

COUNTY GOVERNMENT OF LAIKIPIA



THE COUNTY TREASURY
P.O. Box 131-20321
RUMURUTI

Ref. LKP/TREASURY/ CIR/ NO.1/2025

25th July, 2025.

To: The County Secretary,
The Clerk, County Assembly,
Accounting Officers, Laikipia County,
The Secretary, County Public Service Board,
The Chief Executive Officer, Revenue Board,
The Chief Executive Officer, LCDA
The Chief Executive Officers, County Funds,
The C.E.O's Laikipia Health Service
Municipal Managers.

RE: COUNTY BUDGET CIRCULAR NO.1 /2025

Section 128 of Public Finance Management Act 2012, outlines the County budget making process. Further, the PFM Regulation 30(1) reads, *'the budget preparation process for the following financial year(N+1) shall start not later than the 30th August of the current financial year (N) with the issuance of the annual budget circular by the County Executive Committee Member and in compliance with formats and recommendations contained in the annual budget preparation circular or guidelines, instructions and the financial manual'*.

Attached is a copy of County Budget Circular No. 1/2025 requiring you to offer leadership during the 2026/2027 budget process.

To ensure the implementation of the circular, kindly refer to the guidelines provided and adhere to the set timelines.

Samuel Wachira Gachigi,
County Executive Committee Member,
Finance and Economic Planning
LAIKIPIA



Cc: H. E The Governor
H.E The Deputy Governor
All CECMs

1.0 INTRODUCTION

1.1 Background

This treasury circular is premised on the requirements of the Constitution of Kenya 2010 (Article 220 (2b)) and Section 128 of Public Finance Management (PFM) Act 2012 (1 to 4) which states that the County Executive Committee Member for finance shall manage the budget process of the county and subsequently issue a circular not later than the 30th August in each year setting out guidelines to be followed in county budgetary process. The county budget manual 2024 recommends the treasury circular to be released by 31st day of July each year. The County Treasury is mandated to spearhead the preparation of the County annual budget and co-ordinate the preparation of estimates of revenue and expenditure of the county government. Further, Public Finance Management Act 2012 Section 130 (1) (b) (i), requires that the County Executive Committee Member for Finance shall submit to the County Assembly a list of all County government entities that shall be allocated funds appropriated by the County Assembly.

The County Executive Committee Member for Finance through the budget circular shall set out guidelines to be followed by County departments and entities in the budget process.

1.2 Purpose

The purpose of this Circular is to provide guidance on the processes and procedures to be followed when preparing the budget for FY 2026/27 and the Medium-Term.

The guidelines provide the following information:

- a) Key policies guiding the policy framework underpinning the budgets for 2025/26-2027/28 MTEF period
- b) Process of undertaking Programme Performance Reviews (PPRs) and projections of the revenue and undertaken expenditures
- c) The relevant documents, form and content required to support the budget formulation and resources required
- d) Give guidance on public participation in the budget process; and
- e) Provide Key timelines and deadlines for activities in the budget preparation process budget

1.3 Key Assumptions for Medium Term Fiscal Framework

1.3.1 Economic Outlook and policy direction

Kenya's economic outlook for the years 2025 and 2026 is cautiously optimistic, reflecting gradual recovery and resilience following recent global and domestic economic shocks. The country is expected to benefit from stabilized macroeconomic conditions, improved weather patterns, and enhanced private sector activity.

The government's continued focus on fiscal consolidation, infrastructure development, agricultural revitalization, and private sector growth is expected to steer the economy on a positive trajectory. Additionally, policy reforms aimed at enhancing domestic resource mobilization and public financial management are likely to support long-term sustainability and fiscal discipline.

Laikipia County continues to prioritize provision of: quality health services; making agriculture a profitable business through increased agricultural and livestock productivity, provision of extension services seeds, introduction of high value crops, use of modern technologies, supply of subsidized farm inputs and linking farmers to markets; Road network improvement including use of leasing model and provision of safe drinking water, improve sanitation through solid waste management and enhance climate change mitigation.

1.3.2 GDP Growth in 2025 and Projected Growth for 2026

Kenya's Gross Domestic Product (GDP) growth for 2025 is projected at 5.6%, up from an estimated 5.4% in 2024. This upward trend is attributed to:

- Recovery in key sectors such as agriculture, services, and construction.
- Expansion in household consumption and investment.
- Enhanced business confidence and improved fiscal management.

