



ESTABLISH/UPDATE/INACTIVATE  
**AGENCY/DEPARTMENT ID REQUEST**  
 OFFICE OF THE AUDITOR-CONTROLLER

**SPM FORM  
 GL-2**  
 (POLICY #502)  
 Page 1 of 2  
 (Submit all pages)

Establish     Update     Inactivate    **Effective Date:** \_\_\_\_\_

Fund No. <small>(Required)</small>	Dept ID <small>(Request or leave blank to be assigned)</small>	AGENCY/DEPARTMENT NAME <small>(30 character maximum)</small>

<input checked="" type="checkbox"/>	LEVEL <small>(Check the new DeptID and complete the hierarchy)</small>	UPPER LEVEL DEPT ID	DEFAULT PAYROLL ACCOUNT IS 510040 <small>(if different, indicate #)</small>	Will Payroll be paid? (Y/N). <small>(If yes, submit Form GL-11)</small>
	Agency Level (2)			
	Department Level (3)			
	Appropriation Level (4)			
	Division Level (5)			
	Section Level (6)			
	Unit Level (7)			

**1 Purpose** – Explain the purpose for the request including legal basis for establishing or updating the Dept ID. Attach documentation with applicable section(s) highlighted.

**2 Payroll** - Will payroll be paid, via the County payroll system, through this Agency/Department?    Yes    No

If payroll will be charged to the requested DeptID, please submit form GL 11. Payroll can only be charged after form GL 11 has been processed.

**3 HRMS** – Should this DeptID be added to HRMS for allocation of personnel?    Yes    No

**4 Function**    **Activity**    *(Refer to pages 3- 6)*

**5 Approvals** – Department and Central

<b>Division, Section, &amp; Unit Levels</b>			
Chartfield Requestor Printed Name	/ Phone	/ Mail Stop #	Date
Manager Signature	/	Printed Name	Date

<b>Agency, Department &amp; Appropriation Levels</b>		
Department/District Head Signature	/ Printed Name	Date

**Auditor-Controller's Office Approvals**

Approved       Denied

\_\_\_\_\_ Date  
Principal or Supervising Accountant, General Accounting Division

**Agency, Department & Appropriation Levels**

\_\_\_\_\_ Date  
Chief Accountant, General Accounting Division

**To Be Completed By the Auditor-Controller's Office**

**CHECKLIST**

No.	(Circle One)		Description	✓	Initials	Date
	Add	Inactive				
<b>1</b>			<b>Chart of Accounts</b>			
	A		<b>Update the Dept ID Function and Activity Tree (master)</b>			
	A		<b>Review Combo Edit Rules that include the Dept ID chartfield</b>			
	A		<b>Validate DeptID in Reporting Trees</b>			
		I	<b>Run Query to Validate DeptID carries no balances</b>			
	A	I	<b>Add/Update the Payroll Account Codes</b>			
	A	I	<b>Communicate Changes</b>			
<b>1</b>			<b>Budget</b>			
<b>1a</b>	A		<b>Update the Dept ID Budget Tree</b>			

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Distribution** – By Accounting Records in the Auditor-Controller's Office      **Date Distributed:** \_\_\_\_\_

