



Policy Number	Section Name	Policy Name	Effective Date	Revised Date
CM-100013	Cash Management	Revenue Funding Source Code		

## I. Purpose

To establish State revenue collections funding source codes for agencies on Streamlined Banking.

## II. Background

The State Accounting Office (SAO) Cash Management team in conjunction with the Office of Treasury and Fiscal Services (OTFS) has consolidated the State Revenue Collections funding source codes for agencies on Streamlined Banking.

## III. Policy

- A. Agencies on Streamlined Banking will no longer individually determine the last three digits of their funding source (identifier) code for revenue collections. Agencies will contact the Cash Management team in the State Accounting Office to establish new revenue collections funding source code.
- B. The State Accounting Office will centrally maintain the statewide revenue collections funding source code listing, Revenue Collections Funding Source Code Listing.

## IV. Procedures for Streamlined Banking Agencies

The following procedures are intended for agency use in applying the funding source for accounting transactions. Agencies need to review the Revenue Collections Funding Source Code Listing to determine whether an established code will meet reporting requirements. The listing is found on the State Accounting Office website, <http://sao.georgia.gov>. Consider the following as you complete the review:

1. Established codes are agency specific.
2. Be prudent when establishing a new Revenue Collections Funding Source Code (RCFSC). Consider all aspects of your accounting structure.
3. If, after thorough review, the existing source codes do not meet your revenue reporting needs, complete the Revenue Collections Funding Source Code form and submit to the State Accounting Office.

4. The State Accounting Office maintains the Statewide Revenue Collections Funding Source listing and will review all requests submitted by an agency for completeness and compliance with the above policy. The State Accounting Office will contact agencies if additional information is required.
5. The State Accounting Office will assign the new revenue code for all agencies. Agencies will receive a spreadsheet from the State Accounting Office to complete their chartfield information and tree maintenance. Agencies should forward the completed spreadsheet to SAO. The State Accounting Office will be responsible for entering the chartfield and tree maintenance information into PeopleSoft. SAO will notify the agency when this has been completed.

## VI. Definitions

**Funding Source Identifier** – A funding source identifier is a five digit code used to designate revenue sources and track expenditures made against those revenues. Federal programs use a separate fund source and do not fall within this policy.

**RCFSC** – Revenue Collections Funding Source Code

**State Revenue Collections Funding (07)** – Funding sources in this range should be used to account for funds collected and remitted to the Office of Treasury and Fiscal Services in accordance with State statutory requirements.

## VII. Approval

Statewide Accounting	
Financial Systems	
State Accounting Officer	

## VIII. Revision History

Version	Date