



Manual of Accounting  
and  
Financial Reporting for  
PA Public Schools

Chart of Accounts

Revised 9-24-12

Maintained by  
PA Office of the Budget  
Office of Comptroller Operations  
Central Agencies & School Finance Unit

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# Chart of Accounts

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**\*\* Revised 9/24/12 \*\***

**Account code changes for this revision:**

Deferred Outflows ..... 0910 – added

Deferred Inflows ..... 0950 – added

Expenditures  
..... 2660 – revised

Objects  
..... 567 – revised  
..... 610 – revised

Revenues  
..... 6920 – revised  
..... 6921 – deleted  
..... 6962 – added  
..... 7502 – revised  
..... 8390 – revised  
..... 8514 – revised  
..... 8518 – revised  
..... 8734 – added  
..... 9500 – added

Funding Sources  
..... 415 – revised  
..... 491 – deleted  
..... 492 – deleted  
..... 493 – deleted  
..... 494 – deleted  
..... 903 – added  
..... 998 – added

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**CHART OF ACCOUNTS**  
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# Section A

## **Account Classification and Coding Structure**

The Manual of Accounting and Related Financial Procedures for Pennsylvania School Systems provides for classification of three basic types of financial activity: revenues and other financing sources; expenditures and other financing uses; and transactions affecting the balance sheet only. For each type of transaction, (i.e. revenue, expenditure, balance sheet), the account code is made up of a combination of dimensions. Each dimension describes one way of classifying financial activity. The dimensions provided in the manual for each type of transaction are:

<b><u>Revenues</u></b>	<b><u>Expenditures</u></b>	<b><u>Balance Sheet</u></b>
Fund	Fund	Fund
Revenue Source	Function	Balance Sheet Account
* Funding Source	Object	
	Funding Source	
	Instructional Organization	
	Operational Unit	
	Subject Matter	
	* Job Classification	
	* Special Cost Center	

\* Optional

Those dimensions listed as optional are available to the LEA for internal reporting purposes but will not be required for reporting to the Commonwealth of PA.

A numerical coding structure has been developed for each dimension; however, an LEA may not necessarily need to use the numerical coding provided to identify and use a dimension. An example of this situation would be the identification of the dimension for fund. LEAs that keep records of financial transactions for all funds in one set of ledgers and journals should use the numerical coding provided in the Manual for fund identification. LEAs using a separate set of ledgers and journals for keeping record of financial transactions of each fund would use the physical separation of the records for fund identification instead of a numerical coding.

Digits within the numerical coding structure developed for each dimension represent a specific subdivision of the dimension. Subdivisions are arranged in a hierarchical order from left to right. The following is an example of the construction of the Functional dimension for accumulating costs for the payroll section of the business office. Costs may be accumulated at any one or all levels within this dimension.

Function – Support Services .....	2000
Subfunction – Business.....	2500
Service Area – Fiscal Services.....	2510
Area of Responsibility – Payroll Services .....	2514

LEAs will not be required to report costs to the Commonwealth of PA at the lowest level within a dimension except for the object code dimension; however, coding is provided to the lowest level should an LEA desire to accumulate costs to that detail.

## ❖ Explanation Of Revenue And Expenditure Dimensions And Their Coding Structures

### **REVENUE DIMENSIONS**

#### Fund

(Use Required For State Reporting Purposes)

A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources. It also contains all related liabilities and residual equities or balances or changes therein.

Funds are established to carry on specific activities or attain certain objectives of an LEA according to special legislation, regulations or other restrictions.

#### Revenue Source

(Use Required For State Reporting Purposes)

This dimension permits segregation of revenues by source. The primary classification differentiates Local, State and Federal revenue sources. Other Financing Sources are included in the dimension breakdown, although in a strict accounting sense, these are not revenues. (See the Revenue Section for a more detailed explanation.)

#### Funding Source

This dimension is recommended for program reporting and district-wide reporting when classifying revenues and related expenditures.

#### Revenue Coding Example – General Fund Current Real Estate Taxes

<u>Fund</u>	<u>Revenue Source</u>
10	6111
10 = General Fund	
6111 = Local Revenue – Taxes Levied – Real Estate Taxes – Current Real Estate Taxes	
6	1 1 1

### **EXPENDITURE DIMENSIONS**

#### Fund

(Use Required For State Reporting Purposes)  
See Revenue Dimension.

#### Function

(Use Required For State Reporting Purposes)

The Function describes the activities for which a service or material is acquired. The functions of an LEA are classified into five broad areas: 1) Instruction, 2) Support Services, 3) Operation of Non-instructional Services, 4) Facilities Acquisition, Construction and Improvement Services,



and 5) Other Financing Uses. Functions consist of activities, which have somewhat the same general operational objectives. For example, the subfunctions (the first major subdivision of a function), of the function Support Services consist of such areas as transportation, pupil personnel services, administration, etc. The function for Instruction is broken down by program (e.g., regular, special, vocational, etc.). Construction of the functional coding structure beyond the subfunction classification is based on the principle that the classification of activities should be combinable, comparable, relatable and mutually exclusive. Most reporting to the Commonwealth of PA will be to the subfunction level (second digit of the four digit function code); however, there may be some reporting that will require using the third digit of the function code.

## Object

(Use Required For State Reporting Purposes)

The Object Dimension is the service or commodity bought. This manual identifies nine (9) major object categories: Personnel Services – Salaries, (2) Personnel Services – Employee Benefits, (3) Purchased Professional and Technical Services, (4) Purchased Property Services, (5) Other Purchased Services, (6) Supplies, (7) Property, (8) Other Objects, (9) Other Financing Uses.

## Funding Source

The Funding Source dimension permits LEAs to accumulate expenditures to meet a variety of specialized reporting requirements at Local, State and Federal levels. The first two digits of this dimension identify the funding source (e.g., Local, State or Federal), authority (e.g., Title I or Title II), or expenditure purpose (e.g., Child Nutrition Projects) for which a special record or report of revenues, expenditures or both is required. The third digit of this three digit dimensional code is available to identify particular projects (e.g., Part A of a Title I project).

## Instructional Organization

(Use Required For State Reporting Purposes)

The Instructional Organization dimension segregates expenditures by organizational level (i.e., elementary, secondary, etc.).

## Operational Unit

The Operational Unit dimension segregates costs by school.

## Subject Matter

This dimension describes a group of related subjects and allows the accumulation of costs for providing instruction for particular subject areas.

## Job Classification

This dimension enables LEAs to categorize in more detail the job classification identified in the Object Dimension for Salaries. This dimension should only be used with the 100 and 200 object codes.

## Special Cost Center

The Special Cost Center dimension is used by LEAs for classifying expenditures in any other manner needed. Some examples of possible uses of special cost center dimensions are the classifications of costs by term, work, order, bus route, fiscal year, etc.

Expenditure Code Example of Required Annual Financing Reporting Dimensions – The purchase of textbooks used for regular instruction at the secondary education level.

<u>Fund</u>	<u>Function</u>	<u>Object</u>	<u>Funding Source</u>	<u>Instructional Organization</u>
10	1100	640	000	30
10	General Fund			
1100	Instructional – Regular Programs			
640	Supplies – Books and Periodicals			
000	Non-categorical			
30	Secondary Level			

An LEA should use the following dimensions to further classify the transaction. Operational Unit designates the building where the books will be used. An LEA also uses the Subject Matter dimension to classify purchases by subject area. The transaction would be coded:

<u>Fund</u>	<u>Function</u>	<u>Object</u>	<u>Funding Source</u>	<u>Instructional Organization</u>	<u>Operational Unit</u>	<u>Subject Matter</u>
10	1100	640	000	30	810	110
10	General Fund					
1100	Instruction – Regular Programs					
640	Supplies – Books & Periodicals					
000	Non-categorical					
30	Secondary Level					
810	George Washington Senior High School (3 Digit Code)					
110	Mathematics (3 Digit Code)					

## **BALANCE SHEET DIMENSIONS**

### Fund

(Use Required For State Reporting Purposes)

See Revenue Dimension.

### Balance Sheet Account

(Use Required For State Reporting Purposes)

The Balance Sheet Account dimension consists of asset, deferred outflows of resources, liability, deferred inflows of resources and fund balance accounts. When presented together in statement presentation, those accounts form the Balance Sheet, which is the basic financial statement used to disclose an LEA's financial position at a specific date.

Balance Sheet Coding Example – Cash in the bank for the General Fund.

<u>Fund</u>	<u>Balance Sheet Account</u>
10	0101
10	General Fund
0101	Current Asset - Cash

### ❖ Assigned Serial Number (ASN)

The concept of an Assigned Serial Number (ASN) is the same concept as an account code number being assigned to a verbal account description.

An example would be: The LEA wishes to accumulate cost for General Fund expenditures for secondary textbooks used for regular instruction and paid by non-categorical funds. Rather than record this descriptive information on purchase orders, invoices, ledger cards or account cards, the description is assigned a numerical designation.

<u>General Fund</u>	<u>Regular Instruction</u>	<u>Books &amp; Periodicals</u>	<u>Non-categorical</u>	<u>Secondary</u>
10	1100	640	000	30

Therefore, 10-1100-640-000-30 means General Fund expenditures for secondary textbooks used for regular instruction and paid by non-categorical funds.

The assigned numerical designation of 14 digits may not appear to be any more convenient than the verbal description.

The LEA establishes a chart of accounts sufficient to meet their needs. Each account is then assigned a serial number (ASN). The ASN is subsequently used on all purchase orders and invoices. A dictionary of ASNs and their designated account code and description is maintained in computer memory. Computer input is by ASN but output is by account code and description.

The ASN may be any size the LEA desires but is normally recommended to be five digits. It may be assigned sequentially or it may be assigned bearing some relationship to the account number and description.

### ❖ Expenditure Dimensions

<u>Fund</u>	<u>Function</u>	<u>Object</u>	<u>Funding Source</u>	<u>Instructional Organization</u>
XX	XXXX	XXX	XXX	XX

X = Digital Coding  
Fund, Function, Object, etc. = Dimension

The dimensions in the above illustration provide the information required for reporting to the Commonwealth of PA.

<u>Fund</u>	<u>Function</u>	<u>Object</u>	<u>Funding Source</u>	<u>Instructional Organization</u>	<u>Operational Unit</u>	<u>Subject Matter</u>	<u>Job Classification</u>	<u>Special Cost Center</u>
XX	XXXX	XXX	XXX	XX	XXX	XXX	XXX	Number of Digits Varies

X = Digital Coding  
Fund, Function, Object, etc. = Dimension

The full system of expenditure dimensions is illustrated above; it provides additional dimensions for use by an LEA for internal accounting purposes: Operational Unit, Subject Matter, Job Classification, Special Cost Center.

**Note:** The digital coding indicates what information is required, not necessarily that a specified number or order of digits be used. The digits represent dimensions and the structure of the expenditure dimensions shown above represents only a suggested ordering for use by LEAs. The expenditure dimension structure relates directly to the dimensions utilized by LEAs. LEAs must utilize certain dimensions in order to meet State and Federal reporting requirements; however, the structural ordering of all dimensions is at the discretion of LEAs.

❖ **Revenue Dimensions**

<u>Fund</u>	<u>Revenue Accounting</u>	<u>Funding Source</u>
XX	XXXX	XXX

❖ **Balance Sheet Dimensions**

<u>Fund</u>	<u>Balance Sheet Account</u>
XX	XXXX

## Section B

### **Fund Dimension**

#### ❖ Governmental Funds

##### 10 GENERAL FUND

Accounts for all financial resources of the LEA except those specifically required by law to be accounted for in another fund.

##### 20 SPECIAL REVENUE FUNDS

Accounts for the proceeds of specific revenue sources (other than trusts for individuals, private organizations or other governments) that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. Resources restricted to expenditure for purposes normally financed through the General Fund may be accounted for in the General Fund if all legal requirements can be satisfied.

**Note:** Special Revenue Funds other than those indicated below are not to be used without specific written approval from the Comptroller's Office.

##### 21 Deleted: Use of Fund 21 for Capital Reserve Fund No Longer Permitted

The use of Fund #21 to account for a Capital Reserve Fund is no longer permitted pursuant to GASB Statement #54 effective July 1, 2010. Financial activity that was previously accounted for in this fund should now be recorded as Fund 31.

##### 22 Deleted: Use of Fund 22 for Capital Reserve Fund No Longer Permitted

The use of Fund #22 to account for a Capital Reserve Fund is no longer permitted pursuant to GASB Statement #54 effective July 1, 2010. Financial activity that was previously accounted for in this fund should now be recorded as Fund 32.

##### 23 Special Education Fund (IU Use Only)

This fund should be used to account for regular IU operated special education programs performed on behalf of local educational agencies.

##### 24 Special Education Transportation Fund (IU Use Only)

Accounts for financial resources received for the transportation of exceptional children in accordance with the Public School Code.

##### 25 Institutionalized Children (IU Use Only)

This fund should be used to account for institutionalized children's programs operated on behalf of local educational agencies.

##### 26 State Funded Early Intervention (Handicapped Children) Program (IU Use Only)

Authorized by Title 50, Mental Health, P.S. 4201(5) of the Pennsylvania Code, accounts for monies to be used for handicapped children of preschool age.

##### 27 Public – Purpose (Expendable) Trust

This fund replaces the activities of the school's expendable trust agreements formerly reported as a Fiduciary Fund type before implementation of GASB Statement #34. This

fund maintains the principal and earnings on invested principal balances in trust arrangements for school purposes.

#### 28 Other Comptroller Approved Special Revenue Funds

This fund accounts for activities recognized by the Comptroller's Office as meeting the criteria for a special revenue fund, but that are not defined in this chapter. Requests to establish a Comptroller Approved Special Revenue Fund should be sent to [raschlfin@state.pa.us](mailto:raschlfin@state.pa.us).

#### 29 Athletic / School-Sponsored Extra Curricular Activities

Athletic funds are set up in accordance with section 511 of the PA School Code. LEAs are permitted to establish an athletic fund as a special revenue fund only if all the following criteria are met:

- The revenue source, typically gate receipts, must comprise a substantial portion (at least 50%) of the inflow of this fund. Note: transfers from other funds may not be considered a revenue source, regardless of their origination
- Expenditures are limited to costs specific to the athletic/extra curricular programs, which may not include expenditures for capital projects or debt service.
- If these criteria are met and Fund 29 is utilized, then **all** athletic/extra curricular expenditures of the school must be accounted for in this fund.
- If the criteria are not met, athletic/extra curricular activities must be accounted for in the general fund of the school.

#### **30 CAPITAL PROJECTS FUND**

These funds account for financial resources that are restricted, committed or assigned to expenditure for capital outlays (other than those of proprietary or trust funds). Funds 31 and 32 are further governed by more stringent criteria per the PA School Code and the Municipal Code.

#### 31 Capital Reserve Fund (School Districts And AVTS)

Capital Reserve Funds available for School District use only, are authorized by Section 690 of the PA Public School Code of 1949. This fund accounts for moneys, resulting from the levy of a special tax, to be expended on constructing school building projects under a long-term project program approved by the Secretary of the Department of Education during a period not to exceed five years from the date when the first deposit was made into the fund. If for any reason the project for which the fund was established fails to materialize, the monies accumulated in the fund shall be reverted to the general fund in five equal yearly installments. No other transfers out of this fund are allowable for any purpose.

Capital Reserve Funds available for Area Vocational Technical School use only, are authorized by Section 1850.4 of the PA Public School Code of 1949. This fund accounts for the accumulation of moneys to be expended during a period not to exceed five years from the date when the first payment was made into the fund, for the purpose of purchasing equipment or maintaining facilities. The fund shall consist of monies transferred during any fiscal year from appropriations made for this purpose, and of unencumbered funds remaining in the general fund. No transfers out of this fund are allowable for any purpose.

*Although categorized as capital projects funds, the statutory limitations must be followed when establishing, maintaining and making expenditures from these funds.*

#### 32 Capital Reserve Fund (School Districts ONLY)

Authorized by Municipal Code P.L. 145, Act of April 30, 1943, also known as Purdons 53 § 1431, accounts for (1) moneys transferred during any fiscal year from Appropriations made

for any particular purpose which may not be needed, (2) surplus moneys in the General Fund of the treasury of the LEA at the end of any fiscal year, and (3) interest earnings of the fund itself. Bond proceeds and other local, state or federal revenue received by the school may not be deposited into this fund. No transfers out of this fund are allowable for any purpose. Should the LEA desire to utilize the monies within Fund #32 to pay capital project expenses, or make debt service payments, these payments must be made directly from the Capital Reserve Fund.

**Expenditures from this fund are limited to: capital improvements\*, replacement of and additions to public works and improvements, for deferred maintenance thereof, for the purchase or the replacement of school buses, and for no other purpose. .**

*\* The construction of new buildings and the debt service associated with these projects have been determined to fall within the parameters of capital improvements. As such, accounting transactions that involve the money in Fund #32 must be maintained within this fund. The remainder of the project not covered by the money in the Capital Reserve fund should be accounted for in a Capital Projects Fund #39.*

*Although categorized as a capital projects fund, the statutory limitations must be followed when establishing and maintaining this fund.*

#### 39 Other Capital Projects Funds

This fund will be utilized to report the total of all Capital Project Fund activity not specifically associated with Funds 31 or 32 above. Financial data of this fund was reported as Fund 30 prior to the implementation of GASB Statement #54.

#### 40 DEBT SERVICE FUND

Debt Service Fund(s) account for resources accumulated to provide for payment of general long-term debt principal and interest. The Pennsylvania Local Government Unit Debt Act authorizes Pennsylvania public schools to maintain this fund.

#### 90 PERMANENT FUNDS

This fund should be used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs. Permanent Funds do not include "private" purpose trust funds, which are available only to individuals, private organizations and other governments.

### ❖ Proprietary Funds

#### 50 ENTERPRISE FUND

This fund accounts for operations that are financed and operated in a manner similar to private business enterprises where the intent is that the costs (expenses, including depreciation and indirect cost) of providing goods or services on a continuing basis be financed or recovered primarily through fees and user charges rather than taxes or similar revenues.

#### 51 Food Service / Cafeteria Operations

This fund, authorized under Section 504 of the Public School Code of 1949 accounts for all revenues and expenses pertaining to cafeteria operations. The Food Service Fund provides goods and services to the students on a continuing basis and is financed through user charges as defined in the Enterprise Fund, definition above.

52 Child Care Operations

Activities that provide custodial care and childcare services to children so parents can participate in education, training activities, accept or maintain employment or receive needed protective services. These operations are not part of the instructional program.

58 Other Enterprise Funds

**60 INTERNAL SERVICE FUND**

This fund accounts for the operation of LEA functions that provide goods or services to other LEA funds, other LEAs or to other governmental units, on a cost reimbursable basis. Some examples of internal service funds could include those used for central warehousing and purchasing, central data processing, and central printing and duplicating. This fund is established to provide the services indicated in Act 118 of April 29, 1937, P.L. 526

❖ **Fiduciary Funds**

**70 FIDUCIARY TRUST FUNDS**

Accounts for assets held by an LEA in a purely trustee capacity. Trust Funds would include the following:

71 Private – Purpose Trust Funds

This fund is established to report escheat property and all trust agreements under which principal and interest benefit individuals, private organizations or other governments.

72 Investment Trust Funds

This fund is established to report the external portion of investment pools reported by your school of the sponsoring government.

73 Pension Trust Funds

This fund is established to report pension trusts and other employee benefit trusts that are required to be held in trust for members and beneficiaries of defined benefit pension plans, defined contribution plans and other post-employment and employee benefit plans.

**80 AGENCY FUNDS**

This fund accounts for assets held by an LEA in a purely custodial capacity for individuals, private organizations and other governmental units. Agency funds typically include only the receipt, temporary investment and remittance of fiduciary resources not available for school purposes.

81 Activity Fund

This fund accounts for moneys authorized by Section 511 of the Public School Code of 1949 for school publications and organizations. Activity funds are agency funds but are separated from other agency funds because of legal requirements.

89 Other Agency Fund

All other fiduciary funds that fit the agency fund description.



## Section C

### **Assets And Other Debits**

Assets and other debits include what is owned and what is not owned (as of the date of the balance sheet) but is expected to become fully owned at some future date. Also included are other budgeting and offsetting accounts, which normally have debit balances.

#### ❖ Current Assets

Cash or anything that can be readily converted into cash.

### **0100 CASH**

#### 0101 Cash

An asset amount reflecting currency, coin, checks, postal and express money orders and banker's drafts on hand or on deposit; and, demand deposits in bank or savings and loan institutions including interest-bearing checking accounts.

#### 0103 Petty Cash

A sum of money set aside for the purpose of paying small obligations for which the issuance of a formal voucher and check would be too expensive and time-consuming.

#### 0105 Cash With Fiscal Agents

Deposits with fiscal agents, such as commercial banks, for the payment of matured bonds and interest.

#### 0106 Cash In Money Market Funds

Cash investments in money market funds.

#### 0107 Cash Equivalents

Record here all short-term, highly liquid investments that are both readily convertible to cash and so near their maturity that they present an insignificant risk of change in value. Investments in this category generally have original maturities of three months or less. Examples include: Treasury Bills, commercial paper, certificates of deposit, money market funds and cash management pools.

#### 0108 Restricted Cash And Cash Equivalents

Cash and cash equivalents restricted by legal or contractual requirements.

### **0110 INVESTMENTS**

#### 0111 Investments

Includes time and demand certificates of deposit, securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. It does not include fixed assets used in LEA operations.

### 0112 Unamortized Premiums On Investments

The excess of the amount paid for securities over the face value, which has not yet been amortized. Use of this account is restricted to long-term investments.

### 0113 Unamortized Discounts On Investments (Credit)

The excess of the face value of securities over the amount paid for them, which has not yet been amortized. Use of this account is normally restricted to long-term investments.

### 0114 Interest Receivable On Investments

The amount of interest receivable on investments, exclusive of interest purchased. Interest purchased should be shown in Account 0115.

### 0115 Accrued Interest On Investments Purchased

Interest accrued on investments between the last interest payment date and date of purchase. The account is carried as an asset until the first interest payment date, after date of purchase.

## **0120 TAXES RECEIVABLE**

### 0121 Taxes Receivable

The uncollected portion of taxes, which an LEA or governmental unit has levied and which has become due, including any interest or penalties which may be accrued. Subsidiary ledgers may be maintained on the basis of tax roll year and/or current and delinquent taxes.

### 0122 Allowance for Uncollectible Taxes (Credit)

A provision for that portion of taxes receivable, which it is estimated will not be collected within one year from the date of the balance sheet. The account is shown on the balance sheet as a deduction from the Taxes Receivable Account in order to arrive at the net taxes receivable.

## **0130 INTERFUND RECEIVABLES**

### 0131 Interfund Loans Receivable

An asset account used to record a loan by one fund to another fund in the same governmental unit. Loan as used in this description includes payment for goods or services by one fund for the benefit of another where reimbursement is intended. It is recommended that subsidiary accounts be maintained for each interfund loan receivable.

### 0132 Interfund Accounts Receivable

An asset account used to indicate an amount owed to a particular fund by another fund in the same LEA for goods sold or services rendered. It is recommended that subsidiary accounts be maintained for each interfund receivable.

### 0133 DELETED (Previously Internal Balances - Asset Balance)

Use account code 0403 to record all Internal Balances

## 0140 DUE FROM OTHER GOVERNMENTS, PRIMARY GOVERNMENT AND COMPONENT UNITS

### 0141 Intergovernmental Accounts Receivable

Amounts due to the reporting governmental unit from another governmental unit. These amounts may represent grants-in-aid, shared taxes, taxes collected for the reporting unit by another unit, loans, and charges for services rendered by the reporting unit for another government. It is recommended that subsidiary accounts be maintained for each interagency receivable.

### 0142 State Revenue Receivable

Amounts due from the State representing the State's revenue contributions to the LEA. This account includes only the amount of state payments unpaid when due.

### 0143 Federal Revenue Receivable

Amounts due the LEA from the Federal government. This account includes only the amount of monies earned, but unpaid, at the end of the fiscal year.

### 0145 Other Intergovernmental Revenue Receivable

Amount due from all sources other than state, federal and local governmental units and joint boards' contributions due from member districts.

### 0146 Due From Primary Government

An asset account is used to indicate amounts owed to a component unit by the primary government. This account should only be used by LEAs that are considered a component unit of another government. **The Commonwealth of PA is not the primary government of any LEA in PA.**

### 0147 Due From Component Unit

An asset account used to indicate amounts owed to the primary government by a component unit.

## 0150 OTHER RECEIVABLES

### 0151 Loans Receivable

Amounts which have been loaned to persons or organizations, including notes taken as security for such loans, where permitted by statutory authority.

### 0152 Allowance for Uncollectible Loans (Credit)

A provision for that portion of loans receivable estimated to be uncollectible. The loan account is shown on the balance sheet as a deduction from the Other Loans Receivable Account.

### 0153 Other Accounts Receivable

Amounts owing on open accounts from private persons, firms or corporations for goods and services furnished by the LEA.

**0154 Allowance for Uncollectible Accounts Receivable (Credit)**

A provision for that portion of accounts receivable, which is estimated, will not be collected. The account is shown on the balance sheet as a deduction from the Other Accounts Receivable account.

**0155 Other Recoverable Disbursements**

Amounts due the LEA for expenditures it made for or on behalf of a private individual, firm or corporation, which are expected to be recovered in cash or its equivalent.

**0156 Bond Proceeds Receivable**

An account used to designate the amount receivable upon sale of bonds.

**0160 Unassigned**

**0170 INVENTORIES**

**0171 Inventories for Consumption**

The cost of supplies and equipment on hand not yet distributed to requisitioning units.

**0172 Inventories for Resale**

The value of goods held by an LEA for resale rather than for use in its own operations.

**0180 PREPAID EXPENSES (EXPENDITURES)**

**0181 Prepaid Expenses (Expenditures)**

Expenses paid for benefits not yet received. Prepaid expenses differ from deferred charges in that they are spread over a shorter period of time than deferred charges and are regularly recurring costs of operation. Examples of prepaid expenses are prepaid rent, prepaid interest, unexpired insurance premiums.

**0190 OTHER ASSETS**

**0191 Deposits**

Funds deposited by the LEA as prerequisite to receiving services and / or goods.

**0199 Other Current Assets**

Current assets not provided for elsewhere.

## ❖ Capital And Infrastructure Assets

Capital assets are land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

### **0200 PROPERTY**

#### **0210 LAND AND SITE IMPROVEMENTS (Inexhaustible Capital Assets)**

##### 0211 Land

A capital asset account that reflects the acquisition value of land owned by an LEA. If land is purchased, this account includes the purchase price and costs such as legal fees, filing and excavation costs, and other associated improvement costs, which are incurred to put the land in condition for its intended use. If land is acquired by gift, the account reflects its appraised value at time of acquisition. Land and land improvements are considered inexhaustible assets, as such they are not to be depreciated.

##### 0212 Site Improvements

A capital asset account that reflects the acquisition value of permanent improvements, other than buildings, which add value to land. Examples of such improvements are fences, retaining walls, sidewalks, pavements, gutters, tunnels and bridges. If the improvements are purchased or constructed, this account contains the purchase or contract price. If improvements are obtained by gift, it reflects the appraised value at time of acquisition.

#### **0220 BUILDINGS AND BUILDING IMPROVEMENTS**

##### 0221 Buildings

A capital asset account, which reflects the acquisition value of permanent structures used to house persons and property owned by the LEA. If buildings are purchased or constructed, this account includes the purchase or contract price of all permanent buildings and the fixtures attached to and forming a permanent part of such buildings. If buildings are acquired by gift, the account reflects their appraised value at time of acquisition.

##### 0222 Building Improvements

A capital asset account, which reflects the value of all building improvements.

#### **0230 MACHINERY AND EQUIPMENT**

##### 0231 Machinery and Equipment

Tangible property of more or less permanent nature, other than land, buildings, or improvements thereto, which is useful in carrying on operations. This includes property under capital leases. Examples are machinery, tools, trucks, cars, buses, furniture and furnishings.

#### **0240 ACCUMULATED DEPRECIATION**

The requirements in GASB Statement #34 allow accumulated depreciation to be netted against capital assets or reported separately on the Statement of Net Position. Regardless

of the presentation, the notes to the financial statements should disclose accumulated depreciation separately in addition to changes in accumulated depreciation.

**0241 Accumulated Depreciation on Site Improvements (Credit)**

Accumulated amounts of depreciation of land improvements.

**0242 Accumulated Depreciation on Buildings (Credit)**

Accumulated amounts of depreciation of buildings.

**0243 Accumulated Depreciation on Building Improvements (Credit)**

Accumulated amounts of depreciation of building improvements.

**0244 Accumulated Depreciation on Machinery and Equipment (Credit)**

Accumulated amounts of depreciation of machines and equipment.

**0250 CONSTRUCTION IN PROGRESS**

**0251 Construction In Progress**

Accumulation of construction costs from progress billings of construction projects. Costs are accumulated and controlled in this account through project completion. When completed, the final project cost is transferred to the applicable capital asset account. Subsidiary ledgers should be maintained for multiple projects.

**0260 LONG TERM PREPAYMENTS**

**0261 Bond Issuance Costs**

Significant costs of a bond issue should be reported as a deferred charge. Examples include: legal fees as well as printing, engraving, taxes and underwriting costs. APB Opinion No. 21 gives authoritative guidance for amortizing bond issue costs.

**0262 Unamortized Discount on Bonds Sold**

The discount or reduction reflecting that bond proceeds are under par value and which remains to be amortized over the remaining life of such bonds.

**0269 Other Long Term Prepayments**

Those long-term prepayments not accounted for elsewhere in 0260. Example: mortgage closing costs.

**0270 ACCUMULATED AMORTIZATION ON LONG TERM PREPAYMENTS**

**0271 Accumulated Amortization on Bond Issuance Costs**

Accumulated amounts of amortization of bond issuance costs.

**0272 Accumulated Amortization on Bond Discounts**

Accumulated amounts of amortization of bond discounts.

## 0279 Accumulated Amortization on Other Long Term Prepayments

Accumulated amounts of amortization of long term prepayments not reported elsewhere in 0270.

## **0280 INFRASTRUCTURE ASSETS**

Infrastructure assets are long-lived capital assets that normally can be preserved for a significantly greater number of years than most capital assets and that normally are stationary in nature. Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, water and sewer systems, dams and lighting systems. Buildings, except those that are an ancillary part of a network of infrastructure assets, should not be considered infrastructure assets. (Statement 34, paragraph 19.)

## **0290 OTHER LONG-TERM RECEIVABLES**

Record to this account all long-term receivables not otherwise classified above.

## ❖ Budgetary Accounts And Other Debits

These categories represent accounts which reflect budgeted and actual amounts related to revenues and other financing sources, as well as offsetting accounts which normally have debit balances.

## **0300 BUDGETARY REVENUES**

### 0301 Estimated Revenues Control Account (Budget Account, Interim Statements Only)

The amount of revenues estimated to be received or to become receivable during the fiscal period. This account appears on interim financial statements only and is a control account.

### 0302 Revenues Control Account (Interim Statements Only) (Credit)

The total of all revenues realized during a period. The account appears only in a balance sheet prepared during the fiscal year. This account can be used as a control account for all revenue accounts except those applicable to Account Code 0307.

### 0303 Amount Available in Debt Service Funds

This account designates the amount of fund balance available in the Debt Service Fund for the retirement of long-term debt.

### 0304 Amount to be Provided for Retirement of General Long-Term Debt

This account designates the amount to be provided from taxes or other revenue to retire long-term debt. Except for those amounts to be provided for retirement of lease obligations (Report in 0305) and amounts to be provided for compensated absences (Report in 0340).

### 0305 Amount to be Provided for Retirement of Lease Obligations

This account designates the amount to be provided from taxes or other revenue to retire lease obligations.

**0306 Estimated Other Financing Sources Control Account (Budget Account, Interim Statements Only)**

The amount of other financing sources estimated to be received or to become receivable during the fiscal period. Other financing sources include governmental fund general long-term debt proceeds, interfund transfers, material proceeds of fixed asset dispositions, refunds of prior years' expenditures, and other incoming transfers and receipts. This account appears on interim financial statements only and is a control account.

**0307 Other Financing Sources Control Account (Interim Statements Only) (Credit)**

The total of other financing sources realized during a period. These are classified separately from revenues and include governmental fund general long-term debt proceeds, interfund transfers, material proceeds of fixed asset dispositions, refunds of prior years' expenditures, and other incoming transfers and receipts. This account can be used as a control account for all other financing sources.

**0308 Amount To Be Provided For Arbitrage Rebate**

This account designates the amount to be provided for arbitrage rebate.

**0340 AMOUNT TO BE PROVIDED FOR COMPENSATED ABSENCES**

This account designates the amount to be provided from taxes or other revenues to pay for accrued vacation, sick and other leave benefits.

**0350 AMOUNT TO BE PROVIDED FOR CLAIMS AND JUDGMENTS**

This account designates the amount to be provided for claims and judgments.



## Section D

### ***Liabilities, Reserves, Fund Balance and Deferred Outflows/Inflows***

Liabilities, reserves and fund balances are LEA debts plus items, which are not debts but which may become debts at some future time. Also included are other budgeting accounts, which normally appear only on the interim financial statements.

#### ❖ Current Liabilities

Those debts the LEA expects to pay within a short period of time, usually within a year or less.

### **0400 INTERFUND PAYABLES**

#### 0401 Interfund Loans Payable

A liability account used to record a debt owed by one fund to another fund in the same governmental unit. Such debts can be for cash advanced, goods or services rendered or for reimbursements of a fund which has made payments on behalf of another fund. It is recommended that subsidiary accounts be maintained for each interfund loan.

#### 0402 Interfund Accounts Payable

A liability account used to indicate amounts owed by a particular fund to another fund in the same LEA for goods and services rendered. It is recommended that subsidiary accounts be maintained for each interfund payable.

#### 0403 Internal Balances (Liability Balance)

Net residual amounts due between governmental and business-type activities columns of the Statement of Net Position.

**Note:** This account is for reporting the debit and credit balance amount that results after all internal transactions are eliminated. This account is for year-end financial reporting purposes only.

### **0410 DUE TO OTHER GOVERNMENTS, PRIMARY GOVERNMENT AND COMPONENT UNITS**

#### 0411 Intergovernmental Accounts Payable

Amounts owed by the reporting LEA to another governmental unit. It is recommended that subsidiary accounts be maintained for each interagency payable.

#### 0412 Due To Primary Government

A liability account used to indicate amounts owed to the primary government by the component unit. **The Commonwealth of PA is not the primary government of any LEA.**

### **0413 Due To Component Unit**

A liability account used to indicate amounts owed to a component unit by the primary government.

## **0420 ACCOUNTS PAYABLE**

### **0421 Accounts Payable**

Liabilities on open account owing to private persons, firms or corporations for goods and services received by an LEA.

### **0422 Claims and Judgments Payable**

Amounts due to be paid by an LEA as the result of court decisions, including fines, penalties, and condemnation awards in payment for private property taken for public use.

### **0423 Warrants Payable**

Amounts due to designated payees in the form of a written order drawn by the LEA directing the LEA treasurer to pay a specific amount.

### **0424 Arbitrage Rebate Payable**

An account used to record the arbitrage rebate amount payable.

## **0430 CONTRACTS PAYABLE**

### **0431 Construction Contracts Payable**

Amounts due on progress billings of construction projects.

### **0432 Construction Contracts Payable – Retainage**

Amounts retained until project completion on progress billings of construction projects.

### **0439 Other Contracts Payable**

Amounts due on contracts for assets, goods and/or services received by the LEA not classified elsewhere in the 0430 series of accounts.

## **0440 CURRENT PORTION OF LONG-TERM DEBT**

### **0441 Matured Bonds Payable**

Bonds which have reached or passed their maturity date but which remain unpaid.

### **0442 Bonds Payable**

Bonds which have not reached or passed their maturity date but are due within one year or less.

### **0443 Unamortized Premiums on Bonds Sold**

An account, which represents that portion of the excess of bond proceeds over par value and which remains to be amortized over the remaining life of such bonds.

#### 0444 Compensated Absences Payable

A liability account for the current portion of accumulated compensated absences calculated for vacation leave, sick leave and sabbatical leave as defined in GASB Statement #16.

#### 0445 Unamortized Losses on Debt Refundings

This account represents the difference between the reacquisition price and the net carrying amount of old debt when a current or advance refunding of debt occurs. This account should be used only when defeasance of debt occurs for proprietary funds. The unamortized loss amount should be deferred and amortized as a component of interest expense in a systematic and rational manner over the remaining life of the old debt or the life of the new debt, whichever is shorter. On the balance sheet, this deferred amount should be reported as a deduction from or an addition to the new debt liability.

#### 0446 Other Postemployment Benefits Payable (OPEB)

A liability account for the current portion of OPEB calculated per GASB statement #45. Do not include termination benefits or pension related costs to this account code.

#### 0449 Other Payments for the Current Portion of Long Term Debt

Record to this account, payments for the current portion of long term debt not previously listed.

### **0450 SHORT-TERM PAYABLES**

#### 0451 Loans and Tax Anticipation Notes (TANS) Payable

The face value of short-term obligations representing amounts borrowed for periods of time less than one year.

#### 0452 Bond Anticipation Notes (BANS)

The face value of short-term obligations resulting from notes issued by the LEA in anticipation of a later bond issue.

#### 0455 Interest Payable

Interest due within one year.

### **0460 PAYROLL ACCRUALS AND WITHHOLDINGS**

#### 0461 Accrued Salaries and Benefits

Salary and fringe benefit costs incurred during the current accounting period, which are not payable until a subsequent accounting period.

#### 0462 Payroll Deductions and Withholding

Amounts deducted from employees salaries for withholding taxes and other purposes. District-paid benefit amounts payable also are included. A separate liability account may be used for each type of benefit.

## **0470 ADVANCES FROM OTHER FUNDS**

Amounts owed, other than charges for goods and services, by a particular fund to another fund in the reporting entity not due within one year.

## **0480 DEFERRED REVENUES**

Amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, such amounts are measurable but not available.

## **0490 OTHER CURRENT LIABILITIES**

### 0491 Deposits Payable

Liability for deposits received as a prerequisite to providing or receiving services and / or goods.

### 0492 Due to Fiscal Agent

Amounts due to fiscal agents such as commercial banks for servicing an LEA's maturing interest and principal payments on indebtedness.

### 0493 Prepayments from Persons or Firms

Amounts advanced as prepayments for costs to be incurred by the school system on behalf of persons or firms.

### 0494 Taxes Held in Escrow

Taxes held for which disposition is remaining.

### 0496 Due to Student Groups

Amounts due to student groups.

### 0499 Other Current Liabilities

Other current liabilities not provided for elsewhere.

## ❖ Long Term Liabilities

Debt with a maturity of more than one year after the date of issuance.

## **0500 LONG-TERM PAYABLES**

### **0510 BONDS PAYABLE**

Bonds which have not reached or passed their maturity date and which are not due within one year.

### **0520 EXTENDED TERM FINANCING AGREEMENTS PAYABLE**

An unconditional written promise signed by the maker to pay a certain sum of money one year or more after the date of issuance.

### **0530 LEASE-PURCHASE OBLIGATIONS**

The discounted present value of total future stipulated payments on lease-purchase agreements.

### **0540 ACCUMULATED COMPENSATED ABSENCES**

Future vacation, sick and other leave benefits that represent an accrued liability to the employer under the conditions outlined in GASB Statement #16.

### **0550 AUTHORITY LEASE OBLIGATIONS**

The principal amount outstanding on authority obligations. If the outstanding principal amount is not known, the discounted present value of payments to be made in future years to an authority in accordance with the current schedule from the present to the fulfillment of the agreement should be used. The discount factor to be used should be the known interest rate on the authority obligations.

### **0560 OTHER POSTEMPLOYMENT BENEFITS (OPEB)**

Future OPEB benefits including health care but not including pensions and termination benefits as defined by GASB statement #45.

