

DATE: May 20, 2025

TO: Agency Addressed (No. 28, 2024-2025)

FROM: Renée Hermeling, Division Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: NEW BANK ACCOUNT, REVOLVING FUND, AND FUND
QUESTIONNAIRE

The Department of Financial Services (DFS), Division of Accounting and Auditing (the Division) is continuing efforts to prepare for Florida Planning, Accounting, and Ledger Management (PALM) go-live. All requests for new bank accounts, revolving funds, and funds will be included in workflow upon Florida PALM go-live. The Florida PALM workflow will require the Bureau of Financial Reporting (BFR) to review, assign the appropriate Government Accounting, Auditing and Financial Reporting (GAAFR) and Statewide Fund (SWF) classification, and approve the new fund before the fund may be used. Therefore, the Division is replacing the former DFS-A1-1832 Fund Questionnaire and DFS-A1-1823 Revolving Fund Request Form with a new and consolidated DFS-A1-1832 [Fund Questionnaire](#) to be used for all new fund and bank account requests.

The Fund Questionnaire includes a glossary and four worksheets with instructions that must be completed. Instructions are included at the top of each worksheet. Complete a Fund Questionnaire for **all** new funds and submit the Fund Questionnaire to newaccountcode@myfloridacfo.com.

No new funds will be available for use until all processing by the Division, and if necessary, Treasury are completed. Therefore, please ensure you submit an accurately completed Fund Questionnaire with all supporting documentation attached and allow sufficient time for the Division to complete the approval process.