

PROPOSED FORMAT

(SFS/S.1/2004)

APPLICATION FOR SUPPLEMENTARY FUND

(Treasury Instruction No. 52)

STATE OPERATING ESTIMATES 20 _____

1. Head No..... Title

2.

Program / Activity		Detailed Object		Amount Applied (RM)
Code	Title	Code	Title	

3. Previous year's details :

(a) Amount in Estimates RM
(b) Amount spent RM

4. Current estimate, details :

(a) Amount in Estimates RM
(b) Addition RM
(c) Deduction RM _____
(d) Amount now provided RM _____
(e) Amount spent to (give date) RM
(f) Commitments already incurred RM
(g) Future inescapable commitments RM
(h) Future desirable commitments RM _____
(i) Total required RM _____

5. Saving available RM(Give amounts and details as in paragraph 2 above for each detailed object quoted).

6. Give here a short clear statement, with full details of the need for the supplement sought.

7. Give here calculation over the whole year indicating how provision has been spent to date and will be spent for rest of the year justifying the supplement sought. If the supplement is due to an increase in charges the actual effect of such increase must also be calculated.
8. Calculation showing how balance now available will be spent until the end of the year justifying the supplement sought. (This is required in addition to 9).
9. Was this increase in provision sought in this year's estimates proposals? If so, please indicate circumstance of its final omission.
10. Please give full reasons why this supplement is required this year and cannot await next year's budget.
11. Is the supplement required for an inescapable commitment? If so, please give full details of the commitment and support why it is described as inescapable.
12. Will the project lead to economies or to increase revenue? If so, please give full details, with a calculation of the sums involved.
13. Has this matter been the subject of a Cabinet decision? If so, give date and Cabinet paper number.
14. Do you certify that to the best of your knowledge and belief there is no inescapable commitments for which a supplement will later be required towards which these savings now offered would be required?

Date: _____