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The Parliamentary Financial Cycle

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The Parliamentary Financial Cycle
(Background Paper)

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THE PARLIAMENTARY FINANCIAL CYCLE

1 INTRODUCTION

One of Parliament's fundamental roles is to review and approve the government's taxation and spending plans. In fact, the government cannot change taxation rates, impose new taxes, or spend public funds without Parliament's approval.

Despite the importance of financial scrutiny, Parliament's role in this regard is often not well understood. The goal of this publication is to provide a broad overview of the various components of the Canadian parliamentary financial cycle and the reporting documents associated with it, in order to assist parliamentarians in their consideration of the government's taxation and spending plans.

The publication is organized around the various components of the financial cycle, notably, the budget, the estimates and the public accounts.¹

Readers looking for a very brief summary should refer to the overview section. A slightly longer outline can be found in the financial cycle section. A glossary of selected terms related to parliamentary procedure is provided in Appendix A.

It should be noted that this publication does not cover all issues related to the parliamentary financial cycle, and that other sources provide more in-depth discussions.²

2 OVERVIEW

The government sets out its spending and taxation priorities for the coming year, as well as its expectations with respect to revenues, expenses and budgetary balance – surplus or deficit – in its budget, which is presented by the Minister of Finance. The budget is a financial plan and does not authorize the government to change taxation or spend funds.

To change taxation, the government introduces ways and means motions that outline the proposed changes, such as increasing tax rates or imposing new taxes. These changes are enacted by Parliament through the review and approval of legislation, such as budget implementation bills.

To spend funds, the government must request Parliament's authorization through the review and approval of appropriation bills. To help Parliament understand and scrutinize its spending plans, the government prepares and presents main and supplementary estimates, as well as departmental reports on plans and priorities.

The government receives authorization for statutory expenditures, such as the Canada Health Transfer to provinces and territories, through previously adopted legislation. The legislative authority for statutory expenditures is ongoing and does not need annual approval from Parliament.

After the completion of the fiscal year, the government explains its achievements in departmental performance reports and, in the Public Accounts of Canada, sets out its actual expenditures during the fiscal year and its financial position at the end of the fiscal year. The government's consolidated financial statements are audited by the Auditor General of Canada.

3 BASIC PRINCIPLES

3.1 A BRIEF HISTORY

The origins of the Westminster parliamentary system lie in British feudal society, which gave rise to efforts by the wealthy elite to place constraints on the ability of the monarch to raise funds through taxes and to spend those funds on foreign wars. Over time, Parliament gradually restricted the Crown's taxation and spending authority. In keeping with this tradition, the Canadian federal government cannot raise taxes or spend funds without first obtaining Parliament's explicit approval through the adoption of legislation.³

3.2 LEGISLATIVE AND PROCEDURAL PRINCIPLES

The central role of Parliament in authorizing and providing oversight of government taxation and spending has been codified in legislation, notably the *Constitution Act, 1867* and the *Financial Administration Act*.⁴ Procedures for the parliamentary financial process are laid out in the Standing Orders of the House of Commons and the Rules of the Senate.⁵

Some basic principles of parliamentary control over public funds can be derived from these legislative and procedural requirements, as follows:

- public funds are kept in a central account, called the Consolidated Revenue Fund, into which revenues are deposited and from which expenditures are deducted;
- bills must be presented to and approved by Parliament to impose taxes or duties, as well as to appropriate funds from the Consolidated Revenue Fund;
- these “money” bills must originate in and be passed by the House of Commons, and are then considered and passed by the Senate;⁶
- bills increasing taxation must be preceded by a ways and means motion, which can be made only by ministers of the Crown;
- bills for the appropriation of funds must be accompanied by a royal recommendation from the Governor General, i.e., they must have the government's approval;⁷
- the authority to spend funds provided by appropriation bills lapses at the end of the fiscal year;
- the consideration of the government's estimates and associated appropriation bills follows a set schedule in the House of Commons, and the opposition parties are allocated supply days during which their motions have precedence;

- a consolidated statement of financial accounts must be presented to the House of Commons after the conclusion of the fiscal year; and
- the consolidated financial statements are audited by the Auditor General of Canada.

These principles ensure that the government retains the prerogative to raise funds through taxation and to plan its spending, while Parliament has the opportunity to scrutinize the government's taxation and spending plans, as well as to review actual revenues and expenditures. Thus, budget-setting is an executive function, and Parliament's role is to hold the government to account for how it raises and spends public funds. This scrutiny is undertaken through a series of activities during the financial cycle.

4 THE FINANCIAL CYCLE

The parliamentary financial cycle may be considered as a continuous loop of activities that take place throughout the calendar year.⁸ Because the federal government's fiscal year begins on 1 April and ends on 31 March, activities that take place during a single calendar year may relate to different fiscal years. For example, in one calendar year, the budget sets out priorities for the coming fiscal year, while the public accounts outline spending that took place in the previous fiscal year.

Thus, it may be helpful to consider the financial cycle in relation to activities that take place before, during and after the fiscal year, as set out in Appendix B. In this way, it can be seen how each element contributes to parliamentary review and approval of government spending for a given fiscal year and takes place over several calendar years. Each of the elements noted below will be discussed in more detail in later sections.

The financial cycle can also be categorized in terms of the House of Commons' supply periods, which end on 26 March, 23 June and 10 December.⁹ Before the end of each period, the House of Commons votes on whether it agrees, or concurs, with the estimates and the associated appropriation bills that are before it, which are then sent to the Senate for review and approval.

4.1 BEFORE THE FISCAL YEAR

In the fall, the House of Commons Standing Committee on Finance holds pre-budget consultations during which it seeks the views of Canadians on what recommendations it should make to the Minister of Finance for the government's upcoming budget.

Usually in February or March, the Minister of Finance presents the government's budget, which outlines the government's taxation and spending priorities for the coming fiscal year. It should be noted that there is no specific timeline or requirement for the presentation of a budget.¹⁰ The government may subsequently introduce budget implementation bills to legislate provisions of the budget, such as changes to taxation.

As an appendix to the budget plan, the government includes its debt management strategy, which describes how it proposes to manage the federal debt in the coming fiscal year.

As the budget is a financial plan and does not provide authorization to spend funds, on or before 1 March the government tables its main estimates for the coming fiscal year. The main estimates present the government's spending plans for each federal organization and provide items that will be included in an appropriation bill. It is important to note that the main estimates are prepared in the late fall, and thus generally do not include spending items announced in the budget.

On the same day as it tables the main estimates, the government publishes its report on tax expenditures, which are tax measures used in place of direct program spending to promote specific policy objectives.

