The Treasury

Budget 2026 Information Release

September 2026

This document has been proactively released and is available on:

- The Budget website from September 2026 to May 2027 only at: **https://budget.govt.nz/information-release/2026**, and on
- The Treasury website from later in 2026 at: **https://www.treasury.govt.nz/publications/budgets/budget-2026-information-release**

Information Withheld

Some parts of this information release would not be appropriate to release and, if requested, would be withheld under the Official Information Act 1982 (the Act).

Where this is the case, the relevant sections of the Act that would apply have been identified.

Where information has been withheld, no public interest has been identified that would outweigh the reasons for withholding it.

Key to sections of the Act under which information has been withheld:

[1] 6(a) - to avoid prejudice to the security or defence of New Zealand or the international relations of the government

[2] 6(b)(i) - to avoid prejudice the entrusting of information to the Government of New Zealand on a basis of confidence by the Government of any other country or any agency of such a Government

[4] 6(c) - to avoid prejudice to the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial

[7] 6(e)(ii) - to prevent serious damage to the economy of New Zealand by disclosing prematurely decisions to change or continue government economic or financial policies relating to the regulation of banking or credit

[12] 7(a)(i) - to avoid prejudice to the security or defence of the self-governing State of the Cook Islands

[13] 7(a)(ii) - to avoid prejudice to the security or defence of the self-governing State of Niue

[14] 7(a)(iii) - to avoid prejudice to the security or defence of Tokelau

[15] 7(a)(iv) - to avoid prejudice to the security or defence of the Ross Dependency

[23] 9(2)(a) - to protect the privacy of natural persons, including deceased people

[25] 9(2)(b)(ii) - to protect the commercial position of the person who supplied the information or who is the subject of the information

[26] 9(2)(ba)(i) - to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied

[27] 9(2)(ba)(ii) - to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest

[31] 9(2)(f)(ii) - to maintain the current constitutional conventions protecting collective and individual ministerial responsibility

[33] 9(2)(f)(iv) - to maintain the current constitutional conventions protecting the confidentiality of advice tendered by ministers and officials

[34] 9(2)(g)(i) - to maintain the effective conduct of public affairs through the free and frank expression of opinions

[35] 9(2)(g)(ii) - to maintain the effective conduct of public affairs through protecting ministers, members of government organisations, officers and employees from improper pressure or harassment;

[36] 9(2)(h) - to maintain legal professional privilege

[37] 9(2)(i) - to enable the Crown to carry out commercial activities without disadvantage or prejudice

[38] 9(2)(j) - to enable the Crown to negotiate without disadvantage or prejudice

[39] 9(2)(k) - to prevent the disclosure of official information for improper gain or improper advantage

[40] 18(c)(i) - that the making available of the information requested would be contrary to the provisions of a specified enactment

[41] 18(d) - information requested is or will soon be publicly available

Where information has been withheld, a numbered reference to the applicable section of the Act has been made, as listed above. For example, a [23] appearing where information has been withheld in a release document refers to section 9(2)(a).

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TE TAI ŌHANGA
THE TREASURY

Budget 2026: System guidance – Entering initiatives in CFISnet

Technical System Guide for Agencies

November 2025

New Zealand Government

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Purpose

This guidance provides an overview of the system updates for Budget 2026 and a step-by-step guide on how to create and submit Budget initiatives in CFISnet.

This guidance is focused on changes made to the CFISnet system for Budget 2026 and is intended to supplement guidance on how to complete templates and associated requirements outlined in the *Budget 2026: Guidance for Agencies.*

The Treasury will provide additional support to guide agencies through the system changes during the development of initiative submissions.

All Budget 2026 submissions are due in CFISnet by 1pm Friday 19 December.

A separate circular on the Budget 2026 Process and Technical Guide for Agencies will be released in due course. This will cover the following:

- Full outline of Budget 2026 timetable
- Technical initiatives
- March Baseline Update
- Process for financial recommendations and updating Estimates chapters
- Details of the Budget Moratorium process
- Budget Economic and Fiscal Update requirements, such as Specific Fiscal Risks and reporting requirements for the five-year fiscal forecast.

Budget 2026 Submissions – Due date

CFISnet will be available from the week starting **10 November 2025**. CFISnet will be locked following initiative submission deadline at **1pm Friday 19 December.**

Please ensure the initiative is submitted under the correct Budget 2026 track as per the Minister of Finance's invitation letters to relevant lead Minister(s). If you have queries or need further guidance, please contact your Vote Analyst ahead of the submission deadline.

If you need to edit information after submitting your initiative at or before **1pm Friday 19 December**, contact your Vote Analyst to request that the Treasury's Budget Management Team unlock CFISnet access. This includes if you need to withdraw an initiative from consideration.

Exceptions that could warrant unlocking include:

- The Minister of Finance has agreed with the relevant Portfolio Minister(s) that a late initiative can be submitted.
- A substantive or critical error needs to be corrected, for example funding sought has been entered as $10 billion instead of $10 million.
- An initiative has been submitted with incorrect parameters entered in certain crucial fields, for example: Exercise, Initiative Type, Vote, Budget Track.
- Withdrawing an initiative.

There will be flexibility throughout the process. If you need to revise costings or other key information relating to your initiative (such as initiative titles or descriptions) these can be changed as needed.

Support Available

The Treasury is hosting a series of workshops and drop-in sessions to support agencies to adapt to the new system and go through Budget 2026 requirements. The Treasury will also be available to support you throughout the submission process. If you have any questions, contact the CFISnet help desk or your Vote Analyst.

Dates	Engagement sessions
Week of 10 November – 14 November	**Virtual drop-in session:** • Budget 2026 overview • Budget 2026 CFISnet updates overview • Savings and Spending (including Capital Investments) • Budget 2026 Template requirements and Guidance **Workshop session on site:** • New users to walkthrough dummy initiative using their own devices. • Targeted support for agencies (upon request)
Week of 17 November – 19 December	**Weekly drop-in sessions until Budget initiatives are due** **Targeted support for agencies and additional workshop sessions (upon request)** **Submission drop-in support**

Contact details and additional resources

CFISnet and Vote Analyst

If you have any questions, please contact CFISnet Helpdesk on: [39] or reach out to your Treasury Vote Analyst

CFISnet Help Pages

CFISnet has help pages that can assist with navigating through. Key tricks and tips for users can be found here:

- Select the question mark in the top right-hand corner for additional help.

For General CFISnet help available on the home screens:

- Once you are in the Budget Initiatives module, the specific help will be available here for that module:

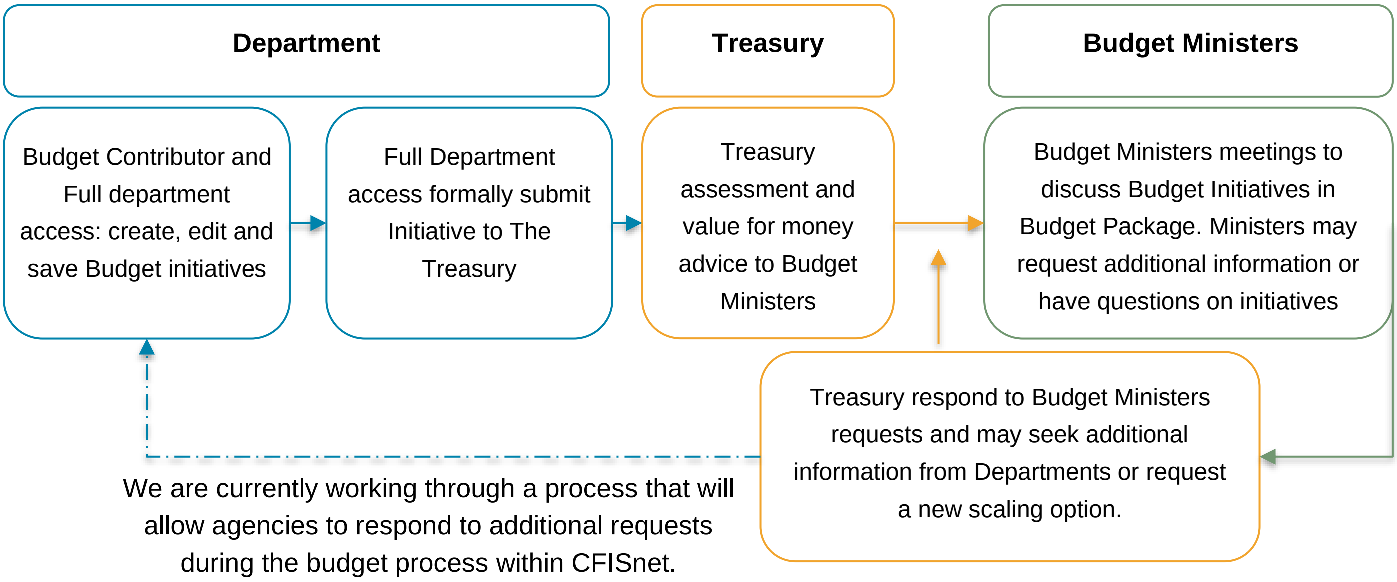
System updates for Budget 2026

The Crown Financial Information System (CFISnet) is used to track budget and financial information for government departments. In previous budgets, only limited information has been entered into CFISnet, with the rest captured in word templates.

For Budget 2026**, the key system changes include:**

- **Two-Tier CFISnet access:**
  - *a New* '**Budget Contributors' access** that gives users the ability to create and edit initiatives
  - Existing **full department access** will have access to all initiatives and the ability to submit initiatives to the Treasury.
- **All information for a Budget initiative inputted into CFISnet:** This means that all the fields in the physical template will have a corresponding field for CFISnet entry.
- **Ability to add different funding options** for an initiative within the CFISnet module (such as scaling options), including the ability to add up to 30 years of outyear funding. There will also be the ability to copy options within CFISnet to reduce double-handling where options are similar.
- **Ability to save initiatives and share draft with the Treasury:** Draft submissions can be saved directly in CFISnet ahead of submission to the Treasury. There will also be an option to share draft submission templates with Vote teams before formal submission.
- **Budget Security restriction on Budget Contributor access:** ability for users to restrict visibility of sensitive and/or commercial initiatives to only those with *full department access*. This will restrict access to only finance teams or central budget coordination teams, and those who 'need to know'.
- **Edit and View Audit log available:** will allow agencies to see all changes made by users, including a functionality to see users that have viewed initiatives.
- **Downloadable Word and Excel of template information available:** to support collaboration and sign-out processes.

Budget Process map and System workflow



How to get access to CFISnet

The registration form for new CFISnet users can be found here: [CFISnet Registration Form | The Treasury New Zealand.]()

Please note, the following access listed on the registration form relates to:

- ***Budget Contributor (Budget initiatives process):* Budget Contributor role**
  This role has been created for those outside central budget and finance teams that work on Budget Initiatives (such as Policy teams and/or subject matter experts). These users can only create and edit Budget initiatives.

- ***Crown Accounts and Budget process purposes:* Full department role**
  This role is the existing standard Finance team CFISnet role. Users will have the ability to create, edit and submit Budget initiatives to the Treasury. Alongside this, they will have existing access to complete Crown Reporting requirements. Please note, existing CFISnet users with 'Crown Accounts and Budget process' access will be automatically granted 'full department access'.