**Original** - Auditor-Controller (General Accounting)

**Copies** - Budgetary Group(only if Appropriations level 4)

Function (Program)/Budget Unit Classification Chart		
Function	Activity	Example of Budget Units
1 General	0.01 Legislative and Administrative	<ul style="list-style-type: none"> <li>• Board of Supervisors</li> <li>• Clerk of the Board</li> <li>• Administrative Officer</li> <li>• Annual Audit, if for Supervisors</li> <li>• Council of Governments</li> </ul>
	0.02 Finance	<ul style="list-style-type: none"> <li>• Auditor-Controller</li> <li>• Treasurer</li> <li>• Assessor</li> <li>• Tax Collector</li> <li>• Purchasing Agent</li> <li>• Central Collections</li> </ul>
	0.03 Counsel	<ul style="list-style-type: none"> <li>• County Counsel</li> <li>• District Attorney (Legal Advice)</li> </ul>
	0.04 Personnel	<ul style="list-style-type: none"> <li>• Personnel Department</li> <li>• Safety Committees and Internal Training</li> <li>• Civil Service Commission</li> <li>• Traffic Safety Commission</li> </ul>
	0.05 Elections	<ul style="list-style-type: none"> <li>• Registrar of Voters</li> <li>• County Clerk—Elections</li> <li>• Primary, General, and Special Elections</li> <li>• Election Expense—Supervisors</li> <li>• School Elections</li> </ul>
	0.06 Communication	<ul style="list-style-type: none"> <li>• Telephone and Radio Systems</li> <li>• Messenger and Delivery Departments</li> </ul>
	0.07 Property Management	<ul style="list-style-type: none"> <li>• Rents</li> <li>• Assessments and Taxes</li> <li>• Maintenance Departments</li> <li>• Custodial Services</li> <li>• Utilities</li> <li>• Property Management Departments</li> </ul>
	0.08 Plant Acquisition	<ul style="list-style-type: none"> <li>• Budget units accounting for acquisition of land, structures, and improvements</li> </ul>
	0.09 Promotion	<ul style="list-style-type: none"> <li>• County Chambers of Commerce</li> <li>• Fairs and Expositions</li> <li>• Advertising County Resources</li> <li>• Economic Development</li> </ul>
	0.10 Other General	<ul style="list-style-type: none"> <li>• General Insurance and Surety Bonds</li> <li>• Workers' Compensation Insurance</li> <li>• Retirement and Social Security</li> <li>• Employee Group Insurance</li> <li>• Judgments and Damages</li> <li>• Surveyor and Engineer</li> <li>• Data Processing</li> <li>• Retirement Board</li> <li>• Central Services, Stores</li> <li>• Motor Vehicle Pool</li> <li>• Deferred Compensation</li> <li>• Urban Renewal Photographer</li> <li>• Microfilm Services</li> </ul>

Function (Program)/Budget Unit Classification Chart			
Function	Activity	Example of Budget Units	
2 Public Protection	0.01 Judicial	<ul style="list-style-type: none"> <li>• Courts</li> <li>• Grand Jury</li> <li>• Family Support</li> <li>• Juvenile Justice Commission</li> <li>• Court-Appointed Counsel</li> <li>• Law Library</li> <li>• District Attorney (prosecution)</li> <li>• Public Defender</li> </ul>	
	0.02 Police Protection	<ul style="list-style-type: none"> <li>• Sheriff</li> <li>• Marshal</li> </ul>	
	0.03 Detention and Correction	<ul style="list-style-type: none"> <li>• Jails</li> <li>• Rehabilitation Centers</li> <li>• Honor Farms</li> <li>• Juvenile Halls</li> <li>• Probation Department</li> <li>• State Correctional Schools</li> <li>• Delinquency Prevention</li> </ul>	
	0.04 Fire Protection	<ul style="list-style-type: none"> <li>• Fire Marshal</li> <li>• Fire Department</li> <li>• Weed Abatement (other than noxious)</li> <li>• State Contracts for Fire Protection</li> </ul>	
	0.05 Flood Control and Soil and Water Conservation	<ul style="list-style-type: none"> <li>• Administration and Engineering</li> <li>• Channel Construction and Maintenance</li> <li>• Levee Construction and Maintenance</li> <li>• Cloud Seeding</li> </ul>	
	0.06 Protection Inspection	<ul style="list-style-type: none"> <li>• Agricultural Commissioner</li> <li>• Building Inspector</li> <li>• Livestock Inspector</li> <li>• Sealer of Weights and Measures</li> </ul>	
	0.07 Other Protection	<ul style="list-style-type: none"> <li>• County Clerk</li> <li>• Recorder</li> <li>• Coroner</li> <li>• Public Administrator</li> <li>• Emergency Services—Civil Defense, Disaster Relief</li> <li>• Medical Examiner (Coroner)</li> <li>• Public Guardian—Conservator</li> <li>• Local Agency Formation Commission</li> <li>• Environmental Protection Programs</li> <li>• Consumer Affairs</li> <li>• Fish and Game Propagation</li> <li>• Planning and Zoning</li> <li>• Pound</li> <li>• Predatory Animal Control</li> <li>• Cemeteries</li> <li>• Abandoned Vehicle Program</li> <li>• Crossing Guards</li> </ul>	