Later in March, the government tables departmental reports on plans and priorities. These reports set out the results that departments intend to achieve with the resources provided to them, and they outline the human and financial resources allocated to each program and sub-program.

Before the beginning of the fiscal year, the House of Commons approves interim supply. As full supply is not granted until June, the government needs authorization to spend funds during the first three months of the fiscal year. Thus, interim supply is usually three twelfths of the amount outlined in the main estimates.¹¹

4.2 DURING THE FISCAL YEAR

Once the main estimates have been tabled in the House of Commons, they are referred to the relevant standing committees, who have the opportunity to review, vote and report on them by 31 May.¹² The Standing Senate Committee on National Finance also reviews and prepares reports on the estimates.

In June, the House of Commons approves full supply, which is the amount laid out in the main estimates, less interim supply. Once approved, the appropriation bill is sent to the Senate for consideration and approval.

As the main estimates do not include the government's complete spending needs for the year, such as unanticipated spending needs or items announced in the budget, the government also presents supplementary estimates to Parliament for review and approval. Although there is no set schedule or limit to the number of supplementary estimates, the government tends to present supplementary estimates in May, November and February, and each set of supplementary estimates receives an alphabetical designation – A, B or C. Supplementary estimates are also referred to committees for review and receive approval through an appropriation bill at the end of the relevant supply period.

In the fall, the Minister of Finance presents an economic and fiscal update, which provides mid-year information on the country's economic growth and the state of the government's finances.

Throughout the year, federal departments, agencies and Crown corporations prepare and make public quarterly financial reports, which compare planned with actual expenditures.¹³

4.3 AFTER THE FISCAL YEAR

Sometime after the end of the fiscal year (usually in October), the government presents its public accounts, which outline the government's actual spending during the year. The public accounts also provide a snapshot of the government's financial position at the end of the fiscal year – its liabilities, assets and net debt. The public accounts are referred to the House of Commons Standing Committee on Public Accounts.

After the public accounts have been presented, the government tables its Debt Management Report, which presents how it managed the federal debt in the previous fiscal year.

Also in the fall, the government releases departmental performance reports for each department and agency. These reports describe achievements relative to the expectations outlined in the corresponding reports on plans and priorities presented just before the beginning of the previous fiscal year.

5 THE BUDGET

The budget, which sets out the government's overall taxation and spending priorities, is a key component of the financial cycle and is summarized in the budget speech. Other aspects of the preparation and implementation of the budget include pre-budget consultations, fiscal updates, ways and means motions, budget implementation bills, debt management, and tax expenditures, as well as the role played by the Parliamentary Budget Officer in helping parliamentarians better understand the government's budgeting practices.

5.1 PRE-BUDGET CONSULTATIONS

Since 1994, the House of Commons Standing Committee on Finance has conducted pre-budget consultations.¹⁴ The Committee often structures its consultations around five or six topics related to the government's budgetary policy. During these consultations, the Committee solicits written submissions from individual Canadians and interested organizations during the summer, holds public hearings (often across the country during the fall) and presents a report to the House of Commons in December.

The Committee's report, which reflects the opinion of a majority of its members, summarizes the submissions and testimony it received and makes recommendations to the government for the upcoming budget. Other committee members may request the right to append supplementary or dissenting opinions to the report.

Although the government is not obligated to act on the Committee's recommendations, the pre-budget consultations provide an opportunity for parliamentary input into the budget planning process, as well as public discussion and debate regarding the government's spending and taxation priorities.¹⁵

The Minister of Finance also holds pre-budget consultations and solicits written submissions from Canadians.

5.2 THE BUDGET

Next to the Speech from the Throne, the budget speech is one of the government's most important policy statements. It sets out the government's outlook for the economy and employment, explains its expectations for the budgetary balance, and announces new spending initiatives, increases or decreases to spending, and changes to taxation.

The Minister of Finance develops the budget with the support of the Department of Finance Canada, which analyses the fiscal implications of budget proposals, and in close consultation with the Prime Minister and the Privy Council Office.¹⁶

After giving notice, the Minister of Finance usually delivers the budget speech to the House of Commons late in the afternoon, after the financial markets have closed. The speech is accompanied by a more detailed budget plan, which is made available several hours in advance to parliamentarians, journalists and other interested parties in a closed-door information "lock-up." As the budget may have an impact on financial markets, its contents remain confidential until the minister presents the budget to the House of Commons.

Before delivering the budget speech, the Minister of Finance will move a ways and means motion that the House of Commons approve in general the budgetary policy of the government. After up to four days of debate and the opportunity for the opposition parties to present an amendment and a sub-amendment, the House of Commons will vote on the minister's motion.¹⁷ Adoption of this motion does not authorize the government to change taxation or to spend funds, which must come through the ways and means and supply processes. Rather, it indicates general approval of the government's financial plan. The failure of this motion to pass would likely indicate a loss of confidence in the government by the House of Commons.

The budget plan is often an extensive document that begins with a detailed discussion of the country's recent economic performance. Using an average of private sector economic forecasts as a basis for fiscal planning, and including an adjustment for risks to the economy, the Department of Finance Canada provides projections for the government's revenues, expenses and budgetary balance.¹⁸ This overall fiscal framework provides the context for taxation and spending announcements.

Within the budget plan, taxation and spending priorities are organized by policy themes relevant to the government of the day. Proposed changes to taxation are accompanied by a projection of their budgetary impact and by notices of ways and means motions, which are required to put in place changes to taxation. Spending

announcements usually have a profile, that is, the years over which the spending will take place and the corresponding amounts.¹⁹ Lastly, the budget plan may include policy announcements that do not have specific budgetary implications, such as a commitment to undertake copyright reform.

The budget documents are usually tabled in the Senate. The Senate may debate the merits and weaknesses of the budget but does not vote on the budget speech.

5.3 FISCAL UPDATES

In the fall, the Minister of Finance provides an economic and fiscal update, which includes up-to-date information on the country's economic developments and prospects, the government's fiscal situation, including its outlook for revenues and program expenses, and risks to fiscal projections. The update may also include a long-term economic and fiscal projection. On several occasions, the update has announced proposed changes to taxation, leading some observers to call it a "mini-budget."

In some years, the update has been presented to the Standing Committee on Finance, while in other years it has been presented outside Parliament. The information it provides may contribute to the Standing Committee on Finance's pre-budget consultations and report.