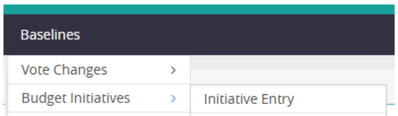
If access for an existing user needs to be changed, or removed, please contact the CFISnet Helpdesk [39]

Budget Initiatives Module

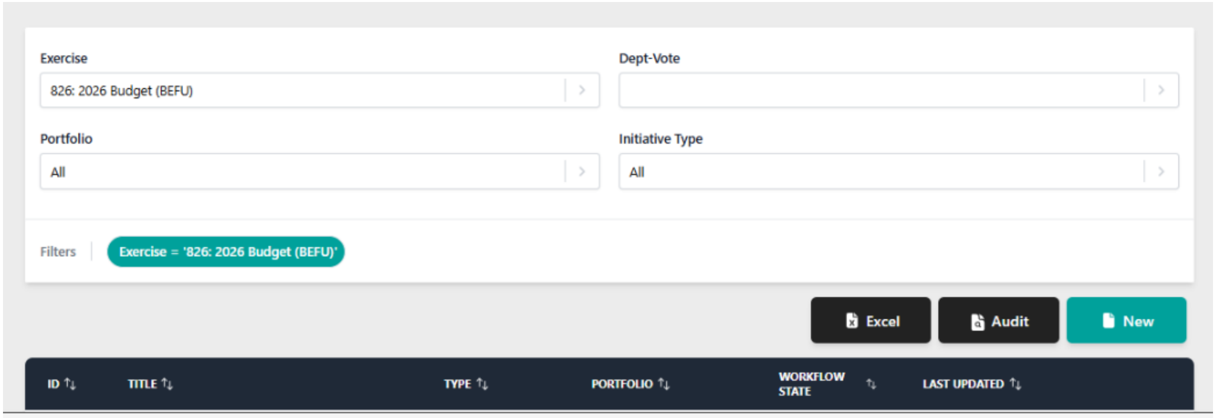
Budget Initiatives module

This is the homepage of the Budget module where you will be able to see all the Initiatives created by your agency here (depending on the level of access you have).

- To open the Budget module in CFISnet, navigate to Baselines → Budget Initiatives → Initiatives Entry



Initiatives homepage:

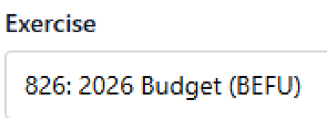


Selecting the Budget Exercise

Each Budget year has a unique exercise number within CFISnet. Only initiatives submitted in the relevant Budget year will be identified and progress through the process.

For Budget 2026 only the current exercise will be available to select: **826:2026 Budget (BEFU).**

- Select the exercise: **826:2026 Budget (BEFU)**



Selecting the correct Vote

Please check you have access to the correct Vote. If your agency has access to multiple Votes, please ensure you have selected the lead Vote. The lead Vote is the one that has 'lead' responsibility for the overall policy.

- Select the Dept-Vote: **The options should be limited to only those you have access to within your department.**

Creating a new initiative

This section outlines how to create a new Budget Initiative. Please note Agencies may only submit New Spending or Cost pressure funding initiatives that have been specifically invited per the Invitation Letters sent from the Minister of Finance. Spending proposals that were not invited by the Minister of Finance **must not be submitted** and **will not be considered**.

If you are submitting a placeholder initiative, please contact your Vote Analyst. Placeholder initiatives are used where information is not available at the point of submission (either due to timing or information restrictions), and so indicative information (a placeholder) is included in CFISnet, with further information provided once available.

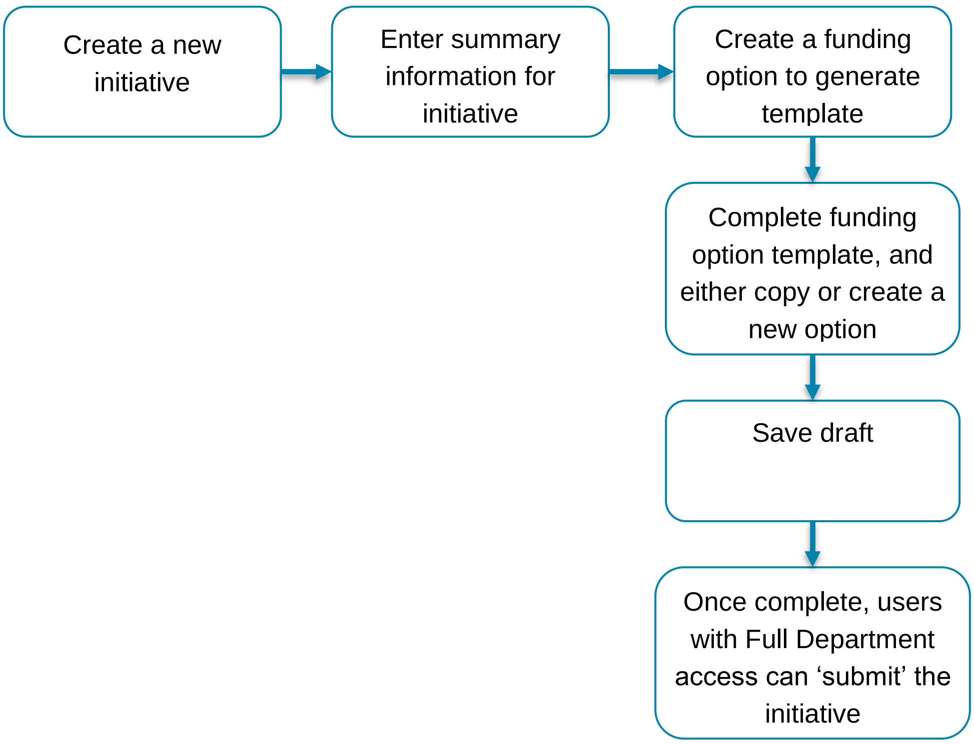
This year initiative templates will be completed directly in CFISnet, rather than filling out a subset of questions and uploading a Word document. We will still expect one template completed per initiative.

The system initiative template has two components:

- **Summary:** this section is the overarching summary information for the initiative (this is the basic initiative information).
- **Funding Options:** this section is specific to each created funding option. In previous Budget templates a funding option would represent the various levels of scaling options available for the specific initiative.
  This covers the following sections: Alignment, Expected Impacts, Personnel Expenses and Revenue, Delivery, Equity and Performance and Evaluation.

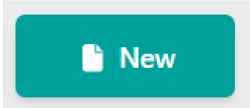
As in previous years, **departments cannot delete initiatives** but **will be able to withdraw them.** Withdrawn initiatives remain visible in the system but can no longer be edited. However, **options within an initiative can be deleted.**

High Level system process for creating and submitting initiatives

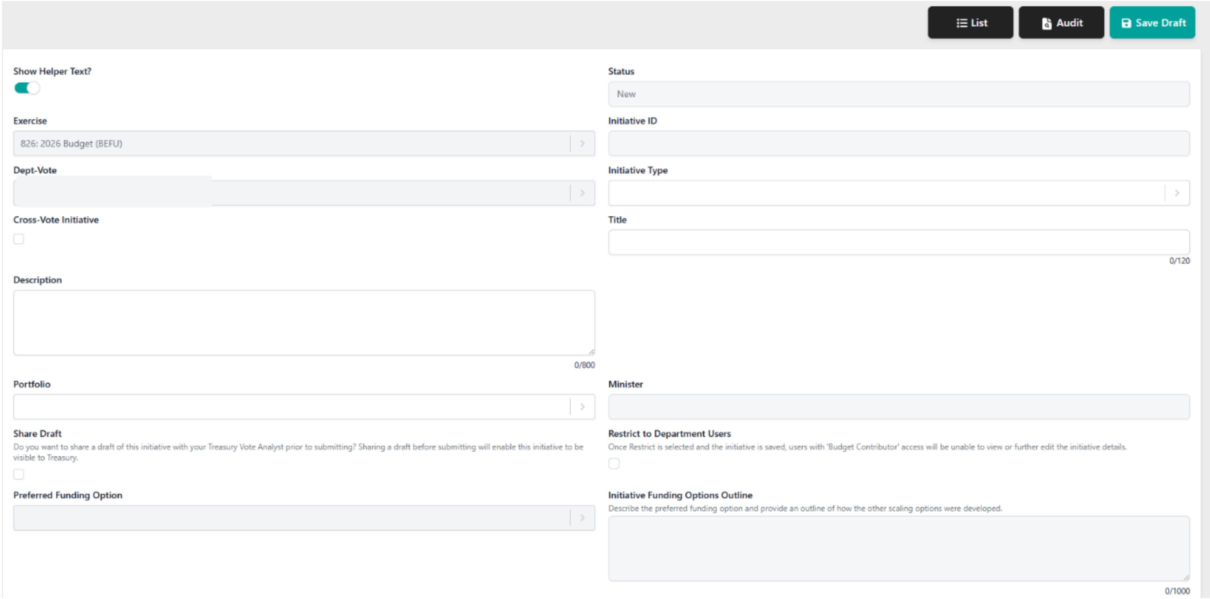


Create a new initiative

- Click the “New” button to add an initiative



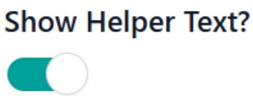
Initiatives Summary screen:



Show Helper Text

This provides additional support text that will assist you with answering the questions or explain requirements for each question. The helper text will appear below the questions.

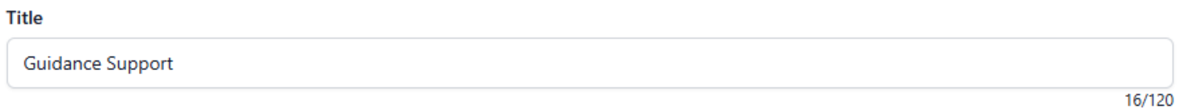
- **Toggle ‘Show Helper Text’ for help text –** you can turn on or off the helper text at any time.

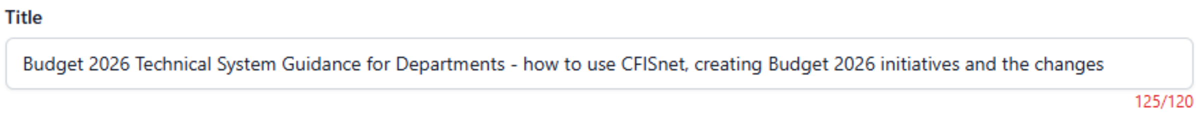


Initiative Summary: title and description

Please refer to Annex A in the *Budget 2026: Guidance for Agencies* for guidance on titles and descriptions. Please note, the Summary title and description will flow through to the Financial Recommendations and Summary of Initiatives modules.

- The system has a specific character count for each text question that will appear in the **bottom righthand corner.**
- **If you go over the limit, the initiative cannot be saved, and the text will appear red.**





Initiative Type and Budget Tracks

The table below outlines the various Budget Tracks and initiative types that relate to each. The Budget Track relates to specific areas you are invited for as per the Minister of Finance's invitation letters to relevant lead Minister(s).