For 2026, the GDP is expected to grow at a slightly higher rate of 5.8%, supported by:

- Continued improvements in productivity, especially in agriculture.
- Strategic infrastructure investments and increased regional trade.
- Stable political and policy environment.

1.3.3 Expected Sector Performance

Agriculture is expected to register positive growth due to favorable weather conditions, increased mechanization, and government subsidies on inputs. Climate-resilient farming and irrigation programs will also enhance productivity.

Services Sector will continue to be the main driver of growth, supported by strong performance in ICT, financial services, tourism, education, and transport.

1.3.4 Industry and Manufacturing:

Moderate recovery is anticipated as the government scales up manufacturing incentives and Special Economic Zones (SEZs) begin to yield results.

Construction and Real Estate will be boosted by ongoing infrastructure projects and housing programs, with increased public-private partnerships (PPPs).

1.3.5 Inflation Targets

Inflation is expected to ease due to improved food supply and stable energy prices from 6.2% in 2024 to 5.5% in 2025. These projections are underpinned by stable fuel prices, increased agricultural output, and tight monetary policies by the Central Bank of Kenya (CBK).

1.3.6 Exchange Rate Projections

The Kenyan Shilling (KES) is projected to remain under pressure due to:

- Persistent high demand for the US Dollar, especially in the oil and energy sectors.
- Global market dynamics, including rising interest rates in developed economies.
- Relatively low foreign exchange reserves.

Volatility in the exchange rate is expected to persist, with the KES likely to depreciate gradually unless corrective measures are adopted, including export diversification and forex reserve build-up.

1.3.7 Capital Market Performance

Kenya's capital markets are projected to experience a gradual recovery in 2025 and 2026: Investor confidence is expected to improve as macroeconomic indicators stabilize.

Government debt instruments will continue to dominate the market, though increased activity is expected in equities as the private sector recovers.

Reforms by the Capital Markets Authority (CMA) and Nairobi Securities Exchange (NSE) to enhance market liquidity and innovation will support growth

1.4 Exchequer Funding

County departments expecting funding from the exchequer should ensure their expenditure and investment Programmes are in line with the County Integrated Development Plan **2023-2027** and Annual Development Plan **2026/2027**. Further requirements on the exchequer funding as prescribed by the Controller of Budget must be adhered to.

1.5 Externally Funded Projects with Counterpart Requirement.

Externally funded projects, which require counterpart contributions from the county government, play a crucial role in our developmental agenda. To maximize the benefits of these projects and ensure transparency, accountability, and efficiency, it is imperative that departments have clear allocations of the counterpart funds and ensure comprehensive documentation.

1.6 Expenditure Management

Effective expenditure management is essential for the efficient use of public resources. To achieve this, county departments should utilize the programme performance expenditure review process within the Medium-Term Expenditure Framework (MTEF) to guide their budgetary allocations. Each department should assess whether value for money has been achieved from previous allocations. By evaluating the efficiency and effectiveness of past spending, departments can identify which areas have delivered the best results and which have not.

Effective expenditure management prioritizes funding for high-performing programmes that align with strategic goals, ensuring resources are directed towards initiatives most likely to advance the county's development objectives. It also involves assessing the relevance and effectiveness of ongoing projects to decide whether they should continue or if resources would be better allocated elsewhere.

By following a comprehensive review process, county departments can ensure that their expenditures are well-managed and aligned with the objectives of the County Integrated Development Plan (CIDP). This approach not only maximizes the impact of public funds but also promotes accountability and transparency in spending. Therefore, county departments are urged to manage their expenditures efficiently to support the county's development goals and effectively meet needs of the people.

1.7 Financial Management of County Departments

Accounting officers are reminded to adhere to PFM Act 2012 and that they shall be held liable in case of any breach of the law. It is also important to note that they might be called in to appear before the relevant departmental committees of the County Assembly to justify their programmes and budgets. In this regard, they are reminded to familiarize themselves with the requirements of the PFM Act 2012 and the County Assembly Standing Orders and comply with them accordingly.

County departments with outstanding liabilities should put in place plans and initiate remedial measures to settle these liabilities. It is further emphasized that: -

- All County departments should take debt service and statutory obligations as a first charge on their revenues.
- All borrowings shall be guided by the provisions of section 140, 141 and 143 of the PFM Act 2012.

