

**Accountable:** The planners, enactors, and executors of the budget must be accountable in the process of planning and executing to meet the needs of the people.

**Access to institutions, good and services:** budget must create opportunities and open up windows of access to the public institutions, natural wealth of the country to the most vulnerable of the country as well as protect the national interest.

**Adequacy:** the amount provided in the budget should be reasonable enough to meet the purpose within a time frame (how much is budgeted? The amount allocated to an activity, is it enough?).

**Accurate:** information provided in the budget should correspond as closely as possible to actual expenditure and revenue plans. Accuracy also means that the budget should be based on realistic projections of available resources.

**Comprehensive:** the budget should capture the totality of the government's intended financial operations.

**Contestable:** formal channels for public participation in the budget process should exist.

**Efficient:** the budget process and structure should demonstrate efficiency in resource

utilization so that maximum output is attained in meeting the targeted goals (are there expenses included in the budget that you consider a waste of money?).

**Equitable:** the must foremost distribute the resources so that the most vulnerable in the country benefit most in terms of revenue and expenditure (who will benefit from the budget?).

**Flexible:** Budget decisions should be informed by an awareness of the changing domestic and international environment, taking into account changing needs of the community and people.

**Fiscal measure:** provide a mechanism for control of expenditure and revenue.

**Plan:** the budget must be a financial plan which can be executed.

**Participatory:** in every process of the budget, participation of the target people needs to be ensured.

**Prepared on the basis of sound law:** budgets must be fitted in and within a well defined structure that is comprehensive and people led.

**Predictability:** the budget should not seek to 'surprise', but should be based on clear and stable assumptions which allow longer-term planning in the economy. A trade-off is

therefore necessary between the principles of predictability and flexibility.

**Priority:** the budget should channel enough resources to areas/sectors or activities that affect majority of the people (how does money allocated for an activity / sector or an area compare to money provided for another activity / sector or area).

**Sensitive:** budget must be sensitive to the special needs of women, elderly, PLWDs, indigenous and minority groups, migrated people; who are often the vulnerable groups in the society.

**Transparency:** the budget process should be open to scrutiny by stakeholders such as the legislature and civil society. On a basic level this means that budget information should be available and that there should be clarity of roles and responsibilities between and within institutions.

**Time-bound:** the goals stated in the budget must have time targets.