CBMS Reference Data Set (RDS) Form: Single Request - Special Appropriation / Special Account

This form is used for a **single** request to:

i. create a new CBMS Special Appropriation or Special Account; or
ii. modify an existing Special Appropriation or Special Account, e.g. changing the title or related Program.

If you would like to change or create **multiple** Special Appropriations or Special Accounts, please email CBMS@finance.gov.au.
See Appendix A on how to complete this form.

Section 1: Request Details

Date Required in CBMS: (dd/mm/yyyy)

CBMS Entity Name: Please note this refers to the service delivery entity.

CBMS Entity Code:

Reason for Request:

Detail the reason/s why this appropriation request is required.

Attach any additional rationale where appropriate.

Section 2: Appropriation Details

Type of Change Request: Create new item

Type of Appropriation: -- Select One --

Control Type: -- Select One --

Legislative Authority: Insert hyperlink to the Act on Federal Register of Legislation

Other / Any further supporting information

New Title: (Blank if Appropriation exists and title is not changing)

See Appendix A for new title naming conventions. *(Approp PreRoyal 1 and PreRoyal 2)*

Existing Title: (Blank when creating a new Appropriation)

Existing Code: Enter in the format AXXX-XXXXX-XXXXX (Blank when creating a new Appropriation)

Section 3: Appropriation Relationships

CBMS Program: Code (e.g. 1000)	CBMS Program Name:

Section 4: Active in Modules

- ☐ Cash Drawdowns/Forecasting
- ☐ Cash Journals
- ☐ Monthly Actuals
- ☐ Annual Estimates/Decision Making
- ☐ Cash Receipts
- ☐ Cash Budget Adjustments
- ☐ Annual Actuals
- ☐ Monthly Profiles

Section 5: CBMS Support Team to complete

Appropriation Code: enter in the format AXXX-XXXXX-XXXXX (New Appropriation Only)

Section 6: Special Appropriations Team to complete

Commencement Date: (dd/mm/yyyy)

New Short Title: (Blank if Appropriation exists and title is not changing)

Existing Short Title: (Blank when creating a new Appropriation)

Long Text:

Comments:

Report Grouping for BP4:

○ Create a new Report Group ○ Use an existing Report Group ○ Use an existing Report Group but modify its name

New Report Grouping Name: (Blank when using an existing Report Group and name is not changing)

Existing Report Grouping Name or Code: (Blank when creating a new Report Group)

Special Account Mapping

Special Account with no investment powers: ○ Yes ○ No

Special Account with no trust moneys: ○ Yes ○ No

Appendix A - How to complete this form

Entity - Complete Sections 1 to 4 and email the form to your Finance Agency Advice Unit (AAU). Copy your email to your Chief Financial Officer (CFO).

AAU - Review Sections 1 to 4 and submit the form to CBMS@finance.gov.au. Copy your email to Special Appropriations Team and OPA Administration Team.

Section 1 - Requester Details

If the CBMS Entity Code is unknown, please consult your Finance AAU.

Section 2 - Appropriation Details

New Title

Special Appropriation: Special Appropriation - <Section No.> <Description of Payment> <Act Name>
(e.g. Special Appropriation - s60 pensions Australian Defence Force Cover Act 2015)

Special Account by Act: Special Account by Act - <Name of Special Account as per Act> - <Section No.> <Name of compiled Act and year, NOT amendment Act>
(e.g. Special Account by Act - HHF Health Portfolio Special Account - s255 Nation-building Funds Act 2008)

Special Account by Determination: Special Account by Determination - <Name of Special Account as per determination> s78 PGPA Act (e.g. Special Account by Determination - FCA Litigants' Fund Special Account 2017 - s78 PGPA Act)

Existing Code:
Existing Code for CBMS is in the format "AXXX-XXXXX-XXXXX". If you are unsure about the existing code, please consult the Special Appropriations Team or generate the RDS - Appropriation Report (located under the Reporting tile in CBMS >> Reference Data Set Reports).

Section 3 - Appropriation Relationships

Mapping to Programs is mandatory. Please complete these fields with the assistance of your AAU. Special Appropriations and Special Accounts are predominantly mapped to Administered programs, but may also be mapped to Departmental programs.

If there are more than 5 Programs, include any additional programs in an excel spreadsheet and send together with the completed form.

If you require to create a new Program(s), please also complete the CBMS New Program Form.

Section 4 - Active in Modules

Indicates whether the Special Appropriation/Account is to be available for data entry within specific CBMS components.

Section 5 - CBMS Team to Complete

Special Appropriation - 1 series code; Special by Determination - 2 series code; Special Account by Act - 3 series code.

Section 6 - Special Appropriations Team to Complete

Report Grouping is used for controlling the way Special Accounts and Special Appropriations are displayed in Budget Paper 4 reports. Report Grouping codes follow the same naming convention as Appropriations.

The Special Appropriations Team keep track of Special Accounts that have been granted investment power and advise which accounts do or don't have these powers. Specific mappings for Appropriation-Account relationships are dependent on what program has been specified in Section 3 of the form.