appropriation Bill Passed	National Assembly	30-Jun-25
11. Finance Bill Passed	National Assembly	30-Jun-25

ANNEX 2: SECTOR WORKING GROUPS FOR THE FY 2025/26 AND MEDIUM-TERM BUDGET

CLASSIFICATION OF FUNCTIONS OF THE GOVERNMENT (COFOG)	MTEF SECTOR	MINISTRIES, DEPARTMENTS AND AGENCIES
Economic Affairs	Agriculture, Rural and Urban Development	1112 State Department for Lands and Physical Planning
		1162 State Department for Livestock Development
		1166 State Department for the Blue Economy and Fisheries
		1169 State Department for Agriculture
		2021 National Land Commission
	Energy, Infrastructure and ICT	1091 State Department for Roads
		1092 State Department for Transport
		1093 State Department for Shipping and Maritime Affairs
		1094 State Department for Housing & Urban Development
		1095 State Department for Public Works
		1122 State Department for Information Communication Technology & Digital Economy
		1123 State Department for Broadcasting & Telecommunications
		1152 State Department for Energy
		1193 State Department for Petroleum
	General Economic and Commercial Affairs	1173 State Department for Cooperatives
		1174 State Department for Trade
		1175 State Department for Industry
		1176 State Department for Micro, Small and Medium Enterprises Development
		1177 State Department for Investment Promotion
		1036 State Department for the ASALs and Regional Development
		1202 State Department for Tourism
		1221 State Department for East African Community
Health	Health	1082 State Department for Medical Services
		1083 State Department for Public Health and Professional Standards
Education	Education	1064 State Department for Vocational and Technical Training
		1065 State Department for Higher Education and Research
		1066 State Department for Basic Education
		2091 Teachers Service Commission
Public Sector & Safety	Governance, Justice, Law and Order	1023 State Department for Correctional Services
		1024 State Department for Immigration and Citizen Services
		1025 National Police Service
		1026 State Department for Internal Security & National Administration
		1252 State Law Office
		1261 The Judiciary
		1271 Ethics and Anti-Corruption Commission
		1291 Office of the Director of Public Prosecutions
		1311 Office of the Registrar of Political Parties
		1321 Witness Protection Agency
		2011 Kenya National Commission on Human Rights
		2031 Independent Electoral and Boundaries Commission
		2051 Judicial Service Commission
		2101 National Police Service Commission
		2141 National Gender and Equality Commission
		2151 Independent Policing Oversight Authority

CLASSIFICATION OF FUNCTIONS OF THE GOVERNMENT (COFOG)	MTEF SECTOR	MINISTRIES, DEPARTMENTS AND AGENCIES
General Public Services	Public Administration and International Relations	1011 Executive Office of the President 1012 Office of the Deputy President 1013 Office of the Prime Cabinet Secretary 1014 State Department for Parliamentary Affairs 1015 State Department for Performance and Delivery Management 1016 State Department for Cabinet Affairs 1017 State House 1032 State Department for Devolution 1053 State Department for Foreign Affairs 1054 State Department for Diaspora Affairs 1071 The National Treasury 1072 State Department for Economic Planning 1213 State Department for Public Service 2041 Parliamentary Service Commission 2042 National Assembly 2043 Parliamentary Joint Services 2044 Senate 2061 The Commission on Revenue Allocation 2071 Public Service Commission 2081 Salaries and Remuneration Commission 2111 Auditor General 2121 Office of the Controller of Budget 2131 The Commission on Administrative Justice 051 Consolidated Fund Services
Defence	National Security	1041 Ministry of Defence 1281 National Intelligence Service
Recreation, Culture and Social Protection	Social Protection, Culture and Recreation	1132 State Department for Sports 1134 State Department for Culture and Heritage 1135 State Department for Youth Affairs and Creative Economy 1184 State Department for Labour and Skills Development 1185 State Department for Social Protection and Senior Citizens Affairs 1212 State Department for Gender and Affirmative Action
Community Amenities	Environment Protection, Water and Natural Resources	1104 State Department for Irrigation 1109 State Department for Water & Sanitation 1192 State Department for Mining 1203 State Department for Wildlife 1331 State Department for Environment & Climate Change 1332 State Department for Forestry
Macro Working Group	Macro Working Group	The National Treasury(M&FA, BD, RMD & DMD) Central Bank of Kenya Kenya National Bureau of Statistics(KNBS) Macro Economic Department (State Department for Planning) Kenya Institute for Public Policy Research and Analysis(KIPPRA) Kenay Revenue Authority Commission on Revenue Allocation

