

**Community Colleges
Checklist for Adopted Budgets for Fiscal Year 2024-25
& Final Unaudited Actuals Financial Report for Fiscal Year 2023-24**

Name of Community College _____

Contact Person: _____ phone: _____

1. Budget is in **“locked”** status in GLD. Locked _____ Initials _____
2. Financial reports generated and printed for all funds:

Edu Reports Title	Fiscal Year
Financial Statement Report	2023-24
Budget Summary Report	2024-25
Beginning Balance Report Assets Less Liabilities equal 9701 (Beginning Balance) 9701 Plus Budgeted Revenue Less Expense equals 9704 (Fund Balance)	2024-25
Financial Statement Report	2024-25
Student Enrollment Information	2023-24 & 2024-25

3. **Certification Page** has been signed. Date signed _____
4. **Document Submission** (Funds Submitted /Translation to Financial System)

FUND FORMS – CCFS 311 Documents			Financial Sys Fund #s
#10	<input type="checkbox"/>	General Fund	
#21	<input type="checkbox"/>	Debt Service – Bond Interest and Redemption Fund	
#22	<input type="checkbox"/>	Debt Service – Revenue Bond Interest and Redemption Fund	
#29	<input type="checkbox"/>	Debt Service – Other Debt Service Fund	
#33	<input type="checkbox"/>	Special Revenue Funds – Child Development	
#34	<input type="checkbox"/>	Special Revenue Funds – Farm Operations Fund	
#39	<input type="checkbox"/>	Special Revenue Funds – Other	
#41	<input type="checkbox"/>	Capital Projects Fund	
#42	<input type="checkbox"/>	Revenue Bond Construction Fund	
#51	<input type="checkbox"/>	Proprietary Funds Group – Bookstore Fund	
#52	<input type="checkbox"/>	Proprietary Funds Group – Cafeteria Fund	
#61	<input type="checkbox"/>	Internal Service Fund – Self Insurance Fund	
#69	<input type="checkbox"/>	Internal Service Fund - Other Internal Services Fund	
#71	<input type="checkbox"/>	Fiduciary Funds Group – Associated Students Trust Fund	
#72	<input type="checkbox"/>	Fiduciary Funds Group – Student Representation Fee Trust Fund	
#73	<input type="checkbox"/>	Fiduciary Funds Group – Student Body Center Fee Trust Fund	
#74	<input type="checkbox"/>	Fiduciary Funds Group – Student Financial and Trust Fund	
#75	<input type="checkbox"/>	Fiduciary Funds Group – Scholarship and Loan Trust Fund	
#79	<input type="checkbox"/>	Fiduciary Funds Group – Other Trust Funds	