

**Department of Finance and Administration - Office of Accounting**  
**Create Fund Form and Instructions**  
**(for ARRA of 2009 use ONLY)**

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|--|-----------------------|---|
| 1) Date:                               | _____                 | Enter the date of the request   |
| 2) Business Area:                      | _____                 | Enter the 4-digit Agency Code   |
| 3) Fund Code:                          | _____ (Requested)     | DFA Assigned; but Agency may request subfund codes<br>Enter Agency Initials - Very Short Name (abbreviated) - the initials "ARRA" need to be used in the name |
| 4) Fund Name:                          | _____                 |   |
| 5) Fund Description:                   | _____                 | Enter Agency Initials - Full Legal Name of Code (must include "ARRA" in name)   |
| 6) Valid From:                         | _____                 | DFA OA will enter this date to allow Treasurer time to create   |
| 7) Valid To:                           | _____                 | Always enter biennium end   |
| 8) Fund Type:                          | _____ (See a-g below) | Answer questions below & refer to Financial Management Guide  |
| 10) Customer for Fund:                 | _____                 | Enter 998 plus Business Area plus 00  |
| 11) Application for Fund:              | _____                 | Enter the first three letters/numbers of the code   |
| 12) Balance Update:                    | _____ X               | Always checked  |
| 13) Legal Authority for Fund:          | _____                 | Enter AR Code section, Current Appropriation Act or other authorization   |
| 14) Grant Award Number (if applicable) | _____                 | Enter the Grant Award Number (if known) or Granting Agency if subrecipient  |
| 15) WBS Element                        | _____                 | Enter WBS Element assigned to track revenue   |
| 14) DFA Budget Approval:               | _____ Date: _____     | DFA Budget Analyst initials & date  |
| 15) DFA CAFR Approval                  | _____ Date: _____     | DFA CAFR Liaison initials & date  |
| 16) DFA Appr Mgr Approval:             | _____ Date: _____     | DFA Accounting Appropriation Manager initials & date  |
| 17) DFA Funds Group Approval           | _____ Date: _____     | DFA Accounting Funds Group initials & date of entry   |

**Print completed form for each request and submit through approval process**

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| <b>a</b> | Will this fund be used to deposit and spend federal grant funds?   | If yes, enter Spec on line 8                   |
| <b>b</b> | Will this fund be used to pay principal and interest expense on bond issues?   | If yes, enter Debt on line 8                   |
| <b>c</b> | Will this fund have bond proceeds deposited to build a major capital asset?  | If yes, enter Capita on line 8                 |
| <b>d</b> | Are the funds fiduciary in nature, i.e. do not belong to the State but are being held by the State on behalf of someone else but are NOT covered under a formal trust agreement? | If yes, enter Agency on line 8                 |
| <b>e</b> | Are the funds fiduciary in nature, i.e. do not belong to the State but are being held by the State on behalf of someone else and ARE covered under a formal trust agreement?     | If yes, contact your CAFR liaison for guidance |
| <b>f</b> | Is your agency reported entirely as Enterprise in the CAFR?  | If yes, enter Enterpr on line 8                |

**g** If no to all of above, then enter Gener on line 8.