ANNEX 3(A): STRUCTURE AND COMPOSITION OF SECTOR WORKING GROUPS

SWGs shall comprise the following:

- i. Chairperson – One Accounting Officer chosen by consensus by other Accounting Officers within the Sector;
- ii. Sector Convener – Appointed by the National Treasury;
- iii. Sector Co-Convener – Appointed by the State Department for Economic Planning;
- iv. Technical Working Group – Appointed by the SWG;
- v. A SWG Secretariat – Appointed by the individual Accounting Officers to assist in the coordination of Sector activities;
- vi. Representatives from Development Partners; and
- vii. Representatives from the Private Sector.

ANNEX 3 (B): TERMS OF REFERENCE FOR SECTOR WORKING GROUPS

SWGs are expected to ensure that proposed programmes and projects are in line with the priorities of the Vision 2030, Medium Term Plan IV and the Government priorities. Specifically, the terms of reference for SWGs will be to:

- 2.1 Review sector strategies in line with the overall goals outlined in the Vision 2030, MTP IV, the ongoing projects related to BETA and Economic recovery;
- 2.2 Identify the programmes and the necessary policy, legal and institutional reforms required to be undertaken;
- 2.3 Approve list of projects to be included in the budget and level of funding;
- 2.4 Analyze cost implications of the proposed programmes, projects and policies for the Medium-Term;
- 2.5 Using Zero Based Approach to Budgeting to analyze the baseline funding requirement and remove all the one-off expenditure for the previous years;
- 2.6 Identify programmes and projects to be funded under Public Private Partnerships (PPP) framework;
- 2.7 Prioritize Sector Programmes and using Zero Based Approach to Budgeting to allocate resources as appropriate in accordance with agreed criteria;
- 2.8 Identify activities, projects and programmes that are of low priority in order to realize savings which should be directed to the Government priority projects;
- 2.9 Allocate resources to projects that have been fully processed (i.e. feasibility studies done, with detailed designs, necessary approvals and land secured);
- 2.10 Provide a detailed explanation for the rescheduling of projects which should include savings and financial implications of rescheduling projects and activities;
- 2.11 Coordinate activities leading to the development of sector reports and indicative Sector Budget proposals; and
- 2.12 Identify critical stakeholders and engage them in the budget process.

ANNEX 5: PROGRAMME PERFORMANCE REVIEW FY 2021/22 – 2023/24

ANNEX 5(A): REVIEW OF PROGRAMME PERFORMANCE FOR FY 2021/22 – 2023/24

Table 2.1: Analysis of Programme Targets and Actual targets

Program me	Delive ry Unit	Key Outpu ts	Key Performan ce Indicators	Planned Target			Achieved Target			Remar ks
				2021/ 22	2022/ 23	2023/ 24	2021/ 22	2022/ 23	2023/ 24	
Name of Programme Outcome										
SP.1										
SP.2										
....etc										

ANNEX 5(B): ANALYSIS OF EXPENDITURE TRENDS FOR THE FY 2021/22 – 2023/24

Table 2.2: Analysis of Recurrent Expenditure (Ksh. Million)

Sector						
Vote.....						
Economic Classification	Approved Budget Allocation			Actual Expenditure		
	2021/22	2022/23	2023/24	2021/22	2022/23	2023/24
Gross						
AIA						
NET						
Compensation to Employees						
Transfers						
Other Recurrent						
Of Which						
Utilities						
Rent						
Insurance						
Subsidies						
Gratuity						
Contracted Guards & Cleaners Services						
Others specify..						