### **0599 OTHER LONG-TERM LIABILITIES**

Other long-term liabilities not provided for elsewhere. Include mortgages payable in this account code.

## **❖ Budgetary Accounts**

These categories represent accounts, which reflect budgeted and actual amounts related to expenditures, other uses and encumbrances.

## **0600 BUDGETARY APPROPRIATIONS**

### **0601 Appropriations Control Account (Budget Account) (Interim Statements Only)**

This account records authorizations granted by the school board or legislative body to expend funds for specific purposes. This account appears in a balance sheet prepared during the fiscal period. It is closed out and does not appear in the balance sheet prepared at the close of the fiscal period. This account appears on interim financial statements only and is a control account.

### **0602 Expenditures Control Account (Debit) (Interim Statements Only)**

This account appears in balance sheets prepared during the fiscal period and designates the total of expenditures charged against appropriations during this period. The expenditure account, along with the other uses and encumbrances accounts, is shown in each governmental fund balance sheet as a deduction from the Appropriations account to arrive at the available balance of total appropriations. (This account is to be used as an expense control account in Proprietary Funds – appears on Interim Statements Only.)

### **0603 Encumbrances Control Account (Debit) (Interim Statements Only)**

This account designates obligations in the form of purchase orders, contracts or salary commitments chargeable to an appropriation and for which part of the appropriation is

reserved. In an interim balance sheet, encumbrances are deducted, along with the expenditures and other uses from the Appropriations account, to arrive at the available balance. (Appears on Interim Statements Only.)

#### **0604 Estimated Other Financing Uses Control Account (Budget Account)**

The amount of other financing uses estimated to be charged against appropriations during the fiscal period. Other financing uses include debt service payments (principal and interest), authority rentals and transfers of monies between funds. This account appears on interim financial statements only and is a control account.

#### **0605 Other Financing Uses Control Account (Interim Statements Only)**

This account appears in balance sheets prepared during the fiscal period and designates the total of other financing uses charged against appropriations during this period. This account represents the total of other uses of the governmental funds not properly classified in the 1000 to 4000, inclusive, functions. These include debt service payments (principal and interest), authority rentals and transfers of monies between funds. The other financing uses, along with the expenditures and encumbrances, are deducted from the Appropriation account to arrive at the available balance. This account can be used as a control account.

### **❖ Fund Balance /Fund Net Position**

These accounts report the difference between assets plus deferred outflows of resources, and liabilities plus deferred inflows of resources.

## **0700 BUDGETARY FUND BALANCE & NET POSITION**

### **~~0750 FUND BALANCE RESERVES Deleted pursuant to GASB #54~~**

Implementation of GASB Statement #54, effective July 1, 2010, requires the use of new fund balance categories. These categories have been assigned account code numbers 0810 to 0850.

~~0751 Reserve for Inventories Deleted effective 7/1/2010~~

~~0752 Reserve for Prepaid Expenses Deleted effective 7/1/2010~~

~~0753 Reserve for Encumbrances Control Account Deleted effective 7/1/2010~~

~~0754 Reserve for Retirement of Long Term Debt Deleted effective 7/1/2010~~

~~0755 Reserve for Capital Projects Deleted effective 7/1/2010~~

~~0759 Reserve for Other Deleted effective 7/1/2010~~

### **~~0770 UNRESERVED FUND BALANCE Deleted pursuant to GASB #54~~**

~~0771 Unreserved—Designated Fund Balance Deleted effective 7/1/2010~~

~~0772 Unreserved—Undesignated Fund Balance Deleted effective 7/1/2010~~

## **0780 BUDGETARY FUND BALANCE (Budget Account, Interim Statements Only)**

Budgetary resources and obligations of the current year are recorded here to maintain them separately from the fund balance of the preceding year. The balance in this account represents at any time the difference between the total of the estimated revenues and other financing sources and the total of the appropriations in the current fiscal year. This is a temporary account and at the end of the fiscal year, the budgetary accounts except Reserve for Encumbrances are closed to this account and the debit or credit balance is then closed to General Ledger Accounts 0830-Committed Fund Balance, 0840-Assigned Fund Balance, and/or 0850-Unassigned Fund Balance.

## **0790 NET POSITION**

Net position is the difference between total assets plus deferred outflows of resources, and total liabilities plus deferred inflows of resources. Net Position is displayed in three components, which are 1) Invested in Capital Assets, Net of Related Debt, 2) Restricted (distinguishing among major categories of restrictions), and 3) Unrestricted. Each of these components, reported on the Statement of Net Position and the Proprietary Fund Statement of Net Position, is defined below.

### **0791 Invested In Capital Assets, Net Of Related Debt**

The net investment in capital assets component of net position consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt also should be included in this component of net position. If there are significant unspent related debt proceeds or deferred inflows of resources at the end of the reporting period, the portion of the debt or deferred inflows of resources attributable to the unspent amount should not be included in the calculation of net investment in capital assets. Instead, that portion of the debt or deferred inflows of resources should be included in the same net position component (restricted or unrestricted) as the unspent amount.

### **0792 – 0798 Restricted Net Position**

The restricted component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Net Position is restricted because (1) constraints or limits are externally imposed by creditors, grantors, contributors, or laws and regulations by another government, or by (2) constitutional provisions or enabling legislation. Enabling legislation provides authority to assess, levy, charge, or otherwise mandate payments from others and includes a legal requirement that those resources be used only for a specific purpose stated in legislation.

Restricted Net Position distinguishes between major categories of restrictions (i.e., debt service, capital projects, permanent funds, etc.) by separate lines. When reporting permanent fund endowments or fund principal amounts, Restricted Net Position should be segregated accordingly between expendable and nonexpendable amounts. Record restricted net position to the specific accounts listed below:

### **0792 Restricted for Retirement of Long-Term Debt**

An account that represents the amount of net position that is legally obligated for long-term debt.

### 0793 Restricted for Capital Projects

An account that represents the amount of net position that is legally obligated for capital projects.

### 0794 Restricted for Permanent Endowments – Expendable Portion

An account that represents the amount of net position that is legally obligated for the expendable portion of permanent endowments.

### 0795 Restricted for Permanent Endowments – Nonexpendable Portion

An account that represents the amount of net position that is legally obligated for the nonexpendable portion of permanent endowments.

### 0798 Restricted for Other Purposes

An account that represents the amount of net position that is legally obligated for restrictions not mentioned in Accounts 0792 through 0795, above.

### 0799 Unrestricted Net Position

The unrestricted component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

## **0800 FUND BALANCE**

### 0810 Nonspendable Fund Balance

Amounts that cannot be spent because they are either in a non-spendable form, or legally or contractually required to be maintained in tact such as inventory, or principal of a permanent fund.

### 0820 Restricted Fund Balance

Amounts constrained to be used for a specific purpose per external parties or legislation.

### 0830 Committed Fund Balance

Amounts constrained to be used for a specific purpose as per government's highest level of decision making authority such as the school board, board of directors, board of trustees, etc. Note: Board Resolution required. Constraint can also be removed or changed by an equal level action.

### 0840 Assigned Fund Balance

Amounts intended to be used for a specific purpose as per a committee or individual authorized by the governing body. These amounts are not restricted or committed.

### 0850 Unassigned Fund Balance

Amounts available for any purpose within the General Fund only. Other governmental funds, by their nature would automatically require that funds be classified as nonspendable,



restricted, committed or assigned. In the event that a fund, other than the general fund has expenditures that exceed revenues, the unassigned fund balance category may be used to report a negative ending fund balance only.

## **0900 DEFERRED OUTFLOWS/INFLOWS OF RESOURCES**

Deferred outflows of resources and deferred inflows of resources are considered a consumption of net assets by the LEA that is applicable to a future reporting period and an acquisition of net assets that is applicable to a future reporting period, respectively. For example GASB statement No. 53 provides for the reporting of deferred outflows of resources and deferred inflows of resources for the changes in fair value of qualified hedging derivatives. Balances of deferred outflows/inflows of resources may be aggregations of different types of deferred amounts. LEAs should provide details of the different types of deferred amounts in the notes to the financial statements if significant components of the total deferred amounts are obscured by aggregation.

### **0910 Deferred Outflows of Resources**

Record here consumptions of net assets by the LEA that are applicable to a future reporting period.

### **0950 Deferred Inflows of Resources**

Record here acquisitions of net assets by the LEA that are applicable to a future reporting period.



## Section E

### ***Expenditures And Other Financing Uses***

#### ❖ Expenditures

Expenditures and expenses are decreases of net financial resources in the applicable funds. They are classified in this Chart of Accounts by fund, function, object, funding source, instructional organization, and operational unit as required dimensions; subject matter, job classification and special cost center as LEA optional dimensions. (These dimensions have been defined in Chart of Accounts Introduction)

The expenditure and expense accounting system has been so structured that all the costs within the particular subdivisions of that function can be combined to form a summary total of related costs. Costs are recorded only once so that they are mutually exclusive. The aggregation of mutually exclusive and related costs makes possible comparisons between the various functions and subdivisions of that function.

**\* Functions and subfunctions that are required for state reporting purposes have been designated with an asterisk following the function/subfunction number.**

#### ❖ Other Financing Uses

Other Financing Uses include outlays for debt service, fund transfers and similar type transactions. Other financing uses are classified separately from the expenditures in Function 5000.

**Note:** In this manual, administrative functions are organized within the accounting structure in relation to the magnitude of expenditures usually found in a typical LEA. However, an LEA does not have to structure its administrative organization to conform to this accounting structure.

### **1000 INSTRUCTION**

Instruction includes all those activities dealing directly with the interaction between teachers and students and related costs<sup>1</sup>, which can be directly attributed to a program of instruction. Teaching may be provided for students in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving co-curricular activities. It may also be provided through some other approved medium such as television, radio, telephone and correspondence. Included here are the activities of aides or classroom assistance of any type (clerks, graders, teaching machines, etc.) that assist in the instructional process. Do not record administrative instructional support costs here.

<sup>1</sup> Related costs include instructional expenditures for salaries, contracted services, travel expenses, equipment rental, supplies, books, maintenance costs directly attributable to instructional equipment and other expenses such as sabbatical leaves.

#### **INSTRUCTION FUNCTION AND PROGRAM CODING**

Program coding is included in the instruction function, e.g. 1000, 1100, 1200: 1000 is the Instruction Function and 1100 is the Regular Instruction Program, 1200 is the Special Instruction Program, etc.

## **1100 \* REGULAR PROGRAMS – ELEMENTARY / SECONDARY**

Activities designed to provide grades K–12 students with learning experiences to prepare them for activities as citizens, family members, and non-vocational workers as contrasted with programs designed to improve or overcome physical, mental, social and / or emotional handicaps.

### **1140\* EARLY INTERVENING SERVICES**

Use this account to record federally funded Individuals with Disabilities Improvement Act (IDEA-B) Pass through Funds expenditures incurred to develop and implement coordinated early intervening services (EIS) for students in kindergarten through 12<sup>th</sup> grade. These students have not been identified as needing special education or related services but need additional academic and behavioral support to succeed in a general education environment. Some examples of EIS Activities include scientifically based academic instruction and behavioral interventions for students; education and behavioral evaluations, services and supports, including scientifically based literacy instruction; and professional development for teachers and other school staff to enable them to deliver scientifically based academic instruction and behavioral interventions.

### **1190 FEDERALLY FUNDED REGULAR PROGRAMS (use is optional)**

This service area includes the expenditures for regular instruction that are supported by federal revenue. Recording to this function is optional. This function is provided for those schools that previously recorded their federal expenditures in function 1490.

## **1200 \* SPECIAL PROGRAMS – ELEMENTARY / SECONDARY**

Activities designed primarily for students having special needs. The Special Programs include support classes for pre-kindergarten, kindergarten, elementary and secondary students identified as exceptional. (Record expenditures to the following sub-accounts.)

### **1210 LIFE SKILLS SUPPORT**

This service area includes the expenditures incurred to operate classes for exceptional students where the focus is primarily on the needs of the students for independent living. (Record expenditures to the following sub-accounts.)

#### 1211 Life Skills Support – Public

Record to this area of responsibility the expenditures incurred to provide life skills classes in a public school program.

#### 1212 Life Skills Support – PRRI

Record to this area of responsibility the expenditures incurred for the life skills classes provided by a private residential rehabilitative institution.

### **1220 SENSORY SUPPORT**

This service area includes the expenditures incurred to operate classes for exceptional students that have been identified as Deaf / Hearing Impaired, Blind / Visually Impaired, or Speech / Language Impaired. (Record expenditures to the following sub-accounts.)

#### 1221 Deaf or Hearing Impaired Support

Record to this area of responsibility the expenditures incurred to operate classes where the primary focus is for exceptional students that identified as Deaf or Hearing Impaired.

1224 Blind or Visually Impaired Support

Record to this area of responsibility the expenditures incurred to operate classes where the primary focus is for exceptional students that have been identified as Blind or Visually Impaired.

1225 Speech and Language Support

Record to this area of responsibility the expenditures incurred to operate classes where the primary focus is for exceptional students that identified as Speech or Language Impaired. **Note: Do not record costs associated with English as a Second Language to this code.**

**1230 EMOTIONAL SUPPORT**

This service area includes the expenditures incurred to operate classes for exceptional students where the focus is on the emotional support needs of the student. (Record expenditures to the following sub-accounts.)

1231 Emotional Support – Public

Record to this area of responsibility the expenditures incurred to provide emotional support classes in a public school program.

1232 Emotional Support – PRR

Record to this area of responsibility the expenditures incurred for emotional support classes provided by a private residential rehabilitative institution.

1233 Autistic Support

Record to this area of responsibility the expenditures incurred to operate classes for exceptional children identified as autistic.

**1240 ACADEMIC SUPPORT**

This service area includes the expenditures incurred to operate a class for exceptional children where the primary focus of the class is academic learning. (Record expenditures to the following sub-accounts.)

1241 Learning Support – Public

Record to this area of responsibility the expenditures incurred for classes operated in a public school program to serve exceptional students whose primary identified need is academic learning.

1242 Learning Support – PRR

Record to this area of responsibility the expenditures incurred for classes operated by a private residential rehabilitative institution for exceptional students whose primary identified need is academic learning.

1243 \* Gifted Support

Record to this area of responsibility the expenditures incurred for classes operated in a public school program for exceptional students identified as mentally gifted.

## 1260 PHYSICAL SUPPORT

This service area includes expenditures incurred for classes operated for exceptional students where the special education program meets the needs of a physically disabled student.

## 1270 MULTI-HANDICAPPED SUPPORT

This service area includes expenditures incurred to operate classes for exceptional students who are multi-handicapped.

## 1280 \* EARLY INTERVENTION SUPPORT

This service area includes the instructional expenditures incurred to operate classes for students qualifying for early intervention services, e.g., Developmental Delay. (Record expenditures to the following sub-account.)

### 1281 Developmental Delay Support

Record to this area of responsibility the instructional expenditures incurred to provide classes for exceptional students identified as developmentally delayed.

## 1290 OTHER SUPPORT

Record to this service area the instructional expenditures incurred for special programs that do not meet any of the definitions listed in the 1200 series above. Include in this account expenditures for Approved Private School, PRR1 and IU special class deductions or expenditures approved by the Pennsylvania Department of Education through the formal budgetary approval process.

Note:

- Diagnostic Services should not be charged to sub-function 1200, but should be charged to sub-functions 2100 and 2200 depending on the type of expenditure.
- Director of Special Education should be coded to 2260.

## 1300 \* VOCATIONAL EDUCATION

PDE approved programs under public supervision and control that provide organized learning experiences designed to develop skills, knowledge, attitudes and work habits in order to prepare individuals for entrance into and progress through various levels of employment in occupational fields including agriculture, business, distribution, health, gainful and useful home economics, and trade and industry. PDE approved programs are those programs approved by the Pennsylvania Department of Education as reflected in the approved program listing of the Career and Technical Education Information System (CATS). All vocational type programs that are not PDE approved should be coded to one of the remaining instructional function codes (1100, 1200, etc.) Federal Vocational Education CIP codes are posted by the Bureau of Career and Technical Education to the PDE website.

## 1310 AGRICULTURAL EDUCATION

That form of vocational education designed for agricultural, off-farm agribusiness, renewable natural resources and environmental occupations including the development of leadership, knowledge and skills in each area, as reported under CATS.

## 1320 MARKETING AND DISTRIBUTIVE EDUCATION

That form of vocational education designed to prepare individuals to enter or advance in a marketing or distributive occupation requiring competency in one or more of the

functions of marketing / distribution or knowledge of products and services, as reported under CATS.

### **1330 HEALTH OCCUPATIONS EDUCATION**

That form of vocational education comprising subject matter and planned clinical and or customized experience for preparing individuals to provide care and health services in support of the health professions within the health industry, as reported under CATS.

### **1340 HOME ECONOMICS EDUCATION**

That form of vocational education that focuses on preparing students for the role of homemaker or wage earner. Include occupational programs designed to prepare students for employment in occupations that use the knowledge, skills and attitudes in the subject matter areas of home economics. Also include programs that designed to help individuals and families improve the home environment and the quality of family life, as reported under CATS. (Expenditures may be charged to the following sub-accounts.)

#### 1341 Consumer and Homemaking Education

That form of vocational education, which prepares students for the role of homemaker and helps individuals and families improve the home environment and the quality of family life, as reported under CATS.

#### 1342 Occupational Home Economics Education

That form of vocational education designed as an occupational program to prepare students for employment in occupations that use the knowledge, skills and attitudes in the subject matter areas of home economics, as reported under CATS.

### **1350 INDUSTRIAL ARTS EDUCATION**

Those education programs which pertain to the body of related subject matter, or related courses, organized for the development of understanding about all aspects of industry and technology, including learning experiences involving activities such as experimenting, designing, constructing, evaluating, and using tools, machines, materials and processes, as reported under CATS. These programs also assist individuals in the making of informed and meaningful occupational choices to prepare them for entry into advanced trade and industrial or technical education programs.

### **1360 BUSINESS EDUCATION**

That form of vocational education designed to prepare an individual to enter or advance in an occupational field wherein success is largely dependent upon skills, knowledge, attitudes, work habits and leadership development necessary to demonstrate competency in accounting, clerical, data processing or secretarial occupations and similar business pursuits, as reported under CATS.

### **1370 TECHNICAL EDUCATION**

A vocational education program designed to prepare an individual to enter or advance in an occupational field requiring use of technical skills or laboratory techniques the practice of which involves application of scientific principles, supporting mathematics, management principles and technical information, as reported under CATS.

## 1380 TRADE AND INDUSTRIAL EDUCATION

That form of vocational education designed to develop manipulative skills and leadership abilities, acquire technical knowledge and related occupational information to prepare an individual for initial employment, upgrading or retraining out-of-school youth and adult workers in trade, technical and industrial occupations, as reported under CATS.

## 1390 OTHER VOCATIONAL EDUCATION PROGRAMS

Other PDE-approved programs not specified in the 1300 series of accounts which are reported under CATS. Included in this account is the amount paid by an LEA to another LEA for vocational education training of students.

## 1400 OTHER INSTRUCTIONAL PROGRAMS – ELEMENTARY / SECONDARY

Activities that provide grades K-12 students with learning experiences not included in the function codes 1100-1300, 1500, 1600 and 1800. (Record expenditures to the following sub-accounts.)

### 1410 \* DRIVERS' EDUCATION

Driver Education for students in accordance with provision of Sections 1519 and 1519.1 of the Public School Code.

### 1420 \* SUMMER SCHOOL

Instructional education provided during the summer months between the end of one regular school term and the beginning of the next regular school term.

### 1430 \* HOMEBOUND INSTRUCTION

Instructional education provided to homebound students in accordance with Section 2510.1 of the Public School Code.

## 1440 ALTERNATIVE REGULAR EDUCATION PROGRAMS

Use this account to record direct instructional expenditures incurred to provide regular education programs and / or classes for students in detention homes and centers, private residential rehabilitative institutions (PRRI), youth development centers (YDC), youth or youthful offenders in the State Correctional Facilities, and Pennsylvania Department of Education approved alternative education programs. **DO NOT record special education services to this service area account.** Special education expenditures for the above activities should be recorded to the service area accounts within subfunction 1200. (Record expenditures to the following sub-accounts.)

### 1441 \* Adjudicated / Court Placed Programs

This account should be used to record expenditures incurred to educate adjudicated or court-placed children. Examples of the type of expenditures to be recorded here include: instructional costs associated with children in detention homes and centers, private residential rehabilitative institutions, state correctional facilities, youth development centers, and program expenditures similar in nature. DO NOT record expenditures associated with Pennsylvania Department of Education approved alternative education programs here.

### 1442 \* Alternative Education Programs

This account should be used to record expenditures incurred to educate children in Pennsylvania Department of Education approved programs which remove them from



regular school programs in order to provide them with a sound educational curriculum and counseling designed to modify disruptive behavior.

#### 1450 \* INSTRUCTIONAL PROGRAMS OUTSIDE THE ESTABLISHED SCHOOL DAY

This account should be used to record expenditures for providing regular instruction for before and after school programs. Record tutoring programs if provided outside the normal school hours to this function. Tutoring during the regular school day should be recorded in the appropriate function.

#### 1490 \* ADDITIONAL OTHER INSTRUCTIONAL PROGRAMS

Instructional programs applicable to but not listed elsewhere in the 1400 series. **Include here costs for Early College High School, Middle College High School, and Gateway to College dual enrollment programs. Also include here costs associated with PSSA testing.**

#### 1500 \* NONPUBLIC SCHOOL PROGRAMS (For IU and school district use only)

Activities for students attending a school established by an agency other than the State, a subdivision of the State, or the Federal government, which usually is supported primarily by other than public funds. The services consist of such activities as those involved in providing instructional services. Attendance, social work, health services and transportation are classified to the applicable 2000 support services function for nonpublic schools.

#### 1600 \* ADULT EDUCATION PROGRAMS

Activities designed to develop knowledge and skills to meet immediate and long-range educational objectives of adults. Programs include activities to foster the development of fundamental tools of learning; to prepare for a postsecondary career; or for postsecondary educational programs; to upgrade occupational competence, prepare for a new or different career; to develop skills and appreciations for special interests; or to enrich the aesthetic qualities of life. Adult basic education programs, Federal adult education programs, and school district sponsorship of community colleges are included in this category. (Record expenditures to the following sub-accounts.)

#### 1610 ADULT VOCATIONAL EDUCATION

A part-time or full-time program of instruction designed for youth and adults who have left or completed high school and desire to pursue a vocational education curriculum or course in preparation for entrance into the labor market or who desire to acquire new or updated skills.

#### 1690 OTHER ADULT EDUCATION PROGRAMS

Other adult education programs not designated under the account 1610, e.g. General Equivalency Diploma (GED), Adult Basic Education, and Standard Evening High School Programs. (Record expenditures to the following sub-accounts.)

##### 1691 Instructional Services

Include those activities directly involved with the teaching of adult education programs. Include the expenditures for adult education teachers.

##### 1692 Tutor Training

Includes those activities directly involved with the training of volunteer tutor trainers, e.g., instructors, clerical services such as setting up tutor training sessions, books and

other instructional materials used by tutor trainers and tutors in training, equipment and facility rental necessary to conduct tutor training, and ongoing evaluation of tutors.

1693 Community College Sponsorship

Include sponsoring district payments to community colleges.

1700 \* HIGHER EDUCATION PROGRAMS

Instructional programs for secondary education students attending an institution of higher education that offers college instruction. If the LEA has the responsibility of providing this program, all costs of the program should be coded here. **Include here costs for students taking postsecondary courses through a dual enrollment program.**

1800 PRE-KINDERGARTEN

Activities designed to provide Pre-K students with learning experiences to prepare them for activities as citizens, family members, and non-vocational workers as contrasted with programs designed to improve or overcome physical, mental, social and / or emotional handicaps. **Contact the Department of Education regarding specific programs to be included in this function. Early Intervention costs should be coded to Function 1280.**

**1801\* Instruction**

Include in this function costs for salaries and benefits for regular staff, substitute teachers and teaching support staff. Also record the cost of field trips to this function.

**1802\* Pre-K Administrative Support**

Include in this function costs for admin salaries/benefits, admin equipment, admin travel, contracted admin services.

**1803\* Pre-K Operations and Maintenance**

Include in this function the costs for repairs and maintenance, space related costs, utilities, one-time start up costs.

**1804\* Pre-K Student Transportation**

Include in this function the costs for transporting Pre-K students. Include the costs of bus drivers here.

**1805\* Pre-K Food Services**

Include the costs of meals, snacks and cafeteria staff to this function.

**1806\* Pre-K Professional Development**

Include the costs of professional development and PD related travel to this function.

**1807\* Pre-K Pass Through Funds (Partners)**

Include the costs for Pre-K partners to this function. To be used only with object 899.

## **2000 SUPPORT SERVICES**

Support Services are those services that provide administrative, technical (such as guidance and health), and logistical support to facilitate and enhance instruction. Support Services exist as adjuncts for the fulfillment of the objectives of instruction, community services, and enterprise programs, rather than as entities within themselves. (Record expenditures to the following sub-accounts.)

### **2100 SUPPORT SERVICES – STUDENTS**

Activities designed to assess and improve the well-being of students to supplement the teaching process and to meet the applicable provisions of Article XIII of the Public School Code of 1949, as amended, and Chapter 7 of the State Board of Education Regulations. Included in this subfunction are program coordination, consultation, and services to the pupil personnel staff of an LEA. (Record expenditures to the following sub-accounts.)

#### **2110 \* SUPERVISION OF STUDENT SERVICES**

Activities associated with directing, managing and supervising student services.

#### **2120 \* GUIDANCE SERVICES**

Activities involving counseling with students and parents, providing consultation with other staff members on learning problems, evaluating the abilities of students, assisting students as they make their own educational and career plans and choices, assisting students in personal and social development, providing referral assistance, and working with other staff members in planning and conducting guidance programs for students. (Expenditures may be charged to the following sub-accounts.)

##### **2121 Supervision of Guidance Services**

Activities associated with directing, managing and supervising guidance services.

##### **2122 Counseling Services**

Activities involving counselors, students, parents and other staff members, all for the purpose of assisting the student to understand his educational, personal, and occupational strengths and limitations; relate his / her abilities, emotions, and aptitude to educational and career opportunities, utilize his / her abilities in formulating realistic plans; and achieve satisfying personal and social development.

##### **2123 Appraisal Services**

Activities having as their purpose an assessment of student characteristics, which are used in administration, instruction and guidance, and which assist the student in assessing his / her purpose and progress in career development and personality development. Test records and materials used for student appraisal are usually included in each student's cumulative record.

##### **2124 Information Services**

Activities organized for the dissemination of educational, occupational, and personal social information to help acquaint students with the curriculum and with educational and vocational opportunities and requirements. Such information is provided directly to students through activities such as group or individual guidance, or indirectly to students through staff members or parents.

2125 Record Maintenance Services

Activities organized for the compilation, maintenance and interpretation of cumulative records of individual students, including systematic consideration of factors such as the following: home and family background, physical and medical status, standardized test results, personal and social development and school performance.

2126 Placement Services

Activities organized to help place students in appropriate educational situations while they are in school, in appropriate part-time employment while they are in school, and in appropriate educational and occupational situations after they leave school. These activities also help facilitate the student's transition from one educational experience to another. This may include, for example, admissions counseling, referral services, assistance with records, follow-up communications with employers, and AP exam costs (AP exam costs should be recorded to object 890).

2129 Other Guidance Services

Guidance services not classified elsewhere in the 2120 series of functions.

**2130 \* ATTENDANCE SERVICES**

Activities such as prompt identification of patterns of nonattendance, promotion of improved attitudes toward attendance, analysis of causes of nonattendance, early action on problems of nonattendance, and enforcement of compulsory attendance laws.

**2140 \* PSYCHOLOGICAL SERVICES**

Activities concerned with administering psychological tests and interpreting the results, gathering and interpreting information about student behavior, working with other staff members in planning school programs to meet the special needs of students as indicated by psychological tests, and behavioral evaluation and planning and managing a program of psychological services including psychological counseling for students, staff and parents. (Expenditures may be charged to the following sub-accounts.)

2141 Supervision of Psychological Services

Directing, managing and supervising the activities associated with psychological services.

2142 Psychological Testing Services

Activities concerned with administering psychological tests, standardized tests, and inventory assessments of ability, aptitude, achievement, interests and personality and their interpretation for students, school personnel and parents.

2143 Psychological Counseling Services

Activities that take place between a school psychologist or other mental health professional and one or more students in which the students are helped to perceive, clarify, solve and resolve problems of adjustment and interpersonal relationships.

2144 Psychotherapy Services

Activities that provide a therapeutic relationship between a qualified mental health professional and one or more students, in which the students are helped to perceive, clarify, solve and resolve emotional problems or disorders.

2149 Other Psychological Services

Other activities associated with psychological services not classified elsewhere in the 2140 series of functions.

**2150 \* SPEECH PATHOLOGY AND AUDIOLOGY SERVICES**

Activities which have as their purpose the identification, assessment and treatment of children with impairments in speech, hearing and language. (Expenditures may be charged to the following sub-accounts.)

2151 Supervision of Speech Pathology and Audiology Services

Activities associated with directing, managing and supervising speech pathology and audiology services.

2152 Speech Pathology Services

Activities organized for the identification of children with speech and language disorders; diagnosis and appraisal of specific speech and language disorders; referral for medical or other professional attention necessary to the habilitation of speech and language disorders; provisions of required speech habilitation services and counseling and guidance of children, parents and teachers as appropriate.

2153 Audiology Services

Activities organized for the identification of children with hearing loss: determination of the range, nature and degree of hearing function; referral for medical or other professional attention as appropriate to the habilitation of hearing; language habilitation; auditory training, speech reading (lip reading), and speech conversation as necessary; creation and administration of programs of hearing conservation; and counseling and guidance of children, parents and teachers as appropriate.

2159 Other Speech Pathology and Audiology Services

Other activities associated with speech pathology and audiology services not classified elsewhere in the 2150 series of functions.

**2160 \* SOCIAL WORK SERVICES**

Activities such as investigating and diagnosing student problems arising out of the home, school or community; casework and group work services for the child, parent, or both; interpreting the problems of students for other staff members; and promoting modification of the circumstances surrounding the individual student which are related to his / her problems insofar as the resources of the family, school and community can be brought to bear effectively upon the problem. For example, certain aspects of an Instructional Support Team (IST).

**2170 \* STUDENT ACCOUNTING SERVICES**

Activities of acquiring and maintaining records of school attendance, location of home, family characteristics and census data. Portions of these records become a part of the cumulative record, which is sorted and stored for teacher and guidance information. Pertinent statistical reports are prepared under this function as well.

**2190 \* OTHER STUDENT SERVICES**

Other activities associated with student services not classified elsewhere in the 2100 series of functions.

## 2200 \* SUPPORT SERVICES – INSTRUCTIONAL STAFF

Activities associated with assisting, supporting, advising and directing the instructional staff with or on the content and process of providing learning experiences for students.  
**(Expenditures for school library services are recorded to 2250.)**

### 2210 SUPERVISION OF EDUCATIONAL MEDIA SERVICES

Activities concerned with directing, managing and supervising educational media services.

### 2220 TECHNOLOGY SUPPORT SERVICES

Activities concerned with selecting, preparing, maintaining and distributing instructional program materials to the instructional staff. Included are activities in the information technology areas such as: educational telecommunication services used for classroom instructional materials, hardware and software costs associated with developing educational programs, and related costs associated with various electronic media used to develop the curriculum.

### 2230 EDUCATIONAL TELEVISION SERVICES

Activities concerned with planning, programming, writing and presenting educational programs or segments of programs by way of closed circuit or broadcast television.

### 2240 COMPUTER-ASSISTED INSTRUCTION SUPPORT SERVICES

Activities concerned with planning, programming, writing and presenting educational projects specifically programmed for a computer or other technology. DO NOT record direct, classroom instructional costs here. These instructional costs should be recorded to the appropriate service area account in the 1000 – Instruction functional area.

### 2250 \* SCHOOL LIBRARY SERVICES

Activities such as selecting, acquiring, preparing cataloging and circulating books and other printed materials; planning the use of the library by students, teachers and other members of the instructional staff; and guiding individuals in their use of library books and materials; whether maintained separately or as part of an instructional materials center or related work-study area. Textbooks generally will not be charged to this function but rather to the applicable service area within the instruction function.

### 2260 INSTRUCTION AND CURRICULUM DEVELOPMENT SERVICES

Activities designed to provide specialized curriculum assistance to teachers and / or LEAs in developing the curriculum, preparing and utilizing special curriculum materials, and understanding and appreciating the various techniques that stimulate and motivate students. **Include Director of Special Education expenditures here.**

### 2270 INSTRUCTIONAL STAFF PROFESSIONAL DEVELOPMENT SERVICES

(Record expenditures to the following sub-accounts)

#### 2271 Instructional Staff Development Services (Certified Staff Only)

Record to this category the expenditures associated with all certified staff development programs designed to contribute to the professional competence of the school entity's certified instructional staff. This category should include travel and subsistence costs and all other professional development costs, such as: conference fees, consultant fees, contracted services, workshop registration fees, curriculum development seminar costs, teacher induction program costs, mentor stipends for the

certified staff member. Also, record here the salaries and benefits of temporary staff incurred during the time the certified staff members are attending professional development programs.

Note:

- The certified staff's salaries and benefits are not recorded here but are charged to the appropriate function for that staff member (e.g. 1100 if regular instruction, etc.). However, if certified staff members are paid additional compensation for attending professional development programs (i.e. during the summer or on a holiday) record such incremental costs here.
- Only Work Study Sabbatical leave expenditures may be recorded to this service area.

#### 2272 Instructional Staff Development Services (Non-Certified Staff Only)

Record to this category the expenditures associated with all staff development programs designed to contribute to the professional competence of the school entity's non-certified instructional staff. This category should include travel and subsistence costs and all other professional development costs, such as: conference fees, consultant fees, contracted services, workshop registration fees, curriculum development seminar costs, teacher induction program costs, and mentor stipends for the non-certified staff member. Also, record here the salaries and benefits of temporary staff incurred during the time the non-certified staff members are attending professional development programs.

Note:

- The non-certified staff's salaries and benefits are not recorded here but are charged to the appropriate function for that staff member (e.g. 1100 if regular instruction, etc.). However, if non-certified staff members are paid additional compensation for attending professional development programs (i.e. during the summer or on a holiday) record such incremental costs here. .

#### **2280 \* NONPUBLIC SUPPORT SERVICES**

Activities associated with assisting, supporting, advising and directing the nonpublic school staff with, or on the content and process of providing learning tools and experiences for nonpublic students.

#### **2290 OTHER INSTRUCTIONAL STAFF SERVICES**

Supporting services to the instructional staff not properly classified elsewhere in the 2200 series of functions. **Include recess and lunch monitor, and volunteer clearance expenditures here.**

#### **2300 SUPPORT SERVICES – ADMINISTRATION**

Activities concerned with establishing and administering policy in connection with operating the LEA. (Expenditures are not recorded to this account but to the following sub-accounts.

#### **2310 \* BOARD SERVICES**

Those activities required to perform the duties of the Secretary / Clerk of the Board of Education and all members, excluding activities related to board Treasurer responsibilities. **Include in this function lawsuit settlements using object 820.**

## 2320 \* BOARD TREASURER SERVICES

Those activities required to perform the duties of Treasurer of the Board of Education.

## 2330 \* TAX ASSESSMENT AND COLLECTION SERVICES

Services rendered in connection with tax assessment and collection. **Include here Act 32 of 2008 start up costs.**

## 2340 \* STAFF RELATIONS AND NEGOTIATIONS SERVICES

Those activities concerned with staff relations system wide and the responsibilities for contractual negotiations with both instructional and non-instructional personnel.

## 2350 \* LEGAL AND ACCOUNTING SERVICES

Legal and accounting services provided to the LEA by law firms, attorneys, it's solicitor and the local auditing firm.

## 2360 \* OFFICE OF THE SUPERINTENDENT (EXECUTIVE DIRECTOR) SERVICES

The activities performed by the superintendent, executive director and such assistants as deputy, associate and assistant superintendents and executive directors, in general direction and management of the affairs of the LEA. This includes all personnel and materials in the Office of the Chief Executive Officer. Activities of the Office of the Deputy Superintendents should be charged here unless the activities can be placed properly into a service area.

## 2370 \* COMMUNITY RELATIONS SERVICES

The activities and programs developed and operated system wide for the betterment of school / community relations.

## 2380 \* OFFICE OF THE PRINCIPAL SERVICES

Those activities concerned with directing and managing the operation of a particular school. It includes the activities performed by the principal, assistant principals, and other assistants in general supervision of all operations of the school, evaluation of the staff members of the school, assignment of duties of staff members, supervision and maintenance of the records of the school, and coordination of school instructional activities with instructional activities of the LEA. It includes clerical staff for these activities.

## 2390 \* OTHER ADMINISTRATION SERVICES

Other administrative services which cannot be classified elsewhere in the 2300 series of functions. **Record to this account bond issuance costs, arbitrage rebates, and graduation expenditures.**

## 2400 \* SUPPORT SERVICES – PUPIL HEALTH

Physical and mental health services, which are not direct instruction. Included are activities that provide students with appropriate medical, dental and nurse services. (Expenditures may be charged to this account but if a further breakout is desired, the following sub-accounts may be used.) **(Expenditures for nonpublic health services are recorded to sub-account 2450.)**



## 2410 SUPERVISION OF HEALTH SERVICES

Activities associated with directing and managing health services.

## 2420 MEDICAL SERVICES

Activities concerned with the physical and mental health of students, such as health appraisal, including screening for vision, communicable diseases, and hearing deficiencies; screening for psychiatric services, periodic health examinations; emergency injury and illness care; occupational therapists; physical therapists; and communications with parents and medical officials.

## 2430 DENTAL SERVICES

Activities associated with dental screening, dental care, and orthodontic activities.

## 2440 NURSING SERVICES

Activities associated with nursing such as health inspection, treatment of minor injuries, and referrals for other health services.

## 2450 \* NONPUBLIC HEALTH SERVICES

Activities associated with health services, which are directly applied to nonpublic school pupils.

## 2490 OTHER HEALTH SERVICES

Health services not classified elsewhere in the 2400 series of functions. **Include here costs associated with automated external defibrillators (AED).**

## 2500 \* SUPPORT SERVICES – BUSINESS

Activities concerned with paying, transporting, exchanging and maintaining goods and services for the LEA. Included are the fiscal and internal services necessary for operating the LEA. (Expenditures may be charged to this account but if a further breakout is desired, the following sub-accounts may be used.)

### 2510 FISCAL SERVICES

Those activities concerned with the fiscal operations of the LEA. This function includes budgeting, receiving and disbursing, financial and property accounting, payroll, inventory control, internal auditing and funds management. (Expenditures may be charged to the following sub-accounts, if the breakout is desired by the LEA.)

#### 2511 Supervision of Fiscal Services

The activities of directing, managing and supervising the Fiscal Service area. It includes the activities of the assistant superintendent, director, or school business official whose efforts are devoted to directing and managing fiscal activities.

#### 2512 Budgeting Services

Activities concerned with supervising budget planning, formulation, control and analysis.

#### 2513 Receiving and Disbursing Funds Services

Those activities concerned with taking in money and paying it out. It includes the current audit of receipts, the pre-audit of requisitions or purchase orders to determine

whether the amounts are within the budgetary allowances and to determine that such disbursements are lawful expenditures of the school or an LEA, and the management of school funds.

2514 Payroll Services

Those activities concerned with making periodic payments to individuals entitled to remuneration for services rendered. Payments are also made for such payroll-associated costs as Federal Income Tax withholding, retirement and social security.

2515 Financial Accounting Services

Those activities concerned with maintaining records of the financial operations and transactions of the school system. It includes such activities as accounting and interpreting financial transactions and account records.