Through the *Fiscal Monitor*, the Department of Finance Canada releases monthly updates on the government's fiscal performance to that point in the fiscal year, including an estimate of revenues, expenses and the budgetary balance.²⁰

5.4 WAYS AND MEANS MOTIONS

Before the government can introduce a bill to impose a new tax, increase the rate of an existing tax, continue an expiring tax or extend the coverage of a tax, it must first introduce, and have the House of Commons adopt, a ways and means motion.²¹ The requirement for a ways and means motion means that tax increases are the prerogative of the government, as only ministers may introduce them. However, legislative proposals to reduce the level of taxation do not need to be preceded by a ways and means motion before being introduced.

Ways and means motions establish limits, such as tax rates and their applicability, on the scope of the associated tax legislation. The motions may be general or very specific, as in the form of draft legislation. The corresponding bill must be based on the motion, but does not need to be identical to it. Once the motion is adopted, a bill may be introduced with the proposed tax measures. It should be noted that, unlike appropriation bills or unless otherwise indicated, changes to taxation authorized by legislation do not need to be renewed.

As it may take some time before legislation implementing tax measures is passed, the government's long-standing practice is to implement, provisionally, some tax measures as of the date of the notice of a ways and means motion, or, in some cases, the date of the Minister of Finance's announcement of the proposed changes. The rationale

for provisional implementation is that if some tax measures were not immediately put in place, their effectiveness could be diminished, it would be difficult for the Minister of Finance to forecast expected revenues, and certain taxpayers could gain unintended advantages.²² The result is that taxes may be collected before the proposed changes have the force of law.

5.5 BUDGET IMPLEMENTATION BILLS

To implement various measures associated with the budget, the government introduces budget implementation bills. As with other legislation, these bills are given three readings in the House of Commons and the Senate and are referred for review by committee – usually the House of Commons Standing Committee on Finance and the Standing Senate Committee on National Finance.²³

There are often two budget implementation bills associated with a given budget, one in the spring and one in the fall, and changes to taxation announced in the budget are usually included in budget implementation bills rather than in separate tax bills.

The size of budget implementation bills and the inclusion of items not related to the budget have been the subject of discussion.²⁴

5.6 DEBT MANAGEMENT

With the stated intention of increasing the government's flexibility in meeting its borrowing needs, the *Budget Implementation Act, 2007* made changes to the *Financial Administration Act* to enable the Governor in Council to authorize the Minister of Finance to borrow money, which previously was authorized through borrowing authority bills passed by Parliament. Borrowing limits are now approved by the Governor in Council through an Order in Council.

As part of the changes, the government must table in Parliament a debt management report on how it managed the debt in the previous fiscal year, and a debt management strategy describing how it proposes to manage the debt in the coming fiscal year.²⁵ The debt management strategy is included as an annex to the budget plan. These documents focus on the portion of the debt that is borrowed in financial markets, as well as the investment of cash balances in liquid assets until they are needed for operations.²⁶

5.7 TAX EXPENDITURES

Through specific tax measures, such as low rates, exemptions, deductions, deferrals and credits, the tax system can be used to achieve economic and social public policy objectives. As these measures result in lower tax revenues and may be used in place of spending programs, they are called tax expenditures. The federal government forgoes tens of billions of dollars in revenue each year as a result of tax expenditures.²⁷ Examples include the Charitable Donation Tax Credit and the Education Tax Credit.

The Department of Finance Canada prepares an annual report on tax expenditures that provides estimates for the amount of revenue forgone for each tax expenditure, as well as evaluations and analytical papers examining different specific tax expenditures.²⁸

In 2015, the Auditor General of Canada noted that tax expenditures, unlike direct program spending, were not systematically evaluated and that the information reported on them did not adequately support parliamentary oversight.²⁹

5.8 PARLIAMENTARY BUDGET OFFICER

In December 2006, the government created the position and office of the Parliamentary Budget Officer (PBO) in order to make the government's fiscal forecasting and budget planning process more transparent, credible and accountable to Parliament.³⁰

The PBO's mandate is to provide independent, objective analysis to Parliament on the state of the nation's finances, the government's estimates, and trends in the Canadian economy. Also, upon request from a committee or a parliamentarian, the PBO estimates the financial cost of proposals for matters over which Parliament has jurisdiction.

To help parliamentarians analyze the government's budgeting practices and fiscal situation, the PBO produces an annual economic and fiscal outlook, along with occasional updates, an annual labour market assessment, quarterly reviews of federal program spending, analyses of the main and supplementary estimates, and fiscal sustainability reports with a long-term outlook.³¹

One of the PBO's challenges since the creation of the position has been obtaining access to all requested data and information from the government.³²

6 THE ESTIMATES

Approval of the Minister of Finance's budget does not authorize the government to spend funds. Instead, Parliament authorizes government spending through the estimates and the associated appropriation bills. This process is often called the business of supply.

6.1 A BRIEF HISTORY

Before 1968, the estimates were considered by committees of the whole House of Commons. Each estimate was considered as a separate resolution or motion, amendments were permitted, and no time limits were placed on debate. The procedures reflected the long-standing tradition that grievances should be considered before granting supply to the Crown.

The consequence of these procedures was that the opposition, in an effort to obtain concessions from the government, would often delay the adoption of motions granting supply until late in the session. However, the opposition's tactics meant that a considerable amount of the House of Commons' business was devoted to supply matters, even though it engaged in limited substantive debate on the estimates.

With the intention of providing greater and more efficient scrutiny of the estimates, starting in 1968, all estimates were referred to appropriate standing committees for consideration. To ensure that supply was considered and voted upon in a timely manner, the House of Commons schedule was divided into three supply periods, with votes on supply taking place at the end of each period. In lieu of being able to delay the adoption of motions granting supply, the opposition was granted a number of days during which it could control the business of the House of Commons and initiate debates and votes on items it felt needed attention and discussion.

6.2 SUPPLY PERIODS AND SUPPLY DAYS

To provide the government with a clear timeline for the consideration of supply, the House of Commons schedule is divided into three supply periods, ending respectively on 26 March, 23 June and 10 December. The opposition is provided 22 “allotted days” or “supply days” on which their motions take precedence over government supply motions.

The allotted days are scheduled by the government, seven take place in the supply period ending 26 March, eight in the period ending 23 June, and seven in the period ending 10 December. On supply days, the opposition may present motions on any matter falling within the jurisdiction of Parliament. Thus, although the motions are formally part of the supply process, they are not confined to issues related to supply.

On the last allotted day for supply in each period, the House of Commons votes on motions to concur in, i.e., express its agreement with, the estimates that have been presented during that supply period. Once the House of Commons votes to concur in the estimates, the government introduces an appropriations bill to give legislative effect to the estimates. In unique circumstances – for example, when the parliamentary calendar is shortened because of an election – the timing of the supply periods and the number of allotted supply days may be adjusted.

