**Completing a Section 75 Transfer Agreement**

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| **Stage** | | **Task** | | | **Yes/No** |
| Completing the Transfer Details table | 1 | **Are the ‘Transferring Entity’ and ‘Receiving Entity’ titles correct?**  Compare against the [Flipchart of Commonwealth entities and companies](https://www.finance.gov.au/government/managing-commonwealth-resources/structure-australian-government-public-sector/pgpa-act-flipchart-and-list) or the [Administrative Arrangements Order](https://www.pmc.gov.au/government/administration/administrative-arrangements-orders) or the [Public Governance, Performance and Accountability Rule 2014](https://www.legislation.gov.au/F2014L00911/latest/text). | | | Yes/No |
| 2 | **Do the ‘Function Transferred’ and the ‘Authority for Transfer’ match the decision?**  Compare against the authority for transfer (e.g. AAO, Cabinet decision or letter from the Prime Minister). | | | Yes/No |
| 3 | **Does the link to the ‘Official Public Announcement’ work?**  When you click the hyperlink ensure it takes you to the correct ‘Official Public Announcement’. | | | Yes/No |
| 4 | **If this is not the final transfer in relation to the movement of this function are further details provided?**  Further details of when the movement is expected to be finalised should be provided. | | | Yes/No |
| Completing the Annual Appropriations  to be Transferred table | 5 | **Has the CBMS Appropriation Balances Report CM.OR.010 been generated?**  This can be found in CBMS under *All Reports > Operational Reports > Cash Management > Cash Operational Reports > CM.OR.010 Appropriation Balances Report* Filter this report to include: **Budget Year** as the year(s) of the appropriations transferring  **The Agency** as the relevant agency in the appropriation transferring  **Control Type** to include the control type(s) of the transferring amounts  **Appropriation Type** limited as 001 – Ordinary Annual Services of Government (for Acts 1/3/5) and 002 – Other than Ordinary Annual Services of the Government (for Acts 2/4/6) Export the CBMS as an excel data-only file. | | | Yes/No |
| 6 | **Is the “Available Balance” column in the CBMS report greater than the amounts requesting to transfer?**  This will ensure that there are appropriations available for transfer.   1. Confirm that the correct appropriation types are shown. (Such as comparing the transfer of Act X against the Appropriation balance of Act X). 2. Confirm that the correct outcomes are shown. (Comparing the transfer of Outcome X against the appropriation balance of Outcome X). | | | Yes/No |
| 7 | **Have the supporting documents for the Section 75 Transfer Agreement been prepared?** Highlight the relevant rows in the excel sheet exported at stage 5 in yellow. Print this excel sheet and attach this to the Section 75 Transfer of Annual Appropriations pack.  *This is a supporting document and is not a replacement for the Section 75 Transfer Agreement.* | | | Yes/No |
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| Name of Entity Officer: | | | Signature: | Date: | |