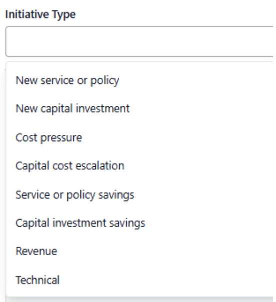
Each different initiative type (i.e. new spending or savings) has different information requirements and as such is asked different questions in the CFISnet template. These questions are tailored to the initiative type. If you are using the physical template, the type of initiative corresponding to each question is indicated in the subheading underneath each question. In CFISnet, the template requirements will be generated based on which Initiative type is selected. Prompts for each question are provided as help text in the CFISnet template. Agencies should follow the prompts provided in the template.

For cross-Vote initiatives, the lead agency is expected to submit the relevant Budget 2026 template. The lead agency of an initiative is outlined in the Budget 2026 Invitation Letter. If this is not the case, please discuss with relevant agencies on who the lead agency is.

Initiative Type

The initiative type provides an indication of the specific type of initiative you are submitting. This will filter the questions in the template that relate to each type. For example, if you are submitting a coalition or manifesto initiative, please select 'new service or policy'.

- **Select one of the following Initiative types:**



Initiative Type definitions

Initiative type	Definition
New service or policy	Initiatives seeking new funding that relate to purchasing a new service or implementing a policy for the public, that requires a policy decision to be agreed by Cabinet.
New capital investment	Initiatives seeking new funding that relate to an investment project or programme. The definition of investment in Cabinet circular CO 23 (9): Investment Management and Asset Performance in State Services applies. Investments are subject to business case requirements as set out in CO 23 (9).
Cost Pressure	Pressures faced within an organisation to maintain existing levels of services due to inflation, wage growth or rising cost of materials. These pressures often require additional funding or efficiency measures to avoid reduction in service quality or scope.

Initiative type	Definition
Capital cost escalation	Capital cost escalation refers to the increase in the estimated cost to complete a project or programme which the agency is unable to manage within the established contingency or through other methods. The definition of investment in CO 23 (9) applies. The increase in costs may be due to factors such as inflation, supply chain disruptions, labour shortages, or changes in project scope**.** It can significantly impact budgets and timelines, requiring careful management and contingency planning.
Service or policy savings	Service or policy savings refer to cost reductions achieved by scaling back or discontinuing specific services or policies that require a policy decision to be agreed by Cabinet. This includes reprioritisation decisions and excludes revenue-generating policies (e.g. raising third-party revenue to offset Crown funding).
Capital investment savings	Capital investment savings refers to cost reductions achieved by re-scoping, optimising design, or cancelling planned investments. Re-phasing or delaying an investment is unlikely to result in a cost reduction but it is expected to change the profile of spending. These changes may deliver different projected outcomes, and an agency is expected to demonstrate how they will continue to be able to deliver the expected levels of service.
Revenue	These initiatives generate or reduce revenue for the Government (including generating third-party revenue to offset Crown funding)
Technical	Technical initiatives are those initiatives that: • do not seek new funding over the five-year forecast period, and • do not carry significant policy implications

Budget Track

The Budget Track relates to specific areas you are invited for as per the Minister of Finance's invitation letters to relevant lead Minister(s).

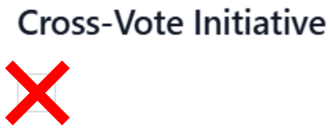
Budget Track to Initiative Type Mapping

Initiative Type	Budget Track
New Service or Policy	New Spending
New Capital Investment	Capital Investments
Cost pressure	Cost pressures
Capital Cost Escalation	Capital Cost Escalations
Service or Policy Savings	Baseline Reduction Reprioritisation Other Savings (Targeted policy savings/ revenue raising)

Initiative Type	Budget Track
Capital Investment Savings	Reprioritisation Other Savings (Targeted policy savings/ revenue raising)
Revenue	Baseline Reduction Other Savings (Targeted policy savings/ revenue raising)
Technical	Technical

Cross-Vote Initiatives

Please ignore the 'Cross-Vote Initiative Box,' as the Treasury will create Cross-Vote initiatives in CFISnet when final decisions have been made.



For the **Submission stage**, if an initiative has fiscal implications across multiples Votes, the Vote that has 'lead' responsibility for the overall policy should contain all funding implications across all relevant Votes, until Budget Ministers agree to the overall funding.

The lead Vote should enter all relevant Cross-Vote information under "consultation or collaboration".

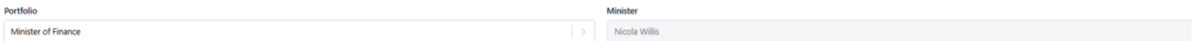
Funding implications in other Votes should be entered as separate lines in tables in the Personnel, Expenses and Revenue section of the template. The appropriate Vote should be included in the description where it is different to the lead Vote.

Further guidance will follow on Cross-Vote initiatives during the financial recommendations and production phases. When developing the initiative template for a cross-Vote initiative, you should include the breakdown of costs and personnel, if possible, in your submission templates.

Portfolio and Minister

Select the relevant Minister for this initiative. If this is a cross-Vote initiative, then select the lead policy Minister. Please note that the Minister defaults to the lead Minister for the relevant Vote and you will not be able to select other Associate or Portfolio Ministers.

- The name of the Minister will auto populate to the 'Minister.' See example below



Restrict to Department Users

As the new user access will increase the number of users in CFISnet, agencies will have the ability to restrict Budget contributors' access to sensitive initiatives, limiting access to only those with 'Full Department User' access.

This will restrict access to only finance teams or central budget coordination teams, and those who 'need to know'.

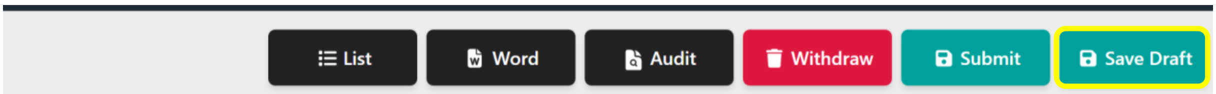
- **Select the box if you would like to restrict this initiative to 'Full Department Users'**.
- Important note: Once you tick the box, and the initiative is saved, all users with 'Budget Contributor' access will **be <u>unable</u> to view or edit the initiative**, only those with "Full Department Users' access will be able to. This means if you restrict access as a 'Budget Contributor' you will lose access to the initiative, once 'save' is selected.
- If you are a Budget Contributor and would like to un restrict access to an initiative, please contact your Finance or Budget coordination team, as they will have Department access and will be able to unlock it.

Preferred Funding Option

- Once you have generated funding options, the option titles will appear in this box for you to enable you to select your preferred funding option.
- This box will not have any options available until you have created and saved at least one funding option. **You do not need to complete this field until you have completed all your funding options and are ready to submit your initiative.**

Save Draft

- To save a draft initiative the '*Exercise, Initiative Type, Title and Portfolio'* fields must be completed.
- Once the initiative is saved, and initiative ID will be allocated, the status will be updated to '*Editing*' and the initiative will be visible under '*Initiatives List*.'
- **You must save a draft to be able to create funding options.**

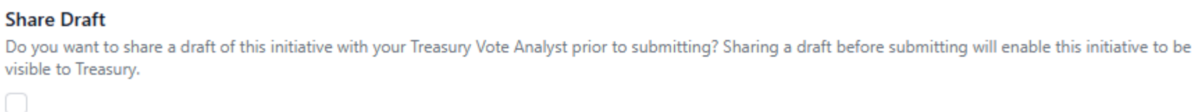


Share Draft with the Treasury

By default, the Treasury cannot see your draft of the initiative until you formally submit. However, if you would like to share it with your Vote Analyst, tick the box that says 'Share Draft' prior to submitting.

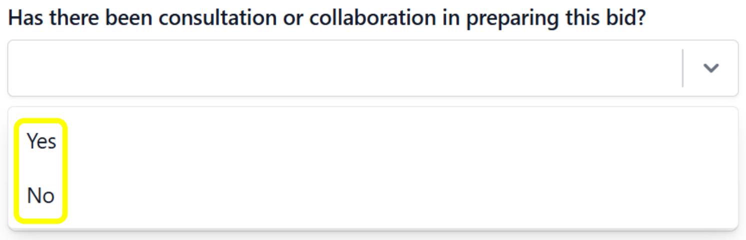
Sharing a draft before submitting will enable this initiative to be visible to the Treasury and enables them to provide input on your initiative early. The Treasury will not share any draft information with Ministers.

- Select share draft



Consultation and Collaboration

- **Select 'Yes' if there has been consultation or collaboration in preparing this initiative**. This includes any cross portfolio or agency collaboration, or other Votes impacted (Cross-Vote initiatives).
- If 'Yes' is selected another box will be appear where you can explain who has been consulted or collaborated with and why. If this is a Cross-Vote Initiative. Please reference this clearly here.



Uploading supporting Documents

Select 'New' to upload supporting documents. *Note, this section is for all documents related to this initiative, not only those relating to this specific option.* This includes a CBAx. Where a business case does exist (draft or approved), please attach as well. The acceptable formats include Word, PDF, and Excel.

Funding Options

This section is specific to each created funding option. In previous Budget templates a funding option would represent the various levels of scaling options available for the specific initiative. This covers the following sections: Alignment, Expected Impacts, Personnel Expenses and Revenue, Delivery, Equity and Performance and Evaluation.

Funding options should include details about the considerations and reasoning behind your decisions. You can create multiple options, duplicate and edit existing ones, or create new options as needed. A preferred option must be selected prior to submitting the initiative.

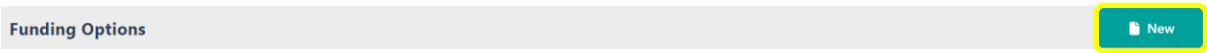
For specific guidance on how to complete the sections in the template, please refer to the *Budget 2026: Guidance for Agencies.*

Navigation

- Please save as you go using the **'Save'** button at the top right of the page and before you wish to return to the Initiative Edit page to avoid losing your data.
- To return to the Initiative **Edit page, select 'Back to Initiative'**
- To export a version of this initiative in a **Microsoft Word Template, select 'Word.'**

Create Funding Option

- **Select 'New' to create a funding option.** This will open the option input page.



Funding option title and Description of the Option created

The Funding Option title and description should describe the specific option you are creating, for example if an initiative is to establish a new bakery, then please make this clear on what each option will consist of:

Funding option title	Description
Full Costed Option – Bakery cakes and pies	This option provides funding to the bakery to supply cakes and pies. It is the fully costed option, without scaling.
Scaled Option – 50% less funding	This option provides funding to only 50% of the total costs of establishing a bakery and materials.
Scaled Option – Time limited funding and close bakery by 2028	This option provides time limited funding to operate the bakery until 2028.
Option – Full costed – cakes only	This option provides funding to only allow the bakery to produce cakes.

- Please note, the funding option title will not flow into Financial Recommendations or the Summary of Initiatives module. However, the summary initiative title and description will flow through.
- There are strict character limits for titles and descriptions: **50 characters for option titles and 800 characters for descriptions**.

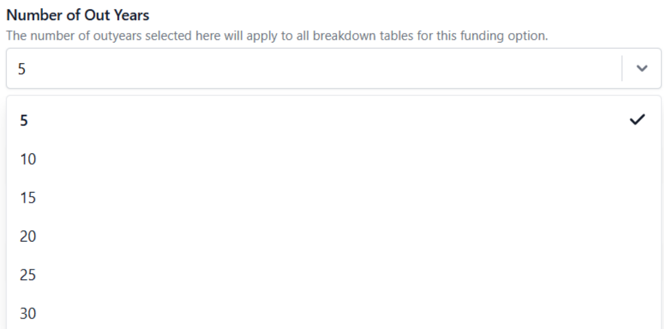
Number of Out Years

Outyears funding refers to the funding within the existing forecast period and beyond the forecast period. The forecast period includes the current financial year and the next four financial years.