6.3 THE MAIN ESTIMATES

On or before March 1, that is, a month before the beginning of the fiscal year, the government presents its expenditure plan (part I of the estimates) and the main estimates (part II of the estimates), which are combined into one document.³³

The government expense plan provides a general overview of amounts included in the main estimates, including the overall composition of expenditures and a comparison of the main estimates with expenditures made in previous years.

The main estimates present the government’s appropriation needs for each federal organization. The main estimates are divided into votes for each organization, which form an annex to the associated appropriation bill.³⁴

The “voted” expenditures are approved annually by Parliament, and the authorization they provide to spend funds expires at the end of the fiscal year. Statutory expenditures, on the other hand, have ongoing authorization and are included in the main estimates for information purposes only.

For each organization, the main estimates include highlights of major year-to-year changes, expenditures by strategic outcome and program, and a list of transfer payment programs. In general, the spending information provided in the main estimates is highly aggregated and is not broken down into more specific categories. Thus, the main estimates are best read in conjunction with departmental reports on plans and priorities, which contain more detailed information.

The main estimates are prepared in the fall by the Treasury Board of Canada Secretariat in conjunction with federal organizations through an analysis of the funding levels needed to maintain existing programs and services for each organization, and incorporate adjustments to reflect increases or decreases to program funding levels approved by the Treasury Board.³⁵ This process is called the Annual Reference Level Update.³⁶

The main estimates do not present the entirety of planned federal spending for the coming fiscal year, since subsequent spending announcements, such as those included in the budget, or spending needs identified during the year will be included in supplementary estimates.

It should be noted that the government's overall spending projections outlined in the budget and the main estimates are not readily comparable; this is due, in part, to the fact that they are prepared using different accounting methods.³⁷

After they are tabled, the main estimates are referred to the appropriate standing committee for review.

6.4 TYPES OF VOTES

Each federal organization included in the main estimates has one or more votes. The numbers assigned to a vote, e.g., Vote 1 and Vote 5, are arbitrary and are merely used to distinguish votes.

Votes specify limits to expenditures that cannot be exceeded and thereby act as Parliament's control on government spending. To spend more than the amount specified in a vote, Parliament must approve additional amounts in supplementary estimates. Thus, federal organizations must spend less than the amount allocated in a vote. They may carry forward into the next fiscal year a portion of their unspent funding through the Treasury Board's carry forward votes, which are discussed below. Funds that are not spent or are not carried forward "lapse" at the end of the fiscal year.³⁸ The amount of funding that lapsed is identified in the Public Accounts of Canada.

Transfers between votes, either within an organization or between organizations, also require the approval of Parliament. Organizations do not need Parliament's approval to transfer funds within a vote from one program to another, nor must they inform Parliament of such transfers. Although the main estimates may include details about program spending, this is for information purposes only. Thus, Parliament may or may not be informed of reductions or reallocations in program spending.

Vote wording indicates the purposes of the funding, and Parliament must approve any changes to the wording, for example, to provide authority for an organization to re-spend revenues received for providing services.

There are several common types of votes:

- operating votes are used to fund day-to-day operating costs, such as salaries and utilities;
- capital votes are used to acquire capital assets that have continuing use, such as buildings and vehicles;
- grants and contributions votes are used to transfer funds to other organizations, individuals and governments to fulfil the federal government's objectives;
- program votes are used when capital and grants and contributions expenditures are under \$5 million, in which case all expenditures are included within one vote; and
- non-budgetary votes, indicated by an "L," are used to authorize loans or advances, such as loans provided to other governments or international organizations.³⁹

The Treasury Board of Canada Secretariat manages several central votes that apply across federal organizations, including a government contingencies vote and operating and capital budget carry forward votes.

The contingencies vote is used to provide immediate funding to organizations that cannot wait until approval of the next supplementary estimates for increased funding.

To reduce year-end spending, the carry forward votes permit organizations to carry forward a portion, usually up to 5% of the total amount appropriated for operating expenditures and 20% for capital expenditures, of their unspent funding from the previous fiscal year into the current fiscal year. Other central votes include government-wide initiatives, public service insurance payments and payroll requirements.

6.5 STATUTORY EXPENDITURES

Statutory expenditures are based on continuing legislative authority to undertake expenditures and do not require regular approval by Parliament.

Examples of statutory expenditures include major transfers to the provinces and territories, such as the Canada Health Transfer and equalization payments, and transfers to individuals, such as Old Age Security payments.

Parliament authorizes statutory expenditures through previously adopted legislation, such as, in the examples noted above, the *Federal–Provincial Fiscal Arrangements Act* and the *Old Age Security Act*. The amounts spent under statutory expenditures are determined by the provisions of the relevant statute and by independent factors, such as the growth of the population and provincial economies. Changing the factors that determine the amounts to be spent would require changes to the authorizing legislation.

To provide an overall picture of expenditures, the main estimates include summary information of statutory expenditures for each federal organization. Statutory expenditures account for a significant portion of the expenditures for Employment and Social Development Canada and the Department of Finance Canada. For the federal government as a whole, statutory expenditures account for approximately two-thirds of federal expenditures, and voted expenditures account for approximately one-third of expenditures.

Forecasted expenditures for each statutory item are included in a separate document called Statutory Forecasts.⁴⁰ The forecasts are provided for information purposes, rather than indicating an amount to be authorized by Parliament.

As they do not receive regular parliamentary scrutiny, in 2012, the House of Commons Standing Committee on Government Operations and Estimates recommended that standing committees review statutory programs on a cyclical basis.⁴¹

6.6 SUPPLEMENTARY ESTIMATES

The main estimates do not contain all of the government's spending needs for the year. To obtain approval for additional funding, the government submits supplementary estimates to Parliament. There is no limit to the number of supplementary estimates that may be presented, but generally the government submits three supplementary estimates during the fiscal year – in the spring, fall and winter – and each supplementary estimate is designated by a letter – supplementary estimates A, supplementary estimates B, and so on.

Like the main estimates, the supplementary estimates are divided into votes, are referred to standing committees for review, and provide information to support the consideration of an appropriation bill. The appropriation bill associated with supplementary estimates is presented at the end of the supply period during which the supplementary estimates were presented.

