

Checklists for the Information Supporting the Estimates

The Vote and Responsible Ministers and their departments are responsible for the quality of the content of the *Information Supporting the Estimates*. Treasury will not be undertaking detailed checking of these documents. The section references in this document refer to the Treasury Guidance issued to assist departments working on the documents. This can be found: <http://purl.oclc.org/nzt/g-etg>.

Checklist for sign-off

Information Supporting the Estimates meets legislative requirement so the Minister is able to sign off on the Ministerial Statement of Responsibility

Any Supporting Information quality issues, as raised in the most recent Audit Management Letter, have been addressed

Chief Executive sign-off sheet accompanies documents to the Vote Minister's office, then to the Minister of Finance

All the parts have been checked

All CFISnet warnings shown at the end of the document are verified as not applicable

Checklist for Sector Overview

Sector Overview Statement contains information for the sector as a whole that is not included in the individual Vote information (section C.2)

Statement is signed by **all** Ministers responsible for appropriations in the sector (section C.2)

Copy of the Word information is sent to performanceinfo@treasury.govt.nz by SEEMAIL (section C.2)

Copy of any excel graphs is sent to performanceinfo@treasury.govt.nz by SEEMAIL (section C.2)

Checklist for Part 1 - Summary of the Vote

Overview refers to the Budget year (section D.2)

Covers all appropriations (sections D.2 and D.3)

Covers separately each Minister responsible for appropriations (section D.2)

New policy initiatives table is consistent with planned Budget press releases (section D.4.2)

Analysis of significant trends explains major trends (section D.4.3)

Any appropriation restructuring/renaming is explained (section D.5)

The web-publishable text for each user-created graph accurately describes the structure of the user-created graph (section D.4.3.1)

Each free form table, wherever it appears in the Part, has associated web-publishable text accurately describing the structure of the table (B.4)

Checklist for Part 2 - Output Expenses

Intended Impacts, Outcomes and Objectives covering all appropriations (section E.2)

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Standard sentence under the Intended Impacts, Outcomes and Objectives In Part 2.1 referring readers to the relevant department’s Statement of Intent (section E.2.1)

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If Crown entity providers then standard sentence under the Intended Impacts, Outcomes and Objectives in Part 2.2 referring readers to the relevant Crown entity(entities) Statement(s) of Intent (section E.2.2)

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Summary of Service Providers for Non-departmental Outputs (section F.3)

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For each appropriation

Title (section E.3)

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Minister’s Number and preceded by MCOA, DDA, RDA and PLA (if required) (section E.3)

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Scope (section E.4)

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Expenses and Revenue table (section E.5) - all appropriations

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Check total and breakdown for non-departmental outputs as not CFISnet generated (section E.5.1)

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Reasons for change only for material changes (section E.7)

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Performance measures and standards (section E.8)

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Conditions on use of appropriation (if needed) (section E.9)

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Memorandum account if required by Treasury instructions (section F.2)

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Current and Past Policy Initiatives (section E.10)

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If a new DDA email performanceinfo@treasury.govt.nz to ensure it is included in the Statement of Forecast Service Performance (section G)

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Each free form table, wherever it appears in the Part, has associated web-publishable text accurately describing the structure of the table (B.4)

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Checklist for Part 3 - Benefits and Other Unrequited Expenses

Intended, Impacts, Outcomes and Objectives for all appropriations (section E.2)

For each appropriation

- Title (section E.3)
- Minister’s Number preceded by PLA (if required) (section E.3)
- Scope (section E.4)
- Expenses table broken down into component parts (if parts) for appropriations over \$50 million (section E.5)
- Check total and breakdown for non-departmental benefits and other unrequited expenses as not CFISnet generated (section E.5.1)
- Reasons for change only for material changes in the Estimates (section E.7)
- Conditions on use of appropriation (if needed) (section E.9)
- Current and Past Policy Initiatives (section E.10)
- Each free form table, wherever it appears in the Part, has associated web-publishable text accurately describing the structure of the table (B.4)

Checklist for Part 4 - Borrowing Expenses

Intended, Impacts, Outcomes and Objectives for all appropriations (section E.2)

For each appropriation

- Title (section E.3)
- Minister’s Number preceded by PLA (if required) (section E.3)
- Scope (section E.4)
- Check expenses table as not CFISnet generated (section E.5)
- Reasons for change only for material changes in the Estimates (section E.7)
- Performance measures and standards (section E.8)
- Conditions on use of appropriation (if needed) (section E.9)
- Current and Past Policy Initiatives (section E.10)
- Each free form table, wherever it appears in the Part, has associated web-publishable text accurately describing the structure of the table (B.4)

Checklist for Part 5 - Other Expenses

Intended, Impacts, Outcomes and Objectives for all appropriations (section E.2)

If Crown entity providers then standard sentence under the Intended Impacts, Outcomes and Objectives referring readers to the relevant Crown entity(entities) Statement(s) of Intent (section E.2.2)

Reporting mechanisms for non-departmental other expenses (section F.4)

For each appropriation

Title (section E.3)

Minister’s Number preceded by PLA (if required) (section E.3)

Scope (section E.4)

Expenses table broken down into parts for appropriations over \$50 million (section E.5)

Check total and breakdown for non-departmental other expenses as not CFISnet generated (section E.5.1)

Reasons for change only for material changes in the Estimates (section E.7)

Performance measures and standards (section E.8)

Conditions on use of appropriation (if needed) (section E.9)

Current and Past Policy Initiatives (section E.10)

Each free form table, wherever it appears in the Part, has associated web-publishable text accurately describing the structure of the table (B.4)

Checklist for Part 6 - Capital Expenditure

Intended, Impacts, Outcomes and Objectives for all appropriations (section E.2)

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Reporting mechanisms for non-departmental capital expenditure (section F.4)

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For each appropriation

Title (section E.3)

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Minister’s Number preceded by PLA if required (section E.3)

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Scope (section E.4)

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Expenditure table (section E.5)

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Check total and breakdown for non-departmental capital expenditure as not CFISnet generated (section E.5.1)

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Reasons for change only for material changes in the Estimates (section E.7)

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Expected results (section E.8)

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Conditions on use of appropriation (if needed) (section E.9)

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Current and Past Policy Initiatives (section E.10)

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Each free form table, wherever it appears in the Part, has associated web-publishable text accurately describing the structure of the table (B.4)

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