NB: Briefly explain reasons for the deviations between approved and actual expenditure

Table 2.3: Analysis of Development Expenditure (Ksh. Million)

Sector Name							
Vote and Vote Details	Description	Approved Budget			Actual Expenditure		
		2021/22	2022/23	2023/24	2021/22	2022/23	2023/24
MDA	Gross						
	GOK						
	Loans						
	Grants						
	Local AIA						

NB: Briefly explain reasons for the deviations between approved and actual expenditure

Table 2.4: Analysis of Programme Expenditure (Ksh. Million)

Programme	Approved Budget			Actual Expenditure		
	2021/22	2022/23	2023/24	2021/22	2022/23	2023/24
Programme 1:						
Sub- Programme: 1						
Sub- Programme: 2						
Total Programme.....						
Repeat as above for Programme 2, 3 e.t.c:						
TOTAL VOTE.....						

Table 2.5: Analysis by Category of Expenditure: Economic Classification (Ksh. Million)

Economic Classification	Approved Budget			Actual Expenditure		
	2021/22	2022/23	2023/24	2021/22	2022/23	2023/24
Programme 1:						
Current Expenditure						
Compensation Of Employees						
Use Of Goods and Services						
Grants And Other Transfers						
Other Recurrent						
Capital Expenditure						
Acquisition Of Non-Financial Assets						
Capital Grants to Government Agencies						
Other Development						
Total Programme.....						
Repeat as above for Programme 2, 3 etc.:						
Total Vote.....						

Table 2.6: Analysis of SAGAS Recurrent Budget Vs. Actual Expenditure (Ksh. Million)

Sector						
Vote (SAGA).....						
Economic Classification	Approved Budget			Actual Expenditure		
	2021/22	2022/23	2023/24	2021/22	2022/23	2023/24
Gross						
AIA						
NET						
Compensation to Employees						
Transfers						
Other Recurrent						
Of Which						
<i>Utilities</i>						
<i>Rent</i>						
<i>Insurance</i>						
<i>Subsidies</i>						
<i>Gratuity</i>						
<i>Contracted Guards & Cleaners Services</i>						
<i>Others specify.</i>						

NB: Briefly explain reasons for the deviations between approved and actual expenditure

Table 2.7: Analysis of Performance of Capital Projects FY 2021/22 - 2023/24

NB: Under remarks column, provide a brief overview of the implementation progress including status and what the project intended to achieve

ANNEX 5(D): REVIEW OF PENDING BILLS**Table 2.8: Summary of Pending Bills**

Type/nature	Due to lack of Exchequer			Due to lack of provision		
	2021/22	2022/23	2023/24	2021/22	2022/23	2023/24
1. Recurrent						
Compensation of employees						
Use of Goods and Services e.g. utilities, domestic or foreign travel etc.						
Social benefits e.g. NHIF, NSSF						
Other expense						
2. Development						
Acquisition of non-financial assets						
Use of goods and services						
Others-Specify						
Total Pending Bills						

ANNEX 5(E): SUMMARY OF COURT AWARDS**Table 2.9: Summary of Court Awards**

Details of the Award	Date of Award	Amount	Payment to date
Total			

ANNEX 5A: FORMAT FOR PRESENTATION OF PROGRAMME-PERFORMANCE BASED BUDGET (PBB)

Vote No: Title

Part A: Vision

Part B: Mission

Part C: Performance Overview and Rationale Funding

This section is supposed to discuss the following

- Brief description of mandate;
- Expenditure trends – approved budget against the actual expenditure for the Financial Years 2021/22 – 2023/24 Budget;
- Major achievements based on the planned outputs/services for the Financial Years 2021/22 – 2023/24 Budget;
- Constraints and challenges in budget implementation and how they will be addressed; and
- Major services/outputs to be provided in the Financial Year 2025/26 and the Medium-Term.

Part D: Strategic Objectives

In this part, list all the programmes and their strategic objectives. Please note that each programme must have only one strategic objective/outcome which must be linked with Strategic Plan and Vision 2030.

Part E: Summary of the Programme Key Outputs, Performance Indicators and Targets for the FY 2025/26 – 2027/28

Programme	Delivery Unit	Key Outputs	Key Performance Indicators	Target 2023/24	Actual Achievement 2023/24	Target (Baseline) 2024/25	Target 2025/26	Target 2026/27	Target 2027/28
Name of Programme Outcome									
SP1.1									
SP1.2									
... etc.									

