

DATE: February 19, 2021

TO: Chief Financial Officer Memorandum (No. ##, 2020-2021)

FROM: Paul Whitfield, Division Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: LOCAL FUNDS – PREPARATION FOR FLORIDA PALM CONVERSION

As the State of Florida transitions its accounting system from FLAIR into Florida PALM, state agencies are requested to account for their revolving and clearing funds as a State Fund 8. For state agencies that have not already established Local Funds for their bank accounts, we request they establish a unique fund account within FLAIR for each local fund utilized by agencies to conduct state business. In addition to State Fund 8, additional account values in the chart of account fields as used as a parent fund (few exceptions apply).

Each local fund created requires a fund questionnaire to be submitted to the Bureau of Financial Reporting for approval. Please submit the fund questionnaires as your agency creates the new funds to allow adequate time for processing.

If there are questions regarding the creation of new local funds within FLAIR, please contact the Bureau of Financial Reporting at 850-413-3071.