

# HENNEPIN COUNTY

## MINNESOTA

Account coding provides clear direction to accounting staff as to which specific sources of revenues or expenditure accounts are to be modified by a board action request (BAR).

### Supplemental Appropriation/FTE

Instructions: Revenue and Expenditure must agree. If FTE, in Background section, describe any space or technology need.

|                  | Revenue | Expenditure |
|------------------|---------|-------------|
| Department Name* | <hr/>   | <hr/>       |
| Fund*            | <hr/>   | <hr/>       |
| Account*         | <hr/>   | <hr/>       |
| DeptID*          | <hr/>   | <hr/>       |
| Project Number   | <hr/>   | <hr/>       |
| PC Business Unit | <hr/>   | <hr/>       |
| Activity         | <hr/>   | <hr/>       |
| Source Type      | <hr/>   | <hr/>       |
| Category         | <hr/>   | <hr/>       |
| Subcategory      | <hr/>   | <hr/>       |
| Amount*          | <hr/>   | <hr/>       |
| FTE*             | <hr/>   | <hr/>       |
| Budget Year      | <hr/>   | <hr/>       |

**\* Mandatory fields: Department Name, Fund, Account, DeptID, Amount, and FTE**

Intended use—communicate budget information relative to a specific board action request by uploading as an attachment under 'Attachments' tab in NovusAgenda

