



REPUBLIC OF GHANA

**MEDIUM TERM EXPENDITURE
FRAMEWORK (MTEF)**

FOR 2016-2018

PROGRAMME BASED BUDGET ESTIMATES

FOR 2016

**DISTRICT ASSEMBLIES COMMON FUND
(DACF)**

The DACF MTEF PBB Estimates for 2016 is available on the internet at: www.mofep.gov.gh

TABLE OF CONTENTS

PART A: STRATEGIC OVERVIEW OF THE DISTRICT ASSEMBLIES COMMON FUND (DACF) 2

1.	GSGDA II POLICY OBJECTIVE.....	2
2.	GOAL.....	2
3.	CORE FUNCTIONS.....	2
4.	POLICY OUTCOME INDICATORS AND TARGETS	2
5.	EXPENDITURE TRENDS FOR THE MEDIUM-TERM	3
6.	SUMMARY OF KEY ACHIEVEMENTS IN 2015.....	3

PART B: BUDGET PROGRAMME SUMMARY5

PROGRAMME 1: MANAGEMENT AND ADMINISTRATION	5
PROGRAMME 2: COMMON FUND MANAGEMENT	8

APPENDICES.....10

SUMMARY OF THE EXPENDITURE BY PROGRAMME, COST CENTRE, ECONOMIC ITEM AND FUNDING.	10
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PART A: STRATEGIC OVERVIEW OF THE DISTRICT ASSEMBLIES COMMON FUND (DACF)

1. GSGDA II POLICY OBJECTIVE

The GSGDA II contains only one Policy Objective relevant to the Office of the Administrator of the District Assemblies Common Fund.

The objective is to ensure effective implementation of the decentralisation policy and programmes

2. GOAL

The Office of the Administrator of the District Assemblies Common Fund exists to essentially disburse and monitor fund effectively and efficiently through the use of information technology to Metropolitan, Municipal, and District Assemblies.

3. CORE FUNCTIONS

The core functions of the DACF are to:

- Propose a formula annually for the distribution of the DACF for parliamentary approval
- Administer and distribute the monies paid into the DACF among MMDAs in accordance with approved formula.
- Report in writing to the Minister for Local Government and Rural Development on how allocations made to MMDAs have been utilised
- Perform any other function that may be directed by the President

4. POLICY OUTCOME INDICATORS AND TARGETS

Outcome Indicator Description	Unit of Measurement	Baseline		Latest status		Target	
		Year	Value	Year	Value	Year	Value
Poverty reduction in districts	Percentage reduction	2014	15%	2015	20%	2018	35%

5. EXPENDITURE TRENDS FOR THE MEDIUM-TERM

The DACF was allocated a budget of GH¢294,738.08 and GH¢ 365,286.08 for 2014 and 2015 financial years respectively. For the 2016 to 2018, the Office has been allocated an amount of GH¢ 399,537.00, GH¢ 425,325.00 and GH¢ 459,354.00 for 2016, 2017 and 2018 respectively. The spending focus for 2016 will be strengthening the networking System of the DACF to enable it to be in constant link with the MMDAs. It will also concentrate on strengthening the Monitoring and Evaluation System for the Institution's programmes.

6. SUMMARY OF KEY ACHIEVEMENTS IN 2015

During the year, the Office of the Administrator of Common Fund undertook the following:

- Completed MIS for capturing expenditure returns and supplementary budgets from MMDAs
- Organized annual meetings with ten (10) Regional Planning Coordinating Units of the Regional Coordinating Councils (RCCs) and training programmes for staff
- Presented 2015 DACF sharing formula for approval and transfer of quarterly allocations to MMDAs, RCCs and MPs as well as 2014 Audited Accounts and Annual Reports

SUMMARY OF EXPENDITURE BY SUB-PROGRAMME, ECONOMIC ITEM AND FUNDING.