2516 Internal Auditing Services

Those activities concerned with verifying the account records, which include evaluating the adequacy of the internal control system, verifying and safeguarding assets, reviewing the reliability of the accounting and reporting systems and ascertaining compliance with established policies and procedures.

2517 Property Accounting Services

Those activities concerned with preparing and maintaining current inventory records of land, buildings and movable equipment. These records are to be used in equipment control and facilities planning.

2519 Other Fiscal Services

Fiscal services not classified elsewhere in the 2510 series of functions.

**2520 PURCHASING SERVICES**

The activities of purchasing supplies, furniture, equipment and materials used in school and school system operations.

**2530 WAREHOUSING AND DISTRIBUTING SERVICES**

The activities of receiving, storing, and distributing supplies, furniture, equipment, materials and mail. It includes the pickup and transporting of cash from school facilities to the central administration office, or bank, for control and / or deposit.

**2540 PRINTING, PUBLISHING AND DUPLICATING SERVICES**

The activities of printing and publishing administrative publications such as annual reports, school directories and manuals. It also includes centralized services for duplicating school materials and instruments such as school bulletins, newsletters and notices.

**2590 OTHER SUPPORT SERVICES – BUSINESS**

Other support services to business not classified elsewhere in the 2500 series of functions. **Include here costs associated with actuarial studies within object 300.**

## **2600 \* OPERATION AND MAINTENANCE OF PLANT SERVICES**

The activities concerned with keeping the physical plant open, comfortable and safe for use, and keeping the grounds, buildings and equipment in effective working condition and state of repair.

Expenditures posted here include the purchase of original or replacement equipment used to maintain buildings and grounds, as well as routine (ordinary and necessary) costs incurred to maintain safety and operational efficiency of buildings and grounds. Also included are costs of building rental within object 400. (Extraordinary and non-routine costs incurred for repair or improvements to buildings and grounds should not be recorded here but should be charged to the 4000 function series.)

### **2610 SUPERVISION OF OPERATION AND MAINTENANCE OF PLANT SERVICES**

The activities of directing, managing and supervising the operation and maintenance of school plant facilities.

### **2620 OPERATION OF BUILDINGS SERVICES**

Those activities concerned with keeping the physical plant clean and ready for daily use. It includes operating the heating, lighting and ventilating systems, and repair and replacement of facilities and equipment. Also, included are costs of building rental and property insurance.

### **2630 CARE AND UPKEEP OF GROUNDS SERVICES**

The activities of maintaining land and its improvements other than buildings. It includes snow removal, landscaping, grounds and roadway maintenance.

### **2640 CARE AND UPKEEP OF EQUIPMENT SERVICES**

The activities of maintaining, in good condition, equipment owned or used by the LEA. It includes such activities as servicing and repairing furniture, machines and movable equipment.

### **2650 VEHICLE OPERATION AND MAINTENANCE SERVICES (OTHER THAN STUDENT TRANSPORTATION VEHICLES)**

The activities of maintaining general purpose vehicles such as trucks, tractors, graders and staff vehicles in good condition. It includes such activities as repairing vehicles, replacing vehicle parts, cleaning, painting, greasing, fueling and inspecting vehicles for safety, i.e., preventative maintenance. Expenditures for student transportation are recorded in account code 2700.

### **2660 SAFETY AND SECURITY SERVICES**

Those activities concerned with maintaining order and safety in school buildings at all times, on the grounds and in the vicinity of the school. Included are police activities for school functions, traffic control on grounds (including parking space monitoring), hall monitoring services, and safety kits to be used either off site or on site for emergencies.

### **2690 OTHER OPERATION AND MAINTENANCE OF PLANT SERVICES**

Operations and maintenance of plant services that cannot be classified elsewhere in the 2600 series of functions.

## 2700 \* STUDENT TRANSPORTATION SERVICES

Expenditures include those activities concerned with the conveyance of students to and from school, as provided by State and Federal law. It includes transportation costs only for trips between home and school and from school to school. NOTE: Expenditures may be charged to this account or the following sub-accounts. **Record transportation costs for educational field trips and student activities to the applicable instructional function area.** Record expenditures for nonpublic transportation in sub-account 2750.

### 2710 SUPERVISION OF STUDENT TRANSPORTATION SERVICES

Those activities pertaining to directing and managing student transportation services.

### 2720 VEHICLE OPERATION SERVICES

Those activities involved in operating vehicles for student transportation from the time the vehicles leave the point of storage until they return to the point of storage. It includes operating buses or other student transportation vehicles. This account includes costs related to both district and contracted carrier services.

### 2730 MONITORING SERVICES

Those activities concerned with supervising students in the process of being transported between home and school and between school and school activities. These activities include supervision while in transit; while being loaded and unloaded; and directing traffic at the loading stations.

### 2740 VEHICLE SERVICING AND MAINTENANCE SERVICES

Those activities involved in maintaining in good condition student transportation vehicles (other than driver education vehicles, which are covered under subfunction 1410). It includes repairing vehicle parts, replacing vehicle parts, cleaning, painting, fueling and inspecting vehicles for safety.

### 2750 \* NONPUBLIC TRANSPORTATION

The transportation of nonpublic students to and from school as provided by State and Federal law. It includes trips between home and school and trips to school activities.

### 2790 OTHER STUDENT TRANSPORTATION SERVICES

Student transportation services not classified elsewhere in the 2700 series of functions.

## 2800 \* SUPPORT SERVICES – CENTRAL

Activities, other than general administration, which support each of the other instructional and supporting services program. These activities include planning, research, development, evaluation, information, staff and data processing services. (Expenditures may be charged to this account but if a further breakout is desired, the following sub-accounts may be used. Portions of sub-functions 2830 and 2840 must be reported separately on the AFR for the purpose of receiving a Restricted Indirect Cost Rate.)

### 2810 PLANNING, RESEARCH, DEVELOPMENT AND EVALUATION SERVICES

Those activities, on a system-wide basis, associated with conducting and managing programs of planning, research development and evaluation for a school system. (Expenditures may be charged to the following sub-accounts, if the breakout is desired by the LEA.)

2811 Supervision of Planning, Research, Development and Evaluation Services

Those activities associated with directing, managing and supervising the planning, research, development and evaluation.

2812 Development Services

Those activities concerned with the evolving process of utilizing the products of research and considered judgment in the deliberate improvement of educational programs.

2813 Evaluation Services

Those activities concerned with ascertaining or judging the value or amount of an action or an outcome by careful appraisal of previously specified data in light of the particular situation and the goals and objectives previously established.

2814 Planning Services

Those activities concerned with the selection or identification of the overall, long-range goals, priorities and objectives of the organization or program. Record here also the formulation of various courses of action in terms of identification of needs and relative costs and benefits to use in deciding on courses of action to be followed in striving to achieve these goals, priorities and objectives.

2815 Research Services

Those activities concerned with the systematic study and investigation of the various aspects of education, undertaken to establish facts and principles.

2818 System-Wide Technology Services

Those activities concerned with coordinating, planning, researching, developing and evaluating the LEA's technology functions. Record to this function category the costs associated with the LEA's Technology Coordinator and immediate staff assigned to coordinating, planning, researching, developing and evaluating the LEA's technology functions.

2819 Other Planning, Research, Development and Evaluation Services

Other services of this nature that cannot be classified elsewhere in the 2810 series of functions.

**2820 INFORMATION SERVICES**

Those activities concerned with writing, editing and other preparation necessary to disseminate educational and administrative information to students, staff, managers and the general public. (Expenditures may be charged to the following sub-accounts.)

2821 Supervision of Information Services

The activities of directing, managing and supervising information services.

2822 Internal Information Services

Those activities concerned with writing, editing and providing administrative information to students and staff.

2823 Public Information Services

Those activities concerned with writing, editing and other preparation necessary to disseminate educational and administrative information to the public through various news media, personal contact or the Internet.

2824 Management Information Services

Those activities concerned with writing, editing and other preparation necessary to disseminate to management (1) the information needed about the operation of the LEA and (2) information about the community, State and nation to make logical decisions.

2829 Other Information Services

Those activities concerned with information services not classified elsewhere in the 2820 series of functions.

**2830 STAFF SERVICES**

Activities concerned with maintaining an efficient staff for the school system. It includes such activities as recruiting and placement, staff transfers, in-service training, health services and staff accounting. (Expenditures may be charged to the following sub-accounts.)

2831 Supervision of Staff Services

The activities of directing, managing and supervising staff services.

2832 Recruitment and Placement Services

Those activities concerned with employing and assigning personnel for the LEA.  
**Include costs for Director of Human Resources here.**

2833 Staff Accounting Services

Services rendered in connection with systematic recording and summarizing of information relating to staff members employed by the LEA.

2834 Staff Development Services - Non-Instructional, Certified Staff Only

Record to this category the expenditures associated with all staff development services designed to contribute to the professional competence of the school entity's non-instructional, certified staff. This category includes travel and subsistence costs related to all conferences, workshops and seminars attended to further develop the staff's competence, such as: conference fees, workshop registration fees, costs of seminars, books, materials and related costs. Also, record here any salaries and benefits of temporary staff incurred during the time the certified staff members are attending professional development programs.

Note: The certified staff's salaries and benefits are not recorded here, but are charged to the appropriate function for that staff member. However, if certified staff members are paid additional compensation for attending professional development programs during untraditional time, record such incremental costs here.

2835 Health Services

Those activities concerned with medical, dental and nurse services provided for school district employees. Included are physical examinations, referrals and emergency care.

2836 Staff Development Services - Non-Instructional, Non-Certified Staff Only

Record to this category the expenditures associated with all staff development services designed to contribute to the professional competence of the school entity's non-instructional, non-certified staff. This category includes travel and subsistence costs related to all conferences, workshops and seminars attended to further develop the staff's competence, such as: conference fees, workshop registration fees, costs of seminars, books, materials and related costs. Also, record here any salaries and benefits of temporary staff incurred during the time the non-certified staff members are attending professional development programs.

Note: The non-certified staff's salaries and benefits are not recorded here, but are charged to the appropriate function for that staff member. However, if non-certified staff members are paid additional compensation for attending professional development programs (i.e. during the summer or on a holiday) record such incremental costs here.

2839 Other Staff Services

Those staff services that cannot be classified elsewhere in the 2830 series of functions.

**2840 DATA PROCESSING SERVICES**

Those activities concerned with preparing data for storage, storing data and retrieving them for reproduction as information for management and reporting. (Expenditures may be charged to the following sub-accounts.)

2841 Supervision of Data Processing Services

Those activities concerned with directing, managing and supervising data processing services.

2842 Systems Analysis Services

Those activities concerned with the search for and evaluation of alternatives, which are relevant to defined objectives, based on judgment, and wherever possible, on quantitative methods. Where applicable, they pertain to the development of data processing procedures or application to electronic data processing equipment.

2843 Programming Services

Those activities concerned with the preparation of a logical sequence of operations to be performed, either manually or electronically, in solving problems or processing data and the preparation of coded instructions and data for such sequences.

2844 Operations Services

Those activities concerned with scheduling, maintaining and producing data. These activities include operating business machines, data preparation devices and data processing machines.

2849 Other Data Processing Services

Those activities concerned with data processing, which cannot be classified elsewhere in the 2840 series of functions.

## 2850 STATE AND FEDERAL AGENCY LIAISON SERVICES

Those activities associated with acquiring, conducting and managing programs or planning, administration, implementation, coordination, reporting, and / or evaluation of programs and projects, which are Federally or State funded. **Include costs for Grant Writers in this category.**

## 2860 MANAGEMENT SERVICES

Those activities designed to assist school administrators in their administrative functions in order that they might accomplish these duties quickly and efficiently. This may include specialized assistance in such areas as data processing, accounting and dissemination and retrieval of information.

## 2890 OTHER SUPPORT SERVICES CENTRAL

Those support services central not included elsewhere in the 2800 series of accounts.

## 2900 \* OTHER SUPPORT SERVICES

All other support services not classified elsewhere in the 2000 series.

## 2910 SUPPORT SERVICES NOT LISTED ELSEWHERE IN THE 2000 SERIES

## 2990 PASS-THRU FUNDS

A grantee / subgrantee (receiving entity), such as an IU, SD, AVTS or a consortium should use this service area account to record expenditures for pass-thru funds that they will pass on to a secondary recipient. Intermediate Units should also use this function to record PRRI money they receive and pass to a PRRI. This function is only used with object 899.

## **3000 OPERATION OF NON-INSTRUCTIONAL SERVICES**

Activities concerned with providing non-instructional services to students, staff or the community. (Record expenditures to the following sub-accounts.)

## 3100 \* FOOD SERVICES

Those activities concerned with providing food to students and staff in a school or LEA. This service area includes the preparation and serving of regular and incidental meals, lunches or snacks in connection with school activities and the delivery of food. LEAs operating a cafeteria to serve meals, whether utilizing school staff or a contracted service, should account for the food service activities in an Enterprise Fund rather than in the General Fund. (Cash transfers are charged to Account 5250, Food Service Fund Transfers, i.e., contributions toward the payment of benefits in the Food Service Fund is a Fund Transfer.)

## 3200 \* STUDENT ACTIVITIES

School sponsored activities under the guidance and supervision of the LEA staff. (Expenditures may be charged to this account but if a further breakout is desired, the following sub-accounts may be used.)



### **3210 SCHOOL SPONSORED STUDENT ACTIVITIES**

School sponsored activities, under the guidance and supervision of LEA staff, designed to provide students such experiences as motivation, enjoyment and improvement of skills. Co-curricular activities normally supplement the regular instructional program and include such activities as band, chorus, choir, speech, debate and peer counseling. Also included are student financed and managed activities, such as: Class of 20xx, Chess Club, Senior Prom and Future Farmers of America. If desired, the various activities may be broken out in the accounts from 3211 to 3249 according to the number of activities.

### **3250 SCHOOL SPONSORED ATHLETICS**

School sponsored activities under the guidance and supervision of LEA staff, designed to provide opportunities to students to pursue various aspects of physical education.

### **3300 \* COMMUNITY SERVICES**

Those activities concerned with providing community services to students, staff or other community participants. Examples of this function would be the operation of a community swimming pool, a recreation program for the elderly, a child-care center for working mothers, etc. (Expenditures may be charged to this account but if a further breakout is desired, the following sub-accounts may be used.)

### **3310 COMMUNITY RECREATION**

Activities concerned with providing recreation for the community as a whole, or for some segment of the community. Included are such staff activities as organizing and supervising playgrounds, swimming pools, and other recreation programs for the community.

### **3320 CIVIC SERVICES**

Activities concerned with providing services to civic affairs or organizations. This program area includes services to parent-teacher association meetings, public forums, lectures and civil defense planning.

### **3330 PUBLIC LIBRARY SERVICES**

Activities pertaining to the operation of public libraries by an LEA, or the provision of library services to the general public through the school library. Included are such activities as budgeting, planning and augmenting the library's collection in relation to the community and informing the community of public library resources and services.

### **3340 CUSTODY AND CHILD CARE**

Activities pertaining to the provision of programs for the custodial care of children in residential day schools, or child-care centers which are not part of, or directly related to the instructional program, and where the attendance of the children is not included in the attendance figures of the LEA.

### **3350 WELFARE ACTIVITIES**

Activities pertaining to the provision of personal needs of individuals who have been designated as needy by an appropriate governmental entity. These needs include stipends for school attendance, salaries paid to students for work performed whether for the LEA or for an outside concern, and for clothing, food or other personal needs.

### **3390 OTHER COMMUNITY SERVICES**

Activities provided the community that cannot be classified elsewhere under the 3300 series of functions.

### **3400 \* SCHOLARSHIPS AND AWARDS**

Record here the amounts associated with awards or scholarships not accounted for in any other area, e.g. Board Services.

## **4000 FACILITIES ACQUISITION, CONSTRUCTION AND IMPROVEMENT SERVICES**

Capital Facilities Acquisition, Construction and Improvements are capital expenditures incurred to purchase land, buildings, service systems and built-in equipment. Expenditures include the initial purchase of land and buildings; construction; remodeling, additions and improvements to buildings; initial installation, replacement or extension of service systems; and other built-in equipment, as well as improvement to sites, and activities related to all of the above.

Capital expenditures relate to costs benefiting more than one fiscal year and include all costs incurred to (1) bring the asset to a state of usefulness or (2) extend the useful life of an existing asset. All incidental costs associated with a fixed asset such as: sales tax, freight, insurance on freight, transfer fees, demolition costs, grading, and installation, as well as legal, contracted service fees and engineering fees associated with a capital expenditure should be included in the cost of the asset and recorded to the following subfunctions.

### **4100 \* SITE ACQUISITION SERVICES – ORIGINAL AND ADDITIONAL**

Record to this subfunction the costs incurred to purchase land and make initial improvements to new land acquisitions. Expenditures to be recorded here include: purchase price of the land, settlement costs, transfer fees, demolition, grading, survey, paving, sealing, lighting and all other professional fees associated with the purchase.

### **4200 \* EXISTING SITE IMPROVEMENT SERVICES**

Record to this subfunction the costs incurred to improve existing land and land improvements. Expenditures in this subfunction include non-routine and extraordinary costs incurred to improve or maintain existing sites.

### **4300 \* ARCHITECTURE AND ENGINEERING SERVICES / EDUCATIONAL SPECIFICATIONS DEVELOPMENT – ORIGINAL AND ADDITIONAL**

The activities of architects and engineers related to acquiring and improving sites and improving buildings. Also, those activities concerned with preparing and interpreting to architects and engineers descriptions of space requirements for the various learning experiences of students to be accommodated in a building. Charges for these specifications are made to this account only for those preliminary activities in the early stages of blueprint development, which may or may not result in improvements to the LEA's property. Otherwise, charge these services to 4100 or 4500, as appropriate

### **4400 \* ARCHITECTURE AND ENGINEERING SERVICES / EDUCATIONAL SPECIFICATIONS – IMPROVEMENTS**

The activities of architects and engineers related to existing site improvement and existing building improvement services. Also, those activities concerned with preparing and

interpreting to architects and engineers descriptions of the improvements services. Charges for these specifications are made to this account only for those preliminary activities in the early stages of blueprint development, which may or may not result in improvements to the LEA's property. Otherwise, charge these services to 4200 or 4600, as appropriate.

#### **4500 \* BUILDING ACQUISITION AND CONSTRUCTION SERVICES – ORIGINAL AND ADDITIONAL**

Record to this subfunction the costs incurred to purchase or construct buildings, additions to buildings and original or additional installation or extension of service systems and built-in equipment.

#### **4600 \* EXISTING BUILDING IMPROVEMENT SERVICES**

Record to this subfunction the capital expenditures incurred to renovate or improve existing buildings, service systems and other built-in equipment. Capital expenditures include non-routine and extraordinary (or substantial) costs incurred to maintain or improve buildings, service systems and other built-in equipment.

### **5000 OTHER EXPENDITURES AND FINANCING USES**

This category includes current debt service expenditures and other expenses (expenditures and other financing uses). Other financing uses represent the disbursement of governmental funds not classified in other functional areas that require budgetary and accounting control. These include the refunding of debt and transfers of monies from one fund to another and to component units. Other expenditures recorded to this account series include refunds of prior period receipts and revenues, and current debt service expenditures. (Do not record transactions here, but use the following sub-accounts.)

#### **5100 DEBT SERVICE / OTHER EXPENDITURES AND FINANCING USES**

Servicing of the debt of the LEA including payments on general long-term debt, authority obligations and interest. (Record expenditures to the following sub-accounts.)

##### **5110 \* DEBT SERVICE**

This account is used to record and accumulate expenditures incurred to retire current year principal and interest payments on long-term debt other than refunded bond issues. **Include swap termination fees in 5110-990.**

##### **5120 \* DEBT SERVICE – REFUNDED BONDS**

This account is used to record and accumulate costs representing payments to the escrow agent for refunded bond issues from resources provided by the new bond issue.

##### **5130 \* REFUND OF PRIOR YEAR REVENUES / RECEIPTS**

Record to this account the recognition of all refunds of prior year revenues and receipts. This account is also used to record refunds and deductions taken from your basic education subsidy to adjust for prior year audits and subsidy calculation changes. This account should be reported as an expenditure on your financial statements consistent with GASB #33. Additional information regarding the coding of refunds can be found in Accounting Bulletin # 99-1.

**5140 \* SHORT TERM BORROWING – INTEREST AND COSTS**

This account is used to record interest payments on short term borrowings such as TRANs. Also record costs associated with letters of credit here.

**5150\* BOND DISCOUNTS**

This account should be used to record discounts associated with general obligation debt. Use only object 990 with this expenditure function.

**5200 INTERFUND TRANSFERS - OUT**

Included are transactions that withdraw money from one fund and place it in another without recourse. (Record expenditures to the following sub-accounts.)

**Interfund loans are not recorded here, but are handled through the balance sheet accounts 0131 – Interfund Loans Receivable and 0401 – Interfund Loans Payable in the funds affected.**

**5210 GENERAL FUND TRANSFERS**

Fund transfers to the general fund: Fund 10. To be used with object 939.

**5220 \* SPECIAL REVENUE FUND TRANSFERS**

Fund transfers to special revenue funds: Funds 23-29

**Code transfers to special revenue funds 23-28 here using object 939.**

**Code transfers to athletic fund 29 here using object 933.**

**5230 \* CAPITAL PROJECTS FUND TRANSFERS**

Fund transfers to capital projects funds: Funds 31, 32 & 39.

**Code transfers to capital reserve fund 31 here using object 931.**

**Code transfers to capital reserve fund 32 here using object 932.**

**5240 \* DEBT SERVICE FUND TRANSFERS**

Fund transfers to debt service funds: Fund 40. To be used with object 939.

**5250 \* ENTERPRISE FUND TRANSFERS**

Fund transfers to enterprise funds: Funds 51-58. To be used with object 939.

5251 Food Service Fund Transfers

Fund transfers to the food service fund: Fund 51. To be used with object 939.

5259 Other Enterprise Fund Transfers

Fund transfers to other enterprise funds: Funds 52-58. To be used with object 939.

**5260 \* INTERNAL SERVICE FUND TRANSFERS**

Fund transfers to internal service funds: Fund 60. To be used with object 939.

**5270 \* TRUST AND AGENCY FUND TRANSFERS**

Fund transfers to trust and agency funds: Funds 70 & 80 (except Fund 81). To be used with object 939. Do not include fund transfers to activity funds in this function.

## 5280 \* ACTIVITY FUND TRANSFERS

Fund transfers to activity funds: Fund 81. To be used with object 939.

## 5290\* PERMANENT FUND TRANSFERS

Fund transfers to permanent funds: Fund 90. To be used with object 939.

## 5300 TRANSFERS INVOLVING COMPONENT UNITS

Record to this account transactions that transfer money between component units and primary governments. "Component Units" and "Primary Government" are defined in GASB Statement #14. **The Commonwealth of PA is not the primary government of any LEA.**

## 5310 \* TRANSFERS TO COMPONENT UNITS

Transfer of money to a component unit from a primary government. "Component Unit" and "Primary Government" are defined in GASB Statement #14.

## 5320 \* TRANSFERS TO PRIMARY GOVERNMENTS

Transfer of money to the primary government from a component unit. "Component Unit" and "Primary Government" are defined in GASB Statement #14. **The Commonwealth of PA is not the primary government of any LEA.**

## 5400 INTRAFUND TRANSFERS OUT

Clearing Account – Transfers made from one program or activity to another within the same fund. Use this service area with object 934 or 938 to record indirect cost or administrative charges transfers between programs / activities within the same fund. The actual expenditures that represent indirect costs are recorded in object codes 100, 200, etcetera in the appropriate expenditure function; such as, subfunction 2300 or 2500. When these actual expenditures are allocated, they are reported here in 5400 as a transfer out, NOT as expenditures to the program or activity. LEAs may also use this account to record other transfers between different program areas of their General Fund. This account is for your school's internal use throughout the year. All intrafund transactions must be eliminated as part of the year-end closing process, as these transactions are part of the same fund. Therefore, function 5400 will not be shown on your Annual Financial Report or CAFR. This account is used only in conjunction with Other Financing Source 9800 Intrafund Transfers In. (Transfers are not recorded to this account but to the following sub-accounts.)

## 5410 GENERAL FUND INTRAFUND TRANSFERS

Transfers made from one program of the General Fund to another program of the General Fund.

## 5420 SPECIAL REVENUE INTRAFUND TRANSFERS

Transfers made from one program of the Special Revenue Fund to another program of the Special Revenue Fund. PLEASE NOTE: Intermediate Units may not transfer funds between their various special education funds.

## 5430 CAPITAL PROJECTS INTRAFUND TRANSFERS

Transfers made from one program of the Capital Projects Fund to another program of the Capital Projects Fund. **NOTE: Monies may not be transferred out of a Capital Reserve Fund 31 or 32 into a Capital Projects Fund 39. This type of transfer is unallowable per the PA School Code or the Municipal Code.**

#### **5440 DEBT SERVICE INTRAFUND TRANSFERS**

Transfers made from one program of the Debt Service Fund to another program of the Debt Service Fund.

#### **5450 ENTERPRISE INTRAFUND TRANSFERS**

Transfers made from one program of the Enterprise Fund to another program of the Enterprise Fund.

#### **5460 INTERNAL SERVICE INTRAFUND TRANSFERS**

Transfers made from one program of the Internal Service Fund to another program of the Internal Service Fund.

#### **5470 TRUST AND AGENCY INTRAFUND TRANSFERS**

Transfers made from one program of the Trust and Agency Funds to another program of the Trust and Agency Funds. Activity fund intrafund transfers are recorded to function 5480.

#### **5480 ACTIVITY INTRAFUND TRANSFERS**

Transfers made from one program of the Activity Fund to another program of the Activity Fund.

#### **5800 SUSPENSE ACCOUNT**

This account is used to record and accumulate costs for later allocation. This account is closed at the end of the fiscal period after the allocations are made to the appropriate functions to which the costs are applicable. This account is a suspense account only and is not a budgetary or expenditure account to be used for reporting to the Commonwealth of PA.

#### **5900 BUDGETARY RESERVE**

Budgetary Reserve is not an expenditure function or account. It is strictly a budgetary account. This account will not display on the Annual Financial Report.

In addition to the appropriations, it is a sound management practice to provide for operating contingencies through a BUDGETARY RESERVE. Experience indicates that there are certain variables over which control is impossible regardless of the care with which the budget is prepared. These variables include unpredictable changes in the costs of goods and services, and the occurrences of events which are vaguely perceptible during the time of budget preparations, but which nevertheless, may require expenditures by the LEA during the year for which the budget is being prepared.

Even though the operating contingencies for which provision is being made may contain certain unknowns, the BUDGETARY RESERVE should be composed of components for which estimates are made. For example, there may be Federal, State or local programs, which may or may not, require expenditures by the school system in the fiscal year for which the budget is being prepared.

Rather than provide for such contingencies by "padding" the functional appropriations, it is preferable to limit the functional appropriations to amounts that are supportable by estimates based upon financial, enrollment and other statistics as related to the more definite educational plans and programs for the budget year, and earmark a reserve for the

less predictable requirements. The BUDGETARY RESERVE should be reasonable in amount and in proper proportion to the known operating requirements of the LEA.

Expenditures may not be made against the BUDGETARY RESERVE, but only against the line items, which appear throughout the functional appropriations. Whatever may be needed from the BUDGETARY RESERVE may not be used until after transfer from the Reserve to the line items against which the expenditures are to be charged. Each such transfer requires the prior authorization of the Board of School Directors, and may be made only during the last nine (9) months of the fiscal year.

To the extent that the contingencies for which the BUDGETARY RESERVE has been provided fail to materialize in the budget year, there will be a balance remaining in the BUDGETARY RESERVE at the close of the budget year. If covered by revenues realized during the budget year, as it should be in all school systems operating on a pay-as-you-go basis, such a balance becomes a part of the total resources available for application against the requirements of the next fiscal year.





## Section F

### **Object Dimension**

This dimension is used to describe the object, which is the service or commodity obtained as the result of a specific expenditure. There are nine (9) major object categories, each of which is divided into sub-objects for more detailed accounting.

### **100 PERSONNEL SERVICES – SALARIES**

Gross salaries paid to employees of the LEA who are considered to be in positions of a permanent nature or hired temporarily, including personnel substituting for those in permanent positions. This includes gross salary for personnel services rendered while on the payroll of the LEA. (Expenditures may be charged to the following sub-accounts.) (See Job Classification Dimension for specific job titles and descriptions.)

#### **110 OFFICIAL / ADMINISTRATIVE**

A grouping of assignments comprising the various skill levels required to perform management activities, such as developing broad policies for the LEA and executing these policies through direction of staff members at all LEA levels. Those activities performed directly for policymakers are also included here. The “Official / Administrative “ classification does not preclude “ Professional – Educational “ or “ Professional – Other “ status.

#### **111 Regular Salaries**

Gross salaries of all full-time, part-time and prorated portions of the cost for work performed by employees of the LEA who are considered to be in positions of a permanent nature. Do not include salaries paid to employees as part of a termination or leave payout package in this code; use object 115 for these costs.

#### **112 Temporary Salaries**

Gross salaries of all full-time, part-time and prorated portions of the cost for work performed by employees of the LEA who are hired on a temporary or substitute basis to perform work in positions of either a temporary or permanent nature.

#### **113 Overtime Salaries**

Gross salaries paid to employees of the LEA in positions of either a temporary or permanent nature for work performed in addition to the normal work period for which the employee is compensated.

#### **114 Sabbatical Leave**

Gross salaries paid by the LEA to employees on sabbatical leave.

#### **115 Termination or Leave Payout Salaries**

Gross salaries paid to employees of the LEA as part of a leave payout or termination package.

## 116 Employee Insurance Opt Out

Payments to an employee that opts out of inclusion in the school's insurance plan. These payments should be coded here even if the money is transferred to a health savings plan and the employee does not receive a cash payment.

## 120 PROFESSIONAL – EDUCATIONAL

A grouping of assignments requiring a high degree of knowledge and skills acquired through at least a baccalaureate degree (or its equivalent obtained through special study and / or experience), including skills in the field of education or educational psychology. **(Sub-accounts for object 120 follow the same breakout as object 110).**

## 130 PROFESSIONAL – OTHER

A grouping of assignments requiring a high degree of knowledge and skills acquired through at least a baccalaureate degree (or its equivalent obtained through special study and / or experience), but not requiring skills in the field of education. This includes athletic coaches and musical directors. **(Sub-accounts for object 130 follow the same breakout as object 110.)**

## 140 TECHNICAL

A grouping of assignments requiring a combination of basic scientific knowledge and manual skills which can be obtained through approximately two years of post-high school education, such as is offered in community / junior colleges and technical institutes, or through equivalent special study and / or on-the-job training. **(Sub-accounts for object 140 follow the same breakout as object 110.)**

## 150 OFFICE / CLERICAL

A grouping of assignments to perform the activities of preparing, transferring, transcribing, systematizing, or preserving communications, records, and transactions, regardless of the level of skills required, where the activities are predominantly non-manual. **(Sub-accounts for object 150 follow the same breakout as object 110).**

## 160 CRAFTS AND TRADES

A grouping of manual assignments requiring a relatively high skill level (usually acquired through an extensive period of training) as well as requiring considerable judgment and a thorough and comprehensive knowledge of the processes involved in the work. **(Sub-accounts for object 160 follow the same breakout as object 110).**

## 170 OPERATIVE AND LABORER

A grouping of manual assignments requiring an intermediate skill level (which can be mastered in a few weeks through limited training) necessary to perform machine operating activities and to laborers performing lifting, digging, mixing, loading and pulling operations. **(Sub-accounts for object 170 follow the same breakout as object 110).**

## 180 SERVICE WORK

A grouping of assignments, regardless of level of difficulty, which relate to protective and non-protective services. Include bus and hall monitors to this object. **(Sub-accounts for object 180 follow the same breakout as object 110).**

## 190 INSTRUCTIONAL ASSISTANT

A grouping of assignments comprising the various skill levels required to perform activities associated with teaching. (**Sub-accounts for object 190 follow the same breakout as object 110**).

## **200 PERSONNEL SERVICES – EMPLOYEE BENEFITS**

Amounts paid by the LEA on behalf of employees; these amounts are not included in gross salary, but are in addition to that amount. Such payments are fringe benefit payments; and, while not paid directly to employees, are part of the cost of personnel services. (Charges are not recorded to this account but to the following sub-accounts.)

## 210 GROUP INSURANCE – CONTRACTED PROVIDER

The LEA's share of any insurance plan for life, sickness, health or other insurance coverage extended by the LEA as an employee benefit. (Expenditures may be charged to the following sub-accounts, if the breakout is desired by the LEA.). "Self Insurance" payments for life, sickness or health coverage should be recorded to object 270 Group Insurance – Self Insurance. **Note: Retiree benefits should be recorded to object 280 in accordance with GASB #45.**

### 211 Medical Insurance

The LEA's share of medical insurance coverage offered for current employees or employees now retired as an employee benefit.

### 212 Dental Insurance

The LEA's share of dental insurance coverage offered to current employees or employees now retired as an employee benefit.

### 213 Life Insurance

The LEA's share of life insurance coverage offered to current employees as an employee benefit.

### 214 Income Protection Insurance

The LEA's share of income protection insurance coverage offered to current employee as an employee benefit.

### 215 Eye Care Insurance

The LEA's share of eye care insurance coverage offered to current employees or employees now retired as an employee benefit.

### 216 Prescription Insurance

The LEA's share of prescription insurance coverage offered to current employees or employees now retired as an employee benefit.

### 219 Other Group Insurance

The LEA's share of other group insurance coverage offered to current employees or employees now retired as an employee benefit not specified elsewhere in the 210 series of objects.

## 220 SOCIAL SECURITY CONTRIBUTIONS

The full employer's share of social security and medicare taxes paid to the IRS.

Note: Recording expenditures to the following account codes is only required by LEA's who wish to receive a Restricted Indirect Cost Rate.

### 221 Social Security Contributions for Current Employees

The employer's share of social security and medicare taxes paid for current employees.

### 222 Social Security Contributions Paid on Termination / Leave Payouts

The employer's share of social security and medicare taxes paid on termination / leave payouts.

## 230 RETIREMENT CONTRIBUTIONS

The full employer's share of retirement contributions paid to the Public School Employee's Retirement Board. Do not record contributions to any other retirement plan to this object. Record these payments to object 290.

## 240 TUITION REIMBURSEMENT

Amounts reimbursed (or paid directly) by the LEA to any employee qualifying for tuition. Reimbursement based upon LEA tuition reimbursement policy.

## 250 UNEMPLOYMENT COMPENSATION

Expenditures for unemployment compensation.

- a. If the LEA is on the Direct Reimbursement Method, record the claim reimbursement paid to the Commonwealth of PA.
- b. If the LEA participates in the Unemployment Compensation Fund of the Commonwealth of PA, record the expenditures made to the Unemployment Compensation Fund.
- c. If the LEA is on the Direct Reimbursement Method but participates in a commercial insurance company plan, record the expenditures made to the commercial insurance company. (Unemployment compensation claims reimbursement to the Commonwealth of PA which are recoverable from a commercial insurance company should be charged to General Ledger Account 0155 – Other Recoverable Disbursements.)
- d. If the LEA has a self-insurance fund, payments to the fund are charged to this account.

## 260 WORKERS' COMPENSATION

Expenditures for Worker's Compensation insurance coverage. If an LEA has its own self-insurance fund for Worker's Compensation, it should record expenditures here.

## 270 GROUP INSURANCE – SELF INSURANCE

Amounts paid by the LEA to provide benefits for its current or retired employees by an LEA that is self-insured. **Note: Retiree benefits should be recorded to object 280 in accordance with GASB #45.**

### 271 Self-Insurance Medical Benefits

Amounts paid by the LEA to provide medical benefits from a self-insurance fund for its current employees or employees now retired for whom benefits are paid.

**272 Self-Insurance Dental Benefits**

Amounts paid by the LEA to provide dental benefits from a self-insurance fund for its current employees or employees now retired for whom benefits are paid.

**273 Self-Insurance Life Insurance Benefits**

Amounts paid by the LEA to provide life insurance benefits from a self-insurance fund for its current employees or employees for whom benefits are paid.

**274 Self-Insurance Income Protection Benefits**

Amounts paid by the LEA to provide income protection benefits from a self-insurance fund for its current employees for whom benefits are paid.

**275 Self-Insurance Eye Care Benefits**

Amounts paid by the LEA to provide eye care benefits from a self-insurance fund for its current employees or employees now retired for whom benefits are paid.

**276 Self-Insurance Prescription Benefits**

Amounts paid by the LEA to provide prescription benefits from a self-insurance fund for its current employees or employees now retired for whom benefits are paid.

**279 Self-Insurance Other Benefits**

Amounts paid by the LEA to provide other benefits from a self-insurance fund for its current employees or employees now retired for whom benefits are paid.

**280 OTHER POSTEMPLOYMENT BENEFITS (OPEB)**

Expenditures by the LEA for retiree's Health and other post employment benefits in accordance with GASB #45.

**281 OPEB for Cost of Retiree's Health Benefits**

Amounts paid by the LEA to provide health benefits to retiree's in accordance with GASB #45.

**282 OPEB for Retiree's Costs Other Than Health Benefits**

Amounts paid by the LEA to provide benefits other than health to retiree's in accordance with GASB #45.

**290 OTHER CURRENT EMPLOYEE BENEFITS**

Expenditures by the LEA for employee benefits other than those classified elsewhere in the 200 series of objects. Record the cost for contributions to a 403(b) plan, and contributions to retirement plans other than PSERS here.

**300 PURCHASED PROFESSIONAL AND TECHNICAL SERVICES**

Services that by their nature require persons or firms with specialized skills and knowledge. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, tax collectors etc. Payments for services provided by Intermediate Units to LEAs should be recorded to this object, not object 560. (Expenditures may be charged to the following sub-accounts, if the breakout is desired by the LEA, with the following note: Objects 322, 323, and 329 for certain functions are required to be reported on the Annual Financial Report.)

### **310 OFFICIAL / ADMINISTRATIVE SERVICES**

Expenditures for services in support of the various policy-making and managerial activities of the LEA. Included would be management consulting activities oriented to general governance or business and financial management of the LEA; school management support activities; election and tax assessing and collection services.

### **320 PROFESSIONAL – EDUCATIONAL SERVICES**

Expenditures for services in support of the instructional program and its administration. Included would be curriculum improvement services, counseling and guidance services, library and media support and contracted instructional services. (Expenditures should not be recorded to this account but rather to one of the sub-accounts listed below.)

#### **321 Unassigned**

#### **322 Professional Educational Services – IUs**

Expenditures incurred for contracted educational services provided by an intermediate unit. NOTE: Deductions from the Basic Education Subsidy for IU-operated special education classes should not be recorded to this sub-account. Deductions for IU-operated special education classes should be charged to object 594, Intermediate Units Payments by Withholding for Special Classes. These costs should not be charged to object 560, tuition, so that accurate tuition rates can be calculated for school districts. Recording these costs to tuition will adversely affect your school's tuition rates.

#### **323 Professional Educational Services – Other Educational Agencies**

Record to this sub-account the expenditures incurred for contracted educational services provided by other educational agencies. This definition includes contracted educational costs for students receiving regular or special education services at out-of-state educational agencies. Record purchased web based instructional costs to this object code.

#### **324 Professional Educational Services – Employee Training and Development Services**

Record to this sub-account expenditures for the professional development of school district personnel including instructional and administrative staff. Included are course registration fees (not tuition), charges from external vendors to conduct training courses (either in house or off-site), and other expenditures associated with training provided by third party vendors.

#### **329 Professional Educational Services – Other**

Record here expenditures for consultants and other contract expenditures. These costs should not be charged to object 560, Tuition, so that accurate tuition rates can be calculated for school districts. Recording these costs to tuition will adversely affect your school's tuition rates.

