

**Supplementary Estimate 200X-0X**

[Department Name]

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**[DEPARTMENT NAME]**

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## Introduction

1. This Supplementary Estimate is required for the following purposes:

**RfR1: [RfR title, replicated in full]****Increases (excluding Token Estimates):**· Take up of End-Year Flexibility

1. Type (e.g. administration costs, programme)

{amount}

{section(s)}

{reason}

2. Etc

· Transfers from Central Funds

1. Type (e.g. Invest to Save Budget, Capital Modernisation Fund)

{amount}

{section(s)}

{reason}

· Transfers from non-voted spending

1. Type (e.g. Departmental Unallocated Provision (DUP))

{amount}

{section(s)}

{reason}

- Transfers from other government departments  
1. Type (e.g. Machinery of government change)

{amount}

{section(s)}

{reason}

- Other increases  
1. Type (e.g. DEL Reserve claims, Classification changes, transfer from another RfR)

{amount}

{section(s)}

{reason}

#### **Decreases:**

- Transfers to non-voted spending  
1. Type (e.g. Non-Departmental Public Bodies)

{amount}

{section(s)}

{reason}

- Transfers to other government departments  
1. Type (e.g. Machinery of government change)

{amount}

{section(s)}

{reason}

- Other decreases

1. Type (e.g. Classification changes, transfer to another RfR)

{amount}

{section(s)}

{reason

**Neutral changes (including Token Estimates):**

- Increased spending offset by income

1. {amount

{section(s)

{reason

- Token Estimates

1. Type (e.g. Ambit change, change to type of income)

{amount

{section(s)

{reason

- Transfers within the RfR

1. {amount

{section(s)

{reason

**[RfR2: etc]**

2. As a result of these changes there is [an increase/ a reduction] in the Net Cash Requirement of [£xxx,xxx,xxx].

3. Symbols are explained in the Introduction to this booklet.