



THE UNITED REPUBLIC OF TANZANIA

**GUIDELINES FOR THE PREPARATION OF MEDIUM
TERM PLAN AND BUDGET FRAMEWORK FOR
2006/07- 2008/09
(PART II)**

FORMS FOR BUDGET SUBMISSION AND IMPLEMENTATION

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BUDGET SUBMISSION FORMS

FORM NO. 1

1. SUMMARY OF ANNUAL AND FORWARD BUDGET ESTIMATES REVENUE, RECURRENT AND DEVELOPMENT EXPENDITURE ('000 TSHS)

Note:

Description		Actual Budget	Approved Budget Estimates	Annual Budget Estimates	Forward Budget Estimates	Forward Budget Estimates
		Y_{0-2}	Y_{0-1}	Y_0	Y_{0+1}	Y_{0+2}
1		2	3	4	5	6
1. Total Domestic Revenues						
Recurrent Expenditure	PE					
	OC					
2. Total Recurrent Expenditure						
Development Expenditure	Govt. Funds					
	Foreign Funds					
	Other Funds					
3. Total Development Expenditure						
TOTAL EXPENDITURE						

Note: Total Expenditure = Total Domestic Revenues + Total Recurrent Expenditure + Total Development Expenditure

Note: Item 1: In the case of LGAs Total Domestic Revenue mean own revenues.

Y_{0-2} = 2 Preceding years (2 years back)

Y_{0+1} = Forward Budget (Next year)

Y_{0-1} = Previous year (last Financial Year)

Y_{0+2} = Forward Budget (next 2 years)

Y_0 = Current Financial Year

**2. RECURRENT EXPENDITURE FORWARD BUDGET
(000 Tshs.)**

Summary of Personal Emoluments and Other Charges at Vote level

VOTE NO: **VOTE NAME:**.....

Description		Actual Budget	Approved Budget Estimates	Annual Budget Estimates	Forward Budget Estimates	Forward Budget Estimates
		Y ₀₋₂	Y ₀₋₁	Y ₀	Y ₀₊₁	Y ₀₊₂
1		2	3	4	5	6
1. Total Personal Emolument						
Other Charges	Vote proper O.C					
	Internal Subvention	PE				
		OC				
		External Subventions				
2. Total Other Charges						
GRAND TOTAL PE & OC						

Note: Grand Total is equal to Total Personal Emolument + Total Other Charges

**5. RECURRENT DOMESTIC REVENUE
DETAILS OF DRAFT ANNUAL ESTIMATES**

VOTE:

SUB-VOTE:

Segment 4 (GFS Code)	Description	Actual Collection	Actual Collection up to Feb. Y₀₋₁	Projections March to June, Y₀₋₁	Likely Out- turn July to June Y₀₋₁	Approved Estimates	Draft Estimates
(1)	(2)	Y ₀₋₂ (3)	Y ₀₋₁ (4)	Y ₀₋₁ (5)	Y ₀₋₁ (6)	Y ₀₋₁ (7)	Y ₀ (8)
TOTAL OF SUB-VOTE							
TOTAL OF PROGRAMME							

**8 (a) SUMMARY OF PERSONAL EMOLUMENTS ESTIMATES
MINISTRY/REGION/DISTRICT/URBAN COUNCILS**

VOTE NO:

VOTE DESCRIPTION:

SUMMARY: EXISTING EMPLOYEES BOTH ON AND NOT ON PAYROLL.....

Item	Number of Employees	Basic Salary	Annual Increment	Salary for New Employees	Promotion	NSSF 10%	LAPF	Total P.E.	Pension Fund 15%	Health Insurance 3%
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1										
2										
3										
Grand Total										

ITEM 1 = EXISTING EMPLOYEES ON PAYROLL

ITEM 2 = EXISTING EMPLOYEES NOT ON PAYROLL

ITEM 3 = NEW EMPLOYEES TO BE RECRUITED F/Y 2005/06

COLUMN 8 – GIVE TOTAL SUM OF COLUMNS 2 UP TO 7

**8 (b) SUMMARY OF PERSONAL EMOLUMENTS ESTIMATES
MINISTRY/REGION/DISTRICT/URBAN COUNCILS**

VOTE NO:

VOTE DESCRIPTION:

SUMMARY: EXISTING EMPLOYEES ON PAYROLL

Sub-vote	Number of Employees	Basic Salary	Annual Increment	Promotion	NSSF 10%	LAPF	Total P.E	Pension Fund 15%	Health Insurance 3%
(1)	(2)	(3)	(4)	(6)	(7)	(8)	(9)	(10)	(11)
TOTAL									