### **330 OTHER PROFESSIONAL SERVICES**

Expenditures for a professional service other than educational in support of LEA operations. Included are medical doctors, lawyers, architects, auditors, accountants, therapists, audiologists, dieticians, editors, negotiation specialists, etc.

### **340 TECHNICAL SERVICES**

Record here services to the LEA that require basic scientific knowledge and / or manual skills. Included are data processing services, purchasing and warehousing services, graphic arts, etc.

#### **348 Services in Support of the LEA's Technology Plan**

Record to this object code the contractual expenditures incurred for vendor-provided electronic information systems services such as: computer services, data entry services, feasibility studies, systems design and development, software development and backup facilities.

### **350 SECURITY / SAFETY SERVICES**

Expenditures incurred by the LEA to provide safety / security measures.

### **390 OTHER PURCHASED PROFESSIONAL AND TECHNICAL SERVICES**

Expenditures by the LEA for these services not classified elsewhere in the 300 series of objects.

## **400 PURCHASED PROPERTY SERVICES**

Services purchased to operate, repair, maintain and rent property owned and / or used by the LEA. These services are performed by persons other than LEA employees. (Expenditures may be charged to the following sub-accounts, if the breakout is desired by the school district.

### **410 CLEANING SERVICES**

Services not provided by LEA employees to clean buildings and provide maintenance for grounds and uniforms. (Expenditures may be charged to the following sub-accounts, if the breakout is desired by the LEA.)

#### **411 Disposal Services**

Expenditures for the pickup and handling of garbage not provided by LEA personnel.

#### **412 Snow Plowing Services**

Expenditures for snow removal not provided by LEA personnel.

#### **413 Custodial Services**

Expenditures for custodial services contracted with an outside contractor.

#### **414 Lawn Care Services**

Expenditures for lawn and grounds upkeep, minor landscaping, and nursery services not provided by LEA personnel.

#### **415 Laundry, Linen Services and Dry Cleaning**

Expenditures for laundry, linen services (including replacement linen) and dry cleaning not provided by LEA personnel.

## **420 UTILITY SERVICES**

Utility services other than communication services. (Expenditures may be charged to the following sub-accounts, if the breakout is desired by the LEA.)

### **421 Natural Gas**

Expenditures for gas utility services (other than heating and air conditioning) from a private or public utility. (Expenditures for gas used for heating and air conditioning purposes are recorded in energy account 621.)

### **422 Electricity**

Expenditures for electric utility services (other than heating and air conditioning) from a private or public utility. (Expenditures for electricity used for heating and air conditioning purposes are recorded in energy account 622).

### **423 Bottled Gas**

Expenditures for bottled gas (propane) for uses other than heating and air conditioning. (Expenditures for bottled gas used for heating and air conditioning purposes are recorded in energy account 623.)

### **424 Water / Sewage**

Expenditures for water and sewage utility services.

## **430 REPAIRS AND MAINTENANCE SERVICES**

Expenditures for repairs and maintenance services not provided by LEA personnel. This includes contracts and agreements covering the upkeep of buildings, equipment and vehicles. (Expenditures should be charged to the following sub-accounts)

### **431 Repairs and Maintenance Services of Buildings**

Expenditures for repairs and maintenance services of buildings not provided by LEA personnel.

### **432 Repairs and Maintenance Services of Equipment**

Expenditures for repairs and maintenance services for equipment not provided by LEA personnel.

### **433 Repairs and Maintenance Services of Vehicles**

Expenditures for repairs and maintenance services for vehicles not provided by LEA personnel.

### **438 Maintenance, Repair and Upgrade of Information Systems, Equipment and Infrastructure**

Record to this object the expenditures incurred for costs, which are directly related to maintaining existing hardware / software and other components of a district's Information and Community Technology operation. Repairs to a component are considered maintenance; when a component is replaced, it should not be recorded as a maintenance cost. Examples include: all reoccurring maintenance contracts and one-time maintenance contracts. Also, include the cost of repair parts, laptop batteries, tool kits, video cards, hard drives, cleaning kits, memory chips and power supplies with a useful life of one year or less.



## **440 RENTALS**

Costs for rental or leasing of land, buildings, equipment and vehicles. Record expenditures to the following sub-accounts.

### **441 Rental of Land and Buildings**

Expenditures for renting or leasing land and /or buildings from an independent third party for both temporary and long-term use.

### **442 Rental of Equipment**

Expenditures for leasing or renting of equipment for both temporary and long-term use .

### **443 Rental from Capital Subsidy – Intermediate Unit Leases (State Supported)**

Expenditures for lease payments for which the intermediate unit received capital subsidy from the Commonwealth of PA as recorded in Account 7130, Capital Subsidy.

### **444 Rental of Vehicles**

Expenditures for leasing or renting of vehicles for both temporary and long-term use. This includes bus and other vehicle rental when operated by a local LEA.

### **448 Lease / Rental of Hardware and Related Technology Services**

Record here the lease / rental costs incurred for mainframe computers, mini-computers, micro / personal computers, electronic office machines, multi-use copiers, printers, dial-up and dedicated leased communication lines and modems and other communication devices such as: front-end processors, terminals, concentrators, tape cleaners, tape drives, multi-plexors, cable television and all auxiliary and peripheral equipment. Do NOT include maintenance on these items in this category. Maintenance costs on these items should be recorded to object 438.

### **449 Other Rentals**

Expenditures for rentals not classified elsewhere in the 400 series of objects.

## **450 CONSTRUCTION SERVICES**

Expenditures for constructing, renovating and remodeling paid to contractors.

## **460 EXTERMINATION SERVICES**

Expenditures for extermination services not provided by LEA personnel.

## **490 OTHER PURCHASED PROPERTY SERVICES**

Expenditures for purchased property services, not classified elsewhere in the 400 series of objects and not provided by LEA personnel.

## **500 OTHER PURCHASED SERVICES**

Amounts paid for services not provided by LEA personnel but rendered by organizations or personnel, other than Professional and Technical Services and Purchased Property Services. (Charges are not recorded to this account but to the following sub-accounts.)

### **510 STUDENT TRANSPORTATION SERVICES**

Expenditures for transporting pupils to and from school and / or other school related activities. (Charges are recorded to the following sub-accounts).

**511 Student Transportation Services From Another LEA Within The State**  
Payments to another LEA within the state for the purpose of transporting pupils to and from school and / or school related activities.

**512 Student Transportation Services from Another LEA Outside the State**  
Payments to another LEA outside the state for transporting pupils to and from school and / or school related activities.

**513 Contracted Carriers**  
Payments for contractual agreements to operate school buses, vans and other motor vehicles to transport pupils for the LEA; including parents who transport children. Also, record expenditures to public carriers which transport pupils under contract when the vehicles are not being used concurrently by the general public. **Include here the cost of fuel purchases for use by your contracted carrier.**

**514 Board and Lodging in Lieu of Transportation**  
Payments for board and lodging in lieu of transportation.

**515 Public Carriers**  
Payments for the transportation of pupils to and from school and / or school related activities via public carriers in vehicles that are being used concurrently by the general public, regardless of whether payment is made to the carrier or fares are furnished to pupils.

**516 Student Transportation Services From The IU**  
Amounts withheld from your Basic Instruction Subsidy for transportation of pupils to and from school and / or school related activities as included in the Individualized Education Plan (IEP).

**519 Student Transportation Services From Other Sources**  
Payments for the transportation of pupils to and from school and / or school related activities to sources not classified elsewhere in the 510 series of objects.

### **520 INSURANCE – GENERAL**

Expenditures for insurance coverage except employee benefits. (Charges are not recorded to this account but to the following sub-accounts.)

**521 Fire Insurance**  
Expenditures for fire insurance premiums covering the loss of LEA property from fire, including costs for appraisals of school property for fire insurance purposes. Also,

record fire loss expenditures made in lieu of fire insurance. (Section 2561 requires separate reporting of fire insurance premiums.)

**522 Automotive Liability Insurance**

Expenditures for public liability, medical care and other automotive liability insurance.

**523 General Property and Liability Insurance**

Expenditures for general property and liability insurance coverage. Expenditures for losses in lieu of insurance are also recorded in this account.

**524 Other Pupil Transportation Insurance**

Expenditures for property and liability insurance coverage for the pupil transportation program including insurance on pupil transportation garages and other facilities or equipment owned or operated by the LEA, but excluding automotive liability insurance. Expenditures made in lieu of such insurance are also recorded in this account.

**525 Bonding Insurance**

Expenditures for bonds guaranteeing the LEA against losses resulting from the action of the treasurer, tax collector, employees or other personnel of the LEA. Also, include expenditures made in lieu of a bond.

**529 Other Insurance**

Expenditures for insurance coverage not classified elsewhere in the 520 series of objects.

**530 COMMUNICATIONS**

Expenditures for services provided by persons or businesses to assist in transmitting and receiving messages or information. This account includes telephone and telegraph services, postage and postage machine rental.

**538 Transport / Telecommunication Services**

Expenditures associated with transport / telecommunications services. These services represent third-party or outsource requirements to support the technology infrastructure. Include charges incurred for transmitting and receiving digital, analog or hybrid communications. Examples include: installation and use of dedicated phone lines and service used for voice / video / data transmission, internet services, cable television lines (transport service), paging, satellite, all other one-time installation charges, ISDN, faxing, telephone service, wireless phone service and cable channel subscriptions.

**540 ADVERTISING**

Expenditures for printed announcements in professional periodicals and newspapers or announcements broadcast by way of radio and television networks. These expenditures include advertising for such purposes as personnel recruitment, legal ads, new and used equipment and sale of property.

**550 PRINTING AND BINDING**

Expenditures for printing and binding according to specifications of the LEA. This includes the design and printing of forms and posters as well as printing and binding of LEA publications.

## 560 TUITION

Expenditures to reimburse other educational agencies for educational services provided to students residing in your district. **Do not record payments to intermediate units or consultants as Tuition.** To do so will have an adverse affect on your school's tuition rates.

### 561 Tuition to Other School Districts Within The State

Expenditures for service rendered by other School Districts within the State.

### 562 Tuition to Pennsylvania Charter Schools

Expenditures to reimburse Pennsylvania charter schools for educational services provided to students attending the charter school. Include in this object payments to charter schools via deductions from subsidy payments.

### 563 Tuition to Nonpublic Schools

Expenditures for services rendered by private schools.

### 564 Tuition to Career and Technology Centers/Area Vocational Technical Schools

Expenditures for services rendered by a career and technology centers, area vocational technical schools, and/or special program jointures. **This includes tuition, transportation, authority rentals, capital outlay and all other payments to an CTC/AVTS regardless of purpose.**

### 565 Unassigned

### 566 Tuition to Institutions of Higher Education and Technical Institutes

Expenditures for services rendered by institutions of higher education, including technical institutes and Community Colleges. Also, record here payments to the Board of Trustees and state university laboratory schools.

### 567 Tuition to Approved Private Schools (APS) and PA Chartered Schools

Payments for students attending Approved Private Schools, and the PA Chartered Schools for the deaf and the blind.

### 568 Tuition to Private Residential Rehabilitative Institutions (PRRI) [In-State] and Detention Centers

Payments for students attending Private Residential Rehabilitative Institutions (In-State) and Detention Centers. Include in this account tuition paid for Alternative Education Programs.

### 569 Tuition – Other

Expenditures for services rendered by other educational agencies not specified elsewhere in the 560 series of objects.

## 570 FOOD SERVICE MANAGEMENT

Contracted expenditures for the operation of a local food service facility by other than employees of the LEA. (Expenditures may be charged to the following sub-accounts, if the breakout is desired by the LEA.)

**571 Food Service Management – Food Costs**  
Expenditures for food costs paid to a food service management company. If a flat fee per meal served is charged, use this account. However, if each element of cost is detailed by the food service company, charge only food costs to this account, charge other costs to account code 572.

**572 Food Service Management – Non-Food Costs**  
Expenditures for non-food costs paid to a food service management company.

**580 TRAVEL**

Expenditures for transportation, meals, lodging and associated expenses incurred by staff members or students traveling on behalf of the LEA. Per diem in lieu of reimbursement of actual expenses is also charged here. Include in this object travel to and from conference sites. Training fees and associated training costs should be recorded to object 324.

**590 MISCELLANEOUS PURCHASED SERVICES**

Purchased services other than those described elsewhere in the 500 series of objects. (Expenditures may be charged to the following sub-accounts).

**591 Services Purchased Locally**  
Expenditures for services purchased locally not otherwise classified in the 300, 400 or 500 series of objects.

**592 Services Purchased From Another LEA Within The State**  
Expenditures for services purchased from another LEA within the State not otherwise classified. Examples include nursing, data processing and guidance services.

**593 Services Purchased From Another LEA Outside The State**  
Expenditures for services purchased from another LEA outside the State not otherwise classified.

**594 Intermediate Units Payment by Withholding for Institutionalized Children’s Programs - Special Classes**  
Amounts withheld from your Basic Education Funding for Intermediate Unit administered and operated Institutionalized Children’s Programs for students with disabilities.

**595 Intermediate Unit Payments by Withholding**  
Amounts withheld from your Basic Education Funding for general operating support of your intermediate unit.

**596 Direct Payments to Intermediate Units**  
Payments made directly to your intermediate unit for general operating support. This object code should not be used for contracted educational services.

**597 Direct payments to Intermediate Units for Institutionalized Children’s Program**  
Expenditures for Institutionalized children’s programs special classes paid directly to an IU.

## 599 Other Miscellaneous Purchased Services

Expenditures for other miscellaneous purchased services not classified elsewhere in the 500 series of objects.

## 600 SUPPLIES

Amounts paid for material items of an expendable nature that are consumed, worn out, or deteriorate in use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances. (Charges are not recorded to this account but to the following sub-accounts.)

### 610 GENERAL SUPPLIES

Expenditures for all supplies (other than those listed below) acquired for the operation of the LEA, including freight and cartage. Consumable teaching and office items such as paper, pencils, forms, postage, blank diskettes, blank CD-ROMs, blank videotapes, and other supplies of relatively low unit costs, necessary for instruction and / or administration should be included in this category. **Also include here the cost of food utilized within a culinary educational program.** (A more specific classification is achieved by identifying the function chargeable.)

#### 618 Administrative Software, Licensing Fees And Supplies

This category includes the purchase or licensing of software to support the operating system, as well as, application software, whether over the Internet, on CD-ROM or diskette. Software expenditures include the purchase price as well as licensing fees, annual upgrades / maintenance fees for proprietary software and related software support costs required to run operating systems, language processors, database management, communication handlers, and other specialized software. Do not include the cost of "instructional" software here. Instructional software and related licensing fees should be recorded to object 650.

Note: Do not record software / licensing fees incurred for purchases with useful lives that extend beyond a single reporting period. Such purchases should be recorded to the appropriate 700 object code.

### 620 ENERGY

Expenditures for energy consumed by the LEA. (Expenditures may be charged to the following sub-accounts.)

#### 621 Natural Gas

Expenditures for gas utility services (used for heating and air conditioning purposes) from a private or public utility. (Expenditures for gas used for purposes other than heating and air conditioning are recorded in utility account 421.)

#### 622 Electricity

Expenditures for electric utility service (used for heating and air conditioning purposes) from a private or public utility company. (Expenditures for electricity used for purposes other than heating and air conditioning are recorded in utility account 422.)

#### 623 Bottled Gas

Expenditures for bottled gas (propane) used for heating and air conditioning purposes. (Expenditures for bottled gas used for purposes other than heating and air conditioning are recorded in utility account 423.)

- 624 **Oil**  
Expenditures for bulk oil purchases normally used for heating and air conditioning.
- 625 **Coal**  
Expenditures for raw coal purchases normally used for heating and air conditioning.
- 626 **Gasoline**  
Expenditures for gasoline purchased in bulk or periodically from a gasoline service station. **Purchases for your contracted carrier should be charged to object code 513, Contracted Carriers.**
- 627 **Diesel Fuel**  
Expenditures for diesel fuel (not for heating purposes). **Purchases for your contracted carrier should be charged to object code 513, Contracted Carriers.**
- 628 **Steam**  
Expenditures for steam (used for heating and air conditioning purposes) from a private or public utility company.

#### 630 FOOD

Expenditures for food used in the school Food Service Program and other programs that allow food expenditures. Food utilized within a culinary educational program should be recorded to object 610. (Charges are not recorded to this account, but to the following sub-accounts.)

- 631 **Food**  
Expenditures for food and related costs such as storage and transportation for student meals. Do not include food and related expenses that are more appropriate in one of the sub-accounts listed below.
- 632 **Milk**  
Expenditures for milk purchased including related costs such as storage and transportation.
- 633 **Donated Commodities**  
The market value of all commodities donated to the Food Service Program.
- 634 **Snacks**  
Expenditures for food purchased for student snacks, not including milk.
- 635 **Meals / Refreshments**  
Expenditures for non-instructional food / refreshments purchased for in-service, motivational or award meetings, or snacks during testing such as PSSA's.

#### 640 BOOKS AND PERIODICALS

Expenditures for books, textbooks and periodicals prescribed and available for general use, including any reference books. This category includes the cost of workbooks, textbook binding or repairs, as well as textbooks, which are purchased for resale or rental. Also

recorded here are costs of binding or other repairs to school library books. (A more specific classification is achieved by identifying the function chargeable.) School library books should be capitalized if their useful life exceeds one year, and their cost exceeds your school's capitalization policy.

## **650 SUPPLIES & FEES – TECHNOLOGY RELATED**

Technology related supplies include supplies that are typically used in conjunction with technology related hardware or software, such as CDs, flash drives, parallel cables, and monitor stands. Include expenditures associated with educational software; such as books and periodicals on videotapes, CD-ROMS, and audio CD's. Include all on-line course work, reference materials and educational services, such as Scholastic or Classroom Connect, to this object code. Also, record all software licensing fees and related costs incurred to acquire the materials in this category.

Note: Do not record software / licensing fees incurred for purchases with useful lives that extend beyond a single reporting period. Such purchases should be recorded to the appropriate 700 object code.

## **700 PROPERTY**

Expenditures for the acquisition of fixed / capital assets, including expenditures for land or existing buildings and improvements of grounds; initial equipment; additional equipment and replacement of equipment. (Charges are not recorded to this account but to the following sub-accounts.)

### **710 LAND AND IMPROVEMENTS**

Expenditures for the purchase of land, land improvements and related professional services. Purchases of air rights, mineral rights and the like are recorded here.

Expenditures for the improvement of sites and adjacent ways after acquisition consisting of work such as grading, landscaping, seeding, and planting of shrubs and trees; constructing new sidewalks, roadways, retaining walls, sewers and storm drains, installing hydrants; initial surfacing and soil treatment of athletic fields and tennis courts; furnishing and installing for the first time fixed playground apparatus, flagpoles, gateways, fences, and underground storage tanks which are not parts of building service systems; and demolition work are recorded here. Also, recorded in this account are special assessments against the LEA for capital improvements such as streets, curbs, drains and water systems.

### **720 BUILDINGS**

Expenditures for acquiring existing buildings. This object code is used with the original entry required when recording a capital lease purchase of an existing building for the expenditure reflecting the present value of the minimum lease payments. Subsequent principal and interest payments on the capital lease are recorded in the appropriate 900 and 830 object codes.

Note: Expenditures for the contracted construction of buildings, for major permanent structural alterations, and for the initial or additional installation of heating and ventilation systems, fire protection systems, and other service systems in existing buildings are recorded under object 450. Buildings built and alterations performed by the LEA's own staff are charged to objects 100, 200, 610 and 750, as appropriate. Object 720 is used with governmental funds and expenditure function 4500 only. Object 450 expenditures should also be capitalized if they meet the LEA's capitalization threshold policy.



## **740 DEPRECIATION**

The portion of the cost of a capital asset that is charged as an expense during a particular period. (Expenditures may be charged to the following sub-accounts, if the breakout is desired by the LEA.)

### **741 Non-federally Funded Food Service Depreciation**

Depreciation on equipment acquired with funds other than from the Federal Government.

### **742 Federally Funded Food Service Depreciation**

Depreciation on equipment acquired with funds provided by the Federal Government.

### **749 Other Depreciation Or Use Charges**

Depreciation or other usage charges not applicable to the Food Service Program.

## **750 EQUIPMENT – ORIGINAL AND ADDITIONAL**

Expenditures for original and additional equipment. Original and additional equipment acquisitions built into site or building are used only with the 4000 function. Other equipment acquisitions are coded according to the appropriate function. (Do not record to this object.)

### **751 Non-Capital Equipment – Original and Additional**

Record to this object code equipment expenditures that have a useful life that extends beyond the current fiscal period but does not meet your School's Board-approved capitalization policy.

### **752 Capital Equipment – Original and Additional**

Record to this object code equipment expenditures that have a useful life that extends beyond the current fiscal reporting period, and meets the LEA's Board-approved capitalization policy.

### **757 "Non-Capital" End User Equipment And Related Hardware / Software Purchases – Original**

This category includes expenditures associated with the original purchase of electronic information systems equipment and software with useful lives that extend beyond the current reporting period and that have an original cost that does not meet or exceed the LEA's established capitalization policy. This equipment is frequently portable, although some items like televisions may be semi-permanently fastened to ceiling mounts. The equipment is NOT built into the building. For example, an intercom speaker is often built into the wall and is "infrastructure." An external audio or computer speaker is end-user equipment, a server is "infrastructure," and a classroom computer is end-user equipment.

Specific examples of end-user equipment include computers and peripherals (that is, computers, printers and scanners); data storage and backup systems; audio / video equipment (such as, television, VCR, DVD player, CD player, tape recorder, external speakers, camcorder and video camera); projection systems (that is, overhead projectors, video / data projectors and CD panels); personal data devices (such as, palm pilots and pagers; and telephone equipment (such as, telephones, fax machines and cordless telephones).

**758 "Capitalized" End User Equipment And Related Hardware / Software Purchases - Original**

Record to this object items described in Account #757, above, that have a useful life extending beyond the current fiscal period and meeting the LEA's Board-approved capitalization policy.

**760 EQUIPMENT – REPLACEMENT**

Expenditures for replacement equipment. Replacement acquisitions for equipment built into site or building are used only with the 4000 function. Other replacement equipment acquisitions are coded according to the appropriate function. (Do not record to this object category.)

**761 Non-Capital Equipment Replacement**

Record to this object code equipment expenditures that have a useful life that extends beyond the current fiscal period but does not meet your School's Board-approved capitalization policy.

**762 Capital Equipment Replacement**

Record to this object code equipment expenditures that have a useful life that extends beyond the current fiscal reporting period, and meets the LEA's Board-approved capitalization policy.

**767 "Non-Capital" End User Equipment and Related Hardware and Long-Term Software Purchases and Upgrades / Replacements**

This category includes expenditures associated with the replacement or upgrade of electronic information systems equipment or software used by students, teachers and the remaining LEA staff. See object code 757 for further explanation and examples of the type of expenditures / expenses to be recorded to this object code.

**768 "Capital" End User Equipment and Related Hardware and Long-Term Software Purchases and Upgrades / Replacements**

Record to this object items described in Account #767, above, that have a useful life extending beyond the current fiscal period and meeting the LEA's Board-approved capitalization policy.

**770 AMORTIZATION EXPENSE**

The portion of the cost of an intangible asset that is charged as an expense during a particular period (e.g. Bond Issuance Cost).

**780 INFRASTRUCTURE ASSETS**

Record expenditures for long lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than other capital assets. Examples are roads, bridges, tunnels and sewer systems.

**781 Non-technology Infrastructure assets**

Record costs for infrastructure assets that are not part of the technology infrastructure of your entity. Buildings are not part of your infrastructure.

## 788 Technology Infrastructure

Record expenditures here for the purchase of the technology infrastructure. The technology infrastructure is the relatively permanent system of cables and equipment within a building. Its components are generally built into the walls, ceilings or closets. It should represent anything that is used to "move data around." The network infrastructure supports the transfer, exchange and manipulation of data and information. Some examples include: servers, routers, bridges, network switches, telephone switches, network modems, cable modems, connectors, wall mounts, wall jacks / plates and other items such as teleconference infrastructure (bridges).

## 790 OTHER PROPERTY

Acquisitions of capital assets not classified elsewhere in the 700 series.

## **800 OTHER OBJECTS**

Amounts paid for expenditures not otherwise classified in objects 100 through 700. (Charges are not recorded to this account but to the following sub-accounts.)

### 810 DUES AND FEES

Expenditures or assessments for membership in professional or other organizations or associations or payments to a paying agent for services rendered (e.g. bank fees and purchasing agent fees). **Do not record conference fees to this account.**

### 820 CLAIMS AND JUDGMENTS AGAINST THE LEA

Expenditures from current funds for all claims and judgments against the LEA. Expenditures for judgments against the LEA resulting from failure to pay bills or debt service are recorded under the appropriate expenditure accounts as though the bills or debt service had been paid when due. Lawsuit settlements should be coded to Function 2310. Include in this object code amounts related to arbitrage rebate expenses.

### 830 INTEREST

Expenditures for interest on notes, bonds and lease-purchase agreements. (Charges may be recorded to the following sub-accounts, if the breakout is desired by the LEA.)

#### 831 Interest – Loan and Lease-Purchase Agreements

Expenditures for interest on loans and lease-purchase agreements.

#### 832 Interest – Serial Bonds

Expenditures for interest on bonds as it becomes due.

#### 833 Interest – Revenue/Tax Anticipation Loans

Expenditures for interest on revenue/tax anticipation loans.

#### 839 Interest – Other Obligations

Expenditures for interest on obligations not classified elsewhere in the 830 series of accounts.

### 840 CONTINGENCY

This account is provided for the budgeting of appropriations. Expenditures to be paid from the contingency should be charged to the appropriate function and object.

**850 Unassigned**

**860 GRANTS TO MUNICIPAL AND COMMUNITY SERVICE ORGANIZATIONS**

Amounts donated by the LEA for community services such as: recreation, civic, public library, custody and child care, welfare or other community services.

**870 DONATED SERVICES**

The value of services donated to the LEA. (This account is used only in the Food Service Program.)

**880 REFUNDS OF PRIOR YEARS' RECEIPTS**

Expenditures of the General Fund for refunds of taxes, tuition, transportation charges, or any other refunds of money received prior to the current fiscal year that now constitutes debt or is an adjudged liability and must be repaid. See Accounting Bulletin #99-1 for more information on recording refunds.

**890 MISCELLANEOUS EXPENDITURES**

Expenditures for goods or services not properly classified elsewhere in the 800 series of accounts.

**891 Other Miscellaneous Expenditures**

All miscellaneous expenditures not classified elsewhere in the 890 series of accounts

**892 PA State Imposed Fines**

Fines and penalties imposed on LEAs by State agencies for non-compliance issues

**893 Scholarships**

**894 Student Fees for Instruction Related Events**

Fees for entrance or admission to events such as Science Fair

**899 Pass-Thru Funds**

A grantee / subgrantee (receiving entity), such as an IU, SD, AVTS or a consortium should use this object to record expenditures for pass-thru funds that they will pass on to a subrecipient. Intermediate units should also use this object to record PRRI money they receive and pass to a PRRI. This object is only used with functions 1807 and 2990.

**900 OTHER USES OF FUNDS**

This series of codes is used to classify transactions which record redemption of principal on long-term debt, authority obligations, fund transfers, and transfers to component units (as defined by GASB Statement #14). Charges are not recorded to this account but to the following sub-accounts.

## **910 REDEMPTION OF PRINCIPAL**

Outlays from current funds to retire principal of debt service, serial bonds and loans and lease-purchase agreements. (Charges may be recorded to the following sub-accounts, if the breakout is desired by the LEA.)

### **911 Loans and Lease-Purchase Agreements – Principal Payments**

Outlays for redemption of the principal of loans and lease-purchase agreements.

### **912 Serial Bonds – Principal Payments**

Outlays for redemption of the principal of serial bonds.

### **919 Other Obligations – Principal Payments**

Outlays for redemption of the principal for obligations not included elsewhere in the 910 series of accounts.

## **920 AUTHORITY OBLIGATIONS**

Obligations of the LEA to the State Public School Building Authority or to a Municipal Authority under the terms of the agreement or contract between such authority and the LEA.

## **930 FUND TRANSFERS**

Includes all interfund and intrafund transfers of money. All intrafund transfers must be eliminated for external financial reporting purposes.

### **931 Capital Reserve Fund Transfers Applicable to Section 690 or 1850 of the Public School Code**

Transfers of money from the General Fund to a Capital Reserve Fund (Fund 31) established under the provision of Section 690 or Section 1850 of the Public School Code. Such transfers applicable to Section 690 must correspond with the taxes received under a special levy made for the purpose of financing a school building project(s) that has been approved by the Department of Education for construction within five years from the date of approval. This code is to be used with function 5230 only.

### **932 Capital Reserve Fund Transfers Applicable to Act 145 of 1943 (Section 1431)**

Transfers of money from the General Fund to a Capital Reserve Fund (Fund 32) established under the provisions of Act 145 of 1943 (Purdons 53 § 1431) referred to as Section 1431 of the Municipal Code. Transfers under Section 1431 are made from resources that have been accumulated under the general tax levy, and are subject to legal restrictions. This code is to be used with function 5230 only.

### **933 Athletic Fund Transfers**

Transfers of money from the General Fund to an Athletic Fund reported as Fund 29.

### **934 Restricted Indirect Cost Allocation**

Indirect costs are overhead expenditures / expenses incurred by one program or activity for the benefit of other programs or activities. Actual restricted indirect cost expenditures will be recorded in the fund / program or activity directly incurring the expenditure and are commonly recorded to subfunctions 2300, 2500 or 2800. Use object 934 to record

the allocation of restricted indirect costs between funds or programs. The allocation of restricted indirect costs is NOT an expenditure, and therefore must be eliminated for interim or annual financial reporting purposes. (This object is generally used with 5200.)

### 938 General Administrative Overhead Allocation

General administrative overhead costs are overhead expenditures / expenses incurred by one program or activity for the benefit of other programs or activities. General administrative overhead expenditures will be recorded to expenditure subfunctions and objects in the fund / program or activity directly incurring the expenditure. Use object 938 to record the allocation of general administrative overhead allocation between funds and / or programs. The allocation of general administrative overhead is NOT an expenditure, and therefore, must be eliminated for interim or annual financial reporting purposes. Examples of transactions recorded here include: general indirect costs, overhead or administrative expenditures / expenses recorded as direct costs to another program or activity, but allocated to a second program or activity for reporting purposes. Restricted indirect costs should be recorded to object code 934 not object code 938.

### 939 Other Fund Transfers

Transfers of money from one fund to another other than transfers to a capital reserve fund or athletic fund. (Include all operating transfers. Do not include residual equity transfers.)

## 940 TRANSFERS TO COMPONENT UNITS

Transfers of money from the primary government to the component unit of the primary government. Component units are other legally-separate entities that meet the definition of a component unit as defined by Governmental Accounting Standards Board Statement #14. **The Commonwealth of PA is not the primary government of any LEA in PA.**

## 950 TRANSFERS TO PRIMARY GOVERNMENT

Transfers of money from the component unit to the primary government. Component units are other legally-separate entities that meet the definition of a component unit as defined by Governmental Accounting Standards Board Statement #14. **The Commonwealth of PA is not the primary government of any LEA in Pennsylvania.**

## 990 MISCELLANEOUS OTHER USES OF FUNDS

Uses of funds not classified elsewhere in the 900 series of accounts. **Include here bond discounts within function 5150, and swap termination fees within function 5110.**

## Section G

### ***Funding Source Dimension***

The Funding Source Dimension allows LEAs to accumulate expenditures by source of funds to meet a variety of specialized reporting requirements at local, State and Federal levels. The first digit of this dimension identifies the funding source (e.g. local, State, Federal) for which a special record or report of revenues, expenditures or both may be required. The second and third digits of this three (3)-digit dimensional code are available to identify the authority (e.g. Child Nutrition Programs) and particular projects (e.g. Part A of a Title I Project).

#### **000 NON-CATEGORICAL**

Expenditures that do not require specialized reporting.

##### **010-090 INTERMEDIATE UNIT PROGRAM OF SERVICES**

Intermediate unit expenditures that require specialized reporting. For example, to record programs of services as specified in Section 914-A, paragraph 5 of the Public School Code.

##### **010 ADMINISTRATIVE BUDGET**

##### **020 CURRICULUM DEVELOPMENT AND INSTRUCTIONAL IMPROVEMENT SERVICES**

##### **030 EDUCATIONAL PLANNING SERVICES**

##### **040 INSTRUCTIONAL MATERIALS SERVICES**

##### **050 CONTINUING PROFESSIONAL EDUCATION SERVICES**

##### **060 PUPIL PERSONNEL SERVICES**

##### **070 STATE AND FEDERAL AGENCY LIAISON SERVICES**

##### **080 MANAGEMENT SERVICES**

##### **090 Unassigned**

#### **100-190 LOCAL PROJECTS**

Expenditures that require specialized reporting and are funded from local sources. One example might be a project funded by the local service club to provide intramural activities for students in the community.

## **200-390 STATE PROJECTS**

Expenditures that require specialized reporting for categorically funded state programs. Accounts may be set up within this state project classification for state matching moneys for Federal grants.

### **201 Basic Education**

Expenditures for Basic Education. Expenditures utilizing the ACT portion of the Basic Ed subsidy should be coded to Funding Source 221.

### **202 General Operating Subsidy (For Intermediate Units Use Only)**

Expenditures for the general operation subsidy received by intermediate units.

### **203 Capital Subsidy (For Intermediate Units Use Only)**

Expenditures for capital subsidy received by intermediate units.

### **204 State Property Tax Reduction Allocation**

### **205 Unassigned**

### **206 Tuition For Orphans And Children Placed In Private Homes**

Expenditures for tuition for orphans and children placed in private homes.

### **207 School Improvement Grants**

Expenditures for activities allowable for educational empowerment activities directed by Act 16 of 2000, Section 1709-B.

### **208 Staff And Program Development**

Expenditures for staff and program development.

### **209 Charter School Programs – State Sources (Transitional Grants, Nonpublic Transfers, State Funded Start-Up Money)**

Expenditures for charter school programs and activities. This funding source includes transitional grants, nonpublic transfers and start-up costs.

### **211 Tutoring**

Expenditures for tutoring provided through Educational Assistance grants.

### **212 PA Accountability Grants**

Expenditures allowed by PA Accountability Block Grant restrictions.

### **213 Project 720 / High School Reform**

Expenditures allowed for Project 720/High School Reform.

### **214 Dual Enrollment**

Expenditures allowed by Dual Enrollment Grants.

### **215 School Improvement/Professional Development (Intermediate Unit use only)**

Expenditures allowed for Professional development of IU personnel.



- 216 **College and Career Counseling Grant**  
Expenditures allowed by the College and Career Counseling Grants distributed under professional development.
- 217 **Pre-K Counts**  
Expenditures allowed by the Pre-K Counts Grants.
- 218 **Full Day Kindergarten Supplement**  
Expenditures only allowed by this grant.
- 221 **Accountability to Commonwealth Taxpayers (ACT)**  
Expenditures utilizing the ACT portion of the Basic Ed subsidy.
- 231 **Homebound Instruction**  
Expenditures for homebound instruction. Do not record expenditures for Instruction in the Home to this funding source.
- 232 **Driver Education – Student**  
Expenditures for state revenue received for student driver education.
- 233 **Migratory Children**  
Expenditures for state revenue received for migrant children.
- 240 VOCATIONAL EDUCATION**  
Expenditures for state revenue received for vocational education.
- 250 ALTERNATIVE EDUCATION**  
Expenditures for alternative education.
- 260 WORKFORCE INVESTMENT ACT (WIA)**  
Expenditures for state revenue received for the workforce investment act.
- 265 **Vocational Training Of The Unemployed**  
Expenditures for state revenue received for vocational training of the unemployed.
- 270 SPECIAL EDUCATION FUNDING OF EXCEPTIONAL PUPILS**  
Expenditures incurred for district-operated special education programs identified in an IU / school district special education plan and pre-approved by PDE. This account enables LEAs to segregate expenditures for support services for special education programs throughout the year.
- 271 **Special Education Funding For School Aged Pupils**  
Expenditures for special education of school aged pupils.
- 272 **Early Intervention / Handicapped Children**  
Expenditures for special education of pre-school aged pupils.

**280 ADULT LITERACY**

Expenditures for adult literacy.

**281 Adult Education Impact Program**

Expenditures allowable under the Adult Education Impact Program.

**290 OTHER PROGRAM SUBSIDIES**

Expenditures for other specific state educational programs not mentioned in this section.

**310 TRANSPORTATION (REGULAR AND ADDITIONAL)**

Expenditures for transportation.

**320 SUBSIDY FOR STATE PAID BENEFITS**

Expenditures for state paid benefits as listed below in this 320 series.

**321 Rental And Sinking Fund Payments**

Expenditures for rental and sinking fund payments.

**322 State Share Of Social Security and Medicare Taxes**

Expenditures for the state share of social security and medicare taxes.

**323 State Share of Retirement Contributions**

Expenditures for the state share of retirement contributions.

**330 HEALTH SERVICES (MEDICAL, DENTAL, NURSE, ACT 25)**

Expenditures for medical, dental, nurse and Act 25 health services.

**340 REVENUE FOR TECHNOLOGY (EDUCATIONAL AND OTHER)**

Expenditures incurred for administering technology initiatives aimed at providing students and teachers with improved access to courses and research materials. This funding source includes grants for upgrades in computer hardware and software. An example of an item recorded to this funding source is expenditures associated with the state-funded Link-to-Learn Grants. Use this funding source for tracking all technology expenditures, i.e. educational and administrative costs.

**341 Classrooms of the future**

Expenditures allowed for Classrooms For the Future. See revenue code 7920 for allowable expenditures.

**350 SEWAGE TREATMENT OPERATIONS / ENVIRONMENTAL SUBSIDIES**

Expenditures for sewage treatment operations / environmental subsidies from the Commonwealth of PA.

**360 SAFE SCHOOLS**

Expenditures incurred for safe school programs.

**370 STATE SUBSIDY FOR MILK, LUNCH AND BREAKFAST PROGRAMS**

Expenditures incurred for the Commonwealth of PA program for milk, lunch and breakfast.

**380 REVENUE FOR NONPUBLIC PROGRAM SUBSIDY – ACT 89**

Expenditures incurred for operation of programs authorized by Act 89 of 1975.

**390 EXTRA GRANTS**

Expenditures for extra state grants not specifically mentioned above.

**400-990 FEDERAL PROJECTS**

Expenditures that require specialized reporting to the Federal Government directly or through the State (e.g. ESEA Title I, IDEA).

**400 NO CHILD LEFT BEHIND (ESEA) ALL TITLES**

Expenditures for Federal projects financed under NCLB, ESEA of 1965, and subsequent amendments.

**410 TITLE I – NCLB: Improving the Academic Achievement of the Disadvantaged**

To be used with Revenue code 8514 or 6831

411 Part A – Improving Basic Programs Operated by LEAs

412 Part B – Includes Reading First, Even Start

413 Part C – Includes Education of Migratory Children

414 Part D – Includes Neglected and Delinquent Children

415 Part E – Includes Evaluation, Close up Fellowship Program, Keystones to Opportunity

416 Part F – Includes Comprehensive School Reform

417 Part G – Includes Advanced Placement

418 Part H – Includes School Dropout Prevention

419 Title I – Other

Expenditures associated with the Title I programs that are not specified elsewhere in the 410 series such as Parent Involvement, and School Improvement.

