



MINISTRY OF EDUCATION KOGI STATE, NIGERIA

ADDRESS: NO 3, WALLACE STREET, BEHIND POST OFFICE, P.M.B. 1069, LOKOJA, KOGI STATE.

Email: education@kogistate.gov.ng <https://www.kogistate.gov.ng/webmail>

[Hon. Commissioner 08023541327](tel:08023541327); [Perm Sec. 08039723544](tel:08039723544)

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**To Executive Chairman,
State Universal Basic Education Board (SUBEB).
All Execution Chairmen of the 21 LGAs of the State
All Education Secretaries in the 21 LGAs of the State**

GUIDELINES FOR THE PREPARATION AND SUBMISSION OF THE CONSOLIDATED WORKPLAN FOR THE STATE BASIC EDUCATION BUDGET

These guidelines mandate that the consolidated workplans prepared should align with or be based on the State Education Sector Strategy (SESS) and reflect all programs/projects related to basic education in the state.

It should include the projected funding envelope/ceiling for the basic education sector. Additionally, the workplans should align with the chart of accounts expenditure classifications and program segment.

The workplan should reflect recurrent costs associated with frontline workers, such as salaries, benefits, and recruitment, noting which funding source will cover these costs (LG or state). For capital expenditures, it should include prioritization criteria, investment management guidelines, geotagging, adherence to costing standards, and physical and fiscal reporting.

The approved state budget should reflect the annual consolidated workplan, please.

Hon. Wemi Jones

Commissioner of Education