

## TASK SHEET 3.1: MATCH THE BUDGET DOCUMENTS

Match the names of the **budget documents** in the left-hand column with the **definitions** in the right-hand column.

BUDGET DOCUMENTS	DEFINITIONS
<p style="text-align: center;"><b>A</b></p> <p style="text-align: center;"><b>PRE-BUDGET STATEMENT</b></p>	<p style="text-align: center;"><b>1</b></p> <p>A document that is released on a monthly or quarterly basis to report on the implementation of the budget.</p>
<p style="text-align: center;"><b>B</b></p> <p style="text-align: center;"><b>IN-YEAR REPORT</b></p>	<p style="text-align: center;"><b>2</b></p> <p>A non-technical representation of the terms and the concepts in the budget which can be understood by citizens that do not have technical background in budgets or fiscal policy.</p>
<p style="text-align: center;"><b>C</b></p> <p style="text-align: center;"><b>EXECUTIVE'S BUDGET PROPOSAL</b></p>	<p style="text-align: center;"><b>3</b></p> <p>A document issued by the country's watchdog organization that attests to whether public resources have been utilized effectively.</p>
<p style="text-align: center;"><b>D</b></p> <p style="text-align: center;"><b>AUDIT REPORT</b></p>	<p style="text-align: center;"><b>4</b></p> <p>A document which is produced during the first phase of the Executive's Formulation of the budget and which discloses the parameters of the budget for the upcoming year.</p>
<p style="text-align: center;"><b>E</b></p> <p style="text-align: center;"><b>ENACTED BUDGET</b></p>	<p style="text-align: center;"><b>5</b></p> <p>A document that contains a comprehensive update on the implementation of the budget, including a review of the economic assumptions underlying the budget and an updated forecast of the budget outcome for the current budget year.</p>
<p style="text-align: center;"><b>F</b></p> <p style="text-align: center;"><b>CITIZENS BUDGET</b></p>	<p style="text-align: center;"><b>6</b></p> <p>A document that reports extensively on the government's fiscal activities and the government's performance.</p>
<p style="text-align: center;"><b>G</b></p> <p style="text-align: center;"><b>MID-YEAR REVIEW</b></p>	<p style="text-align: center;"><b>7</b></p> <p>A document which should be made available to the public before the actual budget law is passed by the legislature.</p>

<b>H</b> <b>YEAR-END</b> <b>REPORT</b>	<b>8</b> A document which is passed into law by the legislature as the budget to be implemented for the upcoming financial year.



## TASK SHEET 3.2: FORMAL ACCESS TO INFORMATION PROCESS IN MY COUNTRY

a. Describe the formal process to follow in your country to access government information.

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b. List the gaps in your knowledge of this formal process.

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c. Which of these gaps would you need to fill for your budget advocacy work?

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