- For Operating the Budget 2026 forecast period covers the following five years: 2025/26 – 2029/30.
- For Capital the Budget 2026 forecast period covers the following ten years: 2025/26 – 2034/35

The **max limit you may enter into CFISnet is 30 years, including the forecast period**, i.e. initiatives till 2054/55.

- Select the number of outyears for your initiative. The number of outyears selected here will apply to all breakdown tables for this funding option. **The default setting of 5 years will generate a funding table for 5 years of operating and 10 years of capital.**



Operating Recurrence Year

The operating recurrence year determines the year from which the funding amount will repeat in the forecast period and beyond. This replaces the '& outyears' option in previous years' templates.

- The recurring outyear selected here will apply to the operating breakdown table for this funding option. **If there is no recurring outyear (such as if the initiative is time-limited), then select 'None'.**
- Please ensure you have the **correct recurrence** year as you will **not be able to change** this after you've saved the initiative. You can only change the outyear if you create a new option.

Capital Recurrence Year

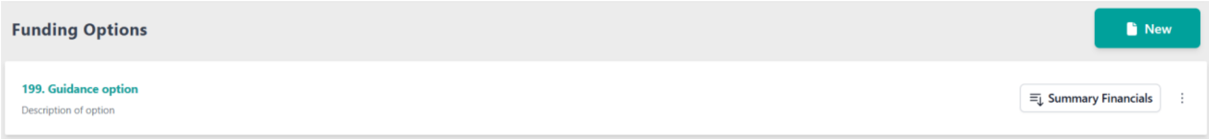
- The recurring outyear selected here will apply to the capital breakdown table for this funding option. **If there is no recurrence year, then select 'None'**
- Please be careful to select the **correct recurrence** year as you will **not be able to change** this after you've saved the initiative.

Save Funding Option

- Select the **Save funding** option to save your initiative. A completed '*Title' and 'Description'* field is required to save the funding option, and the default number of outyears is 5 outyears for operating, 10 outyears for capital, and blank recurrence years.

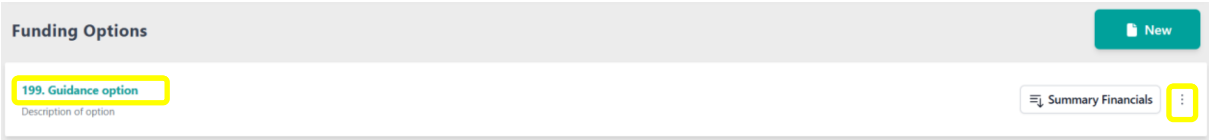
Once you have saved the funding option it will appear under '*Funding Options'*. Please see the example below.

You will now be available able to select this as your preferred funding option from the '*Initiative Entry'* screen. As you enter more options, these will also display for you to choose from. Please name your options in a way that makes sense at a glance.

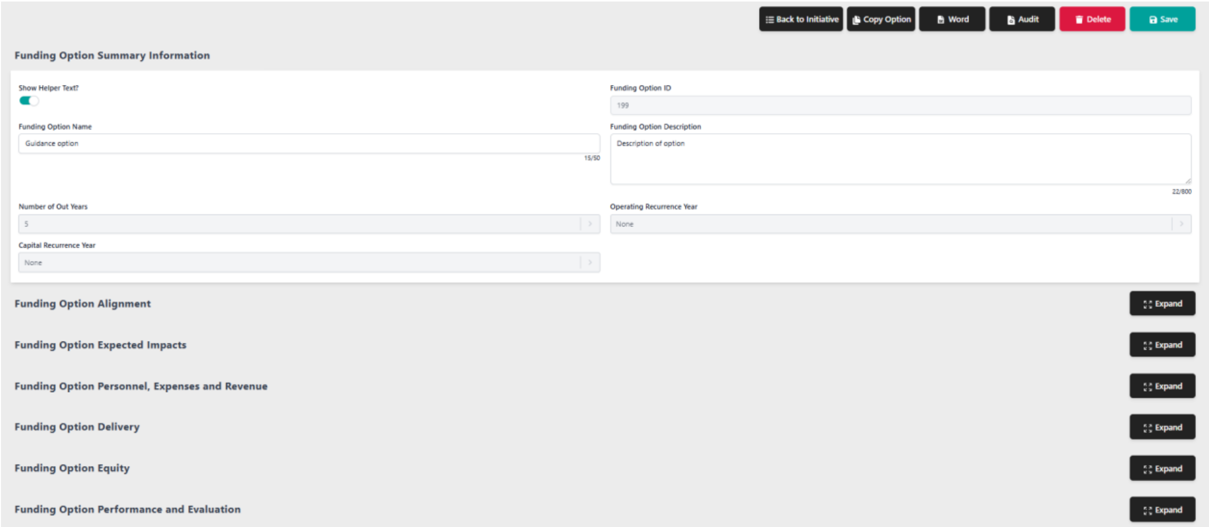


Edit Funding Option

- To edit a funding option, select the funding option name, or the three dots in the right corner and an 'Edit' box will pop out.



- Select 'Edit' to open the 'Funding Option Edit' page

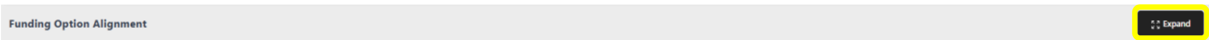


- For helper text toggle 'Show Helper' text.

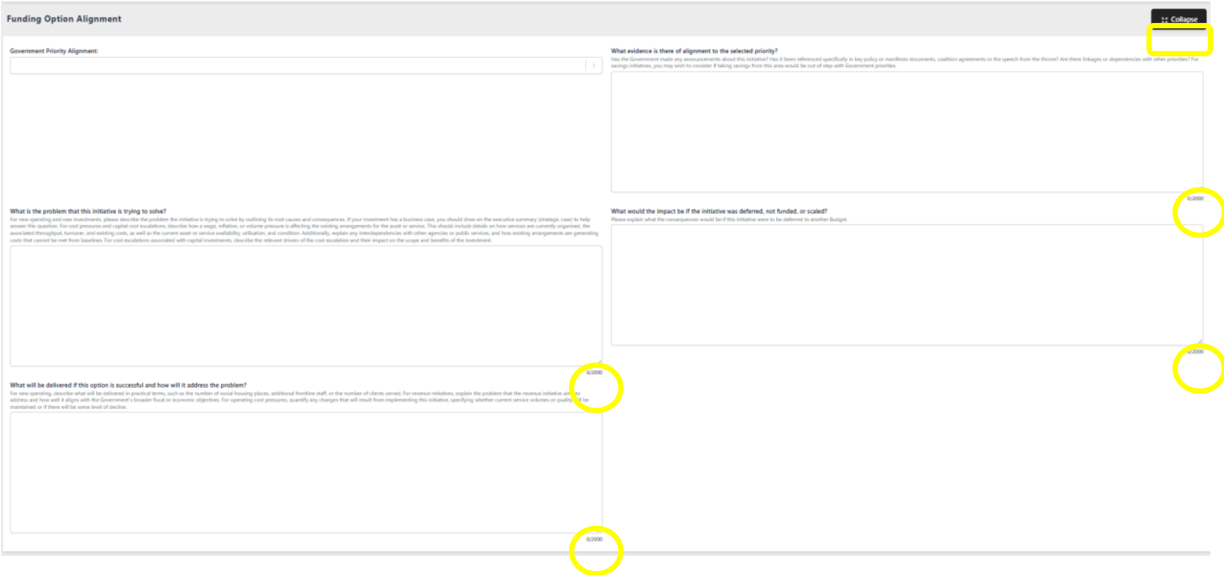
You'll see at this stage you will not be able to edit the out years or recurrence years.

Funding Option Alignment

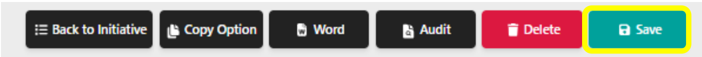
- Select '**Expand**' to input funding option alignment detail.



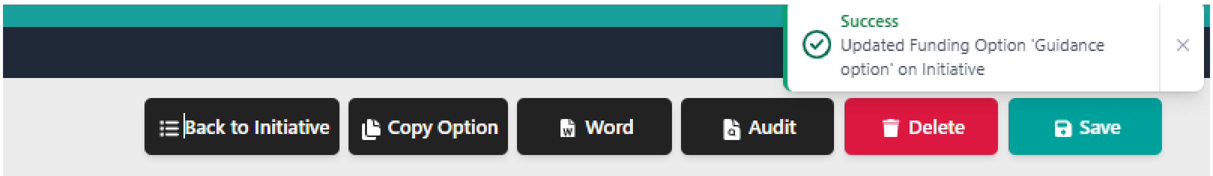
- **Please note, you can adjust the size of the text areas by adjusting the corner of the box.** The box will also keep track of how many characters you have used. You will not be able to save the option if you have exceeded the character limit in any of the question boxes.
- Select '*Collapse'* to minimise the section.



- **Ensure you 'Save' as you go to ensure information entered is not lost.**

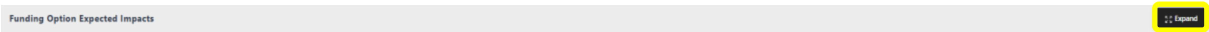


A pop up 'Success' notification will appear when you have saved the option.

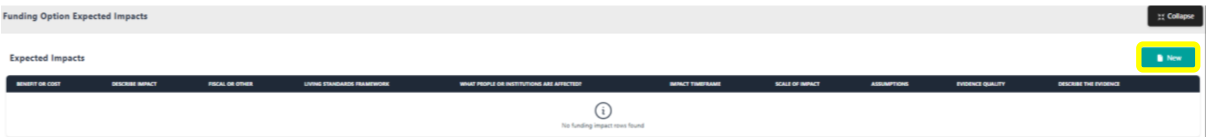


Funding Option Expected Impacts

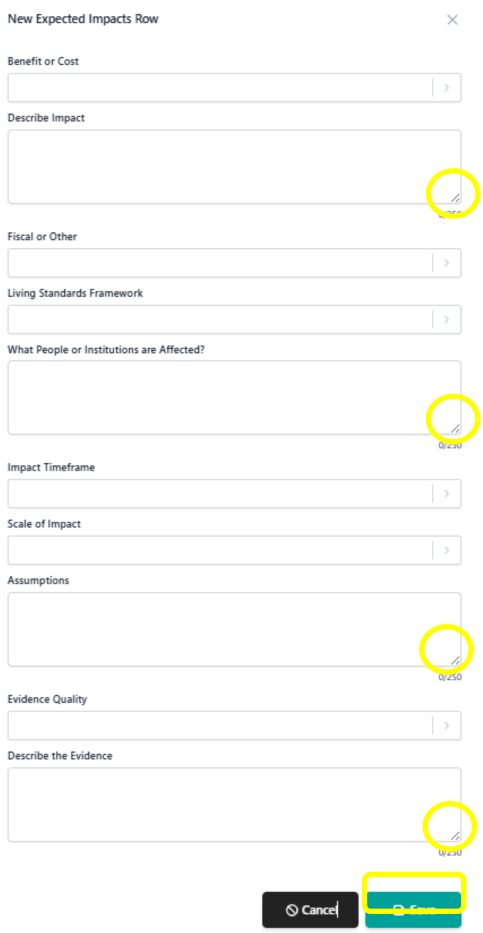
- Select 'Expand' for the Expected Impacts



- **Select 'New' to enter a 'New Expected Impacts Row'**
  While the impacts table should be completed for all initiatives, the level of detail underlying the impacts table should be tailored to the significance of the initiative. We recommend you focus on the five most significant impacts. Where appropriate, supporting models, research lists or CBAx can be attached to the initiative submission to support the impact analysis.