Unlike the main estimates, the supplementary estimates contain brief statements outlining the requirements for additional expenditure authorities. However, the extent to which the descriptions provided in supplementary estimates clearly explain spending requirements varies.⁴²

The supplementary estimates include spending items not sufficiently developed for inclusion in the main estimates, such as budget announcements, unanticipated funding requirements, the transfer of funds between votes, either within or between organizations, funds for temporary programs, and various other funding needs. Details on vote transfers, updated information on forecasted statutory expenditures and the use of central votes, such as the operating budget carry-forward vote, are included in separate documents.⁴³

Supplementary estimates provide information on “authorities to date” that includes amounts previously adopted in main and supplementary estimates, allocations from central votes and funds related to the transfer of responsibilities between federal organizations.

Supplementary estimates include one-dollar items. These items are used because no additional funding is required but an amount must be presented for parliamentary approval of the item. One-dollar items may be used to transfer funds between votes, to write off debts, to adjust loan guarantees, to authorize grants, to amend vote wording, or to amend previous appropriation acts.

Supplementary estimates also contain a list of horizontal items – initiatives that involve more than one organization, such as funding related to the remediation of contaminated sites. A brief description of horizontal items, as well as how much each organization will spend on each initiative, is provided.

6.7 REPORTS ON PLANS AND PRIORITIES AND DEPARTMENTAL PERFORMANCE REPORTS

To provide additional context to the spending information included in the main estimates, federal departments and agencies prepare reports on plans and priorities and departmental performance reports. Together, these reports constitute part III of the estimates.

The reports on plans and priorities cover a three-year period and describe organizational priorities and the human and financial resources allocated to programs and sub-programs over this period. For each program and sub-program, the reports outline an expected result, a performance indicator to determine whether the result has been achieved, and a target of performance to be achieved.

The departmental performance reports are prepared after the fiscal year is completed and provide information about the resources used during the year, as well as a comparison of results achieved to the projections outlined in the corresponding reports on plans and priorities.

The goal of these reports is to link financial and performance information in order to demonstrate how public resources are being used to achieve results for Canadians. While these reports provide a broader understanding and examination of government spending, activities and performance, their usefulness may be limited by the extent to which the performance information presents a balanced picture of achievements and shortcomings, they focus on activities (such as number of information sessions held) rather than results (such as a reduction in the unemployment rate), and the results they describe are clearly attributed to specific government programs and services.⁴⁴

6.8 COMMITTEE REVIEW

In the House of Commons, main and supplementary estimates votes are referred to standing committees according to their mandates. In the Senate, all estimates are reviewed by the Standing Senate Committee on National Finance.

As part of the 1968 amendments to the estimates process, House of Commons standing committees have a specific deadline by which they must review and report estimates votes back to the House of Commons. If they do not report the votes back by the deadline, they are deemed to have reported. For the main estimates, the

deadline is 31 May, and for the supplementary estimates the deadline is three sitting days before the final sitting or the last allotted day in the relevant supply period. However, as the last allotted day is not set in advance, it can be difficult to know the date by which the supplementary estimates votes must be reported.⁴⁵

House of Commons standing committees may approve, reduce or “negative,” i.e., reject, the estimates votes referred to them.⁴⁶ They cannot increase the amount of a vote or change the way funds are to be used, as this is the prerogative of the government and requires a royal recommendation. Similarly, they cannot transfer funds between votes, because this would have the effect of increasing a vote. Standing committees also cannot make substantive reports on estimates votes.⁴⁷ They may, however, make substantive reports on organizational plans and priorities or performance.⁴⁸

Some observers have noted that House of Commons standings committees do not devote many meetings to considering the estimates; this criticism has led to proposals for further reform.⁴⁹

Unlike House of Commons standing committees, the Standing Senate Committee on National Finance has no procedural timeline for its review of the estimates; it does not vote on the estimates, and its reports tend to be substantive summaries of its meetings. Also, many of its meetings are devoted to considering the main and supplementary estimates.

In addition to standing committee review, the Leader of the Opposition may select, in consultation with the leaders of the other opposition parties, the main estimates of two departments or agencies for consideration by the Committee of the Whole in the House of Commons for up to four hours for each organization.

6.9 APPROPRIATION BILLS

On the last allotted day in the supply period, the government will move a motion of concurrence in the House of Commons on the estimates that are before it. Concurrence in this motion is an order of the House of Commons to bring in an appropriation bill.

Appropriation bills, normally entitled “An Act for granting to Her Majesty certain sums of money for the federal public administration for the financial year ending...” are based on the estimates that have been considered by the House of Commons, specifically the estimates votes that are included in the main and supplementary estimates. The bills are for interim supply, full supply or supplementary estimates.

Appropriation bills proceed through three “readings” and consideration by a Committee of the Whole. The readings take place very quickly, on the presumption that the estimates on which the bill is based have already been closely examined by standing committees.

After it is passed by the House of Commons, the appropriation bill is forwarded to the Senate for consideration and adoption.⁵⁰ The Senate does not vote on the estimates, and appropriation bills are not customarily sent to committee for review. However, the Standing Senate Committee on National Finance usually conducts an in-depth study of the expenditures set out in the estimates, and the Senate may consider the committee's reports on the estimates.

Once adopted and given Royal Assent by the Governor General, the appropriation act authorizes funding to be released from the Consolidated Revenue Fund for the amounts and purposes outlined in the act.

It should be noted that some federal organizations are authorized to re-spend non-tax revenues they receive for services provided.⁵¹ In these instances, the estimates votes are "netted," or reduced, against re-spendable revenues; thus, the planned expenditures of these organizations include both their estimates votes and their re-spendable revenues. Some Crown corporations are self-financing; that is, they receive sufficient revenues to cover expenditures and thus do not require an estimates appropriation.⁵²

Should Parliament fail to adopt an appropriation bill, the government would not be authorized to spend funds. However, the loss of a vote on concurrence in the estimates or on an appropriation bill would signify a loss of confidence in the government by the House of Commons, leading to the formation of a new government or to the dissolution of Parliament for a general election.⁵³ Presumably, a new government would be able to pass an appropriation bill; during a general election, government spending may be authorized by special warrants.

6.10 SPECIAL WARRANTS

When Parliament is dissolved for a federal general election, it cannot meet to pass bills that authorize government spending. Thus, if necessary, the government may obtain authority for expenditures during an election, and shortly thereafter, through special warrants, which are signed by the Governor General and are thus called the Governor General's special warrants.⁵⁴

Three conditions must be satisfied before a special warrant can be issued:

- Parliament must be dissolved for an election;
- the appropriate minister, whose organization requires funds, must report that the payments are urgently required for the public good; and
- the President of the Treasury Board must report that there are no other appropriations available for the required payments.⁵⁵

Special warrants may continue to be issued until 60 days after the date fixed for the return of the writs after a federal general election. Notices of special warrants must be published in the *Canada Gazette* within 30 days of being issued, and the President of the Treasury Board must present to Parliament within 15 days of its return a statement of special warrants issued. The amounts authorized by special warrants are deemed to be included in the next appropriation bill passed by Parliament.

