

## **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](mailto:TPSestito@Columbus.gov)

### **Fields in Table:**

<b>Originating Document</b>	The original form that needs corrected such as an invoice, receipt, etc. (required)
<b>Division</b>	Required
<b>Object Class</b>	Required
<b>Main Account</b>	Required
<b>Fund</b>	Required
<b>Subfund</b>	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.
<b>Program</b>	Required
<b>Project ID</b>	For capital projects this will be the project AND subproject (e.g. P123456-100000) For grants there are no subprojects (e.g. G123456)
<b>Project Category</b>	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.
<b>Section 3</b>	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
<b>Section 4</b>	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
<b>Section 5</b>	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
<b>Optional Field</b>	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
<b>Planning Area</b>	One of the Finance's approved 2 digit codes for Planning Areas in the City found below - required ONLY on expenditures in capital projects
<b>Amount</b>	Dollar amount of correction needed

### **Planning Areas (on capital project expenditures only):**

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

## Revenue or Expenditure Correction Form (Instructions Below)

Rev. 1/12/2018



Check One:

<input checked="" type="checkbox"/>	Expenditure Correction
<input type="checkbox"/>	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