**420 TITLE II – NCLB: Preparing, Training and Recruiting High Quality Teachers and Principals**

To be used with revenue code 8515 or 6831

421 Part A – Includes Improving Teacher Quality, Eisenhower Professional Development, Class Size Reduction

422 Part B – Includes Math and Science Partnerships

423 Part C – Includes Troops to Teachers, National Writing Project, Reading Excellence

424 Part D – Includes Enhancing Education Through Technology

430 TITLE IV – NCLB: 21<sup>st</sup> Century Schools

To be used with revenue code 8517 or 6831

431 Part A – Includes Safe and Drug Free Schools and Communities

432 Part B – Includes 21<sup>st</sup> Century Learning Communities

440 Unassigned

450 TITLE VI – NCLB: Flexibility and Accountability

To be used with revenue code 8519 or 6831

451 Part A – Includes Improving Academic Achievement

452 Part B – Includes Rural Education Initiative, Small and rural school achievement program, Rural and Low income school program

453 Part C

460 Unassigned

470 TITLE III – Language Instruction for Limited English Proficient and Immigrant Students

To be used with revenue code 8516 or 6831

471 Part A – Grants for English language Acquisition

480 Unassigned

490 TITLE V – NCLB

\*\* As of 2008 this program will no longer be funded by the federal government

491 Part A – Deleted

492 Part B – Deleted

493 Part C – Deleted

494 Part D – Deleted

## **500 INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)**

To accumulate costs incurred by the LEA in educating children in accordance with the Individuals With Disabilities Education Act.

### **510 PRESCHOOL INCENTIVE – IDEA, SECTION 619**

Expenditures of Federal financial assistance to LEAs to initiate, expand or improve educational programs for preschool children with disabilities. Use with revenue code 8513 or 6831.

### **520 REGULAR IDEA, PART B (include Section 611 revenue)**

Expenditures of Federal financial assistance to LEAs to initiate expand or improve educational programs for preschool and school age children with disabilities. Use with revenue code 8512 or 6832.

### **530 SPECIAL EDUCATION ENRICHMENT PROGRAM**

Expenditures incurred to improve the quality of instruction for disabled children.

## **600 VOCATIONAL EDUCATION ACT AND CARL D. PERKINS VOCATIONAL ACT OF 1984**

To accumulate costs incurred by the LEA for vocational education in accordance with the Vocational Education Act of 1963 and the Carl D. Perkins Vocational Education Act of 1984.

### **660 TITLE II – BASIC STATE GRANTS FOR VOCATIONAL EDUCATION**

Expenditures of Federal financial assistance to LEAs for program improvement, with full participation of special populations.

#### **661 Part A – State Programs And State Leadership**

Expenditures of Federal financial assistance to LEAs for professional development; development, dissemination and field testing of curriculum; assessment of programs and development of performance standards and measures for program improvement and accountability with respect to such program. These programs include:

- Professional Development
- Curriculum Integration and Assessment
- Research Programs
- Leadership Activities
- Other State Leadership

#### **662 Part B – Other State Administered Programs**

Expenditures of Federal financial assistance to LEAs to provide Single Parents, Displaced Homemakers and Single Pregnant Women with marketable skills and to promote the elimination of Sex Bias. These programs include:

- Single Parent / Homemaker – Adult
- Single Parent / Homemaker – Teen Parent
- Sex Equity – Regular
- Sex Equity – Mini Grants
- Criminal Offenders

**663 Part C – Secondary, Postsecondary And Adult Vocational Education Programs**  
Expenditures of Federal financial assistance to LEAs to: (1) improve vocational educational programs of individuals who are members of special populations, and (2) prioritize assistance to a limited number of sites or programs that serve the highest concentrations of individuals who are members of special populations. The programs include:

- Secondary Allocations
- Postsecondary Allocations

## **670 TITLE III – SPECIAL PROGRAMS**

Federal Financial Assistance to place priority upon areas designated for special emphasis by the Congress.

### **671 Part B - Consumer And Homemaker Education**

Expenditures of Federal financial assistance to LEAs to assist in conducting consumer and homemaker education programs. These programs include:

- Consumer and Homemaking – Educational Program Improvement
- Consumer and Homemaking – Teen Parent
- Consumer and Homemaking – Other Services

### **672 Part A – Community Based Organizations**

Expenditures of Federal financial assistance to support programs and services for youth with special needs, including CBO prevocational assessment, guidance and career exploratory experiences.

### **673 Part C – Tech-Prep Education**

Expenditures of Federal financial assistance to consortium of LEAs to provide planning and demonstration grants for the development and operations of four-year programs designed to provide a tech-prep education program leading to a two-year associate degree or a two-year certificate.

### **674 Part F – Supplementary State Grants For Facilities And Equipment And Other Program Improvement Facilities**

Expenditures of Federal financial assistance to LEAs in economically depressed areas for the purpose of program improvement activities, particularly focusing on the improvement of facilities and equipment acquisition.

## **700 CHILD NUTRITION PROJECTS**

To accumulate costs associated with Federal financial assistance to LEAs to meet more effectively the nutritional needs of our children.

### **710 SCHOOL LUNCH PROGRAM**

Expenditures associated with the school lunch program offered by the LEA to meet more effectively the nutritional needs of our children.

### **720 SCHOOL BREAKFAST PROGRAM**

Expenditures associated with the school breakfast programs offered by the LEA.

### **730 SCHOOL MILK PROGRAM**

Expenditures associated with the school milk program offered by the LEA.

**740 FOOD SERVICE EQUIPMENT ASSISTANCE**

Expenditures for food service equipment, which qualifies for Federal assistance.

**750 SUMMER FOOD SERVICE PROGRAM**

Expenditures for the summer food service program in accordance with Section 13 of the National School Lunch Act and Subsequent amendments.

**760 NUTRITIONAL EDUCATION AND TRAINING PROGRAM**

Expenditures of Federal financial assistance to LEAs to increase the nutritional knowledge of school age children.

**800-900 OTHER FEDERAL PROJECTS**

To accumulate costs associated with Federal financial assistance to LEAs not classified elsewhere in the 400 through 700 series of Funding Source account codes. This series was expanded to allow for additional funding sources within the Other Federal Projects category.

**810 ADULT EDUCATION ACT**

Expenditures of Federal financial assistance to LEAs to encourage and expand basic education programs for adults.

**820 COMPREHENSIVE EMPLOYMENT AND TRAINING ACT (CETA)**

Expenditures of Federal financial assistance to LEAs to provide educational training opportunities for training of unemployed and underemployed individuals.

**830 HEADSTART – FOLLOW THROUGH ACT**

Expenditures of Federal financial assistance to LEAs to assist in meeting the instructional, physical and psychosocial needs of disadvantaged children.

**840 CAREER EDUCATION INCENTIVE ACT**

Expenditures of Federal financial assistance to LEAs to develop and implement a comprehensive career education program to improve and expand pupil career awareness, career exploration, career decision-making and career planning.

**850 WORKFORCE INVESTMENT ACT (WIA)**

Expenditures of Federal financial assistance under P.L. 97-300 to LEAs to provide basic education and / or skill training and related services to economically disadvantaged individuals.

**860 TRANSITION PROGRAM FOR REFUGEES**

Expenditures for the costs incurred for the education of refugees which costs represent amounts over and above the amount ordinarily spent for education of other students.

**890 MEDICAL ASSISTANCE REIMBURSEMENTS**

Expenditures incurred to provide service to special education students as provided through medical assistance reimbursements. (Record costs to the following funding sources)

- 891 Regular Medical Assistance – Access (include transportation to this code)
- 892 Medical Assistance Administrative Costs
- 893 Early Intervention Medical Assistance – Access

**900 MISCELLANEOUS FEDERAL PROGRAMS**

- 901 **School To Work Expenditures**  
Expenditures incurred in conjunction with the School-To-Work Opportunities Act of 1994. This includes integrating school-based learning with work-based learning, and providing students with an understanding and experience in the industry and / or major they choose to enter.
- 902 **Library Services**  
Expenditures incurred to support the LEA’s library and programs.
- 903 **ERRP: Early Retiree Reinsurance Program**  
Expenditures incurred to provide health benefits to early retirees authorized by the Affordable Care Act. Reimbursement should be recorded to revenue code 8390.
- 952 **Unassigned:** The use of this funding source for the Safe School Healthy Students grant has been discontinued. This grant is part of the Title IV, Part A, Safe and Drug Free Schools & Communities program which should be coded to funding source 431.
- 953 **Learn And Serve**
- 981 **ARRA – IDEA, Part B**
- 982 **ARRA – IDEA, Section 619**
- 983 **ARRA – Title I, Part A**
- 984 **ARRA – Title I, School Improvement**
- 985 **ARRA – Title II, Part D Education Technology**
- 986 **ARRA – McKinney-Vento Homeless**
- 987 **ARRA – National School Lunch Program Equipment**
- 988 **ARRA – SFSF Basic Education Funding up to the Index**
- 989 **ARRA – SFSF Basic Education Funding over the Index**
- 990 **ARRA – State Fiscal Stabilization Grant – Higher Education Institutions**



- 991 ARRA – Head Start
- 992 ARRA – Title I, Part D
- 993 ARRA – Workforce Investment Act (WIA)
- 994 ARRA – Build America Bonds (BAB)
- 995 ARRA – Qualified School Construction Bonds (QSCB)
- 996 ARRA – Qualified Zone Academy Bonds (QZAB)
- 997 ARRA – Education Jobs Fund (Edujobs)
- 998 ARRA – Race to the Top
- 999 ARRA – Miscellaneous



## Section H

### ***Instructional Organization Dimension***

This dimension permits expenditures to be segregated by instructional level.

#### **00 DISTRICT-WIDE**

Expenditures applicable to the entire LEA and not clearly assignable to a specific instructional level.

#### **10 ELEMENTARY**

Expenditures of a school organization composed of the grades pre-kindergarten through grade six (6). (If more detail is desired, the following coding may be used.)

##### **11 First Grade**

Expenditures classified elementary pertaining to the first grade.

##### **12 Second Grade**

Expenditures classified elementary pertaining to the second grade.

##### **13 Third Grade**

Expenditures classified elementary pertaining to the third grade.

##### **14 Fourth Grade**

Expenditures classified elementary pertaining to the fourth grade.

##### **15 Fifth Grade**

Expenditures classified elementary pertaining to the fifth grade.

##### **16 Sixth Grade**

Expenditures classified elementary pertaining to the sixth grade.

##### **17 Pre-Kindergarten**

Expenditures classified elementary pertaining to pre-kindergarten classes.

##### **18 Kindergarten**

Expenditures classified elementary pertaining to kindergarten classes. Include here K-4 and K-5.

##### **19 Undistributed**

Expenditures classified elementary which cannot be attributed to a specific grade.

## **20 MIDDLE SCHOOL / JUNIOR HIGH SCHOOL**

Expenditures of a school organization composed of elementary grades five and six, and secondary grades seven, eight and nine, or a combination of these grades. (Reporting of separate elementary expenditures and secondary expenditures is required.) (If more detail is desired, the following coding may be used.)

### **21 Fifth Grade**

Expenditures classified middle school elementary pertaining to the fifth grade.

### **22 Sixth Grade**

Expenditures classified middle school elementary pertaining to the sixth grade.

### **23 Seventh Grade**

Expenditures classified middle or junior high school secondary pertaining to the seventh grade.

### **24 Eighth Grade**

Expenditures classified middle or junior high school secondary pertaining to the eighth grade.

### **25 Ninth Grade**

Expenditures classified middle or junior high school secondary pertaining to the ninth grade.

### **29 Undistributed**

Expenditures classified middle or junior high school, which cannot be attributed to a specific level or grade.

## **30 SECONDARY**

Expenditures of a school organization composed of the grades seven (7) through twelve (12). (If more detail is desired, the following coding may be used.)

### **31 Seventh Grade**

Expenditures classified secondary pertaining to the seventh grade.

### **32 Eighth Grade**

Expenditures classified secondary pertaining to the eighth grade.

### **33 Ninth Grade**

Expenditures classified secondary pertaining to ninth grade.

### **34 Tenth Grade**

Expenditures classified secondary pertaining to the tenth grade.

### **35 Eleventh Grade**

Expenditures classified secondary pertaining to the eleventh grade.

**36 Twelfth Grade**

Expenditures classified secondary pertaining to the twelfth grade.

**39 Undistributed**

Expenditures classified secondary, which cannot be attributed to a specific grade.

**40 POST-SECONDARY**

Expenditures of a school organization for adults who have either completed, interrupted or have not begun their formal education or for students attending an institution of higher education. (If more detail is desired, the following coding may be used.)

**41 Adult / Continuing**

Expenditures of a school organization for adults who have either completed, interrupted or have not begun their formal education and are pursuing skills or knowledge in other than regularly prescribed courses. These include adult basic schools, advanced adult schools, occupational schools, and those schools which have as their purpose the upgrading of occupational skills, retraining existing skills, pursuit of special interests or for enrichment.

**42 Higher Education Institutions**

Expenditures which represent payments to institutions of higher education for services rendered.

## **Operational Unit Dimension / School Level**

A school is defined as a division of a school system comprised of one or more grade groups, organized as one unit usually under the direction of a principal or a head teacher. Thus, one building may house more than one school or one school may occupy all or part of one or more buildings.

This dimension is used to segregate costs by school and operational unit according to the following classifications:

- Non-Instructional Buildings
- Elementary School Buildings
- Middle and Junior High School Buildings
- Senior High School Buildings

This dimension has been changed from a two-digit to a three-digit account to accommodate large school entities. If you are able to meet all reporting requirements with a two-digit account code, you may continue to use the old two-digit account code for your building level dimension.

### **000 NON-INSTRUCTIONAL BUILDINGS**

Expenditures of the LEA identified to non-instructional buildings such as administration buildings, bus garage, etc. Assign each non-instructional building an accounting number from 001 through 199 to segregate expenditures by building.

### **200 ELEMENTARY SCHOOL BUILDINGS**

Expenditures of the LEA identified to elementary school buildings. Assign each elementary school building an account number 200 – 499 to segregate expenditures by building.

### **500 MIDDLE AND JUNIOR HIGH SCHOOL BUILDINGS**

Expenditures of the LEA identified to middle or junior high school buildings. Assign each middle school and each junior high school an account number from 500 through 799 to segregate expenditures by building.

### **800 SENIOR HIGH SCHOOL BUILDINGS**

Expenditures of the LEA identified to senior high school buildings. Assign each senior high school building an account number from 800 through 999 to segregate expenditures by building.

## ***Subject Matter Dimension***

This dimension accumulates costs associated with providing educational programs for the various subject categories listed below.

### **000 NOT CLASSIFIED BY SUBJECT MATTER**

### **100 REGULAR PROGRAMS**

#### **110 GENERAL EDUCATION**

This category accumulates costs associated with instructional programs, which take place in self-contained classrooms. Learning experiences are concerned with the knowledge, skills, appreciation, attitudes and behavioral characteristics considered to be needed by all students in terms of the broad educational outcomes which should be achieved by all students to the limits of their capacities during the elementary and secondary grade levels.

#### **120 ARTS AND HUMANITIES**

This category accumulates costs associated with instructional programs that describe the creation and interpretation of works and performances that are auditory, kinesthetic, interdisciplinary, and visual phenomena to express ideas and emotions in various forms.

##### **121 Music**

This category accumulates costs associated with instructional programs that generally describe the study and appreciation of music and music performance. This includes the fine art that utilizes sounds in time in a meaningful and organized manner. Subject matter and activities in music are designed to impart the skills and knowledge necessary for the understanding, appreciation, creation, performance and enjoyment of music. Introduction will include knowledge from historical and cultural contexts and critical review of works in music.

##### **122 Fine Art**

This category accumulates costs associated with instructional programs that generally describe art, including its development and practice. This includes the organized body of subject matter or related courses involving primarily visual, tactile and kinesthetic expression. Included in art instruction are the two-dimensional forms such as drawing, painting, or printmaking; the three-dimensional forms such as sculpture or pottery; dynamic media design; other spatial concepts such as architecture and design for the performing arts; and the history and theory of art. Emphasis is placed upon the esthetic and creative factors of visual forms.

##### **123 Dance**

This category accumulates costs associated with the instructional programs and activities that are concerned with developing knowledge, awareness and appreciation of individual and group kinesthetic movement of the physical being. Instruction includes skills and knowledge of dance production or performance and the study and appreciation

of dance performances from historical and cultural contexts with critical review of works in dance.

## 124 Theatre

This category accumulates costs associated with the instructional programs and activities which are concerned with interdisciplinary expression of thoughts and feelings through written text, dramatic interpretation and multi-media production. Instruction includes the skills and knowledge in play production, videos and dynamic media as individuals and groups and the study and appreciate theatre performances from historical and cultural contexts with critical review of works in theatre.

## 129 Other Arts And / Or Humanities (Not Specified Above)

This category accumulates costs associated with the instructional programs that are concerned with humanities and other instructional program costs not otherwise addressed above.

## 130 BUSINESS EDUCATION

Includes the body of related subject matter, or related courses, and planned learning experiences which are designed to develop in students the attitudes, knowledge, skills and understanding concerned with business principles and practices having applications for personal use and / or activities in the business world. Business also includes a wide variety of aspects of general education, e.g., subject matter from other subject areas such as English (language arts), social sciences / social studies and mathematics.

## 140 HEALTH, SAFETY AND PHYSICAL EDUCATION

Includes the body of related subject matter and activities in health and safety in daily living, physical education and recreation which are organized for carrying on learning experiences concerned with developing (1) knowledge, attitudes, appreciation and conduct essential to individual and group health; (2) awareness of, concern for, and knowledge, skills and judgment necessary for practicing and promoting personal and public safety in the home, at school, on the job and in traffic; and (3) physical and mental growth and fitness by means of activities designed to improve the muscles, motor skills and attitudes and habits of conduct of individuals and groups. Instruction should include concepts and skills that affect personal, family and community health and safety, nutrition, fitness and safety in physical activity and drug prevention.

## 150 LANGUAGE ARTS

This category accumulates costs associated with instructional programs designed to teach students how to read the English language and dialect, comprehend written materials, understand the proper use of the English language in communications and developing effective reading, writing, speaking and listening skills to meet the academic standards. Program are comprised of carrying on learning experiences concerned with developing (1) an understanding of the language system; (2) proficiency and control in the use of the English language; (3) appreciation of a variety of literary forms; (4) understanding and appreciation of various aspects of past and present cultures as expressed in literature; and (5) interests which will motivate lifelong learning.

## 151 Reading

An instructional program designed to teach students how to read and comprehend written materials, to read critically, and to read, analyze and interpret text to meet the academic standards established for the respective grade level.



- 152 Writing**  
An instructional program designed to teach students how to write effective narrative, informational and persuasive pieces with well developed focus, content, organization, style and conventions, and to revise and edit written materials to improve style, word choice, sentence variety, spelling and punctuation.
- 153 English To Speakers Of Other Language (ESL)**  
This category accumulates costs associated with instructional programs and related activities designed to teach students that speak other languages the elements of the English language.
- 154 Speaking And Listening**  
An instructional program designed to teach students how to listen to others, to select literature, to learn to use appropriate speaking skills in formal speech situations, to contribute to discussions, participate in small and large group discussions and presentations, and to learn how to use the media for research purposes. These programs also teach the student how to identify words of other languages that are common to the English language, identify differences in formal and informal speech, and analyze the role and place of standard American English in speech, writing and literature.
- 155 Library And Information Systems**  
An instructional program designed to teach students how to select and refine a topic for research, locate information using the appropriate sources and strategies, and organize, summarize and present the main ideas of research.
- 159 Other Language Arts**  
Record here the instructional program costs not otherwise addressed above.

**160 WORLD LANGUAGE**

Includes the body of subject matter in this area that is comprised of a variety of foreign languages, including English as a foreign language. Classified under this heading are the various classical and modern foreign languages.

- 161 French Programs**  
This category accumulates costs associated with instructional programs and related activities designed to teach students the elements of the French language.
- 162 Spanish Programs**  
This category accumulates costs associated with instructional programs and related activities designed to teach students the elements of the Spanish language.
- 163 Japanese Programs**  
This category accumulates costs associated with instructional programs and related activities designed to teach students the elements of the Japanese language.

**164 German Programs**

This category accumulates costs associated with instructional programs and related activities designed to teach students the elements of the German language.

**169 Other Languages (Not Specified Above)**

Record here the instructional program costs not otherwise addressed above.

**170 MATHEMATICS**

Comprises the body of related subject matter, or the body of related courses, organized for carrying on learning experiences concerned with the science of relations existing between quantities (magnitude) and operations and the science of methods used for deducing from other quantities, known or supposed, the quantities sought. Instruction should enhance problem-solving and computation skills.

**180 SCIENCE, ENVIRONMENTAL STUDIES AND ECOLOGY**

Includes the body of related subject matter or related courses, organized for carrying on learning experiences concerned with knowledge of the physical, biological and earth sciences; and of the processes of discovering and validating this knowledge. This category includes life sciences, earth sciences, chemical sciences, physical sciences and agricultural sciences.

**181 General / Integrated Sciences**

This category accumulates costs associated with instructional programs and related activities designed to teach students the study of the elements of biological sciences, integrated sciences and other general science studies.

**182 Environmental Studies And Ecology**

This category accumulates costs associated with instructional programs and related activities designed to teach students the study of social, political and economic aspects of ecology and when appropriate instruction in agricultural science involving active learning experiences.

**189 Other Science, Environment And Ecology Programs**

Record here the instructional program costs not otherwise addressed above.

**190 SOCIAL STUDIES**

Comprised of interrelated subject matter organized to impart knowledge, develop skills, and identify goals concerning elements and institutions of human society in the disciplines of history, economics, political science, sociology, anthropology, psychology, geography and philosophy.

**191 History**

This category accumulates costs associated with instructional programs and related activities designed to teach students the knowledge, skills and elements of the studies into the past.

**192 Geography**

This category accumulates costs associated with instructional programs and related activities designed to teach students the knowledge, skills and significance of geographical studies.

**193 Civics And Government**

This category accumulates costs associated with instructional programs and related activities designed to teach students the elements, dynamics and impact of civics and government on economics and society.

**194 Economics**

This category accumulates costs associated with instructional programs and related activities designed to teach students an understanding and knowledge of economics and its impact on society.

**199 Other Social Study Programs**

Record here the instructional program costs not otherwise addressed above.

**200 VOCATIONAL PROGRAMS**

**210 AGRICULTURAL AND AGRICULTURAL SCIENCE PROGRAMS**

Comprised of the group of related courses or units of subject matter, which are organized for carrying on learning experiences concerned with preparation for or upgrading in occupations requiring knowledge and skills in agricultural subjects. The functions of agricultural production, agricultural supplies, agricultural mechanization, agricultural products (processing), ornamental horticulture, forestry, agricultural resources, and the services related thereto, are emphasized in the instruction designed to provide opportunities for students to prepare for or improve their competencies in agricultural occupations. An agricultural occupation may include one or any combination of these functions.

**220 HEALTH OCCUPATIONS EDUCATION**

Comprises the body of related subject matter, or the body of related courses, and planned experiences designed to impart knowledge and develop understanding and skills required to support the health professions. Instruction is organized to prepare students for occupational objectives concerned with assisting qualified personnel in providing diagnostic, therapeutic, preventive, restorative, and rehabilitative services to people, including understanding and skills essential to provide care and health services to patients.

**230 DISTRIBUTIVE EDUCATION**

Includes various combinations of subject matter and learning experiences related to the performance of activities that direct the flow of goods and services, including their appropriate utilization, from the producer to the consumer or user. These activities include selling, and such sales-supporting functions as buying, transporting, storing, promoting, financing, marketing research and management.

## 240 FAMILY AND CONSUMER SCIENCE

Comprises the group of related courses or units of instruction organized for purposes of enabling students to acquire knowledge and develop understanding, attitudes and skills relevant to (a) personal, home and family life, and (b) occupational preparation using the knowledge and skills of home economics. The subject matter of home economics includes, in addition to that, which is unique to the area, concepts drawn from the natural and social sciences and the humanities.

## 250 OFFICE OCCUPATIONS

Includes the body of subject matter, or combinations of courses and practical experience organized into programs of instruction to provide opportunities for students to prepare for and achieve career objectives in selected office occupations. In the instructional process, various aspects of subject matter frequently are drawn from other subject matter areas. Learning experiences are designed to lead to employment and / or advancement of individuals in occupations in public or private enterprises or organizations related to the facilitating function of the office. "Facilitating function" as used here refers to the expediting role played by office occupations as the connecting link between the production and distribution activities of an organization. Included in a variety of activities, such as recording and retrieval of data, supervision and a coordination of office activities, internal and external communication, and the reporting of information.

## 260 TECHNICAL EDUCATION

Includes the body of related subject matter, or related courses, organized for the development of understanding about the technical, consumer, occupational, recreational, organizational, managerial, social, historical, cultural, physical (manufacturing, construction, transportation), bio-related (agricultural, bio-technology), and information-related (graphic design, television and computer applications) technology. Learning experiences involve activities such as experimenting, designing, constructing, evaluating, and using tools, machines, materials, and processes that provide opportunities for creativity and problem solving. Concerned with that body of knowledge organized in a planned sequence of classroom and laboratory experiences, usually at the post-secondary level, to prepare students for a cluster of a job opportunities in a specialized field of technology. The program of instruction normally includes the study of the underlying sciences and supporting mathematics inherent in a technology, as well as methods, skills, materials, and processes commonly used and services performed in the technology. A planned sequence of study and extensive knowledge in a field of specialization is required in technical education, including competency in the basic communication skills and related general education. Technical education prepares for the occupational area between the skilled craftsman and the professional personal such as the physician, the engineer, and the scientist.

## 270 TRADES AND INDUSTRIAL OCCUPATIONS

Comprises the branch of vocational education, which is concerned with preparing persons for initial employment, or for upgrading or retraining workers in a wide range of trade and industrial occupations. Such occupations are skilled or semiskilled and are concerned with layout designing, producing, processing, assembling, testing, maintaining, servicing, or repairing any product or commodity. Instruction is provided (1) in basic manipulative skills, safety judgment, and related occupational information in mathematics, drafting and science required to perform successfully in the occupation, and (2) through a combination of shop or laboratory experiences simulating those found in industry and classroom learning. Included is instruction for apprentices in apprenticeship occupations or for journeymen

already engaged in a trade or industrial occupation. Also included is training for service and certain semiprofessional occupations considered to be trade and industrial in nature.

## **280 CAREER EDUCATION AND WORK**

(To be defined by Department of Education Program Staff.)

## **290 OTHER VOCATIONAL PROGRAMS**

This category accumulates costs associated with other vocational programs and related activities not specified above.

## **300 SPECIALIZED PROGRAMS**

### **310 DIFFERENTIALIZED CURRICULUM FOR STUDENTS WITH DISABILITIES**

For those students whose special needs are of such nature and degree as to interfere with intellectual development and learning under regular class methods will require differential curriculum for some part of, and frequently, for all of their education.

### **390 OTHER SPECIALIZED PROGRAMS**

This category accumulates costs associated with other specialized programs and related activities not specified above.

## **400 OTHER EDUCATIONAL PROGRAMS**

### **410 DRIVER AND SAFETY EDUCATION**

The subject matter and related activities in safety and driver education are organized for carrying on learning experiences concerned with developing in the learner the ability to respond appropriately and efficiently in the operation of a motor vehicle and as a pedestrian in traffic. Subject matter and activities in safety education are primarily concerned with enhancing personal characteristics and values involved in preventing accidents and saving lives.

### **420 JUNIOR ROTC**

Comprised of a body of subject matter, or combinations of courses and practical experience, organized into programs of instruction to provide opportunities for students to prepare for and achieve career objectives in selected branches of the military service. In the instructional process, various aspects of subject matter frequently are drawn from other subject matter areas.

### **490 OTHER PROGRAMS**

This category accumulates costs associated with other educational programs and related activities not specified above.

## **500 SCHOOL-SPONSORED PROGRAMS**

Comprised of a group of school-sponsored activities under the guidance or supervision of qualified adults designed to provide opportunities for students to participate in such experiences on an individual basis, in small groups, or in large groups – at school events, public events or a

combination of these – for purposes such as motivation, enjoyment and improvement of skills. In practice, participation usually is not required and credit usually is not given. When participation is required or credit is given, the activity generally is considered to be a course.

## **510 SCHOOL-SPONSORED CO-CURRICULAR ACTIVITIES**

As described and codified by the LEA.

## **550 SCHOOL-SPONSORED ATHLETIC PROGRAMS**

As described and codified by the LEA.

### ***Job Classification Dimension***

This dimension enables LEAs to breakdown expenditures for salaries and employee benefits into a more detailed classification than is given in the job classification category breakdown in object code 100-Salaries. This dimension can be used in at least three ways: (1) to classify payroll costs for personnel purposes; (2) to segregate certified and non-certified salaries and benefits; and (3) to accumulate payroll costs by bargaining unit for labor negotiations. Classifications contained herein are from the classification structure presented in the Federal Handbook IVR, published by the National Center for Education Statistics.

## **000 NOT CLASSIFIED BY JOB CLASSIFICATION**

### **100 OFFICIAL / ADMINISTRATIVE**

A grouping of assignments comprising the various skill levels required to perform management activities, such as developing broad policies for the LEA and executing these policies through direction of staff members at all LEA levels. Those activities performed directly for policymakers are also included here. The “Official / Administration” classification does not preclude “Professional – Educational” or “Professional – Other” status.

Under the “Official / Administrative” classification, the following activity assignments are the most common in the LEA; the list may be expanded as necessary at the discretion of the local administrator.

#### **101 Administrative Assistant Assignment**

An assignment to perform activities assisting an executive officer in performing assigned activities in the LEA.

#### **102 Administrative Intern Assignment**

An assignment to perform activities as part of an internship plan involving supervision and periodic evaluation of the employee.

#### **103 Assistant / Deputy / Associate Superintendent Assignment, Assistant Executive Director, I.U.**

An assignment to a staff member (e.g. an assistant, deputy or associate superintendent) to perform high-level, system-wide, executive management functions in an LEA.

- 104 Assistant Principal Assignment**  
An assignment to a staff member (e.g. an assistant, deputy or associate principal) to perform high-level executive management functions in an individual school, group of schools or units of an LEA.
- 105 Board Of Education Member Assignment**  
An assignment to perform activities as a member of a legally constituted body, which has been created and vested with responsibilities for educational activities in a given geographical area.
- 106 Foreman Assignment**  
An assignment, considered to be a function of management, to supervise the day-to-day operations of a group of skilled, semi-skilled or unskilled workers (e.g. warehouse or garage workers).
- 107 Principal Assignment, Director, AVTS**  
An assignment to perform the highest level executive management functions in an individual school, a group of schools or units of an LEA.
- 108 Superintendent Assignment, Executive Director, I.U.**  
An assignment to a staff member (e.g. chief executive of schools or chancellor) to perform the highest level, system-wide, executive management functions of an LEA.
- 109 Supervising / Managing / Directing Assignment**  
An assignment to direct staff members and manage a function, a program or a supporting service. Examples of staff members having this assignment include chairmen of academic departments, supervisors of purchasing directors of physical plant maintenance, business managers, cafeteria directors and managers of psychological services. (This includes curriculum supervisors who manage staff members.)

## **110 TAX ASSESSING / COLLECTING ASSIGNMENT**

An assignment to provide services in the assessment of real and personal property for tax computation purposes and in the collection of taxes for the LEA.

## **200 PROFESSIONAL – EDUCATIONAL**

A grouping of assignments requiring a high degree of knowledge and skills acquired through at least a baccalaureate degree (or its equivalent obtained through special study and / or experience), including skills in the field of education or educational psychology.

Under the “Professional – Educational” classification, the following activity assignments are the most common in the LEA; the list may be expanded as necessary at the discretion of the local administrator.

- 201 Curriculum Specialist Assignment**  
An assignment to a staff member who has expertise in a specialized field to provide information and guidance to other staff members to improve the curriculum of an LEA. This assignment would include the curriculum consultant and curriculum supervisor.

- 202 Counseling Assignment**  
An assignment to perform the activities of assisting pupils and assisting parents and teachers to assist pupils in making personal plans and decisions in relations to education, career or personal development.
- 203 Librarian / Media Assignment**  
An assignment to develop plans for and manage the use of teaching and learning resources, including equipment, content material and services.
- 204 Remedial Specialist Assignment**  
An assignment to perform activities concerned with correcting or improving specific marked deficiencies (such as a deficiency in content previously taught but not learned) which are not due to impairment of mental or physical ability.
- 205 Teaching Assignment**  
An assignment to instruct pupils / students.

### **300 PROFESSIONAL – OTHER**

A grouping of assignments requiring a high degree of knowledge and skills acquired through at least a baccalaureate degree (or its equivalent obtained through special study and / or experience), but not requiring skills in the field of education.

Under the “Professional – Other” classification, the following activity assignments are the most common in the LEA; the list may be expanded as necessary at the discretion of the local administrator.

- 301 Accounting Assignment**  
An assignment to design and maintain financial, staff, pupil, program or property records; to summarize, analyze or verify such records; and / or to control and certify expenditures and receipts.
- 302 Analyst Assignment**  
An assignment to examine, evaluate and make recommendations in such areas as cost, systems, curriculum or other educational sectors. Examples of staff members having this assignment include systems analysts, budget analysts, statistical analysts and psychological analysts.
- 303 Architect Assignment**  
An assignment to a staff member who is licensed as an architect to perform activities such as designing and preparing plans and specifications for the construction, remodeling or repair of buildings and facilities and overseeing construction to ensure compliance with plans and specifications.
- 304 Audiologist Assignment**  
An assignment to provide services such as diagnostic evaluation, habilitative and rehabilitative services and research related to hearing.
- 305 Auditing Assignment**  
An assignment to perform activities concerned with examining, verifying and reporting on the accounting records of the LEA.



- 306 Dentist Assignment**  
An assignment to a staff member who is licensed as a dentist to diagnose and treat diseases, injuries and malformations of the teeth and gums.
- 307 Dietitian / Nutritionist Assignment**  
An assignment to plan and direct food service programs, including determining the nutritional value of food for meals.
- 308 Engineer Assignment**  
An assignment to a staff member who is licensed as an engineer to perform activities such as designing and preparing plans and specifications for sites, building structures, service systems and supervising their development, construction, operation, maintenance and improvement.
- 309 Evaluating Assignment**  
An assignment to determine the value or effect of plans, programs and activities by appraisal of data and activities in light of specified goals and objectives.
- 310 Legal Assignment**  
An assignment to a staff member qualified to practice law to perform such activities as conducting lawsuits, drawing up legal documents and advising the LEA on legal rights.
- 311 Negotiating Assignment**  
An assignment to perform such activities as resolving labor / management problems and helping to settle disputes and effect compromises. This assignment would include representatives of either management or labor (e.g. shop stewards).
- 312 Ophthalmologist Assignment**  
An assignment to a staff member who is licensed as a physician and certified as an ophthalmologist to provide specialized services in the care of the eye and its related structures.
- 313 Optometrist Assignment**  
An assignment to a staff member who is a licensed optometrist to treat optical and muscle defects of the eye without the use of drugs or surgery.
- 314 Personnel Assignment**  
An assignment to perform activities concerned with staff recruitment, selection, training and assignment; maintaining staff records; and working with administrators in developing pension and insurance plans.
- 315 Physician Assignment**  
An assignment to a staff member who is licensed as a medical doctor to diagnose and treat diseases and disorders of the human body.

- 316 Planning Assignment**  
An assignment to perform activities concerned with selecting or identifying the goals, priorities and objectives of the LEA and formulating the courses of action to fulfill these objectives.
- 317 Psychiatrist Assignment**  
An assignment to a staff member who is licensed as a physician and certified as a psychiatrist to study, diagnose and treat diseases and disorders of the mind.
- 318 Psychologist Assignment**  
An assignment to a staff member who is licensed as a psychologist to evaluate and analyze pupil's behavior by measuring and interpreting their intellectual, emotional and social development and diagnosing their educational and personal disabilities.
- 319 Public / Community Relations Assignment**  
An assignment to foster good relations between the LEA and the public, as a whole, by planning and conducting programs to disseminate information through such media as newspapers, radio and television, public forums, civic activities, and by reviewing material for and directing preparation of LEA publications.
- 320 Registered Nursing Assignment**  
An assignment to a staff member who is licensed as a registered nurse to perform activities requiring substantial specialized judgment and skill in the observation, care and counsel of ill and injured persons, and in illness prevention.
- 321 Registrar Assignment**  
An assignment to coordinate and direct LEA registration activities, including compilation and analysis of registration data for administrative use.
- 322 Research And Development Assignment**  
An assignment to perform activities concerned with systematic study and investigation using the products of research and judgment to improve educational programs.
- 323 Social Work Assignment**  
An assignment to assist in the prevention of or solution to those personal, social and emotional problems of individuals which involve such relationships as those of the family, school and community.
- 324 Statistician Assignment**  
An assignment to plan surveys and collect, summarize and interpret numerical data applying statistical theory and methods to provide usable information.
- 325 Therapist Assignment**  
An assignment to perform activities involving occupational or physical methods of treatment and rehabilitation without the use of drugs or surgery.
- 328 Technology Coordinator**  
Record to this object code the expenditures associated with the Technology Coordinator's job responsibilities. Do NOT record contracted service expenditures here.

## **400 TECHNICAL**

A grouping of assignments requiring a combination of basic scientific knowledge and manual skills which can be obtained through approximately two years of post-high school education, such as is offered in community / junior colleges and technical institutes, or through equivalent special study and / or on-the-job training.

Under the "Technical" classification, the following activity assignments are the most common in the LEA; the list may be expanded as necessary at the discretion of the local administrator.

### **401 Audiometrist Assignment**

An assignment to administer audiometric (hearing acuity) screening tests under the supervision of an audiologist or physician.

### **402 Computer Operating Assignment**

An assignment to operate and control computers and related peripheral equipment.

### **403 Dental Hygienist Assignment**

An assignment to a staff member who is licensed as a dental hygienist to perform dental prophylactic treatments and to instruct others in the care of teeth and mouth.

### **404 Graphic Arts Assignment**

An assignment to plan and arrange art layouts to illustrate programs or processes for publication, demonstration and more effective communication.

### **405 Inspector Assignment**

An assignment to approve the condition of equipment and buildings as they relate to safety and health and the condition of new construction as it relates to specifications and codes.

### **406 Practical Nursing Assignment**

An assignment to perform auxiliary medical services, such as taking and recording temperature, pulse and respiration rate, and giving medication under the supervision of a physician or a registered nurse.

### **407 Programming Assistant**

An assignment to prepare logical coded sequences of operations to be performed by a computer in solving problems of processing data.

### **408 Psychometrist Assignment**

An assignment to perform activities concerned with measuring the intellectual, social and emotional development of pupils through the administration and interpretation of psychological tests. These activities are usually carried out under the direction or supervision of a psychologist or related professional.

### **409 Purchasing Agent Assignment**

An assignment to perform activities concerned with buying supplies, equipment and materials used in the operation of the LEA.

## **500 OFFICE / CLERICAL**

A grouping of assignments to perform the activities of preparing, transferring, transcribing, systematizing or preserving communications, records and transactions, regardless of the level of skills required.

Under the "Office / Clerical" classification, the following activity assignments are the most common in the LEA; the list may be expanded as necessary at the discretion of the local administrator.

### **501 Bookkeeping Assignment**

An assignment to keep a systematic record of accounts or transactions and to prepare statements.

### **502 Clerical Assignment**

An assignment to perform activities concerned with preparing, transferring, transcribing, systematizing or filing written communications and records. This assignment includes the positions of clerk, clerk typist, stenographer, file clerk and secretary.

### **503 Messenger Assignment**

An assignment to delivery messages, documents, packages and other items to offices or departments within or outside the LEA.

### **504 Records Managing Assignment**

An assignment to perform activities concerned with establishing and maintaining an adequate and efficient system for controlling the records of the LEA.

## **600 CRAFTS AND TRADES**

A grouping of manual assignments requiring a relatively high skill level (usually acquired through an extensive period of training) as well as requiring considerable judgment and a thorough and comprehensive knowledge of the processes involved in the work.

Under the "Crafts and Trades" classification, the following activity assignments are the most common in the LEA; the list may be expanded as necessary at the discretion of the local administrator.

