

Checklists for the Information Supporting the Supplementary Estimates

The Vote and Responsible Ministers and their departments are responsible for the quality of the content of the *Information Supporting the Supplementary 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

All the parts have been checked

Only those appropriations that have changed from the Main Estimates are included

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

Checklist for Part 1 - Summary of the Vote

New Votes Only

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 media statements (section D.4.2)

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 3 - Benefits and Other Unrequited Expenses

For each new appropriation

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

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 (section E.7)

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

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

For new each changed appropriation

Title (section E.3)

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

Scope (section E.4)

Reasons for change including the nature of change e.g. technical, timing or policy related – Compulsory for Supplementary Estimates (section E.7)

Checklist for Part 4 - Borrowing Expenses

For each new appropriation

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

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 (section E.7)

Performance measures and standards (section E.8)

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

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

For each changed appropriation

Title (section E.3)

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

Scope (section E.4)

Reasons for change including the nature of change e.g. technical, timing or policy related - Complusory for Supplementary Estimates (section E.7)

Checklist for Part 5 - Other Expenses

For each new appropriation

Intended, Impacts, Outcomes and Objectives (section E.2)	
Reporting mechanisms for new non-departmental other expenses (section F.4)	
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 (section E.7)	
Performance measures and standards (section E.8)	
Conditions on use of appropriation (if needed) (section E.9)	
Each free form table, wherever it appears in the Part, has associated web-publishable text accurately describing the structure of the table (B.4)	

For each changed appropriation

Title (section E.3)	
Minister's Number preceded by PLA if required (section E.3)	
Scope (section E.4)	
Reasons for change including the nature of change e.g. technical, timing or policy related - Compulsory for Supplementary Estimates (section E.7)	

Checklist for Part 6 - Capital Expenditure

For each new appropriation

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

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

Title (section E.3)

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

Scope (section E.4)

Expenditure table (section E.5)

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

Reasons for change (section E.7)

Expected results (section E.8)

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

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

For each changed appropriation

Title (section E.3)

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

Scope (section E.4)

Reasons for change including the nature of change e.g. technical, timing or policy related - Compulsory for Supplementary Estimates (section E.7)

Forecast Financial Statements are not required for the Supplementary Estimates.