Part F: Summary of Expenditure by Programmes and Sub-Programmes the FY 2025/26 – 2027/28 (KSh. Million)

Programme	Approved Budget 2023/24	Actual Expenditure 2023/24	Baseline Estimates 2024/25	Estimates 2025/26	Projected Estimates					
					2026/27	2027/28				
Programme 1: (State the name of the programme here) ¹										
Sub Programme (SP)										
SP 1. 1										
SP 1. 2.										
... N										

¹NB. Repeat as shown in the Table under section “E” above for all Programmes. Provide total expenditure for each programme and their summation must equal the total expenditure of the vote.

Total Expenditure of Programme 1									
Programme 2: (State the name of the programme here)									
	Approved Budget 2023/24	Actual Expenditure 2023/24	Baseline Estimates 2024/25	Estimates 2025/26	Projected Estimates				
					2026/27	2027/28			
SP 2. 1									
SP 2. 2.									
... N									
Total Expenditure of Programme 2									
Total Expenditure of Vote -----									
--									

Part G. Summary of Expenditure by Vote and Economic Classification ² (KSh. Million)									
Code	Expenditure Classification	Approved Budget 2023/24	Actual Expenditure 2023/24	Baseline Estimates 2024/25	Estimates 2025/26	Projected Estimates			
	Current Expenditure					2026/27	2027/28		
21	Compensation to Employees								
22	Use of Goods and Services								
24	Interest								
25	Subsidies								
26	Current Transfers Govt. Agencies								
27	Social Benefits								
28	Other Expenses								
31	Non- Financial Assets								

² The total current expenditure and capital expenditure must be equal the total expenditure vote given in tables E, F, & G.

25	Subsidies								
26	Current Transfers Govt. Agencies								
27	Social Benefits								
28	Other Expenses								
31	Non- Financial Assets								
32	Financial Assets								
	Capital Expenditure								
21	Compensation to Employees								
22	Use of goods and services								
24	Interest								
25	Subsidies								
26	Capital Transfers Govt. Agencies								
27	Social Benefits								
28	Other Expenses								
31	Non- Financial Assets								
32	Financial Assets								

▪ Repeat as above in cases where a Ministry/Department has more than one programme and/or sub-programmes

Part I: Summary of Human Resource Requirements

Programme Code	Programme Title	Designation/ Position Title	Authorized Establishment	In Post as at 30 th June, 2024	2024/25	2025/26	2026/27	2027/28
					Funded Positions	Positions to be Funded	Projection Positions to be Funded	Positions to be Funded
XX1	General Admin. Planning & support services.							
XX2								
XX3								
Total Funded Positions								

ANNEX 6B: COSTING TECHNIQUES AND GUIDELINES FOR COMPUTING THE BUDGET BASELINE

I. Costing Techniques

1. All resource requirements should be accurately costed; MDAs are required to select the technique providing the most plausible calculation results from the following:
 - i. Quantity multiplied by Price;
 - ii. Trend;
 - iii. Lump sum; and
 - iv. Ad hoc.

i. Quantity Multiplied by Price

2. This method requires identifying the Quantities involved as well as the different Prices that are associated with the items. MDAs are required to use this calculation method and justification should be provided if this method is not used.

ii. Trend

3. This should be used if only quantity multiplied by price cannot be applied. It extrapolates past trends based on an item's expenditure pattern of most recent years. The average past annual rate of increase or decrease is applied to outer years if there is no indication that future developments would substantially deviate from the past.

iii. Lump Sum

4. For very small items and to avoid calculation overload, the lump sum method may be used. This involves taking the cost for the item in the current year and keeping it nominally constant in the medium term. The second case where lump sum can be helpful is if there is no reliable indication that the current amount will increase or decrease.

iv. Ad Hoc

5. Expenditures undertaken to address specific interventions and not usually intended to address other activities or ongoing projects. These activities/projects should be costed by use of quantity multiplied by price.