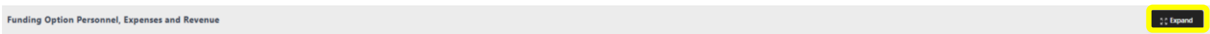
- Input the details for the New Expected Impacts Row and select ‘Save’. All fields must be completed to save a new row.
- Once you have selected ‘Save’ the expected impact will appear in the expected impacts table.
- To edit your expected impact, select ‘Edit’



- To add another expected impact, select ‘New’ and repeat steps above. You can add as many expected impacts as you like. We recommend prioritising the five most significant impacts.

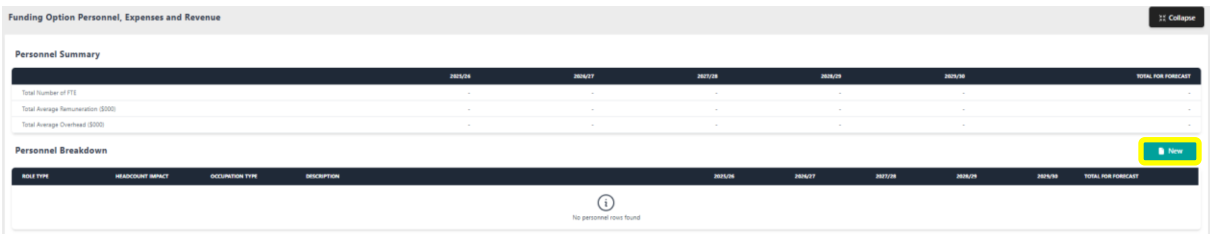
Funding Option: Personnel, Expenses and Revenue Personnel tables

- Select ‘Expand’ for Funding Option Personnel, Expenses and Revenue



Personnel Breakdown

- Select ‘New’ for the Personnel Breakdown window



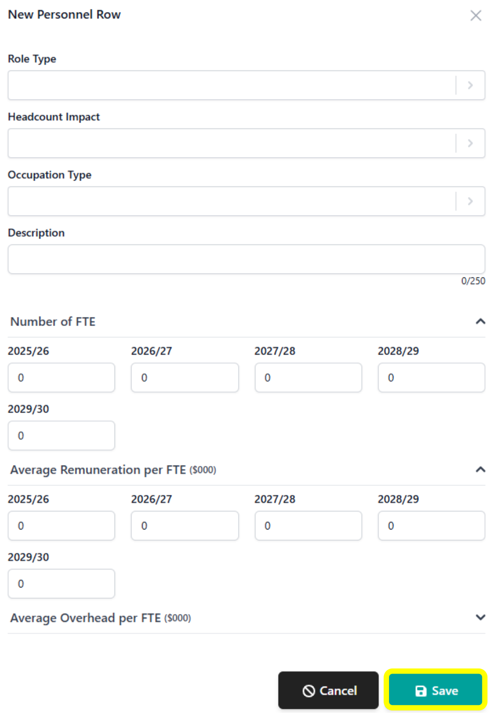
- For guidance on how to complete this section please see *Annex B: How to Complete the FTE Table* in the *Budget 2026: Guidance for Agencies.*

Number of FTE

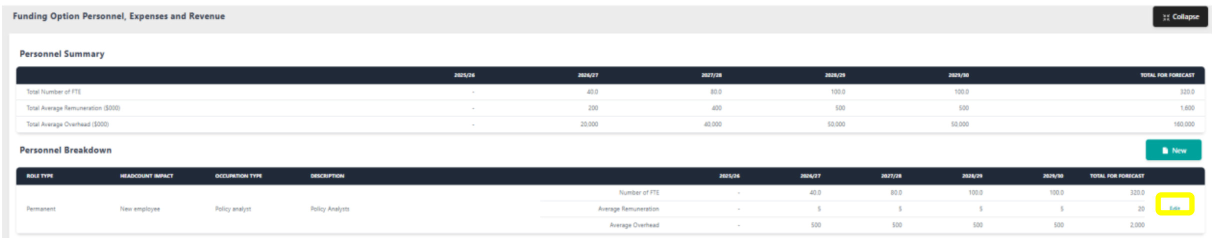
- FTE Figures can be entered to one decimal place.
- **Increases** to headcount should be entered as **positive figures**.
- **Decreases** to headcount should be entered as **negative figures**.

Average Remuneration and Average Overhead per FTE

- **Only positive figures** can be entered in the average remuneration and average overhead section.
- All funding amounts are in Thousands, and the word templates and CFISnet word output are in Millions.



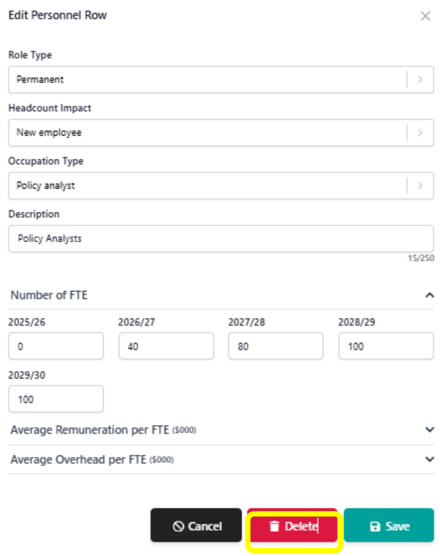
- To edit the Personnel Row once you have saved, please select edit.



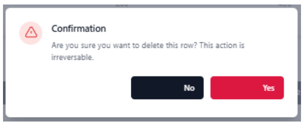
- To add another Personnel, select ‘New’ and repeat steps above.
- Once you have inputted the **correct data into the New Personnel Row, select ‘Save’.** This row will appear in the Personnel Breakdown Table. This will flow through into the Personnel Summary Table. Please note all fields must be completed to save the row.

Deleting a personnel row

- To delete a personnel row, select ‘Edit’, then ‘Delete’

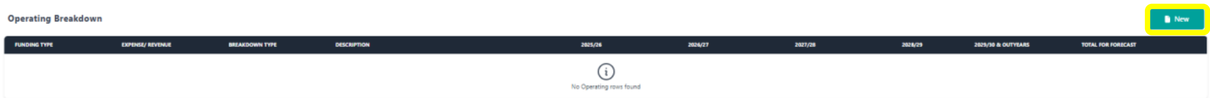


- Selecting ‘Delete’ will trigger a warning message as this action is irreversible.

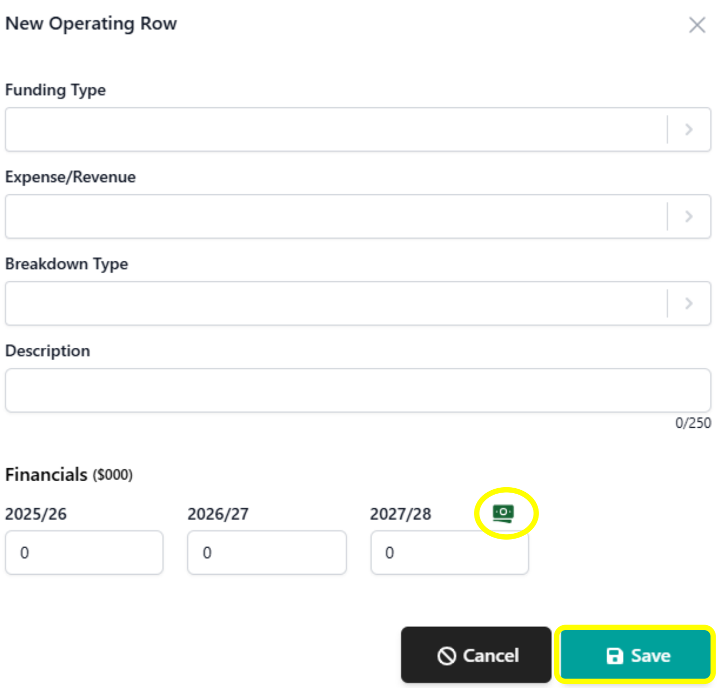


Operating Funding Breakdown

- Select ‘New’ for the ‘Operating Breakdown’ window



- Once you have inputted the correct data into the ‘New Operating Row’ select ‘Save’. The row will now appear in the Operating Breakdown table. **Please note all fields must be completed to save the row.**
- If you have previously selected a recurrence year, a green icon will appear above the recurrence year box. No boxes will appear beyond the year you have selected as your recurrence year.



- To edit the Operating Row, select ‘Edit.’


Operating Breakdown

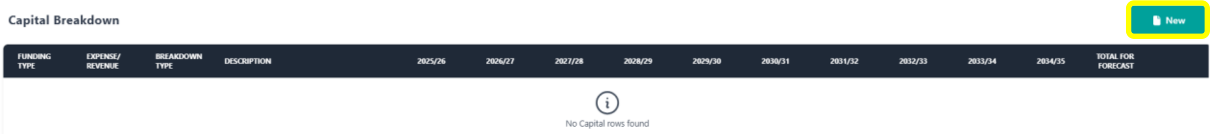
New

FUNDING TYPE	EXPENSE/ REVENUE	BREAKDOWN TYPE	DESCRIPTION	2025/26	2026/27	2027/28	2028/29	2029/30	TOTAL FOR FORECAST	
Cost	Expense increase	Personnel remuneration	Veterinary Professional remuneration	-	5,040	10,080	12,600	12,600	40,320	Edit
Total Cost				-	5,040	10,080	12,600	12,600	40,320	
Total Savings				-	-	-	-	-	-	
Net Funding				-	5,040	10,080	12,600	12,600	40,320	

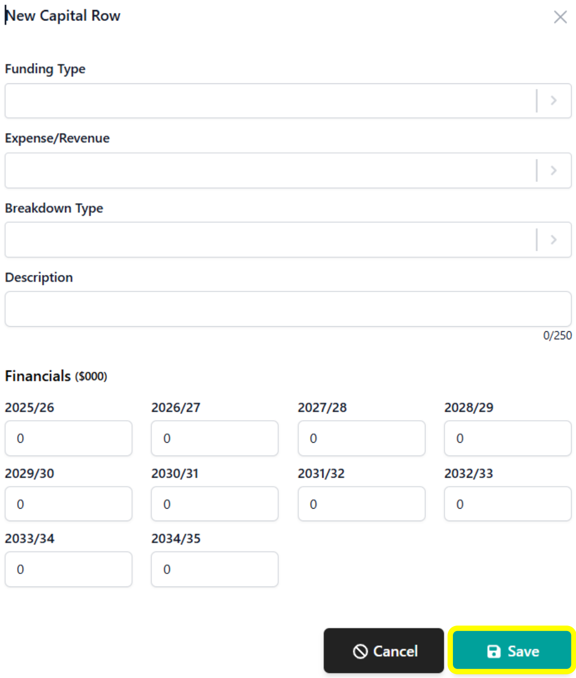
- To add another row, select ‘New’ and repeat steps above. You can add as many rows as necessary for your initiative. Please note that personnel expenses ended in the personnel tables above **will not** automatically flow through to the operating costs table and will need to be entered manually.
- When identifying expense categories for the recommended savings, please clearly split out departmental and non-departmental expenses in the description.