1.8 Fiscal Responsibility

Departments should ensure that at least 30% of their budget is allocated to capital expenditures in the medium term as stipulated in public Finance Management Act 2012 section 15(2) (a). This allocation is crucial for investing in long-term development projects and infrastructure. It is essential that these capital investments align with the county's development goals and priorities, as outlined in the County Integrated Development Plan (CIDP). Balancing operational needs with strategic development investments will help achieve sustainable growth and improve public amenities. County departments should also ensure that their recurrent expenditure do not exceed revenues collected by the respective county department or amounts allocated and approved by the County Assembly.

1.9 Public Participation

In accordance with Articles 10 and 35 of the Constitution, Section 126 (2) of the Public Finance Management Act, and Section 91(c) of the County Governments Act, 2012, public participation in the budgetary and planning process is both a constitutional obligation and a critical component of effective governance. To meet these requirements, the following steps should be undertaken:

- **Engagement:** The public and all relevant stakeholders should be actively involved in every stage of the Medium-Term Expenditure Framework (MTEF) budget process. Sector working groups are responsible for identifying stakeholders within their sectors and involving them in the review and prioritization of projects and programs.
- **Incorporation of Feedback:** Accounting officers must ensure that Public proposals and memoranda are considered during planning and budgeting. All relevant documents and feedback should be archived for future reference, and discussions from public participation forums should be integrated into the budgetary planning.
- **Transparency:** Reviewed and consolidated draft estimates should be made available on the County website and distributed through Sub County Administrators to allow public scrutiny. Notices of public hearings and meetings should be communicated through newspapers, local radio, and posters, clearly stating the time and place of the events.
- **Documentation:** Materials from public forums, including minutes, written proposals, recordings, and photos, should be collected and sent to the appropriate departments for review.
- **Consultation with CBEF:** County sectors should engage closely with the County Budget and Economic Forum (CBEF) to ensure that budgetary plans are aligned with community needs and priorities.
- **Public Hearings:** Public hearings will be conducted in accordance with the Laikipia County Public Participation Act, 2014, which supports the implementation of constitutional provisions on public involvement and the framework outlined in the County Government Act, 2012.

By following these procedures, departments will ensure county that the budgetary process that is inclusive, transparent, and responsive to the needs of the community.

2.0 GENERAL GUIDELINES

2.1 Comprehensive Estimates Breakdown

County departments should provide foreseen annual overall expenditure broken into both recurrent and development expenditure. Recurrent expenditure should include the non-discretionary expenditure (debt service, wages and other related items).

2.2 Returns on Capital Projects

Completion of the on-going projects and programmes must be accorded priority. In this regard, capital expenditure must be applied towards the funding of on-going projects and programmes that are near completion and have under gone due process.

County departments should ensure that all capital projects generate a reasonable rate of return which should be benchmarked with, and be comparable to the industry they operate in. However, in cases where these may not be quantifiable in financial terms, adequate justification should be provided in terms of other criteria such as socio-economic impact. Feasibility studies duly conducted on capital projects should be shared with the County Treasury.

2.3 Programme Based Budget (PBB)

Section 12 of the Public Finance Management (PFM) Act, 2012, pertains to the preparation and submission of program-based budgets by county governments. This section requires that county governments organize their budgets to reflect the programs they intend to fund, along with the expected outputs and outcomes. This approach ensures that resource allocation is directly tied to specific policy goals and enhances the efficiency and effectiveness of public spending. Programme based budgeting will improve the linkage between planning and implementation and enhance Monitoring and Evaluation. All Sector Working Groups are required to provide inventories for their Development Expenditure Proposal indicating the specific projects and locations.

Key Elements of Program-Based Budget.

1. Program Definition:

Each budget submission should be organized into distinct programs, each representing a specific area of service delivery or administrative function within the county government. Programs should have clearly defined objectives that align with the county's overall strategic goals and development plans.

2. Objectives and Outputs:

For each program, the budget should specify the expected objectives and outputs. Objectives are the broader goals that the program aims to achieve, while outputs are the tangible products or services delivered by the program. This requires setting measurable targets to assess the performance and impact of each program.

3. Resource Allocation:

Resources (financial, human, and capital) should be allocated based on the needs and priorities of each program. The allocation process should ensure that funds are directed towards programs that deliver the highest value for money and contribute significantly to the county's development objectives.

4. Performance Indicators:

Each program should have performance indicators that provide a basis for monitoring and evaluating its effectiveness and efficiency. These indicators help in assessing whether the programs are achieving their intended objectives and outcomes.

5. Accountability and Transparency:

Program-based budgeting enhances accountability by making it easier to track how funds are used and what results are achieved. Transparency is improved by providing a clear link between budgetary allocations and program outcomes, making it easier for stakeholders to understand and scrutinize the budget.

