



ESTABLISH/UPDATE/INACTIVATE
REVENUE ACCOUNT REQUEST
 OFFICE OF THE AUDITOR-CONTROLLER

Level _____

SPM FORM
GL - 4
 (POLICY #502)
 Page 1 of 2
 (Submit all pages)

Establish Update Inactivate Effective Date: _____

Revenue Account (To be Assigned if New)	Description (Limit 30 characters)	Short Description (Limit 10 characters)

Agency/Department/Special District Name Special District

Chartfield Requestor Phone Mail Stop # Date

1. Describe the reason for this Revenue Account:

Type

1. Does this revenue generate as part of the department's function/operations? Explain.

2. Explain the intended or designated use of money (e.g., will it be used for your department's operations, will it be transferred out?).

3. Choose one of the following that best describes the source of revenue:

- | | |
|--|---|
| <input type="checkbox"/> Taxes (Including penalties & costs) | <input type="checkbox"/> Charges for current services (Department fees) |
| <input type="checkbox"/> Licenses/Permits (Animal, business, contr., road, zoning, franchises) & use (Tobacco) | <input type="checkbox"/> Miscellaneous Revenues |
| <input type="checkbox"/> Fines (Vehicle, court, forfeits, penalties) | <input type="checkbox"/> Special and Extraordinary Items |
| <input type="checkbox"/> Revenue from Use of Assets (Int, rent, concession, royalties) | <input type="checkbox"/> Other Financing Sources |
| <input type="checkbox"/> Intergovernmental - State | <input type="checkbox"/> Intergovernmental - Other |
| <input type="checkbox"/> Intergovernmental - Federal | |

Auditor-Controller Approval	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
_____ Principal Accountant, General Accounting Division, Office of the Auditor-Controller	_____ Date

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

Original - Auditor-Controller (General Accounting) **Copies** - Auditor-Controller – Budget Group (only if level 4)

To Be Completed By the Auditor-Controller's Office

CHECKLIST

No.	(Circle One)		Description	✓	Initials	Date
	Add	Inactive				
1	A		Chart of Accounts			
	A		Add Revenue Account to Reporting/ACFR Trees			
	A		Validate that the following info is in place:			
	A		Revenue Control			
	A		Revenue Override			
1	A		Budget			
	A		Budget Setup			

COMMENTS: _____