Capital Funding Breakdown

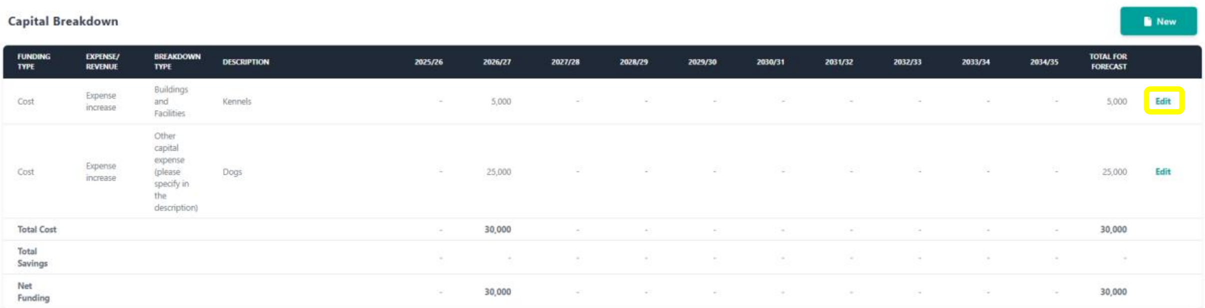
- Select ‘New’ for the Capital Breakdown window.



- Once you have inputted the correct data into the New Capital Row select ‘Save’. This row will now appear in the Capital Breakdown table. Please note all fields must be completed to save the row.



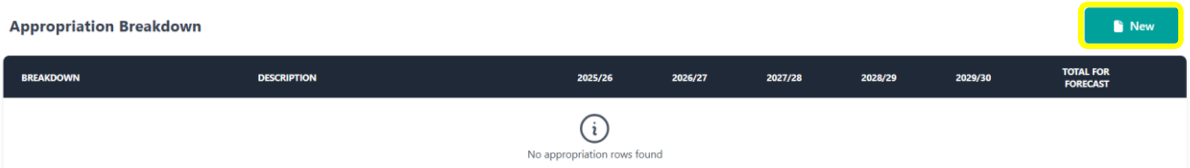
- To edit the row, select ‘Edit.’
- To add another row, select ‘New’ and repeat steps above. You can add as many rows as necessary for your initiative.

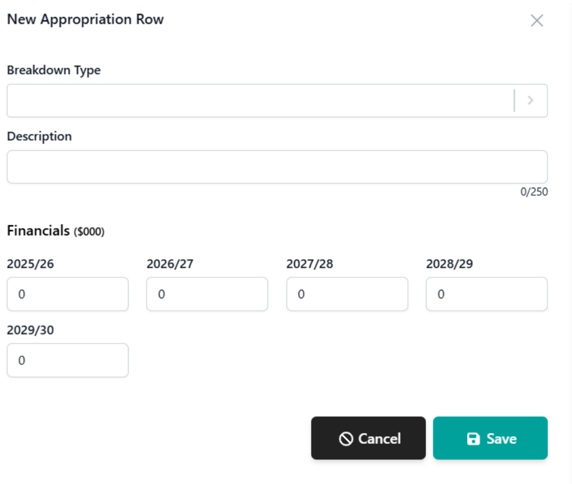

Capital Breakdown

FUNDING TYPE	EXPENSE/ REVENUE	BREAKDOWN TYPE	DESCRIPTION	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	TOTAL FOR FORECAST	
Cost	Expense increase	Buildings and Facilities	Kennels	-	5,000	-	-	-	-	-	-	-	-	5,000	Edit
Cost	Expense increase	Other capital expense (please specify in the description)	Dogs	-	25,000	-	-	-	-	-	-	-	-	25,000	Edit
Total Cost				-	30,000	-	-	-	-	-	-	-	-	30,000	
Total Savings				-	-	-	-	-	-	-	-	-	-	-	
Net Funding				-	30,000	-	-	-	-	-	-	-	-	30,000	

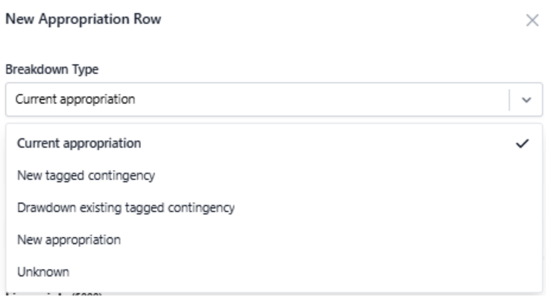
Appropriation Breakdown

- Select ‘New’ for the Appropriation Breakdown. If you are unsure which appropriation to select, contact your budget/finance team or your Vote Analyst.

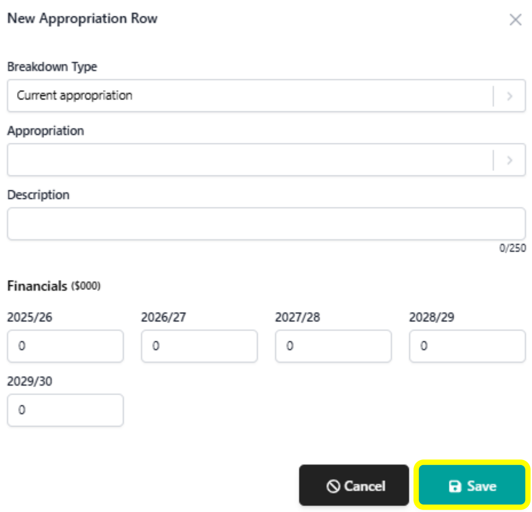




- Select ‘Breakdown Type.’ Please note, if you select ‘Current’ appropriation a new drop-down box will appear where you can select from existing appropriations. This list includes appropriations that are active in CFISnet even where these do not currently contain funding, so **please be careful to select the correct appropriation.** You can speak with your Vote Analyst for help if needed.
- To enter a ‘transfer’ between appropriations use the ‘Current Appropriation’ option and enter negative or positive figures in the relevant appropriations to show the effect of the transfer. In the description, describe the transfer.

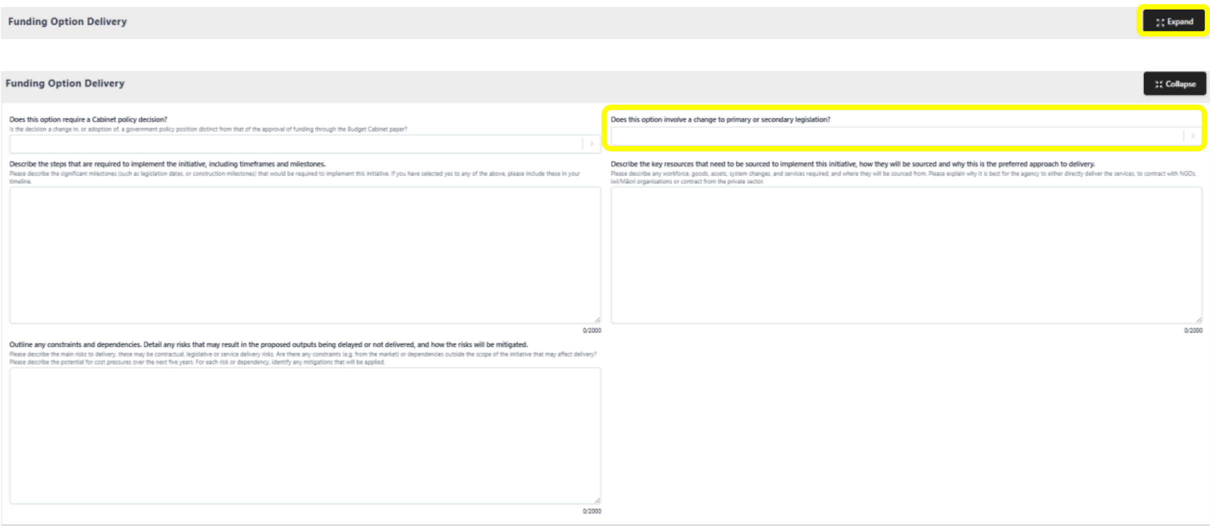


- Once you have inputted the correct data into the New Appropriation Row select ‘Save’. This row will now appear in the Appropriation Breakdown table. Please note all fields must be completed to save the row.



Funding Option Delivery

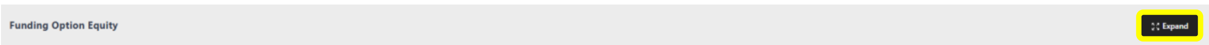
Select ‘Expand’ for Funding Option Delivery. Complete the fields in this section. If you select ‘Yes’ for the question: *Does, this option involve a change to primary or secondary legislation?* then two additional fields will appear.

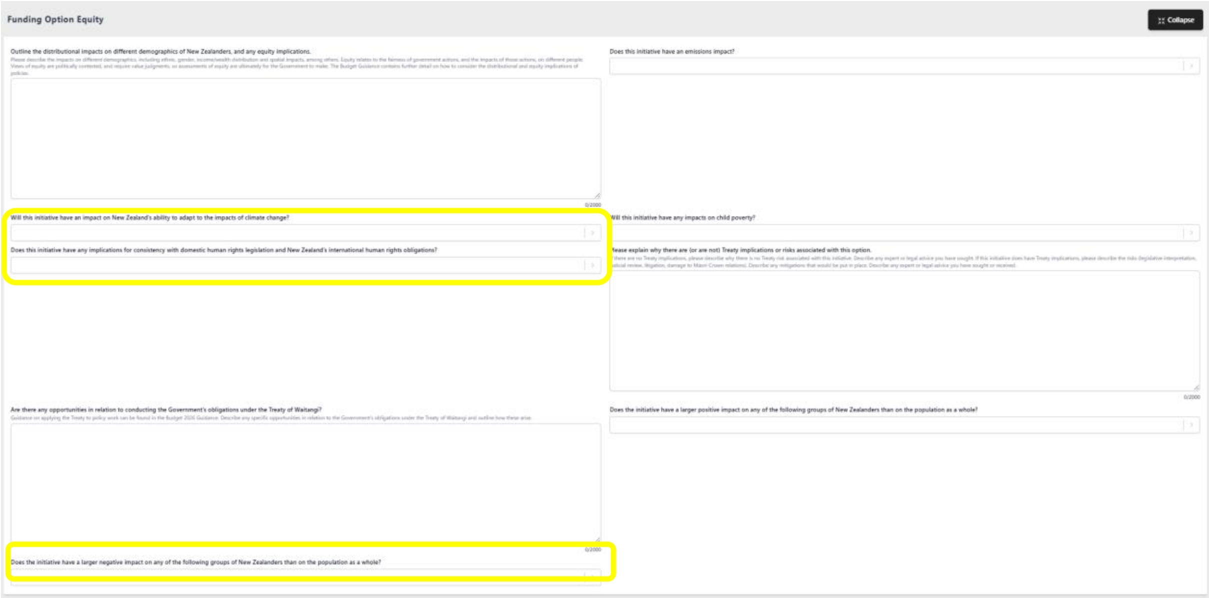


Funding Option Equity

Select ‘Expand’ for Funding Equity. Complete the fields in this section. If this option has climate or human rights impacts, then additional questions will appear.