6. Annual Procurement Plans:

Adherence to annual procurement plans is crucial for achieving the desired outputs and policy outcomes. Procurement plans should align with the budgetary allocations and program objectives to ensure that resources are utilized efficiently.

The main purpose of the PBB is;

- i. Prioritizing expenditure in the budget to ensure adequate resources are allocated to the Programmes that are of high benefit to the community.
- ii. PBB structures allow for the identification of necessary inputs to produce core operations and projects required to contribute to strategic objectives. This are then rolled up to produce Programme and sub-Programme costs.
- iii. Improve efficiency and effectiveness in service delivery

In view of this, county entities are expected to define programmes with clear objectives (which usually refer to outcomes), and linked to outputs, performance indicators and targets. In designing programmes, the structure should match up to the main lines of service delivery in the County entities. **Note: refer to programs structure in IFMIS**

Accounting Officers should ensure that in designing programmes, each and every function or activity undertaken by the departmental agency is included in relevant programmes. All entities should ensure that:

- a) There are no cross-cutting activities or functions which are not assigned to respective programmes;
- b) Each programme has a distinctive name that reflects the overall objective of a programme
- c) There should be no duplication of programme names proposed by other entities
- d) Minimize the number of programmes and sub-programmes as much as possible and broaden activities under various programmes.

2.4 Inter-Governmental Relations

The county departments should ensure that matters arising from the Intergovernmental Budget and Economic Council and other intergovernmental forums are incorporated in the budget proposals.

2.5 Internal Audit

The Public Finance Management (PFM) Act, 2012, Section 159, mandates County governments in Kenya to establish internal audit units. These units play a crucial role in providing independent and objective assessments of the adequacy and effectiveness of internal controls, risk management practices, and governance processes within county administrations.

The primary functions of these internal audit units include conducting audits and reviews of financial management practices and operational activities within the county government. They assess compliance with relevant laws and regulations while evaluating the efficiency and effectiveness of financial and operational systems. Their findings and recommendations are crucial for improving governance and ensuring the responsible use of public resources.

Subject to Regulation 167 -175 of the PFM 2015 regulations, County governments are required to establish independent oversight audit committees to support and enhance financial governance within the county government. Its primary functions include reviewing and approving audit plans and reports prepared by the internal audit unit. The committee oversees compliance with legal and regulatory requirements, promotes ethical conduct in financial management practices, and facilitates communication between county management, auditors, and stakeholders.

The audit committee prepares reports and making recommendations to the governor and county assembly regarding prudent use of public resources.

All accounting officers are required to co-operate with the said committee in providing additional information on certain expenditure.

2.6 Distribution of projects in the county

County Entities are called upon to ensure that projects are equitably distributed to all wards in the County. To achieve this, a thorough needs assessment should be conducted in each ward to identify and prioritize the specific needs of the residents through public engagements. This will help in allocating resources based on priorities.

2.7 Budgeting for fees and taxes

Payment of statutory fees and taxes is mandatory to all entities. The resultant budget for this requirement should be in-built in the cost of the project. However, if a development partner is exempt from paying duties, taxes, or fees for project-related inputs according to a financing agreement, the county departments will need to cover these costs on behalf of the development partner. In such situations, county departments must consult with the county treasury for guidance on handling these financial responsibilities.

2.8 Revenue

With the ever-rising operational costs and marginal growth in Equitable Share from the National Treasury, it is essential to boost our own sources of revenue to cover expenditures. Therefore, county departments must work to enhance and broaden their revenue base and implement effective revenue generation strategies. This will ensure financial sustainability and enable the county to meet its operational needs. Additionally, innovative approaches such as public-private partnerships should be explored to diversify revenue streams. Departments are advised to be flexible and adaptive to changing economic conditions.

2.9 Personnel Emolument.

To ensure that the County complies with Section 107 of the Public Finance Management (PFM) Act, which requires that personnel costs should not exceed 35% of the county's total revenue, Laikipia County plans to limit new recruitments to areas with critical human resource needs, reassign existing staff to fill gaps internally, and enhance capacity building for better service delivery.

Accounting officers are required to ensure that wage and salary expenditures are strictly based on the staff currently employed. If recruitment or promotions are planned, these must be justified in the budget. Additionally, accounting officers must provide an accurate list of staff in their departments to ensure transparency and accountability in personnel management. Personnel information should be captured in the table provided in the annex.

