

REQUEST TO ESTABLISH A SUBACCOUNT

A subaccount is an optional 5-character attribute that can be used to break down an account into multiple smaller accounts for better tracking of detailed budgets and expenses.

Subaccounts can be used to record an accounting or budget transactions.

Subaccounts can only be used with the account for which they are established. However, this same subaccount can be associated with multiple accounts.

The use of subaccounts can be beneficial if done correctly, eliminating the need for shadow systems or separate tracking in spreadsheets. However, if subaccount codes are not used consistently, then reporting becomes meaningless. It is critical to remain diligent in coding all income and expenses appropriately to maximize report reliability.

Depending on the type of fund/account the subaccount is associated with, the fiscal year close process may impact these balances. Coordination is required by the BOCK to accurately close prior year and re-establish accounts for the new/current fiscal year. It is the County Director’s responsibility to notify the BOCK if the County’s needs change to allow for timely and accurate account structure maintenance.

PROPOSED SUBACCOUNT

Current Account Name _____ Account # _____

Proposed Name of Subaccount _____

5-digit alpha code requested _____ *BOCK will assign if no preference provided*

Purpose or justification of subaccount

The proposed subaccount will be used to track fiscal details for the following types of transactions:

Income

Expenses

 Purchasing (includes include p-cards, check requests, PO’s,)

 Travel

 Salary & benefits

Will appropriations be requested for this subaccount? (Will you be requesting allocations amongst the different objects such as Salaries or Travel?) Yes No

Anticipated expiration date of proposed account

 Date to expire _____

 Indefinite

County Director Signature _____ Date _____

Assistant Director, BOCK Signature _____ Date _____