II. SPECIFIC GUIDELINES FOR COMPUTING THE BUDGET BASELINE

a) Prices

6. During computation of the budget baseline, MDAs are required to use current market prices. The National Treasury will factor an inflation adjuster in the costing tool to reflect the effects of inflation on prices, which can significantly impact the value of money over time. This will ensure that budgeting and financial planning take into account the potential changes in prices, allowing for more accurate cost projections and informed decision-making.

b) Costing the Recurrent Expenditure

- **Compensation to Employees**

7. MDAs are required to fully cost for personnel emolument using (quantity * price). MDAs should include provision for recruitment already approved by the National Treasury. They should also include provision for annual salary adjustment from one scale to the other. The increment should be as advised by SRC and set by the respective employers. These include the Public Service Commission (PSC), Teachers Service Commission (TSC), Judicial Service Commission (JSC), National Police Service Commission (NPSC), and the Parliamentary Service Commission (PSC).
8. Any request for filling of vacancies and creation of additional posts or new posts should be justified in terms of organizational requirements, improvement in service delivery and/or provision of new services as provided in the existing Executive Order. Similarly, filling of consequential vacancies at entry grade as a result of succession management should be justified. The financial implications of such requests should be included in the budget baseline.
9. MDAs are required to submit the following in regard to compensation to employees:
 - i) The number of personnel, both permanent and contractual as at 1st July, 2024 as well as personnel expected to retire by 30th June 2025, 2026 and 2027.
 - ii) The expected timing for filling approved funded positions; and
 - iii) Annual financial implications of the above.

10. The template for capturing the above information is as shown in **Table 1A** of the Guidelines for costing the Budget Baseline. This should be captured in IFMIS budgeting module.

- **Utilities and Rent**

11. MDAs are required to cost for all the utilities such as electricity, water and gas including any arrears that may be due. In formulating the requirements for utilities, MDAs are required to apply (quantity*price) as the primary costing technique while clear justification should be provided where another technique is used.

12. Accounting Officers are required to fully cost for rent as per the lease agreements. MDAs are also required to provide proof of the lease agreements and approvals from the State Department for Public Works for new office space. The template for capturing the above information is as shown in **Table 2A** and should be captured in IFMIS budgeting module.

- **Other Mandatory Expenditures**

13. Accounting Officers are required to review all the mandatory expenditures that fall under their purview and cost the requirements. MDAs are also required to determine the number of personnel whose contracts are ending and provide for the gratuities due in FY 2025/26 and the Medium Term. The template for capturing the above information is provided in **Table 2A** and should be captured in the IFMIS budgeting module.

- **Operations and Maintenance and Transfers not Classified as SAGAs**

14. Accounting Officers are required to apply (quantity*price) to cost all the expenditures for the operation and maintenance and prioritize these requirements. MDAS should also indicate the transfers not classified as SAGAS. The templates for capturing the above information are as shown in **Table 3A and 5** and should be captured in IFMIS budgeting module.

- **Appropriations in Aid (AIA)**

15. MDAs are required to provide information on actual AIA collections for the FY 2021/22 to FY 2023/24 and the projections for the FY 2025/26 and the medium term as provided in **Table 4A**. This information should be captured in the IFMIS budgeting module.

- **Semi-Autonomous Government Agencies (SAGAs)**

16. Ministries are required to scrutinize revenue and expenditure projections for the SAGAs under their purview. Specifically, all SAGAs are required to apply (quantity*price) as the primary costing technique. Clear justification should be provided where another technique is used to cost expenditures. The formats for the submissions are as provided in **Tables 1B to 4B**.

c) Costing the Development Expenditure

17. Accounting Officers are required to cost requirements of the capital projects and prioritize them based on realistic implementation plans irrespective of the source of financing.
18. For ongoing projects, MDAs are required to take into account the current implementation status, actual expenditure as at 30th June, 2024, outstanding expenditure as at 30th June, 2024, the approved Budget for the FY 2024/25, revised project cost where applicable and the requirements over the medium term.

(i) BETA Priority Projects

19. MDAs are also required to cost and submit the necessary information to the National Treasury for all the ongoing projects under BETA priorities, and Presidential directives.

(ii) Stalled Projects

20. Further, MDAs should review all the stalled projects and only cost requirements for viable projects to the National Treasury.

(iii) New Projects

21. As directed by the Cabinet, the Government will be prioritizing completion of ongoing projects before embarking on new ones. However, in case of any new projects, MDAs are required to submit the proposals and projects concept note to the Public Investment Management Unit for review and approval. MDAs are also requested to explore alternative ways of financing new projects including Public Private Partnership (PPP).
22. The format for submission of the capital projects is as provided in **Table 7** and should be captured in IFMIS planning module.