2.10 Expenditure Review

Expenditure reviews are an integral part in the budget process. This process is crucial for accountability and transparency in governance. It also forms a basis for future budget.

Departments are expected to adhere to guidelines set out in the Public Finance Management Act, 2012, which outlines procedures for budgeting, expenditure, and reporting. Reviews may focus on whether expenditures align with allocated budgets, compliance with procurement laws, and efficiency in service delivery. Quarterly reports and other adhoc reports must be provided to the treasury for onward forwarding to the Controller of budget and National treasury. Outputs, outcomes and impacts to be achieved within the budget framework must be tracked quarterly as a justification of incurred costs. The department are also reminded that their expenditures are subject to audits and scrutiny to ensure public funds are used appropriately and effectively.

2.11 Prioritization and allocation of resources

Prioritization and allocation of resources are essential processes for ensuring effective and efficient use of public funds and achieving strategic objectives. The county treasury will ensure there is rationalization of expenditure in order to ensure that programmes funded are core and in line with the medium-term expenditure plan of Laikipia County.

The following criteria will serve as a guide to the Accounting Officers for allocating resources:

- a) Equitable share of revenue allocation from the National government.
- b) Budget ceilings approved by the Commission on Revenue allocation and the County Assembly.
- c) The degree at which the Programme is addressing the core functions and responsibilities of the county
- d) Linkage of the programme with the Objectives of the County Integrated Development Plan (CIDP) 2023-2027 and County Annual Development Plan 2026/27.
- e) The degree to which a programme addresses core poverty and social impact interventions.
- f) Expected outputs, outcomes and impacts from a programme and linkage of a programme with other Programmes
- g) Cost effectiveness and sustainability of the programme
- h) Immediate response to the requirements of the implementation of the constitution
- i) On-going capital projects of the Government flagship projects

3.0 FORMAT AND PRESENTATION OF ANNUAL BUDGET FOR FY 2026/2027 AND BUDGET IMPLEMENTATION REPORTS

3.1 Introduction

The annual budget estimates should include: -

- i. Statement on the department's short-term objectives, performance review, and outlook;
- ii. Staffing levels by category/cadres and related costs;
- iii. Medium and long term programmes and sub programmes to be implemented; and
- iv. Expected outputs, outcomes and performance indicators
- v. A summary of the expected county revenue
- vi. Concise explanatory notes to the annual budgets

NB: *A format of the annual budget proposals is given in Annex 1 and a detailed deadline for submissions is given in Annex 2.*

3.2 Statement of Comprehensive Income/Revenue for FY 2026/2027

The comprehensive total income that will be realized during the financial year will be detailed as illustrated in **Form 1a and b**.

3.3 Annual Recurrent Budget for FY 2026/2027

The proposed annual recurrent budgets must contain a three-year financial summary (the latest forecast for the current year i.e. 2025/2026 FY and the proposed budget for 2026/2027 FY with projections for FY 2027/2028. This is illustrated in **Form 2**.

The following guidelines should be considered when preparing the recurrent budget;

- i. All estimates of revenue and expenditure should be realistic;
- ii. County departments are required to ensure funds are directed to achieving the department's/sector's core mandate in line with department's/sector's strategic objectives;
- iii. The annual recurrent budget for FY 2026/2027 must be prepared in detail clearly indicating all the sources of revenue earmarked to settle recurrent expenditure; and
- iv. In the event that a county department will use operating surplus brought forward from previous years or grants from development partners to settle its recurrent expenditure,

this should be clearly indicated. Letters of agreement from partners should be provided in such circumstances.

3.4 Annual Development (Capital) Budget

- i. County departments should provide summary of the project feasibility study report for all capital projects listed in order of priority. There should be clear indications of how each project links to one or more objectives of Kenya Vision 2030, MTP IV priorities, CIDP priorities, department's/sector's strategic objectives and the department's/sector's strategic plan.
- ii. The annual capital budget should clearly indicate the total amount of investment proposed (total project cost), expected return on such investments, and other justifications. It should also contain project implementation report clearly indicating the level of completion for ongoing projects and expected remaining works and time frame to complete the project as illustrated in **Form 3**.
- iii. The line department's/sectors shall appraise **the feasibility studies and the capital budget** to ensure consistency with Kenya Vision 2030, MTP III priorities, CIDP, sector/ministry strategic objectives and submit its recommendations to the County Treasury for consideration.
- iv. Implementation of any new project should only commence once the source of financing of the project has been clearly identified and approved by the line department/sector with the concurrence of the County Treasury.

