County of Sonoma
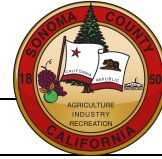## Auditor-Controller-Treasurer-Tax Collector's Office
Chartfield Request Form for Funds and Department IDs

| Request for: | New | Fund | Department ID | |
| | Name change only | Fund | Department ID | _ |

		Fund Request	**Department Request**

Requested Code:
(Fund 5 characters, Department ID 8 Characters)
Note the ACTTC may change the fund code depending on availability and established coding conventions.

Name: (30 characters max)

Short Description: (10 characters max)

Purpose:

Responsible Department/Agency:

Function and Activity: (*New Departments Only*)

Fund set-up authorization: *(e.g., Board Item, Ballot Measure, Statutory code, include as support with request)*

Fund's funding source: (*e.g., state grant, sales tax, f*ees)

Beneficiary of Fund: (*Fiduciary funds only*)

Restrictions on the Use of Fund Balance: (*if known*)

List the corresponding Fund for this Department ID: (*New Departments Only*)

Fund Interest Earnings: Fund to Retain Interest   or Redirect Interest to Fund #:

For new Sections or Subsections indicate the corresponding Service Area in Oracle Planning:
    Contact *EFS Access* with any questions regarding Service Area.

Requesting Department Level Workflow: No: Yes:
    Contact with EFS using the EFS form to request additional workflow approval.

Department to be used for Payroll: No: Yes:

Requested By: Date:

Authorized By: Date:

Submit completed form to ACTTC-Budget@sonoma-county.org

ACTTC Office Use Only

Fund Code	Department ID (*indicate department levels added*)
Effective Date	Effective Date
Fund Added to EFS	Department Added to EFS
Fund Added to Fund Tree	Department Added to Depart Tree
	Coordinate change if adding subsections to section

Combination Edit Rule Updated (if needed)
Build Combination Data process run (if needed)
Workflow Updated (if applicable)
Combination Edit Rule Updated (if needed)
Build Combination Data process run (if needed)
Coordination with Treasury (if needed)
Coordinate with Payroll (if needed)
Fiduciary fund type (Financial Reporting Team)

Approved by: Date:
ACTTC Reporting Approval

Approved by: Date:
Financial Reporting Team Approval for new Funds

Approved by: Date:
Oracle Planning Administrator approval for new subsections to a section that does not currently have any subsections