

Revenue or Expenditure Correction Instructions:

- 1) Indicate whether this is a revenue **or** expenditure correction. Please do not combine. Submit separate forms for revenues and for expenditures.
- 2) Be sure all required signatures are in place.
- 3) Be sure to include any relevant ordinance numbers in your reason for requesting the correction.
- 4) **Email form to TPSestito@Columbus.gov**

Fields in Table:

Originating Document	The original form that needs corrected such as an invoice, receipt, etc. (required)
Division	Required
Object Class	Required
Main Account	Required
Fund	Required
Subfund	Required only if the fund is divided into subfunds. (NOTE – this now includes the General Fund.) Subfund will always be blank if there is a project or a grant.
Program	Required
Project ID	For capital projects this will be the project AND subproject (e.g. P123456-100000)
	For grants there are no subprojects (e.g. G123456)
Project Category	This field is only required for projects. The Project Category has a one for one relationship to the Main Account. On an Advanced Ledger Entry (ALE) the main account will default based on the Project Category entered.
Section 3	Optional BUT if you do not provide it we will assume you want the field blank-we will NOT assume you want it left as it was on the original document
Section 4	Optional BUT if you do not provide it we will assume you want the field blank-we will NOT assume you want it left as it was on the original document
Section 5	Optional BUT if you do not provide it we will assume you want the field blank-we will NOT assume you want it left as it was on the original document
Optional Field	Optional BUT if you do not provide it we will assume you want the field blank-we will NOT assume you want it left as it was on the original document
Planning Area	One of the Finance's approved 2 digit codes for Planning Areas in the City found below - required ONLY on expenditures in capital projects
Amount	Dollar amount of correction needed

Planning Areas (on capital project expenditures only):

01 - Hayden Run	08 – West Scioto	15 - Hilltop	22 – Near South
02 - Far Northwest	09 – West Olentangy	16 - Franklinton	23 – Far South
03 – Far North	10 – Clintonville	17 – Greenlawn-Frank Rd	24 – Eastland-Brice
04 – Rocky Fork-Blacklick	11 – North Linden	18 - Downtown	25 - Westland
05 – Northwest	12 – Northeast	19 – Near East	26 - Rickenbacker
06 – Northland	13 - Near North-University	20 – Eastmoor-Walnut Ridge	27 - Southeast
07 – Far West	14 – South Linden	21 – Far East	99 - Citywide

Revenue or Expenditure Correction Form (Instructions Below)

Rev. 1/12/2018



Check One:

X

Expenditure Correction

Revenue Correction

Move From:

Original Doc	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Project Category	Sect 3	Sect 4	Sect 5	Project	Opt Field	Plan. Area	Amount
GF	3003	01	61000	1000	100010	DS006			300307	PD26					67,883.58
															67,883.58

Move To:

Original Doc	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Project Category	Sect 3	Sect 4	Sect 5	Project	Opt Field	Plan. Area	Amount
G332210	3003	01	61000	2220		DS006	G332210		300307	PD26					67,883.58
															67,883.58

Reason (please explain need for correction and cite any relevant authorizing ordinances):
FY24 Personnel Costs were never charged to the grant before year end. Ord 2868-2025 authorizes this correction.

REQUESTED BY Raven Bond DATE 10/21/2025 PH# 5-8641

DIVISION HEAD _____ DEPT HEAD _____