### **601 Carpentering Assignment**

An assignment to perform activities involve in constructing, erecting, installing and repairing wooden structures and fixtures.

### **602 Electrician Assignment**

An assignment to perform activities involved with planning layout, installing and repairing wiring, electrical fixtures, apparatus and control equipment.

### **603 General Maintenance Assignment**

An assignment to perform activities concerned with repair and upkeep of buildings, machinery, and electrical and mechanical equipment.

### **604 Masonry Assignment**

An assignment to perform activities involved with working with stone, brick, concrete, artificial stone and the like in constructing, erecting and repairing structures and fixtures.

**605 Mechanic Assignment**

An assignment to perform activities involved with inspecting, repairing and maintaining functional parts of mechanical equipment and machinery.

**606 Painting Assignment**

An assignment to perform activities involved with painting, varnishing and staining the interior and exterior of buildings and fixtures.

**607 Plastering Assignment**

An assignment to perform activities involved with applying and repairing plaster in the interior and exterior of buildings.

**608 Plumbing Assignment**

An assignment to perform activities involved with assembling, installing and repairing pipes, fittings and fixtures of heating, water and drainage systems.

**700 OPERATIVE AND LABORER**

A grouping of manual assignments requiring an intermediate skill level (which can be mastered in a few weeks through limited training) necessary to perform machine operating activities and to laborers performing lifting, digging, mixing, loading and pulling operations.

Under the "Operative" classification, the following activity assignments are the most common in the LEA; the list may be expanded as necessary at the discretion of the local administrator.

**701 Crafts And Trades Apprenticeship Assignment**

An assignment to perform activities of an apprentice in crafts and trades.

**702 Dispatching Assignment**

An assignment to assign vehicles and drivers to perform specific services and to record such information concerning vehicle movement as the LEA may require.

**703 Vehicle Operating Assignment**

An assignment consisting primarily of driving a vehicle such as a bus, truck or automobile used in the service of the LEA.

**704 Groundskeeper Assignment**

An assignment to maintain grounds owned, rented or leased, and used by the LEA. This assignment does not include the operation of machinery requiring semiskilled training or experience.

**800 SERVICE WORK**

A grouping of assignments, regardless of level of difficulty, which relate to both protective and non-protective supportive services.

Under the "Service Work" classification, the following assignments are the most common in the LEA; the list may be expanded as necessary at the discretion of the local administrator.

- 801 Attendance Officer Assignment**  
An assignment to enforce compulsory attendance laws.
- 802 Custodian Assignment**  
An assignment to perform LEA plant housekeeping and servicing activities consisting of cleaning; operating heating, ventilating and air conditioning systems; and servicing building equipment.
- 803 Elevator Operating Assignment**  
An assignment to transport passengers and freight between the floors of a building via elevator.
- 804 Food Service Assignment**  
An assignment to perform the activities of preparing and serving food.
- 805 Guard / Watchman Assignment**  
An assignment to perform activities concerned with maintaining the safety and security of LEA property, facilities and personnel.
- 806 Monitoring Assignment**  
An assignment to perform such activities as helping to keep order on buses, playgrounds and in lunchrooms, and taking attendance. This assignment would include traffic guards for loading buses.
- 807 Stores Handling Assignment**  
An assignment to perform the activities of receiving, storing and dispensing school supplies, materials and equipment.

## **900 INSTRUCTIONAL ASSISTANT**

A grouping of assignments comprising the various skill levels required to perform activities associated with teaching.

Under the "Instructional Assistant" classification, the following activity assignments are the most common in the LEA; the list may be expanded as necessary at the discretion of the local administrator.

- 901 Student – Teaching Assignment**  
An assignment to instruct pupils under the supervision of a certified teacher as part of a formalized higher education program of teacher preparation.
- 902 Teaching Assistant Assignment**  
An assignment to perform the day-to-day activities of teaching pupils under the supervision of a teacher. The teaching assistant assignment does not include diagnostic or long-range evaluative decisions regarding pupils taught. Staff members having this assignment may or may not be certificated but have completed at least two years of formal education preparatory for teaching or the equivalent in experience or training.

### 903 Teaching Intern Assignment

An assignment to instruct pupils held by a person who has not fulfilled all the requirements for a professional in the teaching field. This person usually has a professional level of competence in a field other than education and is allowed to teach while obtaining the necessary knowledge and skills in education and / or educational psychology.

### 904 Teaching Aide Assignment

An assignment to assist a teacher with routine activities associated with teaching (i.e. those activities requiring minor decisions regarding students, such as monitoring, conducting rote exercise, operating equipment and clerking).

## ***Special Cost Center Dimension***

It is recognized that LEAs utilize many other methods of classifying expenditures for particular purposes. None of these methods are used with enough regularity for inclusion here; but when used, they are important. The purpose and coding size of this dimension is at the discretion of the LEA. Some of the possible additional dimensions are:

- Term
- Course
- Work Order
- Bus Route or Vehicle

In addition, in automated systems, there may be a need to add some codes for use by the computer. These might include:

- A transaction code to route the transaction through the system and post the correct files and fields in the data record
- A fiscal year code to assist with closing out one year while beginning to process activity for the new year
- A reporting level code to assist in organizing report contents and subtotals.





# Section I

## ***Revenues And Other Financing Sources***

### ❖ Revenues

Revenues for governments are defined in general as: Increases in assets without a corresponding increase in liabilities or recovery of expenditure.

Revenues are classified as local, state or federal sources:

Revenue from local sources is the amount of money produced within the boundaries of the LEA and available to the LEA for its use. It includes tax revenues and other intergovernmental revenues collected by another governmental unit, local tax collector or agent of the LEA (net of collection fees). Shared revenues are revenues levied and / or collected by another governmental unit, and shared with the LEA in proportion to the amount collected on behalf of the LEA.. Local source revenues also include investment income, cafeteria revenues, student activity revenues, rental receipts, tuition received from other LEAs or patrons, donations and gifts. Federal, state and local revenues received by the LEA through another governmental unit, school entity, consortium, vocational school, alternative school or intermediate unit are also considered local revenue.

An illustration of revenue from another governmental unit is a sales tax levied and collected by a county government, which then distributes the money collected to the LEAs on a flat grant or equalization-aid basis. In this example, on the books of an LEA, the county would be the intermediate source and this revenue would be considered revenue from an intermediate local source, account #6810.

Revenue from state sources includes grants, subsidies, contracts and entitlements received from the Commonwealth of Pennsylvania. This revenue includes basic instructional and operational subsidies, specific educational program subsidies, non-educational program subsidies, state reimbursements for school employee benefits, nonpublic program funding, vocational training for adults, and school milk, lunch and breakfast programs. Much of this revenue is based on weighted average daily student attendance, local wealth, and legislated distribution formulas. State revenues received from another local source, rather than directly from the Commonwealth, should be recorded to the 6820 account series.

Revenue from federal sources includes grants, subsidies, contracts and entitlements received either directly from the Federal Government offices or through the Commonwealth of Pennsylvania. This money is generally program specific with program reporting requirements attached to each program. In determining whether revenue is federal revenue, it is unimportant whether the funds are distributed directly to the LEA by the Federal government or through some intervening State agency. Federal revenue will have a Catalog of Federal Domestic Assistance (CFDA) number and could be received from the Federal government, State government, Local government or another public school. When an LEA does not have a method for determining the prorated share of federal, state and other sources of revenue in a commingled grant, the distributing agency should provide this information to each recipient. Federal revenues received through another local source, rather than direct from the Federal government or through the Commonwealth of Pennsylvania, should be recorded to the appropriate 6830 account series.

## ❖ Other Financing Sources

Other Financing Sources are not classified as revenues in most fund types because the receipts are not earned by the LEA. Other financing sources for a public school include proceeds from long-term debt financing agreements, receipt from other funds of the school, and proceeds from the sale or compensation for the loss of fixed assets. Other Financing Sources are classified separately under account code series 9000.

## ❖ Revenue Codes

### **6000 REVENUE FROM LOCAL SOURCES**

The amount of money produced within the boundaries of the LEA and available to the LEA for its use; and monies collected by a political subdivision, i.e., county, borough, etc. between the LEA and the State. (Revenues are not recorded to this account but to the following sub-accounts.)

#### 6100 TAXES LEVIED / ASSESSED BY THE LEA

Compulsory charges levied by the LEA for the purpose of financing services performed for the common benefit. For state level reporting, only the net taxes are to be reported in the accounts of the 6100 series. Net taxes means the face amount of the individual tax less discounts plus interest and penalties. If an LEA desires to detail the discounts, penalties and interest, accounts are provided in the 6200 and 6300 series for this purpose, but the use of these accounts is not required. (Revenues are not recorded to this account number, but to the following sub-accounts.)

#### **6110 AD VALOREM TAXES**

Taxes levied by an LEA on the assessed valuation of real and personal property located within the LEA, which within legal limits, is the final authority in determining the amount to be raised for school purposes. (Revenues are not recorded to this account number but to the following sub-accounts.)

##### 6111 Current Real Estate Taxes

Revenue received from taxes assessed and levied upon real property.

##### 6112 Interim Real Estate Taxes

Taxes levied under Act 544 of 1952 (Section 677.1) on new construction not appearing on the tax duplicate.

##### 6113 Public Utility Realty Tax

Revenue received under terms of the Public Utility Realty Tax Act (Act 66 of 1970).

Lands and structures owned by public utilities and used in providing their services are subject to state taxation under Act 66 of 1970. The state then collects and distributes a prescribed sum among local taxing authorities, and that payment of state tax shall be in lieu of local taxes upon utility realty.

##### 6114 Payments In Lieu Of Current Taxes – State / Local Reimbursement

Revenue received in lieu of taxes for property withdrawn from the tax rolls of the LEA for public housing, forest lands, game lands, water conservation or flood control. (This revenue is classified "From Local Sources" although payments may be received

from Public Housing Authorities, the Department of Education, the Department of Environmental Resources, the State Game Commission or the County Commissioners.)

6115 Payments In Lieu Of Current Taxes – Federal Reimbursement

Revenue received in lieu of taxes for property withdrawn from the tax rolls of the LEA for the reasons listed in the definition above. This account should be used only for money received from the Federal government.

**6120 CURRENT PER CAPITA TAXES, SECTION 679**

Revenue received from per capita taxes levied under Section 679 of the Public School Code. A per capita tax is a flat rate tax levied upon each adult within the taxing district. The tax has no connection with employment, income, voting rights or any other factor except residence within the district.

**6130 CURRENT TAXPAYER RELIEF TAXES – PROPORTIONAL ASSESSMENTS**

Compulsory charges levied on a proportional basis by the LEA in accordance with Special Session Act 1 of 2006 (Taxpayer Relief Act) for the purpose of funding homestead and farmstead exclusions. (Revenues are not recorded to this account number but to the following sub-accounts.)

6131 Current Act 1 Earned Income Taxes

Revenue received under SS Act 1 for taxes levied upon wages, salaries, commissions, net profits or other compensation of those who earn an income within the taxing jurisdiction of the LEA. **Earned income taxes received pursuant to Act 511 of 1965 should continue to be coded to Function 6151.**

6132 Current Act 1 Personal Income Taxes

Revenue received under SS Act 1 for taxes levied upon wages, salaries, commissions, net profits, interest, dividends, net income from property disposition, rents and royalties, and gambling/lottery winnings of those within the taxing jurisdiction of the LEA.

**6140 CURRENT ACT 511 TAXES – FLAT RATE ASSESSMENTS**

Compulsory charges levied on a flat rate basis by the LEA in accordance with Act 511 of 1965 (Local Tax Enabling Act). (Revenues are not recorded to this account number but to the following sub-accounts.)

6141 Current Act 511 Per Capita Taxes

Revenue received under Act 511 for per capita taxes assessed. A per capita tax is a flat rate tax levied upon each adult within the taxing district. The tax has no connection with employment, income, voting rights or any other factor except residence within the district.

6142 Current Act 511 Occupation Taxes – Flat Rate

Revenue received under Act 511 for flat rate assessment of occupation taxes. The flat rate occupation tax is a tax placed on the occupations of persons residing within the district. The assessing of the value of occupations is done by county assessing authorities unless otherwise provided for by the taxing authority. Although there is a range in the occupation assessments intended to reflect to some extent the differential in earning power among different types and levels of occupation, the

valuations themselves bear no relationship to the potential earning power of individuals in these occupations.

6143 Current Act 511 Local Services Taxes

Revenue received under Act 511 and Act 7 of 2007 for flat rate assessment of local services taxes. The local services tax is levied on resident and non-resident individuals employed within the taxing district for the privilege of engaging in an occupation.

6144 Current Act 511 Trailer Taxes

Revenue received under Act 511 for flat rate assessment on the use and occupancy of house trailers or mobile homes whether used for business or dwelling purposes. The tax is referred to as an interim tax levied on property not assessed as real estate. The tax remains in effect until the trailer or mobile home is connected to a facility or foundation, at which time it is then added to the assessment rolls for real estate tax purposes.

6145 Current Act 511 Business Privilege Taxes – Flat Rate

Revenue received under Act 511 for flat rate assessment on certain occupations, trades and professions, as well as merchants, vendors and others for the privilege of doing business within the LEA's jurisdiction.

6146 Current Act 511 Mechanical Device Taxes – Flat Rate

Revenue received under Act 511 for flat rate assessment on any mechanical device, machine or apparatus for the playing of games for profit, amusement or entertainment or on musical devices operated through insertion of a coin.

6149 Current Act 511 Taxes, Other Flat Rate Assessments

Revenue received under Act 511 for flat rate assessments not specified above.

**6150 CURRENT ACT 511 TAXES – PROPORTIONAL ASSESSMENTS**

Compulsory charges levied on a proportional basis by the LEA in accordance with Act 511 of 1965 (Local Tax Enabling Act). (Revenues are not recorded to this account number but to the following sub-accounts.)

6151 Current Act 511 Earned Income Taxes

Revenue received under Act 511 for taxes levied upon wages, salaries, commissions, net profits or other compensation of those who earn income within the taxing jurisdiction of the LEA. **Earned income taxes received pursuant to SS Act 1 of 2006 should be coded to Function 6131.**

6152 Current Act 511 Occupation Taxes

Revenue received under Act 511 for assessment of occupation taxes. The occupation tax is a tax placed on the occupations of persons residing within the district. The assessing of the value of occupations is done by county assessing authorities unless otherwise provided for by the taxing authority. Although there is a range in the occupation assessments intended to reflect to some extent the differential in earning power among different types and levels of occupations, the valuations themselves bear no relationship to the potential earning power of individuals in these occupations.

6153 Current Act 511 Real Estate Transfer Taxes  
Revenue received under Act 511 for percentage assessment on the transfer price of real property within the jurisdiction of the LEA.

6154 Current Act 511 Amusement Taxes  
Revenue received under Act 511 for percentage assessment on admission prices to places of amusement, entertainment or recreation.

6155 Current Act 511 Business Privilege Taxes  
Revenue received under Act 511 for an assessment of gross receipts on certain occupations, trades and professions, as well as merchants, vendors and others for the privilege of doing business within the LEA's jurisdiction.

6156 Current Act 511 Mechanical Device Taxes – Percentage  
Revenue received under Act 511 for a percentage assessment of gross receipts on any mechanical device, machine or apparatus for the playing of games for profit, amusement or entertainment or on musical devices operated through insertion of a coin.

6157 Current Act 511 Mercantile Taxes  
Revenue received under Act 511 for percentage assessment of gross receipts on wholesale and retail businesses. The tax is levied on any person engaged in one of the following businesses in a taxing district: wholesale dealers or dealers in goods, wares and merchandise, and all persons engaged in conducting restaurants or other places where food, drink or refreshments are sold.

6159 Current Act 511 Taxes, Other Proportional Assessments  
Revenue received under Act 511 for a proportional assessment or percentage assessment not specified above.

**6160 NON-REAL ESTATE TAXES – FIRST CLASS DISTRICTS ONLY**  
Compulsory charges levied by first class districts only on non-real estate bases.  
(Revenues are not recorded to this account number but to the following sub-accounts.)

6161 Current Earned Income Taxes  
Revenue received from taxes levied upon wages, salaries, commissions, net profits or other compensation of those who earn income within the taxing jurisdiction of the first class school district.

6162 Current Liquor Sales Tax  
(Replaces “Current Pari-Mutuel Wagering Taxes”) – Revenue received by the Philadelphia School District from taxes on retail sales of liquor, malt and brewed beverages, which are sold or dispensed by any hotel, restaurant, club or person located in the district and licensed by the Commonwealth of PA to sell or dispense liquor, malt or brewed beverages.

6163 Current Personal Property Taxes  
Revenue received from assessments by the first class school district on intangible personal property within its jurisdiction.

6164 Current Mercantile License Taxes

Revenue received from assessment of a mercantile license tax on persons engaging in wholesale or retail businesses within the jurisdiction of the first class school district. The tax is levied on any person engaged in one of the following businesses in the first class school district: wholesale dealers or dealers in goods, wares and merchandise, and all persons engaged in conducting restaurants or other places where food, drink or other refreshments are sold.

6165 Current General Business Taxes

Current revenue received from assessment on certain occupations, trades and professions, as well as merchants, vendors and others for the privilege of doing business within the jurisdiction of the first class school district.

6166 Current Business Use And Occupancy Taxes

Revenue received from taxes imposed on the use or occupancy of real estate for the purpose of carrying on business, trade, occupation, profession, vocation or any other commercial or industrial activity within the jurisdiction of the first class school district.

6167 Current Non-Business Income Taxes

Revenue received from taxes applied by the first class school district to non-business income from dividends, interest or securities, etc.

6168 Current Real Estate Transfer Taxes

Current revenue received by the first class school district for percentage assessment on the transfer price of real property within the jurisdiction of the LEA.

6169 Current Mercantile Taxes

Current revenue received by the first class school district for percentage assessment of gross receipts on wholesale and retail businesses. The tax is levied on any person engaged in one of the following businesses in a taxing district: wholesale dealers in goods, wares and merchandise, and all persons engaged in conducting restaurants or other places where food, drink or refreshments are sold.

**6200 DISCOUNTS TAKEN ON TAXES LEVIED / ASSESSED BY THE LEA**

Discounts taken by the taxpayer on compulsory charges levied by the LEA for the purpose of financing services performed for the common benefit. The use of these accounts is optional for the LEA; reporting on the state level does not require the information to be broken out in the 6200 series of accounts. The taxes levied are recorded in the 6100 series of accounts, net of any discounts, interest or penalties. However, these 6200 accounts are provided if an LEA desires to detail its discounts. (The 6200 series of accounts are debit balance accounts, e.g., contra accounts to the Local Current Tax Accounts.) (Discounts are not recorded to this account number but to the following sub-accounts.)

**6210 DISCOUNTS TAKEN ON PROPERTY AND AD VALOREM TAXES / ASSESSED BY THE LEA**

Discounts taken on taxes levied by an LEA on the assessed valuation of real and personal property located within the LEA which, within legal limits, is the final authority in determining the amount to be raised for school purposes. (Discounts are not recorded to this account number but to the following sub-accounts.)

6211 Discounts Taken On Current Real Estate Taxes

Discounts taken on revenue received from taxes assessed and levied upon real property.

6212 Discounts Taken On Interim Real Estate Taxes

Discounts taken on taxes levied under Act 544 of 1952 (Section 677.1) on new construction not appearing on the tax duplicate.

6213 Discounts Taken on Act 50 Tax Reform

Discounts taken on taxes levied under Act 50 of 1998.

6214 Discounts Taken on Act 50 Homestead / Farmstead

Discounts taken on Homestead and Farmstead taxes levied under Act 50 of 1998.

**6220 DISCOUNTS TAKEN ON CURRENT PER CAPITA TAXES, SECTION 679**

Discounts taken on revenue received from per capita taxes levied under Section 679 of the Public School Code.

**6230 TAX REVENUES FOREGONE DUE TO HOMESTEAD / FARMSTEAD EXCLUSIONS**

6231 Homestead Exclusion

The Homestead Exclusion may be any amount the district determines as appropriate but may not exceed 50 percent of the median (exact middle) assessed value of all eligible properties within the district. A Homestead is defined as the residence, including land and any other structures located on the parcel of property, which has met the following conditions:

- Must be the owner's primary domicile.
- Property may not be owned by a business.
- Property owner has applied for the exclusion.

6232 Farmstead Exclusion

Act 50 requires local school districts to provide for a Farmstead Exclusion if they provide Homestead Exclusion. The amount of the Farmstead Exclusion may be any amount the district chooses, but may not exceed the amount provided for the Homestead Exclusion. A farm may receive both a Homestead and Farmstead Exclusion at the same time.

For a property to qualify for a Farmstead Exclusion, it must meet several conditions as defined by the Act:

- Farmhouses must be the owner's primary domicile.
- Farms must be a minimum of ten (10) contiguous acres (multiple parcels may be included but must be contiguous).
- Buildings must be used in "commercial agricultural production."
- Buildings must not be subject to any other preferential tax treatment.

The Farmstead applies to the buildings only; therefore, the land would be eligible to remain qualified for "clean and green."

## 6240 DISCOUNTS TAKEN ON CURRENT LOCAL ENABLING TAXES – FLAT RATE ASSESSMENTS

Discounts taken on compulsory charges levied on a flat rate basis by the LEA in accordance with Act 511 of 1965 (Local Tax Enabling Act). (Discounts are not recorded to this account number but to the following sub-accounts.)

### 6241 Discounts Taken On Current Act 511 Per Capita Taxes

Discounts taken on revenue received under Act 511 for per capita taxes assessed.

### 6242 Discounts Taken On Current Act 511 Occupation Taxes – Flat Rate

Discounts taken on current revenue received under Act 511 for flat rate assessment of occupation taxes.

### 6244 Discounts Taken On Current Act 511 Trailer Taxes

Discounts taken on current revenue received under Act 511 for flat rate assessment on the use and occupancy of house trailers or mobile homes whether used for business or dwelling purposes.

### 6245 Discounts Taken On Current Act 511 Business Privilege Taxes – Flat Rate

Discounts taken on current revenue received under Act 511 for flat rate assessment on certain occupations, trades and professionals as well as merchants, vendors and others for the privilege of doing business within the LEA's jurisdiction.

### 6246 Discounts Taken On Current Act 511 Mechanical Device Taxes – Flat Rate

Discounts taken on current revenue received under Act 511 for flat rate assessment on any mechanical device, machine or apparatus for the playing of games for profit, amusement or entertainment or on phonographs or similar musical devices operated through insertion of a coin.

### 6249 Discounts Taken On Current Act 511 Taxes, Other Flat Rate Assessments

Discounts taken on current revenue received under Act 511 for flat rate assessments not specified above.

## 6250 DISCOUNTS TAKEN ON CURRENT LOCAL ENABLING TAXES – PROPORTIONAL ASSESSMENTS

Discounts taken on compulsory charges levied on a proportional basis by the LEA in accordance with Act 511 of 1965 (Local Tax Enabling Act). Discounts are not recorded to this account number but to the following sub-accounts.)

### 6252 Discounts Taken On Current Act 511 Occupation Taxes

Discounts taken on revenue received under Act 511 for an assessment of occupation taxes.

### 6253 Discounts Taken On Current Act 511 Real Estate Transfer Taxes

Discounts taken on revenue received under Act 511 for percentage assessment on the transfer price of real property within the jurisdiction of the LEA.

### 6254 Discounts Taken On Current Act 511 Amusement Taxes

Discounts taken on revenue received under Act 511 for percentage assessment on admission prices to places of amusement, entertainment or recreation.



6255 Discounts Taken On Current Act 511 Business Privilege Taxes

Discounts taken on revenue received under Act 511 for an assessment of gross receipts on certain occupations, trades and professions, as well as merchants, vendors and others for the privilege of doing business within the LEA's jurisdiction.

6256 Discounts Taken On Current Act 511 Mechanical Device Taxes – Percentage

Discounts taken on revenue received under Act 511 for percentage assessment of gross receipts on any mechanical device, machine or apparatus for the playing of games for profit, amusement or entertainment or on phonographs or similar musical devices operated through insertion of a coin.

6257 Discounts Taken On Current Act 511 Mercantile Taxes

Discounts taken on revenue received under Act 511 for percentage assessment of gross receipts on wholesale and retail businesses.

6259 Discounts Taken On Current Act 511 Taxes, Other Proportional Assessments

Discounts taken on revenue received under Act 511 for an assessment or percentage assessment not specified above.

**6260 DISCOUNTS TAKEN ON NON-REAL ESTATE TAXES – FIRST CLASS DISTRICTS ONLY**

Discounts taken on compulsory charges levied by first class districts only on non-real estate bases. (Discounts are not recorded to this account number but to the following sub-accounts.)

6262 Discounts Taken On Current Liquor Sales Taxes

Discounts taken on revenue received from assessment of Liquor Sales Taxes in the Philadelphia School District.

6263 Discounts Taken On Current Personal Property Taxes

Discounts taken on revenue received from assessments by the first class school district on intangible personal property within its jurisdiction.

6264 Discounts Taken On Current Mercantile License Taxes

Discounts taken on revenue received from assessment of a mercantile license tax on persons engaging in wholesale or retail businesses within a jurisdiction of the first class school district.

6265 Discounts Taken On Current General Business Taxes

Discounts taken on revenue received from assessment on certain occupations, trades and professions, as well as merchants, vendors and others for the privilege of doing business within the jurisdiction of the first class school district.

6266 Discounts Taken On Current Business Use And Occupancy Taxes

Discounts taken on revenue received from taxes imposed on the use or occupancy of real estate for the purpose of carrying on business, trade, occupation, profession, vocation or any other commercial or industrial activity within the jurisdiction of the first class school district.

6267 Discounts Taken On Current Non-Business Income Taxes

Discounts taken on revenue received from taxes applied by the first class school district to non-business income from dividends, interest on securities, etc.

6268 Discounts Taken On Current Real Estate Transfer Taxes

Discounts taken on revenue received by the first class school district for percentage assessment on the transfer price of real property within the jurisdiction of the LEA.

6269 Discounts Taken On Current Mercantile Taxes

Discounts taken on revenue received by the first class school district for percentage assessment of gross receipts on wholesale and retail businesses.

**6300 PENALTIES AND INTEREST COLLECTED ON TAXES LEVIED / ASSESSED BY THE LEA**

Penalties and interest collected on taxes levied and recognized as revenue in the current fiscal year by the LEA for the purpose of financing services performed for the common benefit. The use of these accounts is optional for the LEA; reporting on the state level does not require the information to be broken out in the 6300 series of accounts. The taxes levied are recorded in the 6100 series of accounts, net of any discounts, interest or penalties. However, these 6300 accounts are provided if an LEA desires to detail its penalties. (Penalties and interest collected on taxes accounted for as delinquent are recorded in the delinquent tax revenue accounts.) (Revenues are not recorded to this account number but to the following sub-accounts.)

**6310 PENALTIES AND INTEREST COLLECTED ON AD VALOREM TAXES**

Penalties and interest collected on taxes levied by an LEA on the assessed valuation of real and personal property located within the LEA which, within legal limits, is the final authority in determining the amount to be raised for school purposes. (Revenues are not recorded to this account number but to the following sub-accounts.)

6311 Penalties And Interest Collected On Real Estate Taxes

Penalties and interest collected on revenue received from taxes assessed and levied upon real property.

6312 Penalties And Interest Collected On Interim Real Estate Taxes

Penalties and interest collected on taxes levied under Act 544 of 1952 (Section 677.1) on new construction not appearing on the tax duplicate.

**6320 PENALTIES AND INTEREST COLLECTED ON PER CAPITA TAXES, SECTION 679**

Penalties and interest collected on revenue received from per capita taxes levied under Section 679 of the Public School Code.

**6340 PENALTIES AND INTEREST COLLECTED ON LOCAL ENABLING TAXES – FLAT RATE ASSESSMENTS**

Penalties and interest collected on compulsory charges levied on a flat rate basis by the LEA in accordance with Act 511 of 1965 (Local Tax Enabling Act). (Revenues are not recorded to this account number but to the following sub-accounts.)

6341 Penalties And Interest Collected On Act 511 Per Capita Taxes  
Penalties and interest collected on revenue received under Act 511 for per capita taxes assessed.

6342 Penalties And Interest Collected On Act 511 Occupation Taxes – Flat Rate  
Penalties and interest collected on revenue received under Act 511 for flat rate assessment of occupation taxes.

6343 Penalties And Interest Collected On Act 511 Local Services Taxes  
Penalties and interest collected on revenue received under Act 511 for flat rate assessment of local services taxes.

6344 Penalties And Interest Collected On Act 511 Trailer Taxes  
Penalties and interest collected on revenue received under Act 511 for flat rate assessment on the use and occupancy of house trailers or mobile homes whether used for business or dwelling purposes.

6345 Penalties And Interest Collected On Act 511 Business Privilege – Flat Rate  
Penalties and interest collected on revenue received under Act 511 for flat rate assessment on certain occupations, trades and professions, as well as merchants, vendors and others for the privilege of doing business within the LEA's jurisdiction.

6346 Penalties And Interest Collected On Act 511 Mechanical Device Taxes – Flat Rate  
Penalties and interest collected on revenue received under Act 511 for flat rate assessment on any mechanical device, machine or apparatus for the playing of games for profit, amusement or entertainment or on phonographs or similar musical devices operated through insertion of a coin.

6349 Penalties And Interest Collected On Act 511 Taxes, Other Flat Rate Assessments  
Penalties and interest collected on revenue received under Act 511 for flat rate assessments not specified above.

**6350 PENALTIES AND INTEREST COLLECTED ON LOCAL ENABLING TAXES – PROPORTIONAL ASSESSMENTS**

Penalties and interest collected on compulsory charges levied on a proportional basis by the LEA in accordance with Act 511 of 1965 (Local Tax Enabling Act). (Revenues are not recorded to this account number but to the following sub-accounts.)

6351 Penalties And Interest Collected On Act 511 Earned Income Taxes  
Penalties and interest collected on revenue received under Act 511 for taxes levied upon wages, salaries, commissions, net profits or other compensation of those who earn income within the taxing jurisdiction of the LEA.

6352 Penalties And Interest Collected On Act 511 Occupation Taxes  
Penalties and interest collected on revenue received under Act 511 for an assessment of occupation taxes.

6353 Penalties And Interest Collected On Act 511 Real Estate Transfer Taxes  
Penalties and interest collected on revenue received under Act 511 for percentage assessment on the transfer price of real property within the jurisdiction of the LEA.

6354 Penalties And Interest Collected On Act 511 Amusement Taxes  
Penalties and interest collected on revenue received under Act 511 for percentage assessment on admission prices to places of amusement, entertainment or recreation.

6355 Penalties And Interest Collected On Act 511 Business Privilege Taxes  
Penalties and interest collected on revenue received under Act 511 for an assessment of gross receipts on certain occupations, trades and professions, as well as merchants, vendors and others for the privilege of doing business within the LEA's jurisdiction.

6356 Penalties And Interest Collected On Act 511 Mechanical Device Taxes – Percentage  
Penalties and interest collected on revenue received under Act 511 for a percentage assessment of gross receipts on any mechanical device, machine or apparatus for the playing of games for profit, amusement or entertainment or on phonographs or similar musical devices operated through insertion of a coin.

6357 Penalties And Interest Collected On Act 511 Mercantile Taxes  
Penalties and interest collected on revenue received under Act 511 for percentage assessment of gross receipts on wholesale and retail businesses.

6359 Penalties And Interest Collected On Act 511 Taxes, Other Proportional Assessments  
Penalties and interest collected on revenue received under Act 511 for a proportional assessment or percentage assessment not specified above.

**6360 PENALTIES AND INTEREST COLLECTED ON NON-REAL ESTATE TAXES –  
FIRST CLASS DISTRICTS ONLY**

Penalties and interest collected on compulsory charges levied by first class districts only on non-real estate taxes. (Revenues are not recorded to this account number but to the following sub-accounts.)

6361 Penalties And Interest Collected On Earned Income Taxes  
Penalties and interest collected on revenue received from taxes levied upon wages, salaries, commissions, net profits or other compensation of those who earn income within the taxing jurisdiction of the first class school district.

6362 Penalties And Interest Collected On Liquor Sales Taxes  
Penalties and interest collected on revenue received from Liquor Sales Taxes in the Philadelphia School District.

6363 Penalties And Interest Collected On Personal Property Taxes  
Penalties and interest collected on revenue received from assessments by the first class school district on personal property within its jurisdiction.

6364 Penalties And Interest Collected On Mercantile License Taxes  
Penalties and interest collected on revenue received from assessment of a mercantile license tax on persons engaging in wholesale or retail businesses within the jurisdiction of the first class school district.

6365 Penalties And Interest Collected On General Business Taxes

Penalties and interest collected on revenue received from assessment on certain occupations, trades and professions, as well as merchants, vendors and others for the privilege of doing business within the jurisdiction of the first class school district.

6366 Penalties And Interest Collected On Business Use And Occupancy Taxes

Penalties and interest collected on revenue received from taxes imposed on the use or occupancy of real estate for the purpose of carrying on business, trade, occupation, profession, vocation and any other commercial or industrial activity within the jurisdiction of the first class school district.

6367 Penalties And Interest Collected On Non-Business Income Taxes

Penalties and interest collected on revenue received from taxes applied by a first class school district to non-business income from dividends, interest on securities, etc.

6368 Penalties And Interest Collected On Real Estate Transfer Taxes

Penalties and interest collected on revenue received by the first class school district for percentage assessment on the transfer price of real property within the jurisdiction of the LEA.

6369 Penalties And Interest Collected On Mercantile Taxes

Penalties and interest collected on revenue received by the first class school district for percentage assessment of gross receipts on wholesale and retail businesses.

**6400 DELINQUENCIES ON TAXES LEVIED / ASSESSED BY THE LEA**

Compulsory charges levied by the LEA for the purpose of financing services performed for the common benefit that have become delinquent. (Delinquent, for accounting purposes only, shall mean taxes recognized as revenue in a fiscal year subsequent to the fiscal year of levy.) Also, record to these accounts the applicable interest and penalties on tax revenue classified as delinquent. (Revenues are not recorded to this account number but to the following sub-accounts.)

**6410 DELINQUENT AD VALOREM TAXES**

Taxes levied by an LEA on the assessed valuation of real and personal property located within the LEA which, within legal limits, is the final authority in determining the amount to be raised for school purposes, which have become delinquent. (Revenues are not recorded to this account number but to the following sub-accounts.)

6411 Delinquent Real Estate Taxes

Revenue received from taxes assessed and levied upon real property, which have become delinquent.

6412 Delinquent Interim Real Estate Taxes

Taxes levied under Act 544 of 1952 (Section 677.1) on new construction not appearing on the tax duplicate, which have become delinquent.

6413 Delinquent Public Utility Realty Tax

Revenue received under terms of the Public Utility Realty Tax Act (Act 66 of 1970), which have become delinquent.

**6420 DELINQUENT PER CAPITA TAXES, SECTION 679**

Revenue received from per capita taxes levied under Section 679 of the Public School Code, which have become delinquent.

**6430 DELINQUENT TAXPAYER RELIEF TAXES – PROPORTIONAL ASSESSMENTS**

Compulsory charges levied on a proportional basis by the LEA in accordance with Special Session Act 1 of 2006 (Taxpayer Relief Act), which have become delinquent. (Revenues are not recorded to this account number but to the following sub-accounts.)

6431 Delinquent Act 1 Earned Income Taxes

Revenue received under SS Act 1 for taxes levied upon wages, salaries, commissions, net profits or other compensation of those who earn an income within the taxing jurisdiction of the LEA, which have become delinquent. **Delinquent earned income taxes received pursuant to Act 511 of 1965 should continue to be coded to Function 6451.**

6432 Delinquent Act 1 Personal Income Taxes

Revenue received under SS Act 1 for taxes levied upon wages, salaries, commissions, net profits, interest, dividends, net income from property disposition, rents and royalties, and gambling/lottery winnings of those within the taxing jurisdiction of the LEA, which have become delinquent.

**6440 DELINQUENT LOCAL ENABLING TAXES – FLAT RATE ASSESSMENTS**

Compulsory charges levied on a flat rate basis by the LEA in accordance with Act 511 of 1964 (Local Tax Enabling Act), which have become delinquent. (Revenues are not recorded to this account number but to the following sub-accounts.)

6441 Delinquent Act 511 Per Capita Taxes

Revenue received under Act 511 for per capita taxes assessed, which have become delinquent.

6442 Delinquent Act 511 Occupation Taxes – Flat Rate

Revenue received under Act 511 for flat rate assessment of occupation taxes, which have become delinquent.

6443 Delinquent Act 511 Local Services Tax

Revenue received under Act 511 for flat rate assessment of local services taxes, which have become delinquent.

6444 Delinquent Act 511 Trailer Taxes

Revenue received under Act 511 for flat rate assessments on the use and occupancy of house trailers or mobile homes whether used for business or dwelling purposes, which have become delinquent. (The tax is an interim tax levied on property not assessed as real estate.)

6445 Delinquent Act 511 Business Privilege Taxes – Flat Rate

Revenue received under Act 511 for flat rate assessments on certain occupations, trades and professions, as well as merchants, vendors and others for the privilege of doing business within the LEA's jurisdiction, which have become delinquent.

6446 Delinquent Act 511 Mechanical Device Taxes – Flat Rate

Revenue received under Act 511 for flat rate assessments on any mechanical device, machine or apparatus for the playing of games for profit, amusement or entertainment or on phonographs or similar musical devices operated through insertion of a coin, which have become delinquent.

6449 Delinquent Act 511 Taxes, Other Flat Rate Assessments

Revenues received under Act 511 for flat rate assessments not specified above, which have become delinquent.

**6450 DELINQUENT LOCAL ENABLING TAXES – PROPORTIONAL ASSESSMENTS**

Compulsory charges levied on a proportional basis by the LEA in accordance with Act 511 of 1965 (Local Tax Enabling Act), which have become delinquent. (Revenues are not received to this account number but to the following sub-accounts.)

6451 Delinquent Act 511 Earned Income Taxes

Revenue received under Act 511 for taxes levied upon wages, salaries, commissions, net profits or other compensation of those who earn income within the taxing jurisdiction of the LEA, which have become delinquent. **Delinquent earned income taxes received pursuant to SS Act 1 should be coded to Function 6431.**

6452 Delinquent Act 511 Occupation Taxes

Revenue received under Act 511 for an assessment of occupation taxes, which have become delinquent.

6453 Delinquent Act 511 Real Estate Transfer Taxes

Revenue received under Act 511 for percentage assessments on the transfer price of real property within the jurisdiction of the LEA, which have become delinquent.

6454 Delinquent Act 511 Amusement Taxes

Revenue received under Act 511 for percentage assessments on admission prices to places of amusement, entertainment or reception, which have become delinquent.

6455 Delinquent Act 511 Business Privilege Taxes

Revenue received under Act 511 for an assessment of gross receipts on certain occupations, trades and professions, as well as merchants, vendors and others for the privilege of doing business within the LEA's jurisdiction, which have become delinquent.

6456 Delinquent Act 511 Mechanical Device Taxes – Percentage

Revenue received under Act 511 for percentage assessments of gross receipts of any mechanical device, machine or apparatus for the playing of games for profit, amusement or entertainment or on phonographs or similar musical devices operated through insertion of a coin, which have become delinquent.

6457 Delinquent Act 511 Mercantile Taxes

Revenue received under Act 511 for percentage assessments of gross receipts on wholesale and retail businesses, which have become delinquent.

6459 Delinquent Act 511 Taxes, Other Proportional Assessments

Revenue received under Act 511 for millage or percentage assessments not specified above, which have become delinquent.

**6460 DELINQUENT NON-REAL ESTATE TAXES – FIRST CLASS DISTRICTS ONLY**

Compulsory changes levied by first class districts only on non-real estate bases, which have become delinquent. (Revenues are not recorded to this account but to the following sub-accounts.)

