

## ESTABLISHING SUBFUNDS, PROJECTS AND GRANTS

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### SUMMARY

This procedure explains how to establish Subfunds, Projects and Grants in the County's FAMIS system to account for the financial data associated with a particular activity/operation.

### PROCEDURE

1. The department must submit an approved resolution from the Board of County Commissioners, outlining the funding source and the anticipated expenditures.
2. The department obtains a standard subfund, project or grant creation checklist and review form from the Controller's Division, Finance Department intranet site (<http://intra.miamidade.gov/finance/famis.asp>), completes the form, and obtains the requesting Department Director's (or Assistant Director's or Designee's) signature.
3. The department forwards the completed form along with the resolution, memorandum, law or binding agreement that supports the creation of the subfund, project, and/or grant to the Controller's Division of the Finance Department.
4. The Finance Department, with the assistance of a representative of the requesting department, will establish the FAMIS subfund, project and/or grant and the corresponding index codes. A standard index code form (at the same intranet site above) must be completed for each new index code needed.

Please note an interest distribution index code is always needed when creating a new Subfund.

### CONTACT(S):

#### Department/Division

Finance Department/Controller's Division/Accounting & Reporting Section