Column 8 – Give Total Sum of Columns 2 to - 7

**8 (d) SUMMARY OF PERSONAL EMOLUMENTS ESTIMATES
MINISTRY/REGION/DISTRICT/URBAN COUNCILS**

VOTE:

VOTE DESCRIPTION:

ITEM III: NEW EMPLOYEES TO BE RECRUITED

Sub-vote	Number of Employees	Basic Salary	Annual Increment	Promotion	NSSF 10%	LAPF	Total P.E	Pension Fund 15%	Health Insurance 3%
(1)	(2)	(3)	(4)	(6)	(7)	(8)	(9)	(10)	(11)
TOTAL									

Column 8 – Give Total Sum of Column 2 to 7

**9. SCHEDULE OF PERSONAL EMOLUMENTS
ESTABLISHMENT AND STRENGTH**

VOTE NO: VOTE DESCRIPTION:

SUB VOTE	Description	Salary Scale Tshs.	ESTABLISHMENT					Actual Strength at Present	Variation + Over - Under
			Y ₀₋₂	Y ₀₋₁	Y ₀	Y ₀₊₁	Y ₀₊₂		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Y₀₋₂ = 2 Preceding years (2 years back)

Y₀₊₁ = Forward Budget (Next year)

Y₀₋₁ = Previous year (last Financial Year)

Y₀₊₂ = Forward Budget (next 2 years)

Y₀ = Current Financial Year

10 (a) PROJECT PROFILE DATA FORM

SECTION A

A1. Vote Code: _____ Vote Name: _____

A2. Sub-Vote Code /_/_/_/_/_/_/ Sub-Vote Name _____

A3. Project item Number: ___/___/___/___/___/___/___/

A4. Date this form was completed _____
(Day/Month/Year)

A5. Project Name _____

A6. Is this Project recorded in the Current Development Plan?
Yes 1 No..... 2

A7. Is this project recurrent in nature?
Yes 1 No 2

A8. Implementation Status of Project:

- Not started 1
- On schedule 2
- Ahead of schedule 3
- Behind schedule 4
- Complete but facility not in use 5
- Completed and facility in use 6

(STOP HERE IF YOU HAVE ENTERED CODE 5 OR 6 IN BOX)

A9. Does this Project have feasibility study or project document?
Feasibility study1

Project document2
No Document3

A10. Feasibility study Number of Project _____

A11. Project document Number _____

A12. Project Description

A12. MKUKUTA Cluster and cluster strategy closely related to this project

❖ MKUKUTA Cluster:

❖ MKUKUTA Cluster Strategy

A15. Project coverage:

Nationwide (beneficiaries of project in entire Country, or in more than one region) 1

Regional (beneficiaries of project in one Region).....2

District (beneficiaries of project in one District).....3

A15. Geographic Location of Project.

(a) Nation wide

(b) Region Name _____

(c) District Name _____

A16. Type of Implementing (Executing) Agency:

Ministry1 Parastatal5

Region2 NGO (local).....6

Bilateral Donor3 NGO (external)....7

UN Agency4

A17. Principal Implementing Agency Name _____ Code /_/_/_/_/

A18. Other Agencies (codes) providing critical inputs for project implementation: /_/_/_/_/; /_/_/_/_/; /_/_/_/_/

A19. Planned Starting date (Month & Year) /_/_/_/_/_/

[ONE FORM SHOULD BE COMPLETED FOR EACH DONOR PROJECT, IF THE PROJECT RECEIVES FUNDS FROM MORE THAN ONE DONOR AGENCY]

DONOR NUMBER 1

- B4. Donor 1 Name _____
- B5. Donor 1 Code /___/___/___/
- B6. Total Donor Commitments (Tshs.) _____
- B7. Type of Currency in Agreement _____ code _____
- B8. Total Donor Commitment in currency of agreement _____
- B9. Date of Agreement (Month/Year) /__/__/__/__/
- B10 Funding Terms
Grant ...1 Loan2
- B11 Amount of Grant (Tshs.): _____
- B12 Amount of Loan (Tshs.): _____
- B13. Type of Disbursement:
 Direct1
 Cash 2
 Reimbursable..... 3

