

Fund Balances - DA1200

Table of Contents

Fund Balances - DA1200 1

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District Administration > Tables > District Information > Fund Balances

This tab is used to enter prior year ending fund balances (3XXX) as reflected on schedule C-1 of the audit.

The purpose of these entries is to collect actual audited financial data for the prior school year as it must be reported in the PEIMS Mid-Year Submission. This data is included in the PriorYearActualExt Entity and represents the sum of the financial transactions to date relating to a specific account.

Add fund balance information:

Field	Description
Year	Verify that the correct school (submission) year is displayed. If not, type the correct four-digit year for which you want to add or retrieve data and click **Retrieve**. **TIP**: Keep in mind that you are reporting prior year actual amounts. This means the year you enter should be one year ahead of the fiscal year associated with the fund entries. For example, if reporting on the 2023-2024 year, use data from the 2022-2023 year, entering *2024* in the **Year** field and *3* in the **FY** field for the fund entries.

Under **Prior Year Fund Balance**:

❑ Click **+Add** to add a new row.

Field	Description
Fund	ActualFund (E0316A) Code table: C145A Type the three-digit fund code to select the specific fund (when applicable) for actual financial data for budget and payroll. Or, click ⋮ to select a fund code from the Funds lookup.
Func	ActualFunction (E0317A) Code table: C146A By default, this field is set to 00 and cannot be edited. This code identifies the general operational area which groups together related activities.
Object	ActualObject (E0318A) Code table: C159A Type the four-digit object code to select the account, transaction, or source of funds indicating the major account group to which a transaction is posted or to which the associated monies are related. Or, click ⋮ to select an object code from the Objects lookup. The object code must be class 3XXX.
Org	Organization (E0319) Type the three-digit organization code (000-999) used to identify the campus within the LEA with which the account is associated.

Field	Description
FY	FiscalYear (E0974) Type the last digit of the fiscal year (e.g., the fiscal year is 5 for the 2024-2025 fiscal year.)
Pgm	ActualProgramIntent (E0320A) Code table: C147A By default, this field is set to 00 and cannot be edited. This code indicates the cost of instruction and other services directed toward a particular need of a specific set of students, but not the demographic makeup of the students served.
Amount	ActualAmount (E0774) Type the dollar value associated with actual financial account information rounded to the nearest dollar. The amount entered can be a negative or positive number.

❑ Click **Save**.

Other functions and features:

	Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**. A message is displayed confirming that you want to delete the row. • Click **OK** to delete the row. • Click **Cancel** not to delete the row.
Retrieve	Click to retrieve information from the last save. If you click **Retrieve**, any unsaved changes will be lost.


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Back Cover