6.11 PROPOSALS FOR REFORM

Although major changes to the House of Commons supply process were undertaken in 1968, modifications to the process continue to be made. For example, in 2001, the House of Commons Standing Orders were amended to allow the Leader of the Opposition to select the estimates of two departments for debate in the Committee of the Whole, and in 2002, the House of Commons Standing Committee on Government Operations and Estimates was created with a mandate, among other matters, to review and report on the process for considering the estimates and supply.

Despite these changes, some dissatisfaction with the supply process remains.⁵⁶ In response, House of Commons committees have produced several wide-ranging reports making a number of recommendations for reform, including:

- that standing committees be permitted to report proposals to reallocate up to 5% of funds within each of the estimates referred to them;⁵⁷
- that a specific procedure be implemented in the House of Commons for one-hour debates on standing committee reports on reports on plans and priorities and on performance;⁵⁸ and
- that estimates votes be based on programs, rather than on types of expenditures.⁵⁹

These proposals have not yet been implemented.

To be successful, any proposals for reform will have to work within the boundaries of the parliamentary system, such that the development of spending plans is a prerogative of the government, while at the same time parliamentarians have sufficient incentive and capacity to scrutinize the government's spending plans.

7 PUBLIC ACCOUNTS AND AUDIT

In addition to authorizing government spending, Parliament has the opportunity to review and hold the government to account for how it has spent and managed public funds.

After the end of the fiscal year, the government prepares its public accounts, which present its financial position at the end of the year and its actual spending during the year, as compared with its projected budget and authorities granted by Parliament. The Auditor General of Canada audits the government's consolidated financial statements and presents performance audits to Parliament for review.

7.1 THE PUBLIC ACCOUNTS OF CANADA

The Public Accounts of Canada are prepared on a full accrual accounting basis⁶⁰ and are divided into three volumes:

- **Volume I** presents the federal government's consolidated financial statements. It provides information about the government's financial performance over the last completed fiscal year – its revenues, expenses and budgetary balance, and a snapshot of the government's financial position at the end of the fiscal year – its liabilities, assets and net debt. Volume I also contains the Auditor General of Canada's opinion and observations on the government's financial statements.

- **Volume II** presents the financial operations of the government, segregated by ministry and organization, in a manner similar to the form and content of the estimates. Volume II compares actual expenditures to authorities provided in the estimates.
- **Volume III** presents additional information and analyses, such as the financial statements of revolving funds, *ex gratia* payments, court awards, federal/provincial cost-shared programs, and expenditures of ministers' offices.

Detailed information relating to several sections of Volume III is also made available:

- **Section 3 – Professional and Special Services** – provides information about payments totalling \$100,000 or more to one individual or organization for contracts for professional and special services.
- **Section 4 – Acquisition of Land, Buildings and Works** – provides information about contracts of \$250,000 or more to acquire land, buildings or works.
- **Section 6 – Transfer Payments** – provides information about grants and contributions totalling \$100,000 or more to one individual or organization.

7.2 THE AUDITOR GENERAL OF CANADA'S OPINION

To provide Parliament with assurance on the reliability of the federal government's consolidated financial statements, the Auditor General of Canada (OAG) gives an opinion on whether the financial statements:

- present fairly, in all material respects, the financial position of the government;
- are prepared according to the government's own accounting policies; and
- apply accounting policies in a way that is consistent with previous years.⁶¹

If the misstatements identified by the OAG are such that a person relying on the financial statements could be erroneously influenced in his or her decisions, then the Auditor General of Canada includes a reservation, or qualification, in his or her audit opinion and describes the nature and extent of the concerns.⁶²

In addition to the audit of the federal government's consolidated financial statements, the OAG also conducts approximately 95 financial audits of federal and territorial organizations every year.

7.3 PERFORMANCE AUDITS

The OAG presents to Parliament approximately 15 to 20 performance audits each year.⁶³ Performance audits provide an assessment of how well the government is managing its activities, responsibilities and resources. They examine whether government programs are managed with due regard to economy and efficiency and whether the government has the means to measure and report on program effectiveness. The OAG's performance audits make recommendations to improve program management. The Auditor General of Canada has the discretion to determine which areas will be examined in performance audits.

7.4 COMMITTEE REVIEW

The Public Accounts of Canada, including the Auditor General of Canada's opinion, are referred to the House of Commons Standing Committee on Public Accounts, as are all reports of the Auditor General of Canada.

Other standing committees may review the OAG's performance audits that lie within their mandates.

The Standing Senate Committee on National Finance also may review the OAG's performance audits.

8 CONSIDERATIONS

The processes, procedures and documents outlined in this publication have been put in place to enable Parliament to fulfil its role in scrutinizing the government's taxation and spending plans and holding the government to account for how it raises and spends public funds. However, Parliament's ability to perform this role is affected by the following challenges:

- the documents and information provided are quite complex and are at times hard to understand;
- it is difficult to track spending from announcement in the budget, to approval in the estimates, to actual spending in the public accounts;
- spending information is highly aggregated into overall amounts;
- there is no systematic process for the review of ongoing taxation, tax expenditures or statutory expenditures;
- performance information is often not balanced and is not clearly attributable to specific government programs; and
- there are few incentives for parliamentarians to engage in rigorous spending review.

NOTES

1. The numbering of the main sections in this document is merely a matter of convenience and does not reflect a logical progression in the presentation. Each of the main sections is meant to stand alone and can be read without reference to those preceding it.
2. A more detailed discussion of the history and procedures associated with the parliamentary financial cycle in the House of Commons can be found in Audry O'Brien and Marc Bosc, eds., "[18. Financial Procedures](#)," in *House of Commons Procedure and Practice*, 2nd ed., House of Commons, Ottawa, 2009. See also Senate of Canada, [Senate Procedure in Practice](#), Ottawa, June 2015.