	GoG				IGF				Funds / Others			Donors			Grand Total
	Compensation of employees	Goods and Services	Capex	Total	Compensation of employees	Goods and Services	Capex	Total	Statutory	ABFA	Others	Goods and Services	Capex	Total	
007001 - Non Road Arrears Clearance Vote	399,537			399,537											399,537
0070010- Management and Administration	399,537			399,537											399,537
Grand Total	399,537			399,537											399,537

PART B: BUDGET PROGRAMME SUMMARY

PROGRAMME 1: MANAGEMENT AND ADMINISTRATION

1. Budget Programme Objectives

- To collect and collate data, manage common fund, and report on expenditure
- To effectively coordinate the various activities of the DACF

2. Budget Programme Description

The programme looks at issuing directives that are consistent with the policy direction of the DACF and MMDAs. It is also responsible for providing logistics for the smooth running of the DACF and considers the financial management practices of DACF

The main operations undertaken include:

- Managing the budget resources of the DACF.
- Ensuring compliances with accounting procedures and timely reporting
- Maintaining proper accounting records
- Ensuring budgetary control and management of assets, liabilities, revenue and expenditures
- Preparation of cash-flow statements and final accounts.

The programme is solely funded by GOG.

3. Budget Programme Results Statement

The table indicates the main outputs, its indicators and projections by which the Office measures the performance of this programme. The past data indicates actual performance whilst the projections are the Office's estimate of future performance.

Main Outputs	Output Indicator	Past Years		Projections		
		2014	2015	Budget Year 2016	Indicative Year 2017	Indicative Year 2018
Response to correspondence	Number of working days	Within two working days	Within two working days	Within two working days	Within two working days	Within two working days
Organisation of management meetings	Number of management meetings	once a month	once a month	once a month	once a month	once a month
Liaison between Public, Private sectors and other agencies.	Number of sector/ agencies meetings	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly
Updates of assets register	Updated by	10 Jan.	10 Jan.	10 Jan.	10 Jan.	10 Jan.
Development and review of procurement plan	Developed and reviewed by	31 July	31 July	31 July	31 July	31 July
Processing of payments	Number of days	2 days	2 days	2 days	2 days	2 days
Timely financial reporting	Reports produced within	15days after the end of the quarter	15days after the end of the quarter	15days after the end of the quarter	15days after the end of the quarter	15days after the end of the quarter
Response to Audit queries	respond within	7 days	7 days	7 days	7 days	7 days
Updates of assets register	Updated by	31 st December	31 st December	31 st December	31 st December	31 st December

4. Budget Programme Operations and Projects

The table lists the main Operations and Projects to be undertaken by the programme.

Operations	Projects
Provide administrative expenses	No projects
Disburse the DACF to all MMDAs Quarterly	

BUDGET PROGRAMME SUMMARY

PROGRAMME 2: COMMON FUND MANAGEMENT

1. Budget Programme Objective

To disburse, monitor and explore new methodologies of designing DACF formula and strengthening database.

2. Budget Programme Description

The programme is responsible for the disbursement of funds to MMDAs through a formula approved by parliament. The DACF operations are funded with 7.5% of government total tax revenue quarterly. This is one source of revenue for MMDAs to execute their development agenda for poverty reduction.

The Office develops the formula for sharing the Common Fund through the collection and collation of data on the basic requirements such as the equality, social and the need factors of MMDAs from various stakeholders. The programme is solely funded by GOG.

3. Budget Programme Results Statement

The table indicates the main outputs, its indicators and projections by which the Office measures the performance of this programme. The past data indicates actual performance whilst the projections are the Office's estimate of future performance.

Main Outputs	Output Indicator	Projections				
		2014	2015	Budget Year 2016	Indicative Year 2017	Indicative Year 2018
Reliable database established	Percentage Completed	25	25	25	25	25
Development of DACF formula	Formula approved by	31st March	31st March	31st March	31st March	31st March
Monitoring System established	Percentage Completed	10	25	40	10	10
utilisation of the common fund monitored	Number of visits	4	4	4	4	4
	Number of reports	4	4	4	4	4

4. Budget Programme Operations and Projects

The table lists the main Operations and Projects to be undertaken by the programme.

Operations	Projects
Develop the DACF Formula Annually	No projects
Monitor the DACF in all MMDAs annually	

APPENDICES

SUMMARY OF THE EXPENDITURE BY PROGRAMME, COST CENTRE, ECONOMIC ITEM AND FUNDING.

	GoG				IGF				Funds / Others			Donors			Grand Total
	Compensation of employees	Goods and Services	Capex	Total	Compensation of employees	Goods and Services	Capex	Total	Statutory	ABFA	Others	Goods and Services	Capex	Total	
007 - District Assembly Common Fund(DACF)	399,537			399,537											399,537
00701 - Office of the Administrator	399,537			399,537											399,537
0070101001 - Gen. Admin	399,537			399,537											399,537