

BUDGET PROCESSES – LEGISLATURE

Budget Guidelines – Preparation and Circulation

Budget Guidelines are provided annually to the Legislature and Executive Branch departments by Budget Division, Department of Finance. Based on the direction provided under these guidelines, Corporate and Members' Services prepare specific guidelines appropriate for the Legislature and forwards these to all Statutory Offices and Divisions to assist with the preparation of their budget requests. These guidelines include detailed instructions on preparation including format and content of submissions, key due dates, etc.

Budget Requests – Preparation and Submission

Upon receipt of the budget guidelines, the Statutory Offices and Divisions begin the preparation of their budget requests. Steps in the preparation include: identification of current and new budget requirements; analysis and projections of expenditures to current year end, preparation of briefing notes for all new funding requests, etc. These budget request packages are forwarded to Corporate and Members' Services.

Budget Requests – Review, Feedback and Discussion

Corporate and Members' Services reviews the budget requests and consults with the Statutory Offices for clarification and/or additional information. As part of this process, budget requests may be revised and re-submitted by Statutory Offices and Divisions.

Budget Requests – Analysis and Commentary (Statutory Offices, Office of the Auditor General) and Review (Divisions of the House of Assembly)

In accordance with Section 26 of *the House of Assembly Accountability, Integrity and Administration Act*, the Clerk provides analysis and commentary on each of the budget requests for Statutory Offices. The Clerk also reviews and may amend the budget requests of the Divisions of the House.

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Discussion, Feedback and Revisions – Statutory Offices and House of Assembly

The Clerk meets with each of the Statutory Officers and directors of Divisions of the House to discuss the budget requests and provide feedback resulting from his review of each request. The Statutory Officers and Directors will provide more information as requested and may revise budget requests based on these discussions. Discussions will also be held with the Caucus office managers to discuss any funding requests related to the operations of these offices.

Budget Requests - Presentation to Speaker

The Clerk presents the Speaker with a copy of all budget request information, including briefing notes and commentary provided by the Clerk. The Speaker may request a meeting with any of the Statutory Officers to discuss their respective budget requests and these requests may be revised accordingly to reflect the recommendations of the Speaker.

Budget Requests - To Budget Division, Department of Finance

The revised budget request information is provided to Budget Division in the format and detail requested and according to the required due dates set out in the guidelines provided to the Legislature from the Budget Division. Final budget information is provided to Budget Division when the Legislature's Budget is approved by the Management Commission.

Technical Briefing(s) to House of Assembly Management Commission – Statutory Offices

The Members are provided with a copy of all budget requests information, including briefing notes. Technical briefings are then arranged to provide a forum for Members to request clarification and/or additional information from Statutory Officers regarding specific requests.

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Technical Briefing(s) to House of Assembly Management Commission – House of Assembly Services and Caucus Operations

The Members are provided with a copy of all budget requests information, including briefing notes. Technical briefings are then arranged to provide a forum for Members to request clarification and/or additional information from the Clerk regarding specific requests.

House of Assembly Management Commission Meeting (s) – Budget Approval

At *in camera* session(s), each Statutory Officer and the Clerk (for House of Assembly) makes a formal presentation of the respective budget requests. Final Budget is approved.

Final Approved Budget - To Budget Division, Department of Finance

The final budget as approved by the Management Commission, projected expenditures and any other required information is forwarded to Budget Division.

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