6461 Delinquent Earned Income Taxes

Revenue received from taxes levied upon wages, salaries, commissions, net profits or other compensation of those who earn income within the taxing jurisdiction of the first class school district, which have become delinquent.

6462 Delinquent Liquor Sales Taxes

Revenue received from assessments of Liquor Sales Taxes in the Philadelphia School District, which have become delinquent.

6463 Delinquent Personal Property Taxes

Revenue received from assessments by the first class school district on personal property within their jurisdiction, which have become delinquent.

6464 Delinquent Mercantile License Taxes

Revenue received from assessments of a mercantile license tax on persons engaging in wholesale or retail businesses within the jurisdiction of the first class school district, which have become delinquent.

6465 Delinquent General Business Taxes

Revenue received from assessments on certain occupations, trades and professions, as well as merchants, vendors and others for the privilege of doing business within the jurisdiction of the first class school district, which have become delinquent.

6466 Delinquent Business Use And Occupancy Taxes

Revenue received from taxes imposed on the use or occupancy of real estate for the purpose of carrying on business, trade, occupation, profession, vocation or any other commercial or industrial activity within the jurisdiction of the first class school district, which have become delinquent.

6467 Delinquent Non-Business Income Taxes

Revenue received from taxes applied by the first class school district to non-business income from dividends, interest on securities, etc., which have become delinquent.

6468 Delinquent Real Estate Transfer Taxes

Revenue received by the first class school district for percentage assessment on the transfer price of real property within the jurisdiction of the LEA, which have become delinquent.

6469 Delinquent Mercantile Taxes

Revenue received by the first class school district for percentage assessment of gross receipts on wholesale and retail businesses, which have become delinquent.



## 6500 EARNINGS ON INVESTMENTS

Revenue from holdings invested for earning purposes. (Revenues are not recorded to this account but to the following sub-account.)

### 6510 INTEREST ON INVESTMENTS AND INTEREST-BEARING CHECKING ACCOUNTS

Interest revenue received on temporary or permanent interest-bearing investments and interest-bearing checking accounts. (Investments would include U.S. treasury bills, notes, savings accounts, certificates of deposit, mortgages, or other interest-bearing investments.)

### 6520 DIVIDENDS ON INVESTMENTS

Dividends revenue received from stocks held for investments.

### 6530 GAINS OR LOSSES ON SALE OF INVESTMENTS

Gains or losses realized from the sale of bonds or stocks. Gains or losses represent the difference between sales proceeds and cost as of the date of sale. Record to this account any changes in fair value investment balances required by GASB Statement #31. (Generally, this account is used in proprietary fund accounting and reporting and entity-wide external financial reporting under GASB Statement #34.)

**Include all Swap gains within this revenue code.**

### 6540 EARNINGS ON INVESTMENTS IN REAL PROPERTY

Revenue received for rental, use charges and other income on real property held for investment purposes.

### 6590 OTHER EARNINGS ON INVESTMENTS

Interest earnings not classified elsewhere in the 6500 series of accounts.

## 6600 FOOD SERVICE REVENUE

Revenue for dispensing food to students and adults. **Charter Schools only may use this revenue code in their general fund.** All other school entities will use the 6600 revenue codes in their Enterprise Fund. (Expenditures may be charged to the following sub-accounts, if the breakout is desired by the LEA.)

### 6610 DAILY SALES – REIMBURSABLE PROGRAMS

Revenue from students for the sale of breakfasts, lunches and milk, which are considered reimbursable by the United States Department of Agriculture. (If a distinction between the type of reimbursable sale is desired, revenues will not be recorded to this account but to the following sub-accounts.)

#### 6611 Daily Sales – School Lunch Program

Revenue received from students for the sale of reimbursable lunches.

#### 6612 Daily Sales – School Breakfast Program

Revenue received from students for the sale of reimbursable breakfasts.

#### 6613 Daily Sales – Milk

Revenue received from students for the sale of milk, which is reimbursable.

**6620 DAILY SALES – NON-REIMBURSABLE PROGRAMS**

Revenue received from students and / or adults for the sale of lunch, breakfast and milk, which is non-reimbursable. (This account includes all sales to adults and a la carte sales.) (If more detail is desired, as in 6610, the LEA may subdivide as needed.)

**6630 SPECIAL FUNCTIONS**

Revenue received from students, adults and / or organizations for the sale of food products and services for special functions (i.e., Athletic Banquets).

**6640 NON-CASH CONTRIBUTIONS**

The value of services donated to the food service program. (The other half of the entry to complete this transaction is to charge expenditures account 3100 – 870 {Food Services, Donated Services} with the value of the donated services.)

**6650 PRICE REDUCTION FOR REDUCED PRICE AND FREE MEALS (DEBIT)**

The amount of price reduction from gross sales for reduced price meals and the gross amount for free meals served to students. (This account is used if the LEA records sale of meals to students at the gross sale price.) This is a contra-revenue account.

**6690 OTHER FOOD SERVICE REVENUES**

Revenue for food services not classified elsewhere in the 6600 series of accounts.

**6700 REVENUES FROM DISTRICT ACTIVITIES**

Revenues resulting from co-curricular and extra-curricular activities controlled and administered by the LEA. These revenues are not to be commingled with the proceeds from student activities which should be accounted for in agency funds. (Revenues are not recorded to this account but to the following sub-accounts.)

**6710 ADMISSIONS**

Revenue from patrons of a school-sponsored activity, such as a concert or athletic event.

**6720 BOOKSTORE SALES**

Revenue from sales by students or student sponsored bookstores.

**6730 STUDENT ORGANIZATION MEMBERSHIP DUES AND FEES**

Revenue from students for membership in school clubs or organizations only if these funds remain under the administration of the LEA. Dues and fees under the administration of the individual club or organization should be accounted for in that club or organization's corresponding agency fund.

**6740 FEES**

Revenue from students for fees such as locker fees, parking fees, and activity participation fees.

**6750 DISTRICT ACTIVITY – SPECIAL EVENTS**

Revenue from student fund raising events such as magazine sales if these funds are under the administration of the LEA.

**6790 OTHER DISTRICT ACTIVITY INCOME**

Revenue from other district activities not classified elsewhere in the 6700 series of accounts.

**6800 REVENUES FROM INTERMEDIARY SOURCES / PASS THROUGH FUNDS**

Revenues are not recorded to this account but to the following sub-accounts.

**6810 REVENUE FROM LOCAL GOVERNMENTAL UNITS**

Revenues from the appropriation of another local governmental unit (other than another LEA). The LEA receiving the revenue is not the final authority, within legal limits, in determining the amount of money to be received, and the money is raised by taxes or other means, which are not earmarked for school purposes. This classification could include revenue from townships, municipalities, counties, etc. Record Commonwealth of PA funds received from these entities to revenue account 6829. Record Federal funds received from these entities to revenue account 6839.

**6820 STATE REVENUE RECEIVED FROM AN ENTITY ACTING AS AN AGENT FOR THE COMMONWEALTH**

Revenue received through an entity acting as an agent of the Commonwealth of PA. (Revenues are not recorded to this account but to the following sub-accounts.)

6821 State Revenue Received From Other Pennsylvania Public Schools

State revenue received from a Pennsylvania school district, area vocational-technical school or an intermediate unit as an agent of the Commonwealth of PA.

6829 State Revenue Received From Other Sources

State revenue received from other sources acting as an agent of the Commonwealth of PA.

**6830 FEDERAL REVENUE FROM INTERMEDIARY SOURCES**

Revenue received through an entity acting as an agent of the Federal Government. (Revenues are not recorded to this account but to the following sub-accounts.)

6831 Federal Revenue Received From Other Pennsylvania Public Schools

Federal revenue received as pass through funds from a Pennsylvania school district, area vocational-technical school or an intermediate unit.

6832 Federal IDEA Revenue Received as Pass Through

Federal IDEA revenue received by a school entity passed through from a primary recipient.

6833 Federal ARRA IDEA Revenue Received as Pass Through

ARRA IDEA revenue received by a school entity passed through from a primary recipient.

6834 Federal ARRA WIA Revenue Received as Pass Through

ARRA WIA revenue received by a school entity passed through from a primary recipient.

6835 Federal ARRA Title I Revenue Received as Pass Through

ARRA Title I revenue received by a school entity passed through from a primary recipient.

6839 Federal Revenue Received From Other Sources

Federal revenue received from another entity acting as an agent of the Federal Government. **Do not record federal revenue received as pass through from a Pennsylvania school entity to this account. This revenue should be recorded to account code 6831 or 6832.**

**6890 OTHER REVENUE FROM INTERMEDIARY SOURCES**

Revenue received from intermediary sources not classified elsewhere in the 6800 series of accounts.

**6900 OTHER REVENUE FROM LOCAL SOURCES**

Revenue from local sources not classified above. (Revenues are not recorded to this account but to the following sub-accounts.)

**6910 RENTALS**

Revenues from the rental of school property which is being used for school purposes, and the net earnings from rents and leases of school property that is not being used for school purposes, but is being held for future use or disposal. The credit to this account should include only receipts from flat rate rental charges not identifiable as an offset against expenditures. Include here gas lease or royalty revenues.

**6920 CONTRIBUTIONS / DONATIONS / GRANTS FROM PRIVATE SOURCES**

Contributions, donations and grants from private sources are revenues from philanthropic foundations, private individuals or organizations for which no repayment or service is expected. Note: Capital Contributions should be reported in account 9500.

**6930 GAINS OR LOSSES ON SALE OF FIXED ASSETS – ECONOMIC RESOURCE MEASUREMENT FOCUS ONLY (PROPRIETARY FUNDS)**

Gains or losses from the sale of fixed assets. Governmental funds should use function 9400 to record Sale of Fixed Assets.

**6940 TUITION FROM PATRONS**

Revenue received from patrons for education provided by the LEA.

6941 Regular Day School Tuition

Revenue received from students, their parents or their guardians for education provided by the LEA. Include payments of tuition received from the Federal Government for children living in Federal installations over which the Federal Government has exclusive jurisdiction. **Do not record payments for education received from other LEAs here.** See following sub-accounts.

6942 Summer School Tuition

Revenue received from students, their parents or their guardians for summer school education provided by the LEA.

6943 Adult Education Tuition

Revenue received for adult education programs provided by the LEA.

6944 Receipts From Other LEAs In Pennsylvania – Education

Monies received from other LEAs in Pennsylvania for education provided to pupils from the paying LEA. Note: Charter Schools should record payments from the sending districts to this account, whether by direct payment or deduction.

6945 Receipts From Out-Of-State LEAs

Monies received from out-of-state LEAs for education provided and transportation of pupils from the paying LEA.

6946 Receipts From Member Districts – AVTS / Special Program Jointure only

Monies received for education programs by a vocational technical school or special program jointure from participating LEAs.

6947 Receipts From Members Of Intermediate Units For Education By Withholding

Monies received from the Commonwealth of PA, which was withheld from the intermediate unit's member districts subsidy payments to support the administrative and / or program budgets of the intermediate unit.

6948 Receipts From Members Of Intermediate Units For Direct Contributions

Monies received directly from the intermediate unit's member districts to support the administrative and / or program budgets of the intermediate unit.

6949 Other Tuition From Patrons

Revenue received from patrons for education programs not otherwise classified in the 6940 series of accounts. **Record to this account payments for tutoring under the Classroom Plus initiative.**

6950 Unassigned

6960 SERVICES PROVIDED OTHER LOCAL GOVERNMENTAL UNITS / LEAS

Revenues from services provided other local governmental units. These services could include transportation, data processing, purchasing, maintenance, cleaning, cash management, consulting and a variety of other educational related services.

6961 Transportation Services Provided Other Pennsylvania LEAs

Monies received from other LEAs in Pennsylvania for transportation of pupils from the paying LEA. Include receipts by charter schools for providing student transportation on behalf of a school district.

6962 Other Services Provided Other Pennsylvania LEAs

Monies received from other LEAs in Pennsylvania for any services provided other than transportation.

6969 All Other Services Provided Other Governments

Monies received from other governments for service provided such as data processing, purchasing, maintenance, cleaning, cash management, consulting, and a variety of other educational related services.

## 6970 SERVICES PROVIDED OTHER FUNDS

Services provided other funds for services such as printing or data processing, etc. This account is used normally only by the Internal Services Fund.

## 6980 REVENUE FROM COMMUNITY SERVICES ACTIVITIES

Revenue from community services activities operated by the LEA. Sub-accounts may be established within the 6900 series to differentiate various activities.

## 6990 REFUNDS AND OTHER MISCELLANEOUS REVENUE

Revenue from local sources not classified elsewhere.

### 6991 Refunds of a Prior Year Expenditure

Refunds are receipts of cash returning all or part of a prior period(s) expenditure. However, refunds or prior period expenditures, which are recurring refunds, should be netted against current period expenditures. **More information regarding refunds can be found in Accounting Bulletin #1999-01.**

### 6992 Energy Efficiency Revenues and Incentives

Energy related revenues received from local sources to include items such as alternative energy credits (AEC's), energy efficiency rebates, and energy incentives.

- *Note that each rebate or incentive received should be evaluated to determine whether it's a revenue or refund of expenditure. For example, a rebate received in conjunction with the purchase of an item should be recorded as a refund of expenditures. Monies received as an incentive to a specific action should be recorded as revenue.*

### 6999 Other Revenues Not Specified Above

## 7000 REVENUE FROM STATE SOURCES

Revenue originating from Commonwealth of PA appropriations and directly disbursed to the recipient. (Revenues are not recorded to this account but to the following sub-accounts.) Funding source information is provided for those who use this to accumulate expenditures by source of funds for reporting requirements. Refer to the section on funding sources in this manual for more information on the various accounts listed.

### 7100 BASIC INSTRUCTIONAL AND OPERATING SUBSIDIES

Revenue received from Commonwealth of PA appropriations for basic instruction and operations. (Revenues are not recorded to this account but to the following sub-accounts.)

#### 7110 BASIC EDUCATION (This account is used by school districts only)

Revenue received from the Commonwealth of PA designated for Basic Education. This revenue is reported on the Pennsylvania Department of Education – Basic Education Report available on the FAI system (PDE-2548) . Funding source – 201.

#### 7120 GENERAL OPERATING SUBSIDY (This account is used by intermediate units only)

Revenue received from the Commonwealth of PA to support the operational expense of the intermediate unit. Funding source – 202.

- 7130 CAPITAL SUBSIDY** (This account is used by intermediate units only)  
Revenue received from the Commonwealth of PA to support expenditures for office space, classrooms, buses, garages, warehouse space, equipment and similar facilities that have received prior approval by the Secretary of Education. Funding source - 203
- 7140 CHARTER SCHOOLS**  
Revenue received from the Commonwealth of PA to fund the Charter Schools initiative. The revenue includes money for Nonpublic Transfers and Transitional Grants. Record the State revenue received for Charter Schools to the following detailed accounts, where applicable. Funding source – 209.
- 7141 Transitional Grant  
Revenue received by a school district from the Commonwealth of PA for temporary transitional funding due to the budgetary impact relating to students attending charter schools. (NOTE: Transitional funding is NOT available to charter schools established through the conversion of currently operational public schools.)
- 7142 Nonpublic Transfers  
Revenue received by a school district from the Commonwealth of PA for temporary financial assistance on behalf of students enrolled in charter schools who attended a nonpublic school in the prior fiscal year. The grant payment is based on formula and is limited to the transition year.
- 7143 New Charter School Start Up Costs  
State funds received by an approved charter school for startup grants. Startup grants are based on projected enrollment data submitted to the Pennsylvania Department of Education and are used to plan and implement a charter school. (NOTE: This account is only to be used by approved charter schools.)
- 7144 Reimbursement to School District for Charter School Costs  
Revenue received by a school district from the Commonwealth of PA for students enrolled in charter schools per Section 2591 of the Public School Code.
- 7160 TUITION FOR ORPHANS AND CHILDREN PLACED IN PRIVATE HOMES**  
Revenue received from the Commonwealth of PA as tuition for children who are orphans and/or children placed in private homes by the court. Payments are made in accordance with Section 1305 and 1306 of the Public School Code. Funding source - 206
- 7170 SCHOOL IMPROVEMENT GRANTS**  
Grants distributed to schools to assist in the implementation of their school improvement plans. Funding source - 207
- 7180 STAFF AND PROGRAM DEVELOPMENT**  
Revenue received from the Commonwealth of PA for programs aimed at staff and program development. Funding source - 208

**7200 REVENUE FOR SPECIFIC EDUCATIONAL PROGRAMS**

Revenue received from Commonwealth of PA appropriations for specific educational programs. (Revenues are not recorded to this account but to the following sub-accounts.)

- 7210 ~~HOMEBOUND INSTRUCTION~~ Deleted**  
Funding from the Commonwealth for this program was discontinued as of July 1, 2009.
- 7220 VOCATIONAL EDUCATION**  
Revenue received from the Commonwealth of PA for vocational education expenditures, which are classified as current operating expenditures and also for preliminary expenses in establishing an area vocational education school. Payments are made in accordance with Sections 2504, 2506 and 2507 of the Public School Code. Funding source - 240
- 7230 ALTERNATIVE EDUCATION**  
Revenue received from the Commonwealth of PA for alternative education expenditures. Alternative education is specialized educational instruction and support services to students removed from regular classrooms because of disruptive behavior. These funds enable schools to provide students with a sound education course of study and counseling designed to modify disruptive behavior and return the students to a regular school curriculum. Funding source - 250
- 7240 DRIVER EDUCATION – STUDENT**  
Revenue received from the Commonwealth of PA for conducting a standardized driver education program. Payments are made in accordance with Section 2504.1 of the Public School Code. Funding source - 232
- 7250 MIGRATORY CHILDREN**  
Revenue received from the Commonwealth of PA for attendance of Migratory Children in accordance with Section 2502 (Act 341 of 1959) and Section 2509.2 of the Public School Code. Funding source - 233
- 7260 WORKFORCE INVESTMENT ACT (WIA)**  
Revenue received from the Commonwealth of PA to train economically disadvantaged persons and others for permanent private sector employment. Use this revenue account to record revenue that is designated as the State's required share of WIA. Funding source - 260
- 7270 SPECIALIZED EDUCATION OF EXCEPTIONAL PUPILS**  
Revenue received from the Commonwealth of PA for the cost of instructing exceptional children. Payments should not be recorded here but to one of the following sub-accounts.
- 7271 Special Education Funding For School Aged Pupils  
Revenue received from the Commonwealth of PA for expenditures incurred in instructing school age special education students. Funding source - 271
- 7272 Early Intervention  
Revenue received from the Commonwealth of PA for expenditures incurred for young children eligible for early intervention services. Funding source - 272
- 7280 ADULT LITERACY**  
Revenue received from the Commonwealth of PA to expand the availability of adult literacy and other adult education programs authorized by Act 143 of 1986. Funding source - 280



## **7290 ADDITIONAL EDUCATIONAL PROGRAM REVENUES**

Revenue received from the Commonwealth of PA for educational expenditures not specified elsewhere in the 7200 series of accounts.

### 7291 Educational Assistance Program (Tutoring)

Revenue received from the Commonwealth of PA as part of the Tutoring Initiative authorized by Act 48 of 2003. Funding is available only to School Districts and CTC/AVTS. Classroom Plus revenue should not be coded to this account but should be coded to the 6949 account code. Funding source – 211

### 7292 Pre-K Counts

Revenue received from the Commonwealth of PA for Pre-K Counts. Funding source – 217

### 7299 Program revenues not listed previously in the 7200 series

Include in this revenue code payments for PRRIs and APS schools made directly to school districts and Supplemental Head Start Assistance. Funding source – 290

## **7300 REVENUES FOR NON-EDUCATIONAL PROGRAMS**

Revenues received from Commonwealth of PA appropriations for non-educational programs. (Revenues are not recorded to this account but to the following sub-accounts.)

### **7310 TRANSPORTATION (REGULAR AND ADDITIONAL)**

Revenue received from the Commonwealth of PA for pupil transportation expenditures and / or board and lodging in lieu of transportation. Payments for pupil transportation are made in accordance with section 2541 of the Public School Code. Payments for board and lodging in lieu of transportation are made in accordance with Section 2542 of the Public School Code. This account includes transportation subsidies for nonpublic and charter school students, also. Funding source - 310

### **7320 RENTAL AND SINKING FUND PAYMENTS / BUILDING REIMBURSEMENT SUBSIDY**

Revenue received from the Commonwealth of PA as a payment for approved lease rentals, sinking fund obligations, or any approved LEA debt obligations for which the Department of Education has assigned a lease number. Funding source - 321

### **7330 HEALTH SERVICES (MEDICAL, DENTAL, NURSE, ACT 25)**

Revenue received from the Commonwealth of PA for health service expenditures. Payments are made in accordance with Section 2505.1 of the Public School Code and include revenue for medical, dental, nurse and Act 25 health services. Funding source - 330

### **7340 STATE PROPERTY TAX REDUCTION ALLOCATION**

Revenue received from the Commonwealth of PA designated for school district property tax reduction. Payments are made in accordance with section 505 of Special Session Act 1 of 2006. Funding source - 204

### **7350 SEWAGE TREATMENT OPERATIONS / ENVIRONMENTAL SUBSIDIES**

Revenue received from the Commonwealth of PA via the Department of Environmental Resources as subsidy of annual operation costs of a sewage treatment plant. Payments

are made in accordance with Act 339 of 1953. Record to this account all environment revenues received from the Commonwealth of PA. Funding source - 350

### **7360 SAFE SCHOOLS**

Revenue received from the Commonwealth of PA for Safe School programs. Funding source - 360

### **7400 VOCATIONAL TRAINING OF THE UNEMPLOYED**

Revenue received from the Commonwealth of PA for vocational training of the unemployed. Payments are made in accordance with Section 2508.3 of the Public School Code. This account includes State payments for customized job training (CJT). Funding source 265

### **7500 STATE REVENUE NOT LISTED ELSEWHERE IN THE 7000 SERIES OF ACCOUNTS**

Revenue received from the Commonwealth of PA not specified elsewhere in the 7000 revenue series.

#### 7501 PA Accountability Grants

Revenue received from the Commonwealth of PA authorized by Act 48 of 2003 for school districts to implement research-based programs to boost student achievement. Funding source – 212

#### 7502 Dual Enrollment Grants DELETED

Funding from the Commonwealth for this program was discontinued July 1, 2010

#### 7503 Project 720/High School Reform

Revenue received from the Commonwealth of PA for school districts for high school reform projects. Funding source – 216 for College and Career Counseling Grant expenditures. Funding source – 213 for all other expenditures.

#### 7504 School Improvement/Professional Development Initiatives (IU only)

Revenue received from the Commonwealth of PA by Intermediate Units for Professional Development or school improvement plans. Funding source - 215

#### 7510 Voc Ed Tutoring Funds

Revenue received from the Commonwealth of PA for tutoring expenditures (available to Voc Ed LEAs only) Other LEAs should record tutoring revenues to 7291.

#### 7598 Revenue for the Support of Public Schools

Revenue received from the Commonwealth of PA for the support of public schools pursuant to School Code section 2509.1(g)(3). Funding source – 390 series

#### 7599 Other State revenue not listed elsewhere in the 7000 series

Revenue received not specifically accounted for elsewhere in the 7000 series of accounts. Include in this revenue code payments received for ELECT, school demonstration grants and from other State agencies such as the Department of Environmental Resources and DCED. Funding source – 390 series

### **7600 REVENUE FOR MILK, LUNCH AND BREAKFAST PROGRAMS**

Revenue received from the Commonwealth of PA for expenditures incurred in food and nutrition programs. Funding source - 370

## 7700 REVENUE FOR NONPUBLIC PROGRAM SUBSIDY – ACT 89

Revenue received from the Commonwealth of PA for payment of expenditures incurred in operation of programs authorized by Act 89 of 1975. **(This account is used by intermediate units only.)** Funding source - 380

## 7800 REVENUE FROM THE COMMONWEALTH OF PA

Revenue received from the Commonwealth of PA for employee benefits. (Revenues are not recorded to this account but to the following sub-accounts.)

### **7810 STATE SHARE OF SOCIAL SECURITY AND MEDICARE TAXES**

Revenue received from the Commonwealth of PA designated as the Commonwealth's matching share of the employer's contribution of the Social Security and Medicare Taxes for covered employees who are not Federally funded. Funding source – 322

### **7820 STATE SHARE OF RETIREMENT CONTRIBUTIONS**

Revenue received from the Commonwealth of PA designated as the Commonwealth's matching share of the employer's contribution of Retirement Contributions for active members of the Public School Employees Retirement System. Funding source – 323

## 7900 REVENUE FOR TECHNOLOGY

Revenue received for technology initiatives that allow the school to develop new information technology projects, such as additional or improved computer hardware, software and network infrastructure. Revenues are recorded to the following sub-accounts.

### **7910 EDUCATIONAL TECHNOLOGY**

Revenue received from the Commonwealth of PA to provide administrative staff, students and teachers with improved access to a broad array of courses and research materials. Record to this account grants received to upgrade the school's network and hardware and software capabilities so that schools are prepared for interconnectivity through the Pennsylvania Education Network (PEN). Include revenue from Act 183 e-Fund grants here. Funding source 340

### **7920 CLASSROOMS FOR THE FUTURE**

Revenue received from the Commonwealth of PA to provide laptops for high school classroom desks in English, mathematics, science and social studies in public school districts and career and technical centers. Funding source 341

### **7990 OTHER TECHNOLOGY GRANTS**

Revenue received from the Commonwealth of PA for technology expenditures not specified above.

## **8000 REVENUE FROM FEDERAL SOURCES**

Revenue originating from the Federal government. (Revenues are not recorded to this account but to the following sub-accounts.)

## 8100 UNRESTRICTED GRANTS-IN-AID DIRECT FROM THE FEDERAL GOVERNMENT

Revenues received directly from the Federal Government as grants to the LEA, which can be used for any legal purpose.

**8110 PAYMENTS FOR FEDERALLY IMPACTED AREAS**

Revenues received as financial assistance to LEAs which are so affected by the presence of Federal activities as to be classified "Federally Impacted," and for disaster assistance to LEAs in Federally declared disaster areas.

**8190 OTHER UNRESTRICTED FEDERAL GRANTS-IN-AID DIRECT FROM THE FEDERAL GOVERNMENT**

Revenue received directly from the Federal Government not specified elsewhere in the 8100 account series.

**8200 UNRESTRICTED GRANTS-IN-AID FROM THE FEDERAL GOVERNMENT THROUGH THE COMMONWEALTH OF PA**

Revenue received from the Federal Government through the Commonwealth of PA as grants, which can be used for any legal purpose.

**8300 RESTRICTED GRANTS-IN-AID DIRECTLY FROM THE FEDERAL GOVERNMENT**

Revenues received directly from the Federal Government as grants to the LEA, which must be used for a categorical or specific purpose. (Revenues are not recorded to this account but to the following sub-accounts.)

**8310 PAYMENTS FOR FEDERALLY IMPACTED AREAS – P.L. 81-815**

Revenue received under Public Law 81-815 for capital outlay as financial assistance to LEAs, which are so affected by the presence of Federal activities to be classified as "Federally Impacted."

**8320 ENERGY CONSERVATION GRANTS – TA and ECM**

Revenues for both current expenses and capital outlay received from the Federal Government through direct grants for Technical Assistance (TA) and for Energy Conservation Measures (ECM) program.

**8390 OTHER RESTRICTED FEDERAL GRANTS-IN-AID DIRECTLY FROM THE FEDERAL GOVERNMENT**

Revenue received directly from the Federal Government not specified elsewhere in the 8300 series of accounts. Include here ERRP (Early Retiree Reinsurance Program) with Funding source 903.

**8500 RESTRICTED GRANTS-IN-AID FROM THE FEDERAL GOVERNMENT THROUGH THE COMMONWEALTH OF PA FOR THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA), NO CHILD LEFT BEHIND (NCLB), VOCATIONAL EDUCATION, CHILD NUTRITION AND CAREER EDUCATION PROGRAMS**

Revenue received from the Federal Government through the Commonwealth of PA as grants to the LEA, which must be used for a categorical or specific purpose. (Revenues are not recorded to this account but to the following sub-accounts.)

## 8510 INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) AND NO CHILD LEFT BEHIND ACT (NCLB) REVENUE

Revenue received for elementary and secondary education programs. (Revenues are not charged to this account but to the following sub-accounts.)

8511 Grants for IDEA and NCLB Programs Not Specified In The Following 8510 Series  
Revenue received from the Federal Government through the Commonwealth of PA for IDEA and NCLB programs not specified in the following account codes.

8512 IDEA, Part B  
Revenue received for the education of individuals with disabilities under IDEA, Part B, including section 611 money. Funding source - 520

8513 IDEA, Section 619  
Revenue received for the education of pre-school children with disabilities under the provisions of IDEA, Section 619. Funding source - 510

8514 NCLB, Title I – Improving The Academic Achievement Of The Disadvantaged  
Revenue received for the education of disadvantaged children under NCLB, Title I. Funding for programs such as Keystones to Opportunities, School Improvement Grants, Comprehensive School Reform Program, Reading First, Even Start, and Improving Literacy Through Libraries (list not all inclusive) should be recorded in this account. Funding source – 411 to 419

8515 NCLB, Title II – Preparing, Training and Recruiting High Quality Teachers And Principals  
Revenue received for the education of children under NCLB Title II. Improving Teacher Quality, and Eisenhower Professional Development (list not all inclusive) are samples of funding. Funding source – 421 to 424

8516 NCLB, Title III – Language Instruction For Limited English Proficient And Immigrant Students  
Revenue received for the education of children under NCLB, Title III. Includes Grants for English Language Acquisition, and Technology Literacy Challenge (list not all inclusive). Funding source - 471

8517 NCLB, Title IV – 21<sup>st</sup> Century Schools  
Revenue received for the education of children under NCLB, Title IV. Includes funding for Safe and Drug-Free Schools and Communities, and 21<sup>st</sup> Century Learning Communities (list not all inclusive). Funding source – 431 to 432

8518 NCLB, Title V – Promoting Informed Parental Choice And Innovative Programs  
**\*\*\*As of 2008 this program will no longer be funded by the federal government.**

8519 NCLB, Title VI – Flexibility And Accountability  
Revenue received for the education of children under NCLB, Title VI. Includes programs such as Improving Academic Achievement, and Rural Education Initiative (list not all inclusive). Funding source – 451 to 453

## 8520 VOCATIONAL EDUCATION

Revenue received for vocational education programs operated by the LEA. (Revenues are not recorded to this account but to the following sub-accounts.)

### 8521 Vocational Education – Operating Expenditures

Revenue received for vocational education expenditures classified as current operating expenditures. Include here Carl Perkins grants. Funding source - 661

### 8522 Vocational Education – Capital Outlay

Revenue received from incurring vocational education expenditures for equipment or other capital outlay purposes including construction, but not rental subsidies. This revenue account is used to distinguish revenues made for capital outlay from those for current expenditures as needed for basic instructional purposes.

## 8530 CHILD NUTRITION PROGRAM

Revenue received for Food Nutrition Programs. (Revenues are not recorded to this account but to the following sub-accounts.) Funding source – 710 to 750

### 8531 Subsidies For Milk, Lunch, And Breakfast Programs

Revenue received as reimbursement of incurred expenditures for Food and Nutrition Programs.

### 8532 Subsidies For Non-Food Assistance

Federal funds received and designated for Food Service Equipment.

### 8533 Value Of Donated Commodities

Market value of all commodities donated to the Food Service Program. The United States Department of Agriculture's current price list may be used if the market value cannot be determined.

### 8534 Cash In Lieu Of Donated Commodities

Revenue received in lieu of donated commodities.

## 8540 NUTRITION EDUCATION AND TRAINING

Revenue received to administer Nutrition Education and Training Grants under the authority of P.L. 95-166. Funding source – 760

## 8560 FEDERAL BLOCK GRANTS

Revenue from Federal Block Grant Legislation, Public Law 97-35.

## 8580 CHILD CARE AND DEVELOPMENT BLOCK GRANTS

Federal revenue received from the Commonwealth of PA to assist low-income families with child care services. The purpose of the program is to increase the availability, affordability, and quality of child care; and to increase the availability of early childhood development, and before/after school programs. One example of this funding is the Family Center Grant.

**8600 RESTRICTED GRANTS-IN-AID FROM THE FEDERAL GOVERNMENT THROUGH THE COMMONWEALTH OF PA FOR DRIVER EDUCATION, ADULT EDUCATION, CETA, HEADSTART, ENERGY CONSERVATION, WORKFORCE INVESTMENT ACT AND OTHER PROGRAMS**

Revenue received as grants to the LEA from the Federal Government through the Commonwealth of PA, which must be used for a categorical or specific purpose, and is not identified in the 8500 series of accounts. (Revenues are not recorded to this account but to the following sub-accounts.)

**8610 HOMELESS ASSISTANCE ACT**

Revenue received for programs conducted under the Stewart B. McKinney Homeless Assistance Act. The Homeless Children and Youth Grant is an example of this revenue.

**8620 ADULT BASIC EDUCATION**

Revenue received for Adult Basic Education Program expenditures. Funding source 810

**8640 HEADSTART**

Revenue received for Economic Opportunity Program expenditures. Funding source 830

**8660 WORKFORCE INVESTMENT ACT (WIA)**

Funds to train economically disadvantaged persons and others for permanent, private sector employment. Funding source 850

**8690 OTHER RESTRICTED FEDERAL GRANTS-IN-AID THROUGH THE COMMONWEALTH OF PA**

Record revenue received for Other Restricted Federal Grants-In-Aid through the Commonwealth of PA not recorded in the 8600 series above. Some examples include Learn and Serve, Library Grants, H1N1, and FEMA funds distributed by PEMA.

**8700 AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA) GRANTS**

**8701 ARRA – IDEA, Part B**

ARRA revenue received for the education of individuals with disabilities under IDEA, Part B, including section 611 money. Funding source 981

**8702 ARRA – IDEA, Section 619**

ARRA revenue received for the education of pre-school children with disabilities under the provisions of IDEA, Section 619. Funding source 982

**8703 ARRA – Title I, Parts A & D**

ARRA revenue received for the education of disadvantaged children under Title I, Parts A & D. Funding sources: Part A - 983, Part D - 992.

**8704 ARRA – Title I, School Improvement**

ARRA revenue received under Title I – School Improvement. Funding source 984.

- 8705 ARRA – Title II, Part D – Education Technology**  
ARRA revenue received for the education of children under Title II , Part D – Education Technology. Funding source 985.
- 8706 ARRA – McKinney-Vento Homeless**  
ARRA revenue received for programs conducted under the McKinney-Vento Homeless Assistance Act. Funding source 986.
- 8707 ARRA – National School Lunch Program Equipment**  
ARRA revenue received under the NSLP Equipment Assistance Grant. Funding source 987.
- 8708 ARRA – State Fiscal Stabilization Fund**  
ARRA revenue received under the State Fiscal Stabilization Fund. Funding sources: Basic Ed Funding up to the index - 988, Basic Ed Funding over the index - 989, State Fiscal Stabilization Grant for Higher Education Institutions – 990.
- 8709 ARRA – Education Jobs Fund (EduJobs)** (This account is used by school districts only)  
ARRA revenue received under the Education Jobs Fund. Funding Source 997.
- 8721 ARRA – Head Start**  
ARRA revenue received for Head Start and Early Head Start programs. Funding source 991.
- 8731 ARRA – Build America Bonds**  
ARRA revenue received under the Build America Bonds program as interest reimbursement. The bond proceeds should be coded to a revenue account in the 9000 series. Funding source 994.
- 8732 ARRA – Qualified School Construction Bonds (QSCB)**  
ARRA revenue received under the Qualified School Construction Bond program as interest reimbursement. The bond proceeds should be coded to a revenue account in the 9000 series. Funding source 995.
- 8733 ARRA – Qualified Zone Academy Bonds (QZAB)**  
ARRA revenue received under the Qualified Zone Academy Bond program as interest reimbursement. The bond proceeds should be coded to a revenue account in the 9000 series. Funding source 996.
- 8734 ARRA – Race to the Top**  
ARRA revenue received under Phase 3 of the Race to the Top grant Funding source 998
- 8799 ARRA – Miscellaneous Revenue**  
ARRA revenue received not specified elsewhere in the 8700 series of accounts. Funding source 999.



## 8800 MEDICAL ASSISTANCE (MA) REIMBURSEMENTS

### 8810 SCHOOL BASED ACCESS MEDICAID REIMBURSEMENT PROGRAM (SBAP) REIMBURSEMENTS (ACCESS)

SBAP is an MA program that reimburses school entities for direct, eligible health-related services including transportation. These services are provided to MA enrolled, special needs students, and reimbursement claims are processed through Leader Services. Reimbursable services include, but are not limited to, occupational therapy, physical therapy and psychological counseling. Payments for SBAP costs come from the Department of Education (PDE) through the completion of the PDE-352 ACCESS Funds Request Form. Funding source - 891

### 8820 MEDICAL ASSISTANCE REIMBURSEMENT FOR ADMINISTRATIVE CLAIMING (QUARTERLY) PROGRAM

The Administrative Claiming Program reimburses LEAs for the costs associated with administrative Medicaid-related activities. These funds also include the partial reimbursement that schools receive on behalf of the service fees paid to Leader Services for the processing of their SBAP claims. Payments for SBAP Administrative Claiming are received from the Department of Public Welfare. Funding source – 892

### 8830 MEDICAL ASSISTANCE REIMBURSEMENTS (ACCESS) – EARLY INTERVENTION

Reimbursements received from the Federal Government through the Commonwealth of PA for eligible related health services provided to early intervention students as part of their Individual Education Plan (IEP). Funding source - 893

## **9000 OTHER FINANCING SOURCES**

Other financing sources include governmental fund general long-term debt proceeds, interfund transfers-in, proceeds of fixed asset dispositions and other transfer-in and receipts. Such amounts are classified separately from revenues. (Other Financing Sources represent revenues in the Debt Service Fund.) (Proceeds are not recorded to this account but to the following sub-accounts.)

**Note: Swap gains are to be recorded to revenue code 6530 and should not be included in any of the 9000 series of accounts.**

### 9100 SALE OF BONDS

Proceeds received from activity related to the sale of bonds. (Proceeds are not recorded to this account but to the following sub-accounts.)

#### 9110 THE FACE VALUE OF BONDS ISSUED

The face value of bonds issued. **Report Bond Issuance costs to expenditure code 2390.**

#### 9120 PROCEEDS FROM REFUNDING OF BONDS

Proceeds that represent monies received due to the refunding of bond issues.

#### 9130 BOND PREMIUMS

Premiums received from the sale of bond issues.

## **9200 PROCEEDS FROM EXTENDED TERM FINANCING**

Proceeds from extended term financing agreements other than the sale of bonds. This includes but is not limited to notes.

## **9300 INTERFUND TRANSFERS**

Proceeds received from another fund that will not be repaid and for which goods or services were not provided by the receiving fund. (Transfers are not recorded to this account but to the following sub-accounts.)

### **9310 GENERAL FUND TRANSFERS**

Fund transfers from the General Fund

### **9320 SPECIAL REVENUE FUND TRANSFERS**

Fund transfers from Special Revenue Funds.

### **9330 CAPITAL PROJECTS FUND TRANSFERS**

Fund transfers from the Capital Projects Fund. Transfers out of Capital Projects Funds #31 and #32 are not allowed under the statutory limitations imposed on these funds.

### **9340 DEBT SERVICE FUND TRANSFERS**

Fund transfers from the Debt Service Fund.

### **9350 ENTERPRISE FUND TRANSFERS**

Fund transfers from an Enterprise Fund.

#### **9351 Food Service Fund Transfers**

Fund transfers from a Food Service Fund.

#### **9359 Other Enterprise Fund Transfers**

Fund transfers from all other Enterprise Funds.

### **9360 INTERNAL SERVICE FUND TRANSFERS**

Fund transfers from Internal Service Funds.