3. Extended discussions of the history of Parliament's financial control can be found in: Paul Einzig, *The Control of the Purse: Progress and Decline of Parliament's Financial Control*, Secker and Warburg, London, 1959; and Norman Ward, *The Public Purse: A Study in Canadian Democracy*, University of Toronto Press, Toronto, 1962.
4. See especially sections 53, 54, 102 and 103 of the [Constitution Act, 1867](#) and sections 26, 27, 28, 37, 49 and 64 of the [Financial Administration Act](#).
5. See House of Commons, "[Chapter X: Financial Procedures](#)," in *Standing Orders of the House of Commons*, January 2014; and Senate of Canada, "[Chapter 10: Public Bills](#)," in *Rules of the Senate of Canada*, updated 7 May 2015.
6. The extent to which the Senate has the authority to amend financial legislation is the subject of discussion. See "[The Commons' Claim to Predominance in Financial Matters](#)," in O'Brien and Bosc (2009). See also Senate of Canada (June 2015), p. 153.
7. For more information about the royal recommendation, see "[The Royal Recommendation](#)," in O'Brien and Bosc (2009). It is important to note that the royal recommendation can be obtained only by ministers of the Crown. Private members' bills requiring the spending of federal funds may be introduced but must receive a royal recommendation before third reading in the House of Commons.
8. See "[The Financial Cycle](#)," in O'Brien and Bosc (2009).
9. See Treasury Board of Canada Secretariat, [The Reporting Cycle for Government Expenditures](#).
10. For example, in 2015 the budget was presented on 21 April, and in 2001 the budget was presented on 10 December.
11. Some organizations that have specific cash needs in the first three months of the fiscal year may request more than three twelfths in interim supply.
12. House of Commons standing committees may only approve, reduce or reject – but not increase – estimates votes referred to them.
13. See Treasury Board of Canada Secretariat, [Quarterly Financial Reporting \(QFR\)](#).
14. The pre-budget consultations are undertaken under *Standing Orders of the House of Commons*, "[Chapter X: Financial Procedures](#)," s. 83.1.
15. Geneviève Tellier examines the influence of the Select Standing Committee on Finance and Government Services' pre-budget consultations in British Columbia in "[Improving the Relevance of Parliamentary Institutions: An Examination of Legislative Pre-budget Consultations in British Columbia](#)," *The Journal of Legislative Studies*, Vol. 21, No. 2, 2015, pp. 192–212.
16. The role of the Department of Finance Canada in preparing the budget is discussed in more detail in Alex Smith, [The Roles and Responsibilities of Central Agencies](#), Publication no. 2009-01-E, Parliamentary Information and Research Service, Library of Parliament, Ottawa, 22 April 2015.
17. More information about the House of Commons' procedure regarding the budget can be found in "[The Business of Ways and Means](#)," in O'Brien and Bosc (2009).
18. For more information about the use of economic forecasts in the federal budget, see André Léonard, [Economic Forecasts Used for the Federal Budget and Adjustment for Risk](#), Publication no. 2015-15-E, Parliamentary Information and Research Service, Library of Parliament, Ottawa, 9 March 2015.

19. When the government “re-profiles” funds for a particular project, it changes the amounts that will be spent in specific years, even though the overall amount spent on that project may remain the same. Re-profiling funds for a project into future years frees up funds in the current year that had been allocated for that project, thereby reducing the need for additional funds for other projects in the supplementary estimates.
20. See Department of Finance Canada, [Fiscal Monitor](#).
21. The Senate does not vote on ways and means motions.
22. See Michael H. Wilson, *The Canadian Budgetary Process – Proposals for Improvement*, Department of Finance Canada, Ottawa, May 1985.
23. The Senate has amended and even defeated a budget implementation bill. As the confidence convention does not apply in the Senate, the defeat of a budget implementation bill in the Senate would not cause the government to fall. See Senate of Canada (June 2015), p. 157.
24. See, for example, House of Commons, [Debates](#), 2nd Session, 39th Parliament, 13 March 2008, pp. 4109–4110; and Senate, Standing Committee on National Finance, [Report on the Budget Implementation Act, 2009](#), Sixth Report, 2nd Session, 40th Parliament, June 2009.
25. See Department of Finance Canada, [Debt Management Report](#) and [Debt Management Strategy](#).
26. The federal government’s debt also includes non-market interest-bearing debt, such as the unfunded liability associated with public service pension plans for service accrued before 1 April 2000.
27. The Department of Finance Canada does not estimate the amount of revenue forgone from all tax expenditures because the measures tend to interact with one another, making an overall estimation difficult.
28. See Department of Finance Canada, [Government of Canada Tax Expenditures](#).
29. Office of the Auditor General of Canada, “[Report 3 – Tax-Based Expenditures](#),” in *Reports of the Auditor General of Canada – Spring 2015*, Ottawa, 2015.
30. Government of Canada, [Federal Accountability Action Plan – Turning a New Leaf](#), 2006, p. 13.
31. Parliamentary Budget Officer, [2013–14 Report on Activities of the Parliamentary Budget Office](#), Ottawa, 5 December 2014, p. 4.
32. *Ibid.*, p. 16.
33. See, for example, the “[Summary of Estimates](#),” and the “[Main Estimates](#)” by organization, for 2015–2016.
34. See the “[Items for inclusion in the Proposed Schedules to the Appropriation Bill](#)” for 2015–2016.
35. Ongoing funding levels are sometimes called “A-base” funding.
36. For more information, see Office of the Auditor General of Canada, “[An Overview of the Federal Government’s Expenditure Management System](#),” in *Report of the Auditor General of Canada – November 2006*, Ottawa, 2006, paras. 26–29.
37. For more information about the difference between the budget and the main estimates, see Alex Smith and John Bulmer, [The Federal Budget and the Estimates: How They Compare](#), Hill Note, Library of Parliament, Ottawa, 21 March 2013.

