

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



Request for Closure	Fund	Department ID
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<u>Information for</u>	<u>Fund Request</u>	<u>Department Request</u>
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Requested Closure:

Interest Redirected to (funds only):

Purpose of closure:

Requested By:	Date:
Authorized By:	Date:

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

ACTTC Office Use Only

Fund Closure Check list

- Interest Redirected
- Cash balance cleared
- Balance sheet accounts cleared
- Coordinate with ISD
- Fund closed in EFS
- Department closed in EFS

Approved by: <i>ACTTC Reporting Approval</i>	Date:
Approved by: <i>Financial Reporting Team Approval</i>	Date: