



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

This form is used for a Single Special Appropriation or Single Special Account 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.

See Appendix A on how to complete this form.

If you would like to change or create multiple Special Appropriations or Special Accounts, please complete the [CBMS RDS Workbook](#).

If you would like to deactivate Special Appropriation(s) or Special Account(s), please email CBMS@finance.gov.au.

Section 1: Request Details

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

CBMS Entity Name:

CBMS Entity Code:

Reason for Request:

Section 2: Appropriation Details

Type of Change Request:

Type of Appropriation:

Control Type:

Legislative Authority:

New Title:

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

Existing Title:

(Blank when creating a new Appropriation)

Existing Code:



Section 3: Appropriation Relationships

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

Section 4: Active in Modules

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

Section 5: CBMS Support Team to complete

Appropriation Code: (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:

Existing Report Grouping
Name or Code:

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.

AAU - Review Sections 1 to 4 and submit the form to CBMS@finance.gov.au. Copy your email to Special Appropriations Team (special.appropriations@finance.gov.au) and OPA Administration and Banking Policy Team (OPAAdmin@finance.gov.au).

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 "XXXX-XXXXX-XXXXX". This is different from CBMS Legacy where Special Appropriations and Special Accounts had their own Appropriation Item codes. The last 5 digits of the new format is equivalent to CBMS Legacy Appropriation Item code. If you are unsure about the existing code, please consult the Special Appropriation Team or generate the RDS - Appropriation Report under CBMS >> Reports >> CBMS Reporting >> Reference Data Set Reports.

Section 3 - Appropriation Relationships

Specify the mappings to Programs. 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 more than 5 Programs, please attach list and send together with the completed form.

If you require 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. The user has the option of requesting specific 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 - Report Grouping

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