DONOR NUMBER 2

- B3. Donor 2 Name _____
- B4. Donor 2 Code/___/___/___/___/
- B5. Total Donor Commitments (Tshs.) _____
- B6. Type of Currency in Agreement _____ Code _____
- B7. Total Donor Commitment in currency of agreement _____

- B8. Date of Agreement (Month/Year) /__/_/___/___/
- B9. Funding Terms
 Grant1 Loan.....2
- B10. Amount of Grant (Tshs.) : _____
- B11. Amount of Loan (Tshs.) : _____
- B12. Type of Disbursement:
- Direct1
- Cash 2
- Reimbursable..... 3

DONOR NUMBER 3

- B3. Donor 3 Name _____
- B4. Donor 2 Code/___/___/___/___/
- B5. Total Donor Commitments (Tshs.) _____
- B6. Type of Currency in Agreement _____ Code _____
- B7. Total Donor Commitment in currency of agreement _____
- B8. Date of Agreement (Month/Year) /__/_/___/___/
- B9. Funding Terms
 Grant1 Loan.....2
- B10. Amount of Grant (Tshs.) : _____
- B11. Amount of Loan (Tshs.) : _____
- B12. Type of Disbursement:
- Direct1
- Cash 2
- Reimbursable..... 3

10 (b) PROJECT PROFILE SUMMARY – ALL PROJECTS

1. VOTE:		2. SUB-VOTE			
3. PROJECT NAME:					
4. PROJECT ITEM NO:		5. SECTOR			
6. PROJECT DESCRIPTION:					
7. MKUKUTA CLUSTER					
8. IMPLEMENTATION STATUS					
9. PROJECT DOCUMENT:					
10. MKUKUTA CLUSTER STRATEGY					
11. COVERAGE:					
12. GEOGRAPHIC LOCATION:					
13. PRINCIPAL IMPLEMENTING AGENCY:					
14. OTHER IMPLEMENTING AGENCIES					
15. DATE OF COMMENCEMENT:		16. DATE OF COMPLETION			
DEVELOPMENT EXPENDITURE		Approved	Estimate year	Forward Budget	Forward Budget
Requirement of Funds ('000 Tshs)		year	year	year
(17)		(18)	(19)	(20)	(21)
A: Government Funds	Local				
	Foreign				
B: Other Sources	Special Funds				
	Own Funds				
	Bank Loans				
	Others				
TOTAL REQUIREMENT					

DISTRIBUTION OF MSD FUNDS/DRUGS FOR COUNCILS						
	Y ₀₋₁			Y ₀		
COUNCILS	MSD FUNDS/DRUGS			MSD FUNDS/DRUGS		
URBAN/DISTRICT	CASH	DRUGS	TOTAL	CASH	DRUGS	TOTAL
ARUSHA REGION						
Arusha MC						
Arumeru						
Karatu						
Monduli						
Ngorongoro						
TOTAL						
COAST REGION						
Kibaha TC						
Bagamoyo						
Kibaha						
Kisarawe						
Mafia						
Mkuranga						
Rufiji						
TOTAL						
DODOMA REGION						
Dodoma MC						
Dodoma						
Kondoa						
Kongwa						
Mpwapwa						
TOTAL						
IRINGA REGION						
Iringa tc						
Iringa dc						
Ludewa dc						

Makete dc						
Mufindi dc						
Njombe dc						
Kilolo dc						
TOTAL						
KIGOMA REGION						
Kigoma tc						
Kasulu						
Kibondo						
Kigoma						
TOTAL						
KILIMANJARO REGION						
Moshi mc						
Hai						
Moshi						
Mwanga						
Rombo						
Same						
TOTAL						
LINDI REGION						
Lindi tc						
Kilwa						
Lindi						
Liwale						
Nachingwea						
Ruangwa						
TOTAL						
MARA REGION						
Musoma tc						
Bunda						
Musoma						
Serengeti						
Tarime						
TOTAL						
MBEYA REGION						
Mbeya.mc.						

