

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	240.301	1 of 1	July 1, 2003 Revised 3/1/24
<b>Subject</b> MISCELLANEOUS REQUEST: NEW FUND OR FUND CHANGE			

1. Upon written approval of the Department of Management and DAS-SAE, new funds may be established by State departments in the State budget and centralized accounting systems by using the [Request: New Fund or Fund Change](#) form.

### **Part 1 - To be completed by the Requesting Department**

2. Requests for the establishment of the fund shall be in writing on the Request: New Fund or Fund Change form and signed by the appointing authority of the department or his/her designee.
3. The Statutory Authority to Establish New Fund is a required field. This may include the Code of Iowa, Senate and House Files, Federal Legislation, etc.
4. Interest is credited to a fund only if appropriate statutory authority exists and reported on this form. DOM will determine the fund number to receive the interest.
5. The description of the fund should include, but is not limited to, where the account will receive its funding, the purpose of the fund, and who will have spending discretion over the fund. If applicable attach the enabling legislation, code section, etc.

### **Part 2 - To be completed by the Department of Management**

6. The Department of Management will review Part 1 of the form for completeness and accuracy. They will either approve or deny the request.
7. DOM will identify the fund number which interest is to be credited, whether it's the new fund or an existing fund.
8. If the request is denied, it will be returned to the department with a response as to why.
9. If the request is approved, it will be forwarded to DAS-SAE and added to the budget system.

### **Part 3 - To be completed by DAS-State Accounting Enterprise**

10. DAS-SAE will review the form for completeness and accuracy. They will either approve or deny the request.
11. If the request is denied, it will be returned to the department with a response as to why.
12. If the request is approved, a copy of the form will be returned to the requesting department, the Department of Management, and the Treasurer of State once the fund has been set-up in the centralized accounting system.