

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
A PRE-BUDGET STATEMENT	1 A document that is released on a monthly or quarterly basis to report on the implementation of the budget.
B IN-YEAR REPORT	2 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.
C EXECUTIVE'S BUDGET PROPOSAL	3 A document issued by the country's watchdog organization that attests to whether public resources have been utilized effectively.
D AUDIT REPORT	4 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.
E ENACTED BUDGET	5 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.
F CITIZENS BUDGET	6 A document that reports extensively on the government's fiscal activities and the government's performance.
G MID-YEAR REVIEW	7 A document which should be made available to the public before the actual budget law is passed by the legislature.

H YEAR-END REPORT	8 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.

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

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