

Finance Data (Prior Year)

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✔	Step	Completion Date	Completed By	Notes
	Verify one account code exists for Matching State Funds (object 5829) in funds 240 and 410.			
	Verify at least one account code exists for instructional staff development (function 13) with actual expenditures greater than zero.			
	Verify at least one account code exists for instructional resources and media services (function 12 and object (6100-6600) with a budget and actual expenditures greater than zero.			
	Verify at least one account code exists for guidance, counseling, evaluation services or social work services or health services in function 31-33, object 6100-6600 with amounts greater than zero.			
	Verify at least one account code exists with object code 6212 for audit services.			
	If the organization code is 701-750, then function code should be 41, 53 or 99.			
	Function 41 should not have a organization code of 999. The organization codes are typically 701-703, 720, 750 or 751.			
	Verify expenditures exist for object code 6491 to record Statutorily Required Public Notices.			


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