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*	_____	_____
Fund*	_____	_____
Account*	_____	_____
DeptID*	_____	_____
Project Number	_____	_____
PC Business Unit	_____	_____
Activity	_____	_____
Source Type	_____	_____
Category	_____	_____
Subcategory	_____	_____
Amount*	_____	_____
FTE*	_____	_____
Budget Year	_____	_____

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