3.5 Quarterly /Cumulative Reports

The Public Financial Management Act, 2012 section 166(1, 2 and 3) requires that the accounting officer prepare quarterly reports for a County government entity. This should be provided not later than fifteen days after the end of each quarter to the County Treasury. In this regard therefore, all county departments should submit in the prescribed format a report of revenue and expenditure for each respective quarter and cumulative figures for previous quarters for the Financial Year under consideration.

3.6 Revision of Budgets

If there is need for review of the running budget due to unforeseen, emergency, changes in policy or other factors, the resulting supplementary budget shall be submitted for review by

respective Accounting Officer to the County Treasury for further processing. The County Treasury shall not approve revision of any expenditure which has already been incurred.

4.0 SUBMISSION OF ANNUAL BUDGET 2026/2027

4.1 Introduction

In line with the Public Finance Management Act, 2012 section 128(3) (a), Sectors should submit their budget reports for 2027/2028 FY to the County Treasury by 7th December, 2025. A soft copy must also be submitted to the Head of County Treasury and should contain name and contact of the person to be contacted in case the County Treasury requires more information. Other detailed deadlines are provided in **Annex 2**.

4.2 Responsibility for Submissions

Responsibility for ensuring that County departments comply with the guidelines and instructions in this circular and submission of annual budget proposals accurately and promptly lies solely with Accounting Officer of the sector concerned. The County Treasury will not consider for approval the proposed annual budgets by County departments which do not comply with the guidelines in this circular in form and content specified. No County department shall commence the implementation of the annual budget for the financial year where approval has not been granted as required by law.

FORM 1a: Statement of Comprehensive Income in Kenya Shillings					
		Allocated 2024/2025	Budgeted 2025/2026	Forecast 2026/2027	Forecast 2027/2028
	Kshs	'000'	'000'	'000'	'000'
	Recurrent Revenue:				
1	Internally generated revenue				
2	Government Grants-Recurrent				
3	Grants, Dev't Partner-Recurrent				
4	Other Incomes-Recurrent (specify)				
5	Total Recurrent Revenue				
	Development Revenue:				
6	Internally generated revenue				
7	Government Grants-Development				
8	Grants, Development Partner-Development				
9	Other Incomes-Development (specify)				
10	Total Development Revenue				
11	Total Revenue (NB:5+9)				

FORM 1b: Own source Revenue				
Financial Year	2024/2025	2025/2026	2026/2027	2027/2028
Revenue Class	Actual	Budget	Projection	Projection
1520101 Land Rates Current Year				
1520102 Land Rate Penalties				
1520103 Land Rates Other Years				
1520104 Other Property Charges				
1520201 Business Permits, Current Year (2)				
1520202 Business Permits Late Payment Penalties, Current Year				
1520203 Business Permits, Other Years (Including Penalties)				
1520304 Wheat & Maize Cess				
1520311 Fruits & Vegetables / Produce Cess				
1520314 Log Cess				
1520315 Charcoal Cess				
1520321 Livestock Cess				
Certificate of Meat Transport (C.O.T)				
1520322 Goat Cess				
1520501 Ground/Plot Rent - Current Year				
1520502 Ground Rent - Other Years				
1520503 Stand Premium				
1520504 Temporary Occupation License (TOL)				
1530101 Debts Clearances Certificate Fee				
1530102 Application Fee				
1530103 Plot Transfer Fee				
1530104 Plot Subdivision Fee				
1530105 Business Subletting / Transfer Fee				
1530106 Isolation Fee (Surcharge on Business Permit)				
1530107 Document Search Fee				
1-2901 encroachment				
1530203 Impounding Charges				
1530202 Court Fines				
Liquor licenses				
1530221 Telephone Calls Reimbursement/Salary recovery(income)				
1530301 Sand, Gravel, and Ballast Extraction Fees				
1530302 Quarry Extraction Fees				
1530321 Garbage Dumping/Conservancy Fee				
1530331 Game and Nature Park Fee				
1550101 Market Entrance / Gate Fee				
1550102 Market Plots Rent				
1550103 Market Shops Rent				
1550104 Market Kiosks Rent				
1550105 Market Stalls Rent				
1550201 Enclosed Bus Park Fee				
1550211 Other Vehicles Enclosed Park/Reserved Fees (Cars, Lorries, etc.)				
1550221 Street Parking/ motorbike Fee				
1550225 Clamping Fee				
1550228 Clamping Tampering Fee				
Boda-boda Fees				
1560101 Housing Estates Monthly Rent				
1560103 Damages Recovery / Eviction Fee				
1560201 Social Hall Hire				
1560211 Stadium Hire				
1570131 Vocational/Training School Fee				