Table 6: Format for submission of Recurrent Resource Requirements

Vote Name	Economic Classification	Approved Budget ¹		Baseline/requirements				Indicative Expenditure Ceilings				GAP			
		FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2025/26	FY 2026/27	FY 2027/28	FY 2025/26	FY 2026/27	FY 2027/28	FY 2025/26	FY 2026/27	FY 2027/28	FY 2027/28
	Economic Classification														
	Gross														
	AIA														
	NET														
	Compensation of Employees														
	Transfers & Subscriptions														
	Other Recurrent														

FY 2025/26 AND MTEF PROJECTIONS

NB: Rank projects in terms of percentage completion

NB: Concept notes for the projects should be submitted

ANNEX 8: SECTOR BUDGET PROPOSAL FORMAT

TABLE OF CONTENTS

(Please ensure that Headings and Subheadings are identical to those in the report)

Chapters 1 – 6 should form the main body of the report and should be divided into logical sections and subsections, using appropriate headings and numbering. Its purpose is to explain the conclusions and to justify the recommendations

EXECUTIVE SUMMARY

(Restate conclusions for each section and summarize findings and recommendations under this section)

CHAPTER ONE:

INTRODUCTION

- 1.1. Background
- 1.2. Sector Vision and Mission
- 1.3. Strategic goals/Objectives of the Sector
- 1.4. Sub-Sectors and their Mandates
- 1.5. Autonomous and Semi-Autonomous Government Agencies
- 1.6. Role of Sector Stakeholders

(The introduction should briefly describe context; identify general subject; describe the problem or issue to be reported on; define the specific objective for the report; outline the scope of the report; and comment on any limitations of the report)

CHAPTER TWO

PROGRAMME AND PERFORMANCE REVIEW 2021/22– 2023/24

- 2.1. Review of Sector Programmes Performance – delivery of outputs/ KPI/targets as per the table below (Summarize as per Table 2.1)
- 2.2. Analysis of expenditure trends for the FY 2021/22– 2023/24 (Summarize as indicated in Table 2.2 to 2.6)
- 2.3. Analysis of performance of capital projects for the FY 2021/22– 2023/24 (Summarize as indicated in Table 2.7)
- 2.4. Analysis of pending bills for the FY 2021/22– 2023/24 (Summarize as indicated in Table 2.8)
- 2.5. Analysis of court awards (Summarize as indicated in Table 2.9)

CHAPTER THREE

MEDIUM TERM PRIORITIES AND FINANCIAL PLAN FOR THE MTEF PERIOD 2025/26– 2027/28

- 3.1. Prioritization of Programmes and Sub-Programmes
 - 3.1.1. Programmes and their Objectives
 - 3.1.2. Programmes, Sub-Programmes, Expected Outcomes, Outputs, and Key Performance Indicators for the Sector

Table 3.1: PROGRAMME/SUB-PROGRAMME, OUTCOME, OUTPUTS AND KIPs

Programme	Delivery Unit	Key Outputs	Key Performance Indicators	Target 2023/24	Actual Achievement 2023/24	Target (Baseline) 2024/25	Target 2025/26	Target 2026/27	Target 2027/28
Name of Programme Outcome									
SP1.1									
SP1.2									
... etc.									

NB: Where applicable, KPIs and target should be gender disaggregated

- 3.1.3. Programmes by Order of Ranking
- 3.1.4. Resource Allocation Criteria

3.2. Analysis of Sector and Subsector Resource Requirement versus allocation by:

TABLE 3.2: SECTOR & SUB-SECTOR RECURRENT REQUIREMENTS/ALLOCATIONS (AMOUNT KSH MILLION)

Vote Detail s	Economic Classification	Approve d Estimate s	Requirement			Allocation		
		2024/25	2025/2 6	2026/2 7	2027/2 8	2025/2 6	2026/2 7	2027/2 8
MDA	Gross							
	AIA							
	NET							
	Compensation to Employees							
	Grants and Transfers							
	Other Recurrent							
	Of which							
	<i>Utilities</i>							
	<i>Rent</i>							
	<i>Insurance</i>							
	<i>Subsidies</i>							
	<i>Gratuity</i>							
	<i>Contracted Guards & Cleaners Services</i>							
	<i>Others</i>							

TABLE 3.3: SECTOR & SUB-SECTOR DEVELOPMENT REQUIREMENTS/ALLOCATIONS (AMOUNT KSH MILLION)

Sector.....