Function (Program)/Budget Unit Classification Chart		
Function	Activity	Example of Budget Units
<b>3 Public Ways and Facilities</b>	0.01 Public Ways	<ul style="list-style-type: none"> <li>Road Construction and Maintenance (including ferries as part of a public road system)</li> <li>Deep Water Channels</li> <li>Street Lighting</li> </ul>
	0.02 Transportation Terminals	<ul style="list-style-type: none"> <li>Airports</li> <li>Harbors and Ports</li> </ul>
	0.03 Transportation Systems	<ul style="list-style-type: none"> <li>Transit Systems—Bus, Rail</li> </ul>
	0.04 Parking Facilities	
<b>4 Health and Sanitation</b>	0.01 Health	<ul style="list-style-type: none"> <li>Health Officer</li> <li>Health Department</li> <li>Community Mental Health</li> <li>Health Clinics</li> <li>Air Pollution</li> <li>Vital Statistics</li> <li>Family Planning, Family Health</li> <li>Alcohol and Drug Abuse Services</li> <li>Environmental Health</li> </ul>
	0.02 Hospital Care	<ul style="list-style-type: none"> <li>County Hospital</li> <li>T.B Hospitals</li> <li>State Institutions</li> <li>Emergency Hospitals</li> <li>Ambulance Service</li> <li>Chronic Diseases</li> <li>Care of the Mentally Ill</li> <li>Medical Care Services</li> <li>Hospital Clinics</li> <li>Medically Indigent Adults</li> </ul>
	0.03 California Children's Services	
	0.04 Sanitation	<ul style="list-style-type: none"> <li>Refuse Collection and Disposal</li> </ul>
<b>5 Public Assistance</b>	0.01 Administration	<ul style="list-style-type: none"> <li>Social Services Department</li> <li>Auditor—Welfare Division</li> <li>Adoptions</li> <li>Food Stamp Program</li> <li>Homemaker Services</li> </ul>
	0.02 Aid Programs	
	0.03 General Relief	<ul style="list-style-type: none"> <li>Aid to Indigents</li> <li>Indigent Burials and Cemetery Care</li> </ul>
	0.04 Care of Court Wards	
	0.05 Veterans' Services	<ul style="list-style-type: none"> <li>Veterans' Service Officer</li> </ul>
	0.06 Other Assistance	<ul style="list-style-type: none"> <li>Vocational Retaining</li> <li>Day Care Centers</li> <li>Aid to Victims of Crime and Violence</li> <li>Federal Manpower Program</li> <li>Community Development</li> <li>Office on Aging</li> <li>Commission on the Status of Women</li> <li>Senior Citizens' Program</li> </ul>

Function (Program)/Budget Unit Classification Chart		
Function	Activity	Example of Budget Units
<b>6 Education</b>	0.01 School Administration	<ul style="list-style-type: none"> <li>• Board of Education</li> <li>• Superintendent of School</li> <li>• County Committee on School District Organization</li> <li>• Auditor—School Claims Division</li> </ul>
	0.02 Library Services	<ul style="list-style-type: none"> <li>• County Library</li> </ul>
	0.03 Agricultural Education	<ul style="list-style-type: none"> <li>• Agricultural Extension Service</li> <li>• Farm Advisor</li> <li>• 4-H Program</li> <li>• Home Economics</li> </ul>
	0.04 Other Education	<ul style="list-style-type: none"> <li>• Rehabilitation Center Schools</li> </ul>
<b>7 Recreation and Cultural Services</b>	0.01 Recreational Facilities	<ul style="list-style-type: none"> <li>• Recreation Department</li> <li>• Governmental Agencies (recreation)</li> <li>• Parks</li> <li>• Playgrounds</li> <li>• Swimming Pools</li> <li>• Aquatic Recreational Areas</li> <li>• Golf Courses</li> <li>• Riding Trails</li> </ul>
	0.02 Cultural Services	<ul style="list-style-type: none"> <li>• Museums</li> <li>• Monuments and Statues</li> <li>• Art Galleries</li> <li>• Botanical Gardens</li> <li>• Planetary</li> <li>• Zoos</li> <li>• Aquaria</li> <li>• Arboreta</li> <li>• Band and Orchestra Commissions</li> </ul>
	0.03 Veterans Memorial Building	<ul style="list-style-type: none"> <li>• Community Building</li> </ul>
	0.04 Small Craft Harbors	
<b>8 Debt Service</b>	0.01 Retirement of Long-Term Debt	
	0.02 Interest on Long-Term debt	
	0.03 Interest on Notes and Warrants	