

# DOE Monthly Cash Balance Survey File Layout

as of 5/22/2025



File to be uploaded must be in comma delimited format with a .CSV file extension and no header row

| Field           | Maximum Length | Explanation and Examples                       |          |
|-----------------|----------------|--|----------|
| Fiscal Year     | 4              | Fiscal year of data submission ex. 2025        | Required |
| District Number | 5              | EX. 02001, 50003, 23002, 05201                 | Required |
| Fund            | 2              | 10, 21, 22                                     | Required |
| Month           | 2              | numeric 2 digit (July - May)                   | Required |
| Amount          | 12             | (9 w/2 decimal) no leading blanks 999999999.99 | Required |

- Accounts to be included in the amount field are: 101-108 and 180
- Calculated by adding all deposits made during the month to the beginning cash balance and deducting all disbursements or payments made during the month
- File will upload data for months July through May, June to be taken from balance sheet financial upload

## Example File Record

|      |       |    |    |             |
|------|-------|----|----|-------------|
| 2025 | 20002 | 10 | 08 | 456123.22   |
| 2025 | 20002 | 10 | 09 | 333111.88   |
| 2025 | 20002 | 10 | 10 | 98123.45    |
| 2025 | 20002 | 21 | 01 | 11222333.44 |
| 2025 | 20002 | 21 | 02 | 10999888.77 |
| 2025 | 20002 | 22 | 03 | -14000.98   |

## CONTACT INFORMATION:

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