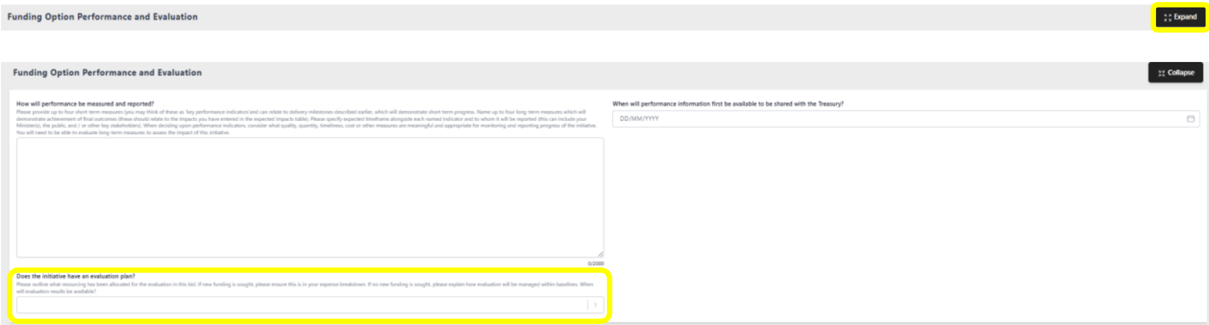
You can also select multiple populations that will experience a larger positive or negative impact as a result of this option than the population as a whole.





Funding Option Performance and Evaluation

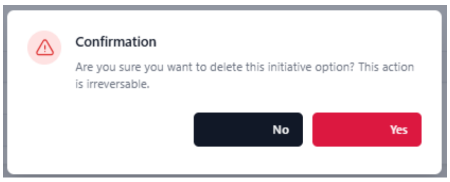
Select ‘Expand’ for Funding Option Performance and Evaluation. Complete the fields in this section. If this option has an evaluation plan, then additional fields will be triggered.



How to delete a funding option

- To delete the funding option, select ‘Delete’

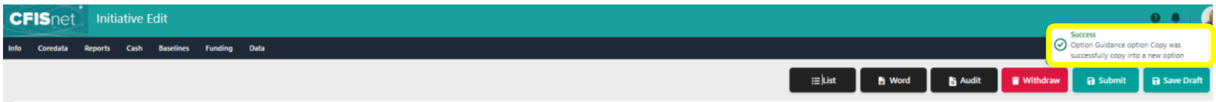
- Please note if you select ‘Delete,’ a warning notification will be triggered as **this action is not reversable.**



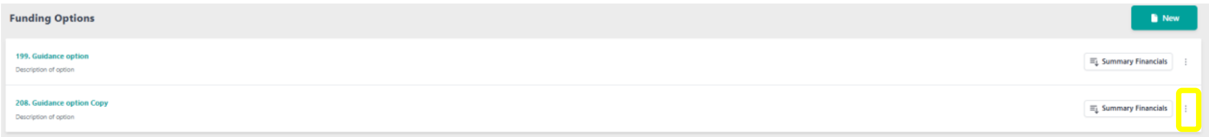
How to copy a funding option

- To create a copy of a funding option, **select 'Copy Option'.** This may save you time if you've got similar options.

- This action will create a copy of your funding option that contains all of the information you have entered, return you to the 'Initiative Edit' page, and trigger a 'success' notification. This option will appear below your previously created option, with the name '[Your Option Name] Copy'.

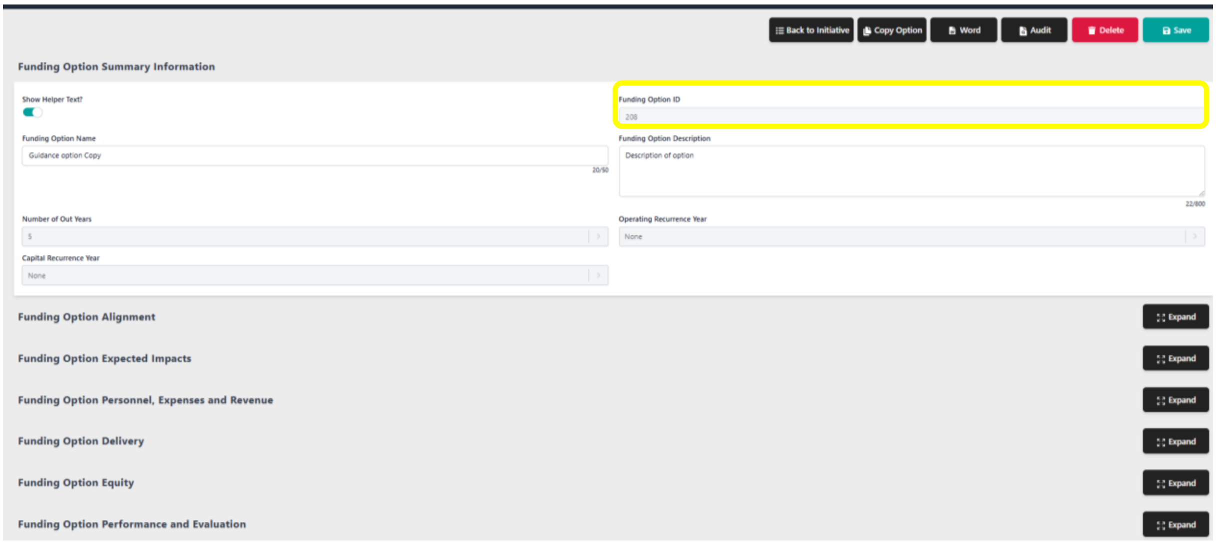


- To edit the copy of the funding option, scroll down to the 'Funding Options' section and select the three dots.



- Select 'Edit'

- This will take you to the 'Funding Option Edit' page for the copy. The copy will have a unique Funding Option ID.

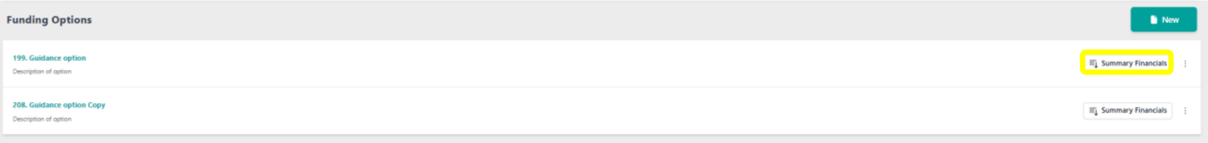


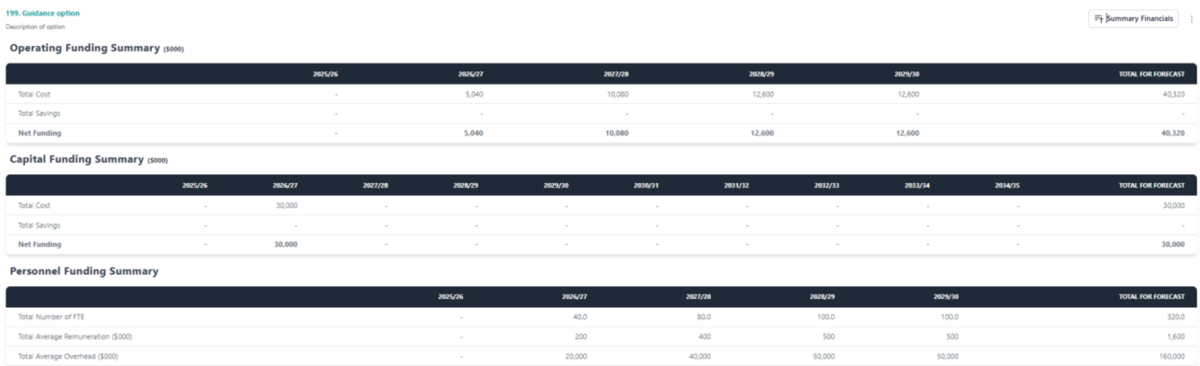
- You can now edit the relevant sections you wish to update by updating the text fields and editing the funding rows.

Remember to 'Save' as you go, and again before returning to the initiative edit page to avoid data loss.

Summary Financials

- Once you have returned to the ‘Initiative Edit’ page scroll down to the ‘Funding options’ at the bottom of the page. Select ‘Summary Financials.’ These tables contain the net values from the rows you entered into the tables for each option.




199. Guidance option
Description of option
Summary Financials

Operating Funding Summary ($000)

	2025/26	2026/27	2027/28	2028/29	2029/30	TOTAL FOR FORECAST
Total Cost	-	5,040	10,080	12,600	12,600	40,320
Total Savings	-	-	-	-	-	-
Net Funding	-	**5,040**	**10,080**	**12,600**	**12,600**	**40,320**

Capital Funding Summary ($000)

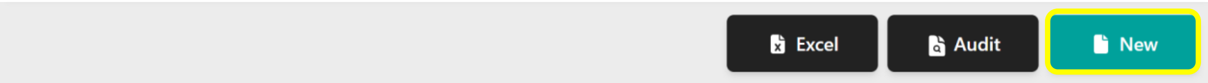
	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	TOTAL FOR FORECAST
Total Cost	-	30,000	-	-	-	-	-	-	-	-	30,000
Total Savings	-	-	-	-	-	-	-	-	-	-	-
Net Funding	-	**30,000**	-	-	-	-	-	-	-	-	**30,000**

Personnel Funding Summary

	2025/26	2026/27	2027/28	2028/29	2029/30	TOTAL FOR FORECAST
Total Number of FTE	-	40.0	80.0	100.0	100.0	320.0
Total Average Remuneration ($000)	-	200	400	500	500	1,600
Total Average Overhead ($000)	-	20,000	40,000	50,000	50,000	160,000

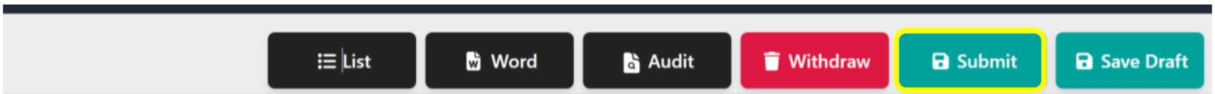
Exporting your initiative to Word

To export your initiative to word, select ‘Word’.

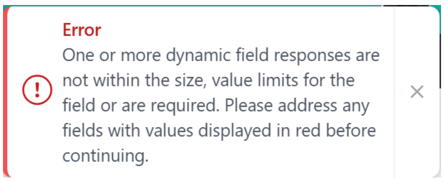


How to submit initiatives to the Treasury

- Full Department access Users can submit initiatives to the Treasury by selecting ‘Submit’. **Once the initiative has been submitted, the agency can no longer edit the submission.**



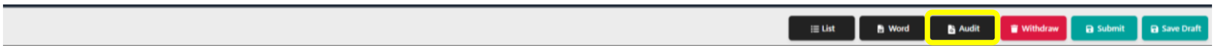
Please note, an error message will pop up if the required fields have not been completed.