Library Service Fee				
Public health licenses				
1580211 Health Centers Services/Hospital fee				
Medical Examination Certificate				
1580231 Public Toilets Fee				
Annual Renewal Certificates				
1580241 Burial Fees				
1580311 Disinfestation Fee (Insects, Worms, Rodents, etc.)				
1580401 Slaughtering Fee				
1580402 Hides & Skins Fee				
1580403 Manure Sale				
1580411 Slaughter Houses Inspection Fee				
Vaccination: Yellow fever, Typhoid				
livestock Movement Permit				
1590101 Beacon Search Pointing Fee				
1590102 Survey Fee				
Hoarding Fee				
1590111 Buildings Plan Preparation Fee				
1590112 Buildings Plan Approval Fee				
1590113 Buildings Inspection Fee				
1590121 Right-of-Way / Way-Leave Fee (KPLN, Telkom, etc.)				
1590132 Sign Boards & Advertisement/promotion Fee				
Construction of site board				
1590201 Fire-Fighting Services				
1590202 weight & measures				
Disposal of Assets				
UNICEF Health Grant/Donations				
Totals				

FORM 2: Recurrent Annual Budget						
Receipt/Expense Item	Original Budget	Adjustments	Final Budget	Actual on Comparable Basis	Budget Utilization Difference	% of Utilization
	a	b	c=a+b	d	e=c-d	f=d/c %
RECEIPTS						
Exchequer releases						
Proceeds from Domestic and Foreign Grants						
Transfers from Other Government Entities						
Proceeds from Domestic Borrowings						
Proceeds from Foreign Borrowings						
Proceeds from Sale of Assets						
Reimbursements and Refunds						
Returns of Equity Holdings						
County Own Generated receipts						
Return CRF issues						
TOTAL						
PAYMENTS						
Compensation of Employees						
Use of goods and services						
Subsidies						

Transfers to Other Government Units						
Other grants and transfers						
Social Security Benefits						
Acquisition of Assets						
Finance Costs, including Loan Interest						
Repayment of principal on borrowings						
Other Payments						
TOTAL						
SURPLUS/(DEFICIT)						

Form 3: Capital Budget in Kenya Shillings (Projects Study Data)							
	Project in order of Priority and Justification		Allocated 2024/2025	Budgeted 2025/2026	Forecast 2026/2027	Forecast 2027/2028	Source of Funds: GoK, AIA, Dev.Partners etc
	KShs		‘000’	‘000’	‘000’	‘000’	‘000’
1							
2							
3							
4							
5							
6							
7	Total Capital Cost/Budget						
8	A.I.A	Current Year					
		Previous Years					
9	Government Grants-Development						
10	Grants from Development Partner-Dev't						
11	Borrowings, Both Current year and Previous years						
12	Other Incomes-Development (Specify)						
13	Total Funds						

NB: County Departments should clearly indicate the source of funds for the Capital budgets whether from Appropriations in Aid (A.I.A), Development Partners, Exchequer or other incomes.

Quarterly Reports of Revenue and Expenditure must be submitted to county Treasury not later than two weeks after the end of each quarter for annexing and the compliance report to be presented before the County Assembly each quarter by the County Executive Committee Member for Finance and Economic Planning.

ANNEX 1: Format of programme based budget

VOTE TITLE: XXXX

A: Vision: XXX

B: Mission: XXXXX.

C: Performance Overview and Background for Programmes Funding

The sector was allocated KShs. for recurrent expenditure and KShs.for development expenditure in the F/y 2024/2025.