### **9370 TRUST AND AGENCY FUND**

Fund transfers from Trust and Agency Funds.

### **9380 ACTIVITY FUND TRANSFERS**

Fund transfers from Activity Funds.

### **9390 PERMANENT FUND TRANSFERS**

Fund transfers from Permanent Fund.

## **9400 SALE OF OR COMPENSATION FOR LOSS OF FIXED ASSETS**

Monies received from the sale of or compensation for the loss of fixed assets.

## 9500 CAPITAL CONTRIBUTIONS

A capital contribution is a grant or contribution restricted for capital purposes. Capital contributions are reported separately after non-operating revenues and expenses on the Proprietary Fund Statement of Revenue, Expenses and Changes in Fund Net Position. This account is also used to recognize capital assets reclassified from the Governmental Funds to the Proprietary Funds. (ie. Food service equipment purchased through a governmental fund which subsequently becomes an asset of the food service fund.)

## 9700 TRANSFERS INVOLVING COMPONENT UNITS AND PRIMARY GOVERNMENTS

Proceeds are not recorded to this account but to the following sub-accounts. Review the definitions of component unit and primary government before recording revenue to this account code.

### 9710 TRANSFERS FROM COMPONENT UNITS

Transfers received by the primary government from its component units. Review the definition of a component unit before recording revenue to this account code. **The Commonwealth of PA is not the primary government of any LEA.**

### 9720 TRANSFERS FROM PRIMARY GOVERNMENTS

Transfers received by the component unit from the primary government. **The Commonwealth of PA is not the primary government of any LEA.**

## 9800 INTRAFUND TRANSFERS IN

Clearing Account – Proceeds received from one program or activity from another program or activity within the same fund. Use this service area to record the receipt of indirect costs between programs within the same fund. Revenue code 6970 should not be used to record transfers within the same fund. Revenue code 6970 should only be used where transfers are to another fund and the transfer represents revenue earned as is often the case when transfers are made between governmental and proprietary funds. The actual expenditures that represent indirect costs are recorded in object codes 100, 200, etc., in the appropriate expenditure functions, such as subfunction 2300 or 2500. When these actual expenditures are allocated, they are reported here in 9800 as a transfer in, NOT as revenues to the program or activity. LEAs may also use this account to record transfers between the different program / activity areas of their General Fund. This account is for your school's internal use throughout the year. All intrafund transactions must be eliminated as part of the year-end closing process, since 9800 transactions are part of the same fund. Therefore, the 9800 account balance will NOT be shown on your school's Annual Financial Report or Comprehensive Annual Financial Report and is used only with the 5400 Intrafund Transfers Out Account. (Transfers are not recorded to this account but to the following sub-accounts.)

### 9810 GENERAL FUND INTRAFUND TRANSFERS

Transfers received from one program of the General Fund by another program of the General Fund.

### 9820 SPECIAL REVENUE INTRAFUND TRANSFERS

Transfers received from one program of the Special Revenue Fund by another program of the Special Revenue Fund. PLEASE NOTE: Intermediate Units may not transfer funds between their various special education funds because money accounted for in these funds are appropriated for a specific purpose. For example, State Early

Intervention money may not be transferred from the Early Intervention Fund to the Special Education Fund or Intermediate Unit Transportation Fund.

**9830 CAPITAL PROJECTS INTRAFUND TRANSFERS**

Transfers received from one program of the Capital projects Fund by another program of the Capital Projects Fund.

**9840 DEBT SERVICE INTRAFUND TRANSFERS**

Transfers received from one program of the Debt Service Fund by another program of the Debt Service Fund.

**9850 ENTERPRISE INTRAFUND TRANSFERS**

Transfers received from one program of the Enterprise Fund by another program of the Enterprise Fund.

**9860 INTERNAL SERVICE INTRAFUND TRANSFERS**

Transfers received from one program of the Internal Service Fund by another program of the Internal Service Fund.

**9870 TRUST AND AGENCY INTRAFUND TRANSFERS**

Transfers received from one program of the Trust and Agency Funds by another program of the Trust and Agency Funds.

**9880 ACTIVITY INTRAFUND TRANSFERS**

Transfers received from one program of the Activity Fund by another program of the Activity Fund.

**9900 OTHER FINANCING SOURCES NOT LISTED ELSEWHERE IN THE 9000 SERIES**

**9910 OTHER FINANCING SOURCES NOT LISTED IN THE 9000 SERIES**

**9990 INSURANCE RECOVERIES**

Record here recoveries from insurance companies for losses incurred

## Section J

### **Accounting Bulletins**

The Office of Comptroller Operations has issued the following Accounting Bulletins to date:

- [1998-01](#): Accounting for Pass-through Grants and Other Shared State and Federal Grants  
*\*Additional Pass-through guidance published in Bulletin #2008-02*
- [1998-02](#): Reporting Standards for Investment Gains and Losses
- [1999-01](#): Accounting for Refunds of Expenditures
- [1999-02](#): Accounting Requirements for School Entry Age Children that Remain in the Early Intervention Program
- [1999-03](#): Accounting for Indirect Costs
- [1999-04](#): Accounting for E-Rate Discounts
- [2000-01](#): Accounting for PURTA Distributions Received through the Commonwealth of PA
- [2000-02](#): Fountain and Vending Agreements
- [2000-03](#): Proper Accounting for Link to Learn Funds
- [2000-04](#): Budgeting for Federal Funds
- [2000-05](#): Ability of Area Vocational Technical School Boards to Establish Capital Reserve Funds
- [2000-06](#): New Revenue to be Distributed per Act 16 of 2000
- [2001-01](#): Account Code Changes for Revenues and Expenditures
- [2001-02](#): Restricted Indirect Cost Rate Procedure Changes
- [2002-01](#): Accounting for Student Activity Funds
- [2003-01](#): Capital Reserve Funds  
*\*Additional Capital Reserve Fund guidance published in Bulletin #2007-01*
- [2004-01](#): Account Code Changes for Revenues and Expenditures
- [2005-02](#): Implementation of GASB Statement #45
- [2007-01](#): Accounting for Capital Reserve Funds
- [2008-01](#): Accounting for Medical Assistance (MA) Payments
- [2008-02](#): Accounting for Pass-Through Payments
- [2008-03](#): Accounting for Nonpublic School Expenditures
- [2010-01](#): Implementation of GASB Statement #54 – Fund Balance Reporting
- [2010-02](#): Implementation of GASB Statement #54 – Governmental Fund Type Definitions



# Accounting Bulletin #1998-01

**SUBJECT: Accounting for Pass-through Grants and Other Shared State and Federal Grants**

**Effective Beginning Fiscal Year 1998-99**

Date: ~~July 10, 1998~~

~~Full Text Revised 5/1/05~~

Full Text Revised 7/1/06

The Governmental Accounting Standards Board (GASB) issued Statement #24 Accounting and Financial Reporting for Certain Grants and Other Financial Assistance in June 1994. This statement requires most grants passed onto a secondary recipient to be recognized as a revenue and expenditure on the primary recipient's financial records. The GASB studied these pass-through funds and determined that most primary grant recipients have some degree of administrative and/or financial responsibility for amounts passed onto a secondary recipient. Having come to this conclusion, GASB Statement #24 was issued which requires most grant money received and passed onto another secondary recipient to be recorded as an expenditure.

As a general rule, when an LEA receives funds to be passed on to a secondary recipient, an expenditure should be recorded to 2990-899. In those infrequent cases where there is no administrative or financial involvement by the recipient LEA, no revenue or expenditure should be recorded. In those cases, balance sheet accounts such as, cash and due to other local educational agencies, are the accounts required. The types of funds referenced by GASB Statement #24 are those received by an LEA for the express purpose of transferring them to or spending them on behalf of a secondary recipient.

The statement is not to be interpreted to mean any payment made to another LEA is to be treated as a pass-through type of expenditure. Transportation services purchased from another LEA, tuition paid to another LEA or contracted services purchased from another LEA for example, are not to be recorded to 2990-899- Pass Through Funds, but rather recorded to the appropriate function and object code for the service procured from that LEA.

Questions regarding pass-through grants center around how secondary recipients should distinguish between pass-through grants and reimbursements, and whether a secondary recipient of federal money is a sub-recipient subject to Single Audit requirements or simply a contractor/vendor performing services for a fee or reimbursement. This bulletin provides a few examples of financial arrangements between intermediate units and school districts, and consortium leaders and school districts in a Question and Answer format. Independent judgment must ultimately be used in determining the "substance" of each transaction.

It is very important that all accountants and school business officials identify and report grant funds and contracted services correctly. Incorrect reporting can have a significant effect on the amount of revenue and expenditures reported on your school's annual financial report. Since AFR data is used in calculating your restricted indirect cost rate and tuition rate, incorrect classifications could also have a material effect on these certifications.

## **A. Examples Using an IDEA Grant**

These funds are received and expended by Intermediate Units to supplement the Special Education services and programs throughout the Intermediate Unit. The following are some common types of transactions involved in administering the IDEA grants:

1. The Intermediate Unit staff is providing services to school district students or staff members. The Intermediate Unit hires staff to provide educational services to school district children or support services to district teachers and administrators. There are no financial transactions between the Intermediate Unit and member school districts, however, school district students and/or staff members receive services from the Intermediate Unit staff. These services are funded by IDEA grants.

**QUESTION:** Should member districts recognize a revenue and/or expenditure for the services provided their students and teachers? Why or Why not?

**ANSWER:** Yes. Even though no transfer of funds takes place, the nature of the funding does not change in that it has been calculated as part of each school's portion of IDEA funding. How the school chooses to receive these funds does not change this fact. The school district should record the calculated revenue to account code 6832 (use this for IDEA revenue only, use 6831 for all other federal pass through money).

**QUESTION:** Is the school district a sub-recipient of federal IDEA funds or a contractor in this example?

**ANSWER:** Yes, the member district should account for the associated expenditures as federal even though no payments are changing hands.

2. The Intermediate Unit provides funds from the IDEA program to a school district based on documentation received from that school district on specific costs incurred or to be incurred by the district to perform a component of the program responsibilities. The costs incurred or to be incurred are necessary to fulfill an IDEA program requirement.

**QUESTION:** Should member school districts recognize a revenue and/or expenditure for the funds provided their students and teachers? Why or Why not?



**ANSWER:** Yes. In this example, the school district takes responsibility for operating a portion of the program in accordance with program requirements. Therefore, the district should recognize revenue and the appropriate expenditures. In this example, the school district is either incurring costs on behalf of the program or operating a portion of the IDEA program.

**QUESTION:** If your answer is yes, how should the school district record this transaction?

**ANSWER:** Revenues received by the school district from the IU should be recorded to account 6832-Federal IDEA Revenue Received as pass through revenue. (Other federal revenue received as pass through should be recorded to function 6831). Expenditures should be recorded in the appropriate expenditure sub-function/service area and funding source codes. These expenditures are federal expenditures and should be classified as federal expenditures on your annual financial report and Schedule of Expenditures of Federal Awards.

**QUESTION:** Is the school district a sub-recipient of federal IDEA funds or a contractor in this example?

**ANSWER:** Yes. The school district is a sub-recipient of federal funds in this example. The substance of the relationship between the IU and the school district must be evaluated to make this determination because the substance of the relationship is more important than the form of the agreement. Governmental entities such as public schools are normally classified as sub-recipients because in most instances there are program compliance and performance measure issues. On the contrary, a contractor/vendor is not usually responsible for program compliance requirements or performance measures. Contractors are generally responsible for providing goods or services on a one-time or limited-term basis where the performance is related to the administrative support of the grant. Contractors may be held to performance standards consistent with program requirements as set forth in the contractual agreement, but this alone does not classify the contractor/vendor as a sub-recipient.

**QUESTION:** How should the IU account for this transaction?

**ANSWER:** The IU should record the full amount of IDEA money received as federal revenue, and the amount(s) passed to the district as an expenditure in service area account #2990-Pass-Thru Funds, object 899. The Intermediate Unit provides IDEA money to the school district based on an allocation, as requested by the district. The school district expends the money to carry out certain objectives of the IDEA program and, in turn, reports the specific expenditures to the Intermediate Unit.

3. The Intermediate Unit must publish IDEA literature as required by the program and does not have the facilities in-house to do the printing. The IU gets bids and finds that a neighboring school district can provide the services at the lowest price. The district performs the service and is paid for the service.

**QUESTION:** Should member school districts recognize a federal revenue received from another LEA or a reimbursement for the services provided for the IU? Why or Why not.

**ANSWER:** No. The district has a local revenue in the amount received for printing services in this example. Although governmental entities are normally sub-recipients, in this example, the school district is providing a one-time service outside its normal day-to-day operations or purpose. The school district is taking an order and filling it similar to the way a local vendor would perform the service. There is no transfer of federal program responsibilities, and therefore no federal revenue.

**QUESTION:** Is the school district a sub-recipient of federal IDEA funds in this example?

**ANSWER:** No.

**QUESTION:** How should the IU account for this transaction?

**ANSWER:** The IU should record a contracted services expenditure for printing. There was no pass through arrangement in this example.

**QUESTION:** How would the IU account for this transaction if the lowest bidder was a local print shop?

**ANSWER:** The same entry would be made by the IU if the lowest bidder was a local vendor.

## **B. Examples Using an Eisenhower Math and Science Grant**

Many school districts elect to combine their allocation of grant revenue with other school districts' grant revenue so there is only one grantee to administer the program for several school entities. This is often referred to as a consortium. Consortium arrangements can often provide greater services to staff members because of the combination of funds.

1. The consortium school districts receive teacher grants from the administering school district for specific educational proposals.

**QUESTION:** Is the school district a sub-recipient of grant funds in this example?

**ANSWER:** Yes. The administering school district is passing part of the grant to member districts for teacher proposals.

**QUESTION:** Should consortium member school districts recognize a revenue for the grants provided by the consortium leader? Why or Why not?

**ANSWER:** Yes. The money received from the administering school district is part of a federal grant. The money and responsibility for program compliance is being transferred to the consortium member district.

**QUESTION:** If your answer is yes, how should the school district record this transaction?

**ANSWER:** The school district should record the transfer of money for teacher grants in revenue account 6831- Federal Revenue Received from Other PA Public Schools. Expenditures should be classified as federal expenditures with the appropriate sub-function/service area and funding source codes.

**QUESTION:** How should the consortium leader account for this transaction?

**ANSWER:** The consortium leaders/administering school district should record the full amount of the grant received as federal revenue, and the amount(s) passed to member districts as expenditures in service area account #2990-Pass-Thru Funds, object 899.

2. Consortium members are reimbursed for program expenditures they incurred on behalf of the administering district. For example, a member school district elects to provide a staff development program for themselves or other consortium members.

**QUESTION:** Is the school district a sub-recipient of grant funds in this example?

**ANSWER:** Yes. They have agreed to provide part of the services required under the program guidelines.

**QUESTION:** Should consortium member school districts recognize a revenue or reimbursement for the services provided on behalf of the administering district (consortium leader)? Why or Why not?

**ANSWER:** Yes. In this example, it is necessary for the member school districts to record the revenues received from the consortium leader in revenue account 6831-Federal Revenue Received from Other PA Public Schools. Expenditures should be classified as federal expenditures using the appropriate sub-function/service area and funding source codes. The member school districts are carrying out a portion of the program requirements for the administering district. This is not merely a reimbursement because the member school district has agreed to perform part of the program requirements.

**QUESTION:** How should the consortium leader account for this transaction?

**ANSWER:** The consortium leader/administering district should record the full amount of the grant received as federal revenue, and the amount(s) passed to member districts as expenditures in service area account #2990-Pass-Thru Funds, object 899.

3. Below is a second example of a consortium member reimbursement for program expenditures which illustrates a pure reimbursement. A member district purchases 2 personal computers with their Title 6 program allocation. It is easier for the district to make the purchase from their location than to have the consortium leader purchase the computers. The computers are an allowable expenditure. The consortium leader retains all program responsibilities.

**QUESTION:** Is the school district a sub-recipient of grant funds in this example?

**ANSWER:** No, the school district is not a recipient of federal grant funds. There is no transfer of program responsibilities in this example. The school district is merely acting as an agent of the consortium leader to purchase the computers. This is an example of a local fund reimbursement.

**QUESTION:** Should the consortium member school districts, acting as an agent for the consortium leader, recognize a revenue or reimbursement for the services provided on behalf of the administering district (consortium leader)? Why or Why not?

**ANSWER:** The member school district should recognize a reimbursement for educational expenditures in account #6944-Receipts from Other LEAS in PA-Educational. The reimbursement should not be recorded as a contra-expenditure. Expenditures should not be classified as "federal" expenditures on the district's AFR or Schedule of Expenditures of Federal Awards, because the consortium leader will have the expenditures classified as federal expenditures on their AFR and Schedule. School districts should use the appropriate sub-function/service area and local funding source codes when recording the purchase of these computers.

**QUESTION:** How should the consortium leader account for this transaction?

**ANSWER:** The consortium leader/administering school district should record the full amount of the grant received as federal revenue and the amount paid to the member district as a federal expenditure in the appropriate sub-function/service area account, and federal funding source code. A pass-through expenditure account should not be used by the consortium leader in this example.

**QUESTION:** How would this transaction be handled if the grantee purchased equipment, such as computers, for the school district?

**ANSWER:** In most instances the equipment is on loan to the school district while the grantee has responsibility for capitalizing the equipment, tracking

the inventory, and recording the grant revenue and equipment purchase expenditure. The school district is not expected to record the receipt of revenue or equipment expenditure because the grantee owns the equipment. NOTE: Other similar grants, such as Carl Perkins Grants, should be recorded using the general guidelines above. The primary grant recipient should report the revenue received in the appropriate federal revenue account. Sub-recipients of federal funds should use revenue account 6831-Fed'l Revenue From Other PA Public LEAs, as illustrated above, or 6839-Federal Revenue Received From Other Intermediary Sources, while sub-recipients of state and local funds should use the appropriate revenue accounts in the 6810-Revenue From Local Government Units and 6820-State Revenue From Intermediary Sources account series.

### **Additional General Questions**

**QUESTION:** How will PDE know who gets allocations and who doesn't?

**ANSWER:** Primary grant recipients are required to report pass-through amounts by LEA as well as grant expenditures to the respective PDE-program offices. If the program office administrator does not specify a specific format or report for filing this information we recommend sending the following information in a table format: Name of School, Allocation, Amount Passed to the School, Amount Spent on Behalf of the School.

**QUESTION:** Is there a need for PDE to know how much money is passed to a secondary recipient and how it is spent?

**ANSWER:** Yes. Most program offices and independent auditors will expect the primary grant recipient be accountable for the appropriateness of the expenditures incurred by the sub-recipient LEA.

Questions regarding this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)



# Accounting Bulletin #1998-02

**SUBJECT: Reporting Standards for Investment Gains and Losses**

**Effective Beginning Fiscal Year 1997-98**

This correspondence provides guidance on accounting and financial reporting standards for investment gains and losses, both realized and unrealized. This guidance is in accordance with GASB Statement No. 31 and will be of particular interest to those school administrators experiencing investment losses as a result of the Devon Capital Management, Inc. and Financial Management Sciences, Inc. investment practices.

The Governmental Accounting Standards Board (GASB) recently issued Statement No. 31 which is effective beginning with the 1997-98 fiscal year. This new governmental accounting standard requires all investment income, including changes in the fair value of investments (increases and decreases), to be recognized as revenue in the operating statement.

The Statement also states that an entity may disclose realized gains and losses in the notes to the financial statements. However, when extraordinary gains or losses are reported on the operating statement, governmental accounting standards require that an explanation of the event giving rise to the extraordinary gain or loss be reported in the notes to the financial statements. Therefore, schools experiencing losses due to the Devon Capital Management, Inc. and Financial Management Sciences, Inc. investment crisis, or similar losses of this magnitude, should disclose the investment loss in the notes to the AFR, in addition to reporting the loss on the operating statement.

Schools experiencing gains or losses in the fair value of investments should make the following entry for the 1997-98 fiscal year to account for the change in investments on the 1997-98 fiscal year Annual Financial Report (AFR):

6510 Interest on investments/checking accounts	XXX	
0110 Investments		XXX

(To report changes in fair value of investments)

We are currently revising the definition for revenue account 6530, Gains or Losses on Sale of Investments, for use with all funds. Prior to the issuance of GASB Statement No. 31, this account was generally used by proprietary funds only. The AFR will also be revised for the 1998-99 fiscal year to collect investment earnings at the 500 level, instead of other 6510 sub-account level, so all investment income within the 6500 account series, including accounts 6510, 6520, 6530, 6540 and 6590 will be collected in total.

You may use the 6530 account to track gains and losses on investments for the 1997-98 fiscal year to maintain consistency between years. We are not requiring the use of account 6530 for the 97-98 fiscal year because it is after the fact and we did not provide for this account on the 1997-98 AFR spreadsheets. We do recommend using the 6530 account for internal reporting purposes to ensure comparability between years.

However if you do use the 6530 account for the 1997-98 fiscal year, you must combine your 6530 account balance with your 6510 account balance when completing the 1997-98 fiscal year AFR spreadsheet for Commonwealth reporting purposes. The 1997-98 fiscal year AFR spreadsheet provides for the loading of account 6510 only.

All school business officials must use revenue account 6530, instead of revenue account 6510, to account for gains and losses in the fair value of investments, in the 1998-99 fiscal year and future years. The entry for this transaction should be:

6530	Gains or Losses on Sale of Investments	XXX
0110	Investments	XXX

Questions regarding this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)



# Accounting Bulletin #1999-01

## SUBJECT: Accounting for Refunds of Expenditures

### Effective Immediately

Date: January 8, 1999

This correspondence provides guidance on accounting for refunds of expenditures received by the LEA. Schools may receive refunds for expenditures incurred in either the current fiscal year or in a prior fiscal year. Additionally, refunds may be "recurring" or "non-recurring". These factors will govern how LEAs should report refunds of expenditures.

When a refund is received in the SAME YEAR that the corresponding expenditure was incurred, the refund should be netted against the expenditure. This accounting procedure shows the 'actual' cost incurred for the current year.

When the refund is received in a fiscal year subsequent to the fiscal year when the original expenditure was recognized, and the refund is NOT recurring in nature, the refund should be reported as a revenue. It is important to record non-recurring refunds received in a subsequent year as revenue and NOT to net down the expenditure, so that current year expenditures are not understated.

When a refund is received in a fiscal year subsequent to the fiscal year when the original expenditure was recognized, and the refund is recurring in nature, the refund should be netted against the current year expenditures. Refunds are considered recurring if they are normal and expected to happen from year to year. This accounting procedure recognizes that the cost of certain services, such as IU billings for special education, often are estimated during the year and that a yearly reconciliation will be done to determine the 'true' cost. When the refund is routine and recurring, netting the refund against the current year expenditures provides a better measure of the actual cost incurred during the year. If the refund is known before the books are closed for the current year, post the refund to the accounts of the year still open, not to the subsequent year.

There are three possible situations involved when a refund of an expenditure is received.

- 1) The refund could be received in the same year that the expenditure was incurred.
- 2) The refund could be received in a subsequent year and be of a "recurring" nature.
- 3) The refund could be received in a subsequent year and be of a "non-recurring" nature.

The accounting treatment differs depending upon which of the three situations is involved. This bulletin provides examples of each of the three types of situations involving refunds of expenditures.

It is important that reporting by LEAs be as consistent as possible to maintain comparability of data. When the Commonwealth combines data on a statewide level, it is critical that LEAs have reported similar transactions in a similar manner. Certain state subsidies paid to LEAs are based on this data as are reports sent to the United States Department of Education. Additionally, we need to abide by standards established by the Governmental Accounting Standards Board. This Accounting Bulletin is designed to further our goal of receiving accurate and consistent data from all LEAs.

#### EXAMPLES OF REFUNDS OF EXPENDITURES:

##### Example 1. Accounting for Current Year Expenditure Refunds

Example: \$1,000 cash was paid for an insurance policy, but later in the year it was determined that the cost should only have been \$800. The insurance company refunded the \$200 to the LEA.

Original entry for purchase of insurance -

2600-520 Expenditure	\$1,000	
0101 Cash		\$1,000

Refund of \$200 during the year for overpayment on this insurance policy

0101 Cash	\$200	
2600-520 Expenditure		\$200

The LEA will report total expenditures of \$800 for 2600-520 during the year.

##### Example 2. Accounting for Prior Year 'Non-Recurring' Expenditure Refunds

Example: In fiscal year 1997-98 a \$1,000 expenditure was incurred for the purchase of insurance. In 1998-99, a refund of \$100 was received from the insurance company after it was determined that the LEA had been overcharged for the purchase. This is not a routine experience with the insurance company.

In 1998-99 the entry would be -

0101 Cash	\$100	
<del>9500</del> 6991 Refunds of Prior Year Exp		\$100

*(Account code change from 9500 to 6991 effective 7/1/01)*

## Examples 3 & 4. Accounting for Prior Year 'Recurring' Expenditure Refunds

### Example 3:

The Intermediate Unit bills the LEA throughout the year based on an estimated level of services to be provided. The following year the IU calculates the actual fee for the prior year based on actual child count. The IU then routinely refunds (or adjusts) any amounts owed to the LEA for overcharges incurred in the prior year.

The LEA would record the recurring refund from the IU as follows -

0101 Cash	\$5,000
1200-322 Expenditures	\$5,000

This entry offsets (nets down) the current year special education expenditures of the LEA. If the special education expenditure is not netted down in this manner, the regular year-to-year expenditure is overstated by the LEA.

The IU would record the recurring refund to the LEA as follows -

<del>9611</del> 6944	\$5,000
0101 Cash	\$5,000

*(Account code change from 9611 to 6944 effective 7/1/01)*

### Example 4:

Your AVTS routinely sends a refund to its member districts for any "excess" funds that it has at year end.

The LEA would record the recurring refund from the AVTS as follows -

0101 Cash	\$2,500
1300-560	\$2,500

The AVTS would record the recurring refund to the LEA as follows:

<del>9640</del> 6946	\$2,500
0101 Cash	\$2,500

*(Account code change from 9640 to 6946 effective 7/1/01)*

Consistent application of the procedures outlined in this Accounting Bulletin is necessary for proper accounting and to ensure the integrity of the LEAs financial data.

Questions regarding this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)



# Accounting Bulletin #1999-02

**SUBJECT: Accounting Requirements for School Entry Age Children that Remain in the Early Intervention Program**

**Effective Beginning Fiscal Year 1999-00**

Date: January 8, 1999

This accounting bulletin provides guidance on the proper accounting necessary when children have reached an LEA's school entry age, but still remain in the Early Intervention program.

Legislative changes (see Basic Education Circular 11 P.S. 875-304) concerning the Early Intervention program have resulted in questions regarding the proper accounting for the services provided. It is important to record the costs of this program properly on the AFR so that items such as the Tuition Rate are calculated properly.

Intermediate Units that operate an Early Intervention program for children that have reached the resident district's school entry age receive payments directly from the resident school district. This district funded portion is still to be reported in the Intermediate Unit's Special Revenue Fund as part of the Early Intervention Program for Annual Financial Report purposes.

School districts that operate an Early Intervention program for children that have reached the resident district's school entry age should continue to report the expenditures for this program in function 1280 of the General Fund.

Program reports filed with PDE, i.e. final completion reports and the Early Intervention Budget, must report revenues and expenditures only for children in the EI program that are NOT school entry age. In contrast, you must report all EI revenues and expenditures on the AFR regardless of whether the child is of school entry age or not.

The different required levels of reporting will necessitate more detailed accounting entries on the expenditure side than has been needed before.

EXPENDITURES MUST BE SEPARATED INTO THOSE FOR SCHOOL ENTRY AGE CHILDREN AND THOSE FOR 'REGULAR' EI CHILDREN. This additional level of detail may be provided through the use of Funding Sources as listed in the Manual of Accounting. Expenditures for school entry age children should use a funding source from 100 through 190. Expenditures for 'regular' EI children should use a funding source associated with State Projects - from 200 through 390. You may use a funding source within the indicated ranges that will provide a unique code for your LEA for EI expenditures.

Revenue received by an Intermediate Unit from resident school districts for school entry age children should be reported in the Special Revenue Fund, account code 6944 (Receipts from Other LEAs in PA for Education). School Districts operating an Early Intervention program should record payments from resident districts for school entry age children in their General Fund, account code 6944. State revenues for 'regular' EI children should still be recorded to 7272 in the Special Revenue fund for Intermediate Units and in the General Fund for school districts.

EXAMPLES:

Example 1:

Receipt by IU of payment from Resident District for School Entry Age Child in EI Program

26-6944		\$1,000	
0101	Cash		\$1,000

Example 2:

Expenditure by IU for salaries paid for instruction of school entry age EI child

0101	Cash	\$1000	
	26-1280-100-190		\$1,000

Note: Funding source of '190' in this example indicates that expenditure is for school entry age EI child

Example 3:

Expenditure by IU for salaries paid for instruction of 'regular' EI child

0101	Cash	\$500	
	26-1280-100-390		\$500

Note: Funding source of '390' in this example indicates that the expenditure is for 'regular' EI child

Questions regarding this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)

# Accounting Bulletin #1999-03

**SUBJECT: Accounting for Indirect Costs**

**Effective Beginning Fiscal Year 1999-00**

Date: February 1, 1999

This accounting bulletin provides guidance concerning proper accounting entries to record indirect costs. The advice is applicable to all LEAs and should be part of your normal accounting operations.

The Comptroller's Office previously announced, effective for the 1997-98 FY, new account code series 5400 (Intrafund Transfers Out) in the Other financing Uses Section and 9800 (Intrafund Transfer In) in the Other Financing Sources Section of the Chart of Accounts in the Manual of Accounting and Related Financial Procedures for Pennsylvania School Systems. These accounts are for recording indirect cost allocations and other intrafund transfers between various programs within the same fund or fund type. New object codes 934 (restricted indirect cost allocation) and 938 (general administrative overhead allocation) were also provided for recording indirect cost charges. These new accounts were established to assist you in accounting for indirect costs.

As announced previously, object 850, the object previously used to report indirect costs, was deleted from the Chart of Accounts because it is not appropriate to classify indirect costs as expenditures. Indirect costs are simply a transfer of resources, and as such are classified as other financing uses and sources. Therefore, it is not appropriate to recognize revenues or expenditures for indirect costs. For this reason, LEAs must use objects 934 and 938 to record indirect costs.

Since indirect costs are classified as other financing sources and uses. It is incorrect to record indirect costs to expenditure sub-functions 2300, 2500, 2800, or revenue account code 6970. Instead, LEAs should use the proper sub-accounts within the following account categories to record indirect charges:

## OTHER FINANCING SOURCES:

9300 INTERFUND TRANSFERS- Use this account to recognize proceeds for an other financing source BETWEEN FUNDS (for example, a transfer between the special revenue fund and the general fund). NOTE: This account is used for a variety of activities besides indirect costs.

9800 INTRAFUND TRANSFERS- Use this account to recognize an other financing source for proceeds received from one program or activity from another program or activity WITHIN THE SAME FUND (for example, a transfer between one program in the general fund to another program within the general fund). This account is used only in conjunction with Other Financing Uses 5400 Intrafund Transfers Out.

NOTE: This account is for your school's internal use throughout the year. Therefore you will not see account 9800 on your school's Annual Financial Report (AFR) or Comprehensive Annual Financial Report (CAFR).

#### OTHER FINANCING USES:

5200 FUND TRANSFERS- Use this account to record other financing use transactions which withdraw money from one fund and place it in another fund without recourse (for example, a transfer between the special revenue fund and the general fund). NOTE: This account is used for a variety of activities besides indirect costs.

5400 INTRAFUND TRANSFERS OUT- Use this account to recognize an other financing use for transfers made from one program or activity to another program or activity WITHIN THE SAME FUND (for example, a transfer between one program in the general fund to another program within the general fund). Use this service area with object 934, to record restricted indirect costs, or object 938, to record administrative charge transfers between programs/activities within the same fund. This account is used only in conjunction with Other Financing Sources 9800 Intrafund Transfers.

NOTE: This account is for your school's internal use throughout the year. Therefore you will not see account 5400 on your school's Annual Financial Report (AFR) or Comprehensive Annual Financial Report (CAFR). IMPORTANT: LEAs are not permitted to transfer indirect cost charges between their various special education programs.

#### OBJECTS:

934 RESTRICTED INDIRECT COST ALLOCATION- Use this object in conjunction with account code 5200 or 5400 above to record the allocation of restricted indirect costs between funds OR programs.

938 GENERAL ADMINISTRATIVE OVERHEAD ALLOCATION- Use this object in conjunction with account code 5200 OR 5400 above to record the allocation of general administrative overhead allocation between funds or programs. This object is NOT used to record restricted indirect costs. Use object 934 to record restricted indirect costs. Please see the examples that follow for specific accounting examples.

Accounts in the 5400, INTRAFUND TRANSFERS OUT, and 9800, INTRAFUND TRANSFERS IN, are clearing accounts. These clearing accounts allow you to charge indirect costs that are incurred to different programs within your school, as allowable by program guidelines.

Accounts 5400 and 9800 are for your internal use within your accounting system so that indirect cost charges will be properly reflected within programs. These



accounts will also allow you to accurately report indirect costs on your federal reports. No reversal of these entries is needed at year-end. A reversal of entries would cause program costs to be understated on your year-end reports.

Actual expenditures for indirect costs are charged to the administration/ business areas within your school and will show in these areas on your AFR. Clearing accounts 5400 and 9800 will NOT be listed on the Annual Financial Report (AFR). If these accounts were listed on the AFR, indirect costs would be reported on the AFR twice.

Indirect costs are recorded for program reporting purposes when indirect costs are allowable program charges for funding purposes. Specific information concerning the restricted indirect cost rate can be found on the Comptroller's web page at [www.education.state.pa.us](http://www.education.state.pa.us) under Policies and Procedures, and on the Federal government's Office of Management and Budget's web site at [www.whitehouse.gov/omb/grants](http://www.whitehouse.gov/omb/grants) click on OMB Circular A-87.

#### EXAMPLES:

#### EXAMPLE 1: INDIRECT COSTS BEING TRANSFERRED BETWEEN FUNDS (INTERFUND TRANSFERS).

A school transfers money from the food service fund to the general fund to cover indirect costs of the food service fund that were incurred in the general fund.

#### GENERAL FUND ENTRIES:

10-0132	Interfund Accounts Receivable	\$ 500
10-9351	Food Service Fund Transfers	\$ 500

(To establish the receivable from the food service fund for indirect costs)

10-0101	Cash	\$ 500
10-0132	Interfund Accounts Receivable	\$ 500

(To record receipt of indirect costs in the general fund)

#### ENTERPRISE FUND ENTRIES:

50-5210-938	General Fund Transfers	\$ 500
50-0402	Interfund Accounts Payable	\$ 500

(To establish the payable to the general fund for indirect costs. Object 938 was used since the indirect costs are not restricted.)

50-0402	Interfund Accounts Payable	\$ 500
50-0101	Cash	\$ 500

(To record payment of indirect costs in the food service fund)

EXAMPLE 2: INDIRECT COSTS BEING TRANSFERRED WITHIN A FUND (INTRAFUND TRANSFERS).

An intermediate unit transfers restricted indirect costs of \$750 from the federal program within the general fund, to the administration program within the general fund.

THE ADMINISTRATION PROGRAM WITHIN THE GENERAL FUND WOULD RECORD:

1X-0101	Cash	\$ 750
1X-9810	General Fund Intrafund Transfers	\$ 750

(To record receipt of cash for restricted indirect costs from the federal program.)

THE FEDERAL PROGRAM WITHIN THE GENERAL FUND WOULD RECORD:

1X-5410-934	Federal Fund Intrafund Transfers	\$ 750
1X-0101	Cash	\$ 750

(To record payment of restricted indirect costs from the federal program to the administration program)

Questions regarding this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)

# Accounting Bulletin #1999-04

## SUBJECT: Accounting for E-Rate Discounts

### Effective Immediately

Date: June 16, 1999

This bulletin provides guidance concerning proper accounting for the Schools and Libraries E-Rate Discounts. The advice is applicable to all LEAs and should be part of your normal accounting operations. Information regarding the E-Rate program can be found on the Pa. Department of Education (PDE) web site at [www.education.state.pa.us](http://www.education.state.pa.us)

The Telecommunications Act provides subsidies to suppliers of telecommunications supplies and services so they may pass along E-Rate discounts in the form of discounted billings for qualifying, approved telecommunications expenditures. The amount billed to you by the vendor is normally the discounted rate resulting in a lower expenditure amount. The E-rate discount is NOT a revenue to your school. The qualifying expenditures should be accounted for like any other expenditure using the appropriate fund, sub-function, object, instructional organization and funding source code.

Due to delays in processing the first year, some E-rate applicants may have received a check from the supplier for the discount but in future years this discount will result in a lower billing. If you received an E-rate payment, your accounting for this receipt should be handled using the same guidelines that are applied to other refund of expenditures. Detailed information regarding the accounting for Refunding of Prior Year Expenditures, including examples of accounting entries for different types of refunds, can be found in Accounting Bulletin 1999-01 - Accounting for Refunds of Expenditures, located on the PDE Website. This guidance can be summarized as follows:

- ❖ If the receipt was for current year expenditures, the amount received should be credited to the appropriate expenditure account to reduce the original expenditure and debited to a cash account.
- ❖ Refunds relating to prior year expenditures should be accounted for in one of two ways:
  1. Establish the materiality of the funds. If the amount is immaterial, credit the amount against the current year's expenditure,
  2. If the receipt was for prior year expenditures of a significant amount, the amount should be credited to Revenue from Local Sources,

account #6991-Refund of Prior Year Expenditures ~~#9500-Refund of  
Prior Year Expenditures~~ .

*(Account code change from 9500 to 6991 effective 7/1/01)*

Remember that if the refund covers more than one reporting year the refund must be allocated to the appropriate years.

The information for this bulletin was provided by Ms. Laura E. McGill, Business Manager of Columbia Borough School District, and printed in the April 1999 PASBO Report.

Questions regarding this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)

# Accounting Bulletin #2000-01

**SUBJECT: Accounting for PURTA Distributions Received through the Commonwealth of PA**

**Effective Beginning Fiscal Year 1999-00**

Date: January 12, 2000

This bulletin provides guidance on the proper accounting for prior year PURTA (Public Utility Realty Tax Act) entitlements received in the current fiscal year.

This fiscal year, LEAs have received an additional PURTA distribution that was payable to recipients during the 1998-99 fiscal year. This additional distribution is based on the 1996-97 fiscal year RCT-900 PURTA report that you filed with the PA Department of Revenue during the 1997-98 fiscal year.

The PURTA distribution you received during FY98-99 was capped due to a shortage in the Commonwealth appropriation. Normally when using an accrual basis of accounting, the additional payable is accounted for as accrued revenue at June 30. This is done if the amount due your school is measurable and available soon enough after the close of the current fiscal year to fund current year obligations. In this instance, the amount due to each LEA was not measurable or available so you were unable to accrue your LEA's additional PURTA entitlement at June 30, 1999. Accordingly, the additional 1998-99 fiscal year PURTA entitlement received during the 1999-2000 fiscal year should be recorded like a current year PURTA distribution in revenue account #6113.

There is no requirement to make revisions to your 1998-99 fiscal year annual financial report or 1999-2000 fiscal year budget for this distribution.

Questions regarding this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)



# Accounting Bulletin #2000-02

## SUBJECT: Fountain and Vending Agreements

### Effective Beginning Fiscal Year 1999-00

Date: January 21, 2000

This bulletin will address the proper accounting and reporting for Fountain and Vending Agreements and similar beverage-right agreements between PA public schools and vending contractors. This guidance is effective for FY 1999-2000 and future years.

Fountain and Vending and similar beverage-right agreements result in incentive payments, bonuses, free gifts, advertising, technology and additional vending machine commissions to the school entity. These agreements have contract values from several