Vote.....

Description	Approved Budget Allocation	Requirement			Allocation		
		2025/26	2026/27	2027/28	2025/26	2026/27	2027/28
Gross							
GOK							
Loans							
Grants							
Local AIA							

TABLE 3.4: ANALYSIS OF PROGRAMMES AND SUB-PROGRAMMES (CURRENT AND CAPITAL) RESOURCE REQUIREMENTS (KSH. MILLION)

Sector.....

Vote.....

Programmes	Approved Budget			Projection (Requirement)								
	2024/25			2025/26			2026/27			2027/28		
	Current	Capital	Total	Current	Capital	Total	Current	Capital	Total	Current	Capital	Total
Programmes No.1:												
Sub- Programme: 1												
Sub- Programme: 2												
Total Programme.....												
Repeat as above for Programme 2, 3 etc.:												
Total Vote.....												

TABLE 3.5 ANALYSES OF PROGRAMMES AND SUB-PROGRAMMES (CURRENT AND CAPITAL) RESOURCE ALLOCATION
(KSH. MILLION)

Sector.....

Vote.....

Programmes	Approved Budget			Allocation					
	2024/25			2025/26			2026/27		
	Current	Capital	Total	Current	Capital	Total	Current	Capital	Total
Programmes No.1:									
Sub- Programme: 1									
Sub- Programme: 2									
Total Programme.....									
Repeat as above for Programme 2, 3 etc.:									
Total Vote.....									

TABLE 3.6: PROGRAMMES AND SUB-PROGRAMMES BY ECONOMIC CLASSIFICATION ECONOMIC CLASSIFICATION (AMOUNT KSH MILLION)

Sector.....

Vote.....

Economic Classification	Resource Requirement			Allocation		
	2025/26	2026/27	2027/28	2025/26	2026/27	2027/28
Programme 1:						
Current Expenditure						
Compensation Of Employees						
Use Of Goods and Services						
Grants And Other Transfers						
Other Recurrent						
Capital Expenditure						
Acquisition Of Non-Financial Assets						
Capital Grants to Government Agencies						
Other Development						
Total Programme.....						
Repeat as above for Programme 2, 3 etc.:						
Total Vote.....						

TABLE 3.7: ANALYSIS OF RECURRENT RESOURCE REQUIREMENT VS ALLOCATION FOR SAGAS (AMOUNT KSH MILLION)

Economic Classification	2024/25	Requirement			Allocation			REMARKS
	Approved Estimates	2025/26	2026/27	2027/28	2025/26	2026/27	2027/28	
NAME OF SAGA 1.....								
GROSS								
AIA								
NET								
Compensation to Employees								
Other Recurrent								
of which								
<i>Insurance</i>								
<i>Utilities</i>								
<i>Rent</i>								
<i>Subscriptions to International Organization</i>								
<i>Subscriptions to Professional Bodies</i>								
<i>Contracted Professional (Guards & Cleaners)</i>								
<i>Gratuity</i>								
<i>Others</i>								
Repeat as above for SAGA 2, 3 etc.:								
Total Vote								

CHAPTER FOUR

CROSS-SECTOR LINKAGES AND EMERGING ISSUES /CHALLENGES

CHAPTER FIVE

CONCLUSION

This section should summarize the key findings of the report, as outlined in the discussion under the chapters 1-4 of the report. The Conclusions should relate specifically to the report's objectives (as set out in the introduction); identify the

major issues; be arranged in order of importance; be specific, and to the point; and be a list of numbered points

CHAPTER SIX

RECOMMENDATIONS

This section should outline future actions. The recommendations should be action orientated, and feasible; relate logically to the conclusions; be arranged in order of importance; and be to the point

REFERENCES

This section should list the sources referred to in the report

APPENDICES

Appendices should contain information that is too complex to include in the report. You need to direct readers to this information, as in "Appendix A provides an overview of the Budget of MDA X"