

# 2021-2022 Financial December Collection

**Purpose:**

To collect electronic (Pipeline) data which mirrors annual independent financial audits.

**Dependencies:**

There are no dependencies for the Financial December Collection.

**Record Expectation:**

Revenue, expenditure, asset, liability and fund equity accounts are collected for all funds.

**Note:** No Primary Keys are set for Financial December Collection.

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
<b>FINANCIAL DECEMBER FILE</b>							
<b>NOTE: ZERO-FILL ALL NON-APPLICABLE FIELDS</b>							
<b>* Indicates required</b>							
School District/BOCES Code*	4	1	4	1	A2		
Admin Unit/SOP Code*	5	5	9	2	B2	00000	Currently Zero-Filled
School Code*	4	10	13	3	C2		Zero-Filled When Appropriate
Fund Code*	2	14	15	4	D2		
Location Code*	3	16	18	5	E2		
Special Reporting Element Code*	2	19	20	6	F2		
Program Code*	4	21	24	7	G2		
Object/Source/Balance Sheet Code*	4	25	28	8	H2		
Job Classification Code*	3	29	31	9	I2		
Grant/Project Code*	4	32	35	10	J2		
Amount*	13	36	48	11	K2		Negative Amounts Cannot be Preceded by Zeros



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## Financial December File

**NOTE: Zero-fill all non-applicable fields. No blanks are allowed.**

**NOTE: The first row of Excel and CSV Files submitted must be Column Headers**

**School District/BOCES Code** – A unique code assigned to a district by CDE. Refer to School District/BOCES Code table. School District/BOCES Code Table.

**Admin Unit/SOP Code** – Administrative Unit Code

**School Code** – A unique code assigned by CDE to a school building. Refer to School Building Code Table. Required for all instructional level expenditure accounts.

**Fund** - an independent fiscal and accounting entity with a self-balancing set of accounts for recording cash and other financial resources. It contains all related assets, liabilities and residual equities or balances, or changes therein. Funds are established to carry on specific activities or attain certain objectives of the school district according to special legislation, regulations, or other restrictions.

**Location** - a dimension used as a way to identify schools, attendance centers, operational units, buildings, or sites as budgetary units or cost center designators, as a means of segregating costs.

**Special Reporting Element (SRE)** - describes the activity for which a service or material object is acquired, much like a function. This element is optional, but may be used with the program element to differentiate program costs.

**Program** - a dimension which describes the activity for which a service or material object is acquired. The programs of a school district are classified into six broad areas: Instruction, Support Services, Operation of Non-Instructional Services, Facilities Acquisition and Construction Services, Other Uses, and Reserves.

**Source/Object/Balance Sheet** - a combination dimension which is used to identify the *type* of account: Balance Sheet, Revenue (Sources), or Expenditure (Object). Object is the service or commodity obtained.

**Job Classification** - a dimension which enables school districts to break down expenditures for salaries and employee benefits by the employee's job classification.

**Designated Grant/Project** - an award of financial assistance in the form of cash or a contribution or gift of other assets from another government to an eligible grantee to be used for a specified or designated purpose, activity or facility.

**Amount** – Dollar amount