Audit Log

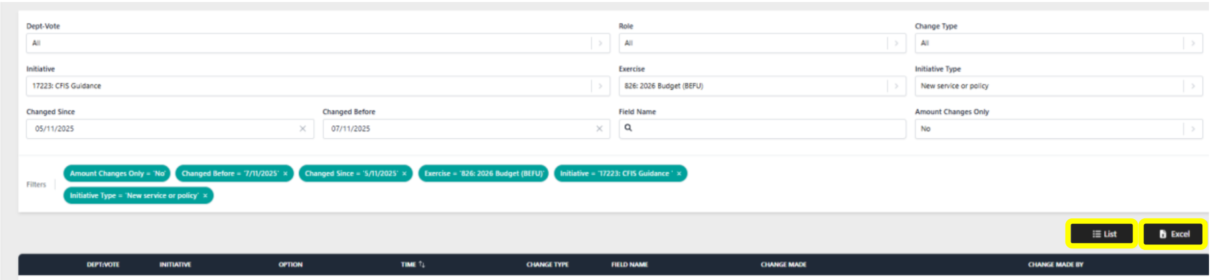
The audit log keeps track of changes made by users, including a functionality to see users that have viewed initiatives.

- To view the audit log, select ‘Audit’



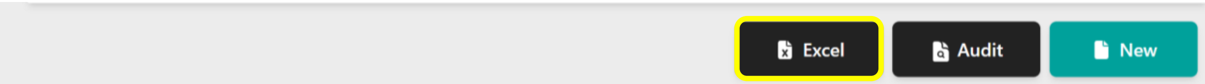
- You can filter the audit log by Role, Type, Initiative, and Time Period.
- To export the audit log to excel select ‘Excel’

- To return to the initiatives list select ‘List’



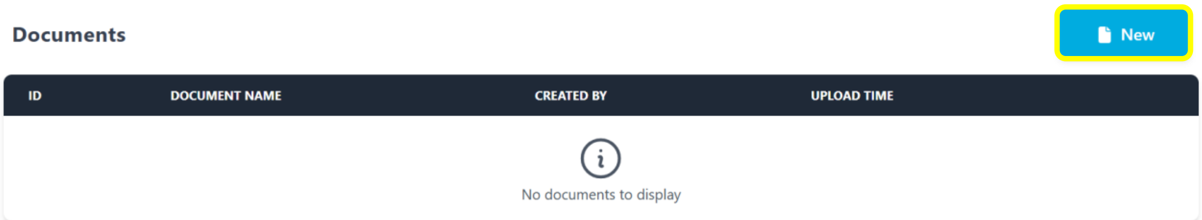
How to export to Excel

To export the data from all the initiatives from your agency select ‘Excel’. Budget Contributor users will only be able to export initiatives that have not been restricted to Department Users.

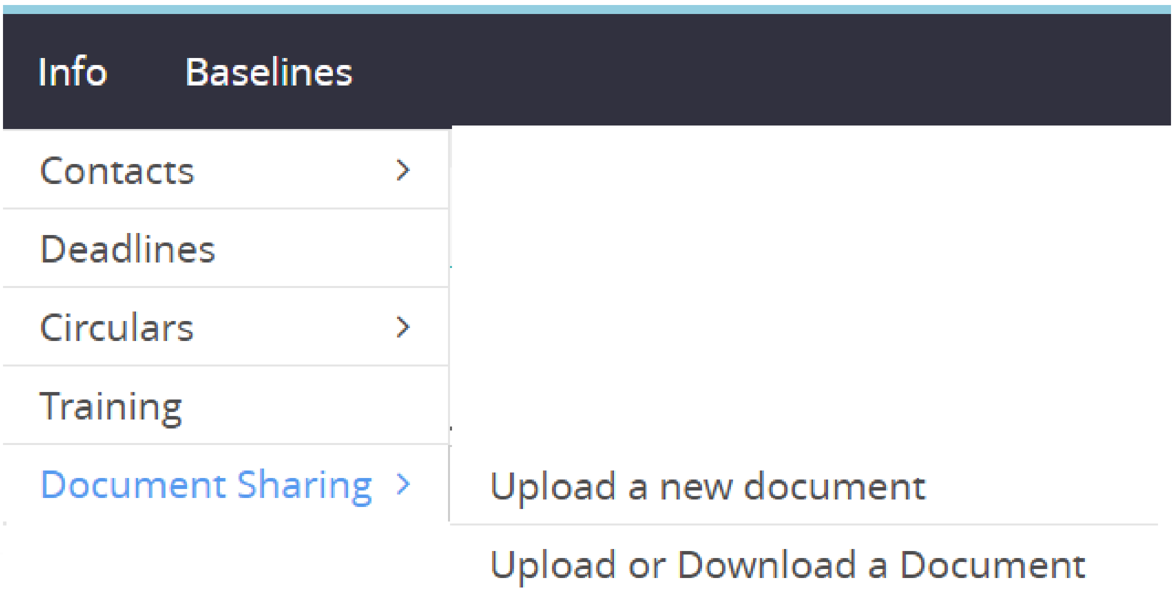


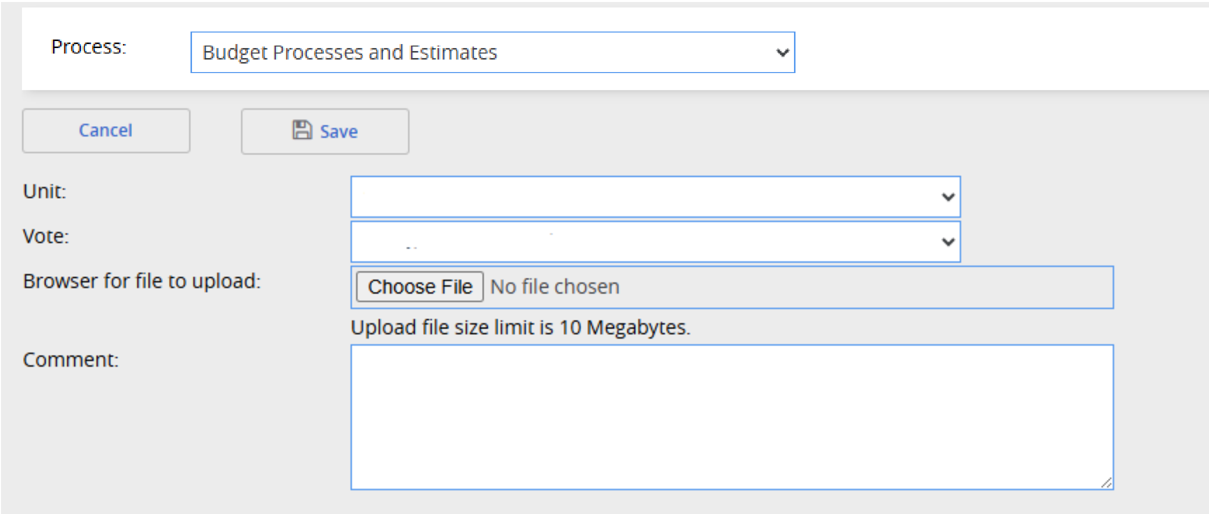
Document Sharing

Where a document is relevant for an individual initiative (e.g. costing models), this can be uploaded using the ‘Documents’ area of the ‘Initiative Summary’ screen as below. Click ‘New’ to add a file, at which point you will be prompted to choose a file from your desktop to upload.



Where a document is relevant for multiple initiatives (e.g. an envelope submission), this can be uploaded using the ‘Document Sharing’ tab found under ‘Info – Document Sharing – Upload a new document’. Please include any relevant information in the ‘comment’ section.





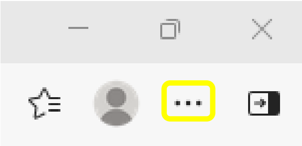
The file size limit for both areas is 10 megabytes. If you wish to include a larger file to support submissions, please reach out to your Vote team to determine an alternative path for sharing.

Annex One: How to turn on spell check in your web browser

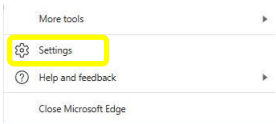
How to turn on spell check

CFISnet does not specifically have a spell check functionality available on screen. However, it uses the functionality available in the web browser.

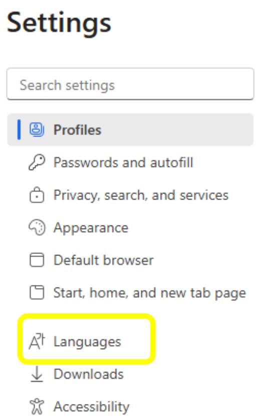
- To turn on spell check in your browser select the three dots in the right corner of your web browser.



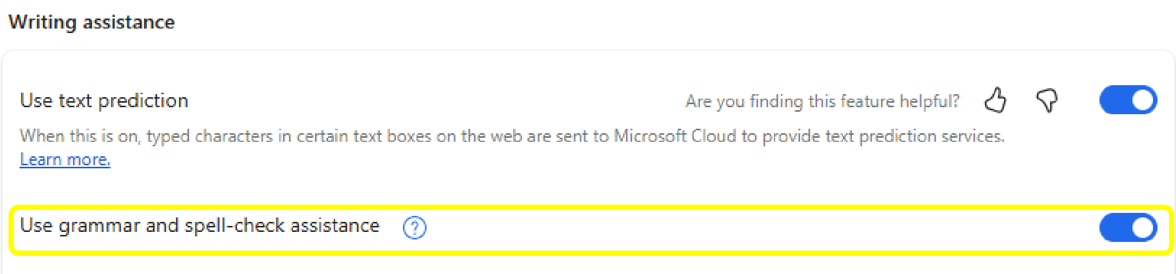
- Select 'Settings'



- Select 'Languages'



- Toggle 'Use grammar and spell-check assistance' under writing assistance



Annex Two: Character limits for text fields

Most fields included in templates have a limit of 2,000 characters (including spaces). A limited number of fields have reduced limits where appropriate to support (give justification). These are outlined below:

<table>
<tr><th>Corresponding CFISnet Section</th><th>Corresponding Word Template Section</th><th>Field/Question</th><th>Limit</th></tr>
<tr><td rowspan="4">Initiative overview</td><td rowspan="2">Section One: Summary</td><td>Title</td><td>120</td></tr>
<tr><td>Description</td><td>800</td></tr>
<tr><td rowspan="2">Section Two: Initiative Option profile</td><td>Initiative funding options outline</td><td>1,000</td></tr>
<tr><td>Does this initiative belong to a group of related initiatives</td><td>250</td></tr>
<tr><td rowspan="2">Funding Option - Summary Information</td><td rowspan="2">Section Three: Option Data</td><td>Funding Option Name</td><td>50</td></tr>
<tr><td>Funding option Description</td><td>800</td></tr>
<tr><td>Funding Option - Expected Impacts
Funding Option - Personnel, Expenses, and Revenue</td><td>Section Five: Expected Impacts
Section Six: Personnel, expenses and revenue requirements</td><td>All text fields included in tables</td><td>250</td></tr>
</table>