Chunya						
Ileje						
Kyela						
Mbarali						
Mbeya..						
Mbozi						
Rungwe						
TOTAL						
MOROGORO REGION						
Morogoro mc						
Kilombero						
Kilosa						
Morogoro						
Ulanga						
Mvomero						
TOTAL						
MTWARA REGION						
Mtwara tc						
Masasi						
Mtwara						
Newala						
Tandahimba						
TOTAL						
MWANZA REGION						
Mwanza cc						
Geita						
Kwimba						
Magu						
Missungwi						
Sengerema						
Ukerewe						
Ilemera						
Nyamagana						
TOTAL						
RUVUMA REGION						

Songea tc						
Mbinga						
Songea						
Tunduru						
Namtumbo						
TOTAL						
SHINYANGA REGION						
Shinyanga tc						
Shinyanga						
Bariadi						
Bukombe						
Kahama						
Maswa						
Meatu						
Kishapu						
TOTAL						
SINGIDA REGION						
Singida tc						
Iramba						
Manyoni						
Singida						
TOTAL						
TABORAREGION						
Tabora mc						
Igunga						
Nzega						
Sikonge						
Tabora						
Urambo						
Uyui						
TOTAL						
TANGA REGION						
Tanga mc						
Muheza						
Korogwe tc						
Lushoto						
Handeni						
Pangani						

Kilindi dc						
TOTAL						
KAGERA REGION						
Bukoba tc						
Biharamulo						
Bukoba						
Karagwe						
Muleba						
Ngara						
TOTAL						
DAR-ES-SALAAM REGION						
DSM Cc						
Ilala mc						
Kinondoni mc						
Temeke mc						
TOTAL						
RUKWA REGION						
S'wanga tc						
Mpanda						
Nkansi						
Sumbawanga						
TOTAL						
MANYARA REGION						
Babati						
Hanang						
Kiteto						
Mbulu						
Simanjiro						
TOTAL						
TOTAL COUNCILS						

NOTE: To be filled by Ministry of Health

**ACTION PLAN FOR OTHER CHARGES
FOR MINISTRIES, REGIONS AND COUNCILS**

SUB-VOTE NO: SUB-VOTE NAME:

OBJECTIVE No: OBJECTIVE DESCRIPTION NSGRP

TARGET: TARGET DESCRIPTION Other

} Tick

Segment 2 (Performance Budget Code)	1st Quarter Activities	Amount Tshs.	2nd Quarter Activities	Amount Tshs.	3rd Quarter Activities	Amount Tshs.	4th Quarter Activities	Amount Tshs.	Remarks

**ACTION PLAN FOR DEVELOPMENT BUDGET (FINANCIAL)
FOR MINISTRIES, REGIONS AND COUNCILS**

SUB-VOTE NO: SUB-VOTE NAME:

PROJECT CODE: PROJECT NAME :

OBJECTIVE No: OBJECTIVE DESCRIPTION NSGRP }
 TARGET: TARGET DESCRIPTION Other } Tick

Segment 2 (Performance Budget Codes)	Activities	Approved Annual Plan			Quarterly Expenditure Targets											
		Government		Own & Others	Quarterly I			Quarterly II			Quarterly III			Quarterly IV		
		Local	Foreign		Government		Own & Others	Government		Own & Others	Government		Own & Others	Government		Own & Others
				Local	Foreign	Local		Foreign	Local		Foreign	Local		Foreign	Local	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Instructions:

- Column 1 :** Performance Budget Codes – Segment 2.
- Column 2 :** Description of Activity
- Column 3-5 :** Insert the approved total budget for activity in the Annual Plan
- Column 6-17 :** Give quarterly estimates targets for each category of fund

**ACTION PLAN FOR DEVELOPMENT BUDGET (PHYSICAL)
FOR MINISTRIES REGIONS & COUNCILS**

SUB-VOTE NO: SUB-VOTE NAME:

PROJECT CODE: PROJECT NAME :

OBJECTIVE No: OBJECTIVE DESCRIPTION NSGRP }
 TARGET: TARGET DESCRIPTION Other } Tick

Segment 2 (Performance budget Codes)	Description of Activities	Annual Plan Target	Quarterly Physical Targets				Projected Completion date (Month Year)
			Quarter I	Quarter II	Quarter III	Quarter IV	
1	2	3	4	5	6	7	8

Instructions for filling this form

Col. 1: Performance Budget Codes (Segment 2)

Col. 2: Describe project

Col. 3: Give the Annual Plan target e.g. The number of houses, acra to be worked, Kilometers of road to be completed etc. as per unit of measurement.

Col. 5-8 Subdivide Annual Plan target in Col. 4 into four quarterly targets (col.5-8).

Col. 9: Give projected completion date, after Annual Plan allocation, and/or As envisaged in the Rolling Plan and Forward Budget.

**PROGRESS REPORT FOR OTHER CHARGES
FOR MINISTRIES REGIONS AND COUNCILS**

(QUARTER ENDING:.....)