Major achievements

a) In the financial year 2024/2025 the department achieved the following;

-

b) In the financial year 2025/2026 the department was allocated kshs..... For recurrent and kshs for development and has been able to achieve the following for the**..... months;

-

Challenges in budget implementation and their possible mitigation

- 1)
- 2)
- 3)

Major Services/Outputs to be provided in MTEF period 2025/26-27/28

The sector aims at achieve the following;

-

D. Programmes and their Strategic Objectives

Programme	Sub Programmes	Objective
Name of the programme	Name the sub programmes under the named programme	List the objective(s) of the programme

E. Summary of the Programme Outputs and Performance Indicators for FY 2024/25–2027/28

Programme	Delivery Unit	Key Outputs (KO)	Key Performance Indicators (KPIs)	Baseline 2024/25	Target 2025/26	Target 2026/27	Target 2027/28
Programme 1: name of the programme Outcome: list the possible outcome of the programme							
SP 1.1 name the sub-programmes within the programme	Name the delivery unit or directorate	List key outputs	List performance indications as percentage, proportions, numbers etc				

F. Summary of Expenditure by Programmes, 2024/25– 2027/28 (KShs.)

14. Summary of Expenditure by Programmes, 2024/25 - 2027/28 (KShs.)				
Programme	Approved Budget 2024/25 KShs '000'	Proposed Budget 2025/26 KShs '000'	Projected Estimates	
			2026/27 KShs. '000'	2027/28 KShs. '000'
Programme 1: name the programme				
SP 1.1 name the sub programme	xx			
SP 1.2 name the sub programme	xx			
Total Expenditure of Programme 1	xx			

G. Summary of Expenditure by Vote and Economic Classification (KShs. '000')

Expenditure Classification	Approved Budget 2024/25 KShs '000'	Proposed Budget 2025/26 KShs '000'	Projected Estimates	
			2026/27 KShs. '000'	2027/28 KShs. '000'
Current Expenditure				
Compensation to Employees				
Use of goods and services				
Current transfer to Govt. agencies				
Other recurrent				
Capital Expenditure				
Acquisition of Non-Financial Assets				
Capital Transfers to Govt. Agencies				
Other capital				
Total Expenditure of the vote				

H. Summary of Expenditure by Programme, Sub-Programme and Economic Classification (KShs. '000')

Expenditure Classification	Approved Budget 2024/25 KShs '000'	Proposed Budget 2025/26 KShs '000'	Projected Estimates	
			2026/27 KShs. '000'	2027/28 KShs. '000'
Programme 1: name the programme				
Sub-Programme 1: name the sub programmes with the programme				
Current Expenditure	Xx			
Capital Expenditure	Xx			
Total Expenditure	xx			

I. Summary of Human Resource Requirements

Delivery Unit	STAFF DETAILS		STAFF ESTABLISHMENT IN FY 2024/25		EXPENDITURE ESTIMATES			
	POSITION TITLE	JG	AUTHORIZED	IN POSITION	ACTUAL	Estimates	Projected Estimates	
					2024/25	2025/26	2026/27	2027/28
XXX	list positions within the delivery unit							
TOTAL		XX	X	X	XXXX	XXXX	XXX	XXXX

Pbb budget annexes

Name of the Department

Programme	Sub-Programme	Project name	Specific project location	Ward	Recurrent (kshs)	Development (kshs)	Total(kshs)
Water Development	Rural Water supply and sanitation services	Drilling and equipping of Thingithu borehole	Thingithu boys secondary school	Thingithu		xxxx	xxxx

ANNEX 2: County Budget Calendar

S/No	Activity	Due Date
1	Issue County Treasury Budget Circular	31 st July, 2025
2	Submit County Annual Development Plan (ADP) to the County Assembly	1 st September, 2025
3	Publish and publicize the ADP	8 th September 2025
4	Develop and update the budget baseline	5 th September 2025
5	Submit the County Budget Outlook Paper (CBROP) to the County Assembly	21 st October, 2025
6	Assess fiscal space and derive expenditure ceilings for the draft C-BROP	15 th September 2025
7	Prioritization and alignment of sector policies to set expenditure ceilings- Drafting sector budgets	15 th November 2025
8	Public hearings on sector proposals	30 th November 2025
9	Draft County Fiscal Strategy Paper (CFSP) and County Debt Management Strategy (CDMS)	10 th January 2026
10	Circulate draft CFSP and DMSP to stakeholders for inputs for inputs	15 th January 2026
11	Circulate draft CFSP and DMSP to stakeholders for inputs for inputs	15 th January 2026
12	Submit the County Fiscal Strategy Paper (CFSP) to the County Assembly	28 th February, 2026
13	Submit the County Debt Management Strategy (CDMS) to the County Assembly	28 th February, 2026
14	Submit the County Annual Budget Estimates to the County Assembly	30 th April, 2026
15	Submit County Annual Cash Flow Projections to CRA and copied to IBEC and National Treasury	15 th June, 2026
13	Approval of the Appropriations Bill	30 th June, 2026
14	Approval of Finance Bill	30 th September 2026