38. Lapsed funds remain, unspent, in the Consolidated Revenue Fund. More accurately, it is not the funds that lapse; rather, the parliamentary authority to spend the funds lapses at the end of the fiscal year.
39. These votes are called “non-budgetary” because they represent changes in the composition of the government’s financial assets and do not affect the government’s budgetary balance. All other votes involve expenditures and are thus called “budgetary.”
40. See Treasury Board of Canada Secretariat, [Government Expenditure Plan and Main Estimates \(Parts I and II\)](#).
41. House of Commons, Standing Committee on Government Operations and Estimates, [Strengthening Parliamentary Scrutiny of Estimates and Supply](#), Seventh Report, 1st Session, 41st Parliament, June 2012, p. 34.
42. For example, in 2011, the Auditor General of Canada noted that an item identified as “Border Infrastructure Fund relating to investments in infrastructure to reduce border congestion” was used to fund projects for the June 2010 G8 Summit in the Parry Sound–Muskoka region. See Office of the Auditor General of Canada, [“Chapter 2 – G8 Legacy Infrastructure Fund,”](#) in *Report of the Auditor General of Canada – Spring 2011*, Ottawa, 2011, para. 2.11.
43. See Treasury Board of Canada Secretariat, [Supplementary Estimates](#).
44. The House of Commons Standing Committee on Public Accounts commented on the quality of performance reports in [Selected Departmental Performance Reports for 2008–2009 – Department of Industry, Department of Transport](#), Fifteenth Report, 3rd Session, 40th Parliament, September 2010.
45. For example, on 1 June 2012, the government announced that the last allotted day in the supply period would be 6 June 2012. As this date was a Wednesday, the date three sitting days prior was 1 June 2012. Thus, standing committees had no advance notice of the deadline to report estimates votes.
46. Although this rarely happens, the House of Commons standing committee can reduce estimates votes referred to them. For example, on 25 November 2004, the House of Commons Standing Committee on Government Operations and Estimates reduced the main estimates Vote 1 of the Governor General by \$417,100 and Vote 1 of the Privy Council Office by \$127,233. These reductions were sustained by the House of Commons on 9 December 2004.
47. Limitations on the nature of standing committee reports on the estimates were clarified by Speakers’ rulings on 18 June 1973 and 10 December 1979.
48. For more information about committee powers, see Michael Dewing, Alex Smith and Jack Stilborn, [Committees and Estimates: Powers, Performance and Possible Strategies](#), Publication no. 05-78E, Parliamentary Information and Research Service, Library of Parliament, Ottawa, 22 March 2006.
49. See, for example, John A. Chenier, Michael Dewing and Jack Stilborn, “Does Parliament Care? Parliamentary Committees and the Estimates,” in G. Bruce Doern, ed., *How Ottawa Spends, 2005–2006*, McGill-Queen’s University Press, Montréal, 2006, pp. 200–221.
50. The Senate’s ability to amend appropriation bills is limited by the Senate’s rule 10-8, which states that, “[a] bill of aid or supply shall not be amended to include any clause that is foreign to or different from the matter of the bill.” There are no known instances of this rule being invoked. See Senate of Canada (June 2015), p. 156.

51. An example of an organization that has re-spending authority is the Royal Canadian Mounted Police [RCMP]. In 2013–2014, the RCMP had total voted appropriations of approximately \$3 billion. Its total expenses were close to \$5 billion because it had approximately \$1.8 billion in revenue that it re-spent, primarily from contract policing with provincial, territorial, municipal and Aboriginal governments.
52. Examples of self-financing Crown corporations include Export Development Canada, Farm Credit Canada and Canada Lands Company.
53. It should be noted that on 9 December 2004, the government attempted to restore votes in the House of Commons that had been reduced in committee. The government lost the votes, but this result was not perceived to be a loss of confidence in the government by the House of Commons.
54. Special warrants are authorized by the [Financial Administration Act](#), R.S.C. 1985, c. F-11, s. 30.
55. Available appropriations could include the Treasury Board of Canada Secretariat's government contingencies vote.
56. David A. Good provides a brief summary in "[Parliament and Public Money: Players and Police](#)," *Canadian Parliamentary Review*, Vol. 28, No. 1, Spring 2005, pp. 17–21.
57. House of Commons, Standing Committee on Procedure and House Affairs, [The Business of Supply: Completing the Circle of Control](#), Fifty-first Report, 1st Session, 36th Parliament, December 1998.
58. House of Commons, Standing Committee on Government Operations and Estimates, [Meaningful Scrutiny: Practical Improvements to the Estimates Process](#), Sixth Report, 2nd Session, 37th Parliament, September 2003.
59. House of Commons, Standing Committee on Government Operations and Estimates, [Strengthening Parliamentary Scrutiny of Estimates and Supply](#), Seventh Report, 1st Session, 41st Parliament, June 2012.
60. The budget and the public accounts are prepared on an accrual basis, and the estimates are prepared on a modified cash basis. Under cash accounting, revenues and expenditures are recorded when the cash is received or is spent, in a manner similar to personal bank accounts. Under accrual accounting, revenues and expenses are recorded in the period to which they relate. For example, under cash accounting, the purchase of a building by the government is included in the estimates in the fiscal year when the money was spent to buy it. Under accrual accounting, the building is recorded as an asset that is expensed over time as the building ages and thus is shown in the budget and the public accounts as an expense over a number of years.
61. The Auditor General does not audit departmental financial statements.
62. The "materiality," or significance, of misstatements used by auditors in their assessments of financial statements is usually a minimum of 0.5% of total expenses. In the case of the Public Accounts of Canada, the materiality is approximately \$1.5 billion.
63. The Commissioner of the Environment and Sustainable Development, situated within the Office of the Auditor General, also submits performance audits to Parliament.

APPENDIX A – GLOSSARY OF PARLIAMENTARY TERMS*

Allotted day	A day reserved for the discussion of the business of supply, the actual topic of debate being chosen by a Member in opposition.
Appropriation	A sum of money allocated by Parliament for a specific purpose outlined in the government's spending estimates.
Business of supply	The process by which the government submits its projected annual expenditures for parliamentary approval. It includes consideration of the main and supplementary estimates, interim supply, motions to restore or reinstate items in the estimates, appropriation bills, and motions debated on allotted days.
Business of ways and means	The process by which the government obtains the necessary resources to meet its expenses. It has two essential elements: the presentation of the budget and the motions which lead to the introduction of tax bills.
Committee of the Whole (House)	All of the Members of the House sitting in the Chamber as a committee. Presided over by a chair rather than by the Speaker, it studies appropriation bills and any other matters referred to it by the House.
Consolidated Revenue Fund	The government account which is drawn upon whenever an appropriation is approved by Parliament and replenished through the collection of taxes, tariffs and excises.
Fiscal year	The 12 month period, from April 1 to March 31, used by the government for budgetary and accounting purposes.
Royal recommendation	A message from the Governor General, required for any vote, resolution, address or bill for the appropriation of public revenue. Only a Minister can obtain such a recommendation.
Statutory expenditures	Expenditures authorized by Parliament outside the annual supply process. Acts authorizing statutory expenditures give the government the authority to withdraw funds from the Consolidated Revenue Fund for one or more years without the annual approval of Parliament.
Supply periods	One of three periods into which the parliamentary calendar is divided for the purpose of the consideration of the business of supply. Opposition allotted days are divided among the supply periods, which end, respectively, on December 10, March 26 and June 23.
Vote	An individual item of the estimates indicating the amount of money required by the government for a particular program or function.

NOTES

- * The definitions in this glossary are extracted from House of Commons, [Glossary of Parliamentary Procedure](#), 7th ed., September 2011.

APPENDIX B – THE PARLIAMENTARY FINANCIAL CYCLE