SUB-VOTE NO: SUB-VOTE NAME:

OBJECTIVE No: OBJECTIVE DESCRIPTION

Planned Target	NSGRP/ Other	Planned Budget	Physical Achievement	Actual Expenditure	Cumulative Achievement			Remarks
					Physical	Financial		
1	2	3	4	5	6	7	8	9

COLUMNS:

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Give the Planned Target for the Quarter 2. Indicate NSGRP or other 3. Give Planned Budget for the Quarter 4. Give the Physical Achievement for the Quarter | <ul style="list-style-type: none"> 5. Give Actual Expenditure for the Quarter 6. Give Cumulative Physical Achievement 7. Give Cumulative amount spent 8. Give general Remarks (Observations or Problems) |
|--|--|

**PROGRESS REVIEW FOR DEVELOPMENT BUDGET (PHYSICAL)
FOR MINISTRIES, REGIONS & COUNCILS**

This progress Review is for:

- 1st Quarter..... 1
- 2nd Quarter (Mid Year Review) MYR. .2
- 3rd Quarter.....3
- 4th Quarter..... 4

SUB-VOTE NO: SUB-VOTE NAME:

OBJECTIVE No: OBJECTIVE DESCRIPTION

Planned target	NSGRP/Other	Actual Implementation		Remarks
		For the Quarter	Cumulative	
1	2	3	4	5

Instruction for filling this form

Col 1: Description planned for the quarter

Col 2: Indicate NSGRP/Other target

Col 3: Give actual achievement for the quarter

Col.4: Give cumulative achievement

Col. 5: Give general remarks, observations or problems

**PROGRESS REVIEW FOR DEVELOPMENT BUDGET (FINANCIAL)
FOR MINISTRIES, REGIONS & COUNCILS**

This progress Review is for:

- 1st Quarter..... 1
- 2nd Quarter (Mid Year Review) MYR...2
- 3rd Quarter.....3
- 4th Quarter..... 4

SUB-VOTE NO: SUB-VOTE NAME:

OBJECTIVE No: OBJECTIVE DESCRIPTION

Planned Target	NSGRP/ Other	Planned Budget for the Quarter			Actual expenditure for the Quarter			Cumulative expenditure			Remarks
		Government		Own and Other	Government		Own & Others	Government		Own & Others	
		Local	Foreign		Local	Foreign		Local	Foreign		
1	2	3	4	5	6	7	8	9	10	11	12

Instruction for filling this form

Col 1: Description planned target

Col 2: Indicate whether NSGRP or Other target

Col 3-5 Give the planned budget for the quarter

Col 6-8: Give the actual expenditure for the quarter

Col 9-11: Give cumulative expenditure

Col 12: Give cumulative quarterly actual expenditures

MTEF PRESENTATION FORMAT
FOR $Y_0 - Y_{0+2}$

Chapter 1: Overview and Policy Statements

- 1.1 Executive Summary
 - 1.1.1 Statement of the Chairperson
 - 1.1.2 Statement by Council Director

Chapter 2: Environmental Scan

- 2.1 Stakeholder analysis
 - 2.1.1 Names of key stakeholders
 - 2.1.2 Needs/expectations of stakeholders
- 2.2 SWOT analysis
 - 2.2.1 Strength and Weaknesses
 - 2.2.3 Opportunities and Threats
- 2.3 Key Issues

Chapter 3: Reviewed Institutional Perspectives

- 3.1 Vision of the Council
- 3.2 Mission Statement
- 3.3 Objectives
- 3.4 Policies and Strategies.

Chapter 4: Budget Performance Review

- 4.1 Performance - Y_{0-2}
 - 4.1.1* Annual Approved Revenue Vs Actual
 - 4.1.2 Annual Approved Expenditure Vs Actual
 - 4.1.3 Planned targets Vs Achievements
 - 4.1.4 Problems Experienced and Future Strategies
- 4.2 Mid Year Review – Y_{0-1}
 - 4.2.1* Annual Approved Revenue Vs Actual
 - 4.2.2 Annual Expenditure Vs Actual
 - 4.2.3 MTEF targets Vs Actual achievement
 - 4.2.4 Problems/Limitations to effective implementation

Chapter 5: Estimates for MTEF ($Y_0 - Y_{0+2}$)

- 5.1 Objectives
- 5.2 Targets
- 5.3 Activities
- 5.4 Costing of inputs and projections
- 5.5 GFS sub-items and budget
- 5.6 Development Budget Estimates
- 5.7 Estimates of Revenue