|  |  |
| --- | --- |
| A red and white logo  Description automatically generated with low confidence | **ChartField Maintenance - Fund** |
| *\*Denotes a required field.* |
| \*Business Unit *(5 digits)*: |  | Requesting Agency: |  |
| Requester: |  | Date: |  |
| Email Address: |  | Phone: |  |
|  |
| **Action Requested** |
|  |
|  | Add New Value^ |  | Update Existing Value^ |  | Inactivate Existing Value |
| *^ - The ACFR Fund Checklist (page 3 of this form) must be completed when requesting a new Fund value or requesting an update that impacts the ACFR classification.* |
| **Account Information** |
|  |
| SetID: | STATE | \*Fund: |  |  |
|  |
| \*Effective Date: |  | \*Status: |  | Active |  | Inactive |
| *(an initial date of 01/01/1901 is required for new funds)* |
|  |
| \*Description *(limit to 30 characters)*: |  |
| \*Short Description *(limit to 10 characters)*: |  |
|  |
|  | Budgetary Only *(check box if the Fund is only used on budget transactions)* |
|  |
| **Attributes** |
|  |
| \*Attribute | Attribute Value | \*Attribute | Attribute Value |
| \*\*ACFR FD CLASS |  | \*\*MCI CLASS |  |
| \*\*ACFR FUND GROUP |  | ARRA Fund |  |
| \*\*ACFR FUND TYPE |  | INTEREST |  |
| \*\*DOA FUND |  | #DOA PROJECT |  |
| *\*\*Required attribute, # - VDOT specific* |
|  |
| **Long Description** |
|  |
| Long Description *(use to further describe the fund’s purpose/use and provide Code of Virginia cites)*: |
|  |

|  |
| --- |
|  |
| **Trees** *(review and update, if necessary)* |
|  |
|  | FUND\_APPROP\_LEVEL |  | #FUND\_COMBO\_EDIT |
|  | FUND\_ACFR |  | #FUND\_DASHBOARD |
|  | FUND\_ACFR\_GW |  | ^DEPT\_15100 |
|  | FUNDS\_FOR\_BU |  |  |
| *# - VDOT specific, ^ - DOA specific* |
|  |
| **Combination Edit** *(review rules listed and update, if necessary)* |
|  |
|  | ASSETACTFD |  | #COST\_FUND |  | ^INVDEPTFD |
| *# - VDOT specific, ^ - DOA specific* |
|  |
| **Payment Cash Checking** *(update if necessary)* |
|  |
|  | Fund is exempt from control. |
|  |
| **CARS-Cardinal Crosswalk** |
|  |
| Field Name: | Fund |  |
| Field Value: | N/A | Field Name 1: | N/A |
| CARS Value: |  | \*Cardinal Value: |  |
|  |
| **For Processor Use Only** |
| Entered By: |  | Date: |  |
| Approved By: |  | Date: |  |

**Fund Attributes and Attribute Values**

**ARRA** – Used to identify ARRA funds

Values: YES

**^^ACFR FD CLASS** – Used to identify the funds’ ACFR Fund Class (DOA Financial Reporting).

Values: 100 General, 105 Sp Revenue-Other, 110 Sp Revenue-Transportation, 150 Debt Service, 165 Permanent Fds-Health Research Bd, 357 Internal Service Fds-Payroll Svc Bureau, 358 Internal Service-Enterprise Apps, 610 Fixed Assets

**^^ACFR FUND GROUP** – Used to identify the fund’s ACFR Fund Group (DOA Financial Reporting).

Values: GENERAL, SPECIAL REVENUE, DEBT SERVICE, INTERNAL SERVICE, PERMANENT, GENERAL FIXED ASSETS

**^^ACFR FUND TYPE** – Used to identify the fund’s ACFR Fund Type (DOA Financial Reporting).

Values: GOVERNMENTAL, PROPRIETARY

**DOA FUND** – Used for the CARS Interface to map to the CARS Fund Detail.

Values: Enter the 4 digit CARS Fund Detail (must be established as a valid Attribute Value before using)

**DOA PROJECT** – Used for the CARS Interface to map to the VDOT Project for identifying special revenue and debt service activity recorded in the same fund.

Values: Enter the 5 digit CARS Project number (must be established as a valid Attribute Value before using)

**INTEREST** – Used to identify if the fund is eligible to earn interest on cash balances.

Values: YES

**^^MCI CLASS** – Used to identify the fund’s MCI Class for the MCI Report (DOA Financial Reporting).

Values: General, Restricted, Unrestricted, None, Stimulus

^^ - Additional attributes will be set up as Cardinal expands to additional agencies

**ACFR Fund Checklist**

|  |  |
| --- | --- |
| Agency Number: |  |
| Agency Name: |  |
|  |
| Fund Number: |  |
| Fund Name: |  | *(To be completed by DOA)* |
|  |
| Contact Name: |  |
| Phone Number: |  |
| Email: |  |
|  |
| Purpose: | Provide information to DOA for the purpose of classifying new funds in Cardinal. |
|  |
| 1. Is there language establishing the fund in the *Constitution*, *Code of Virginia*, or Appropriation Act? If so, please provide the reference below.
 | Yes |  | No |  |
|  |
|  |
|  | 1a. Is the fund restricted in the legislation for a specified use (or legislative intent exists?). If yes, please explain below. | Yes |  | No |  |
|  |
|  |  |
|  | 1b. Is there a third party restriction on the fund? | Yes |  | No |  |
|  | *For purposes of this question, a third party restriction represents a situation where the Commonwealth is holding resources that belong to a party external to the Commonwealth in a custodial capacity or pursuant to contractual provisions. If yes, please explain below.* |
|  |  |
| 2. Currently, what are the sources of inflow into the fund? Ex. General Fund, external source, other? |
|  |
|  | 2a. Are the sources of inflow into the fund expected to change in the foreseeable future? If yes, explain below. | Yes |  | No |  |
|  |
|  |  |
| 3. Please provide a brief explanation of the purpose of this fund. Include any important details, such as supporting a specific program or specific activities/operations. |
|  |
| 4. Does this fund consist of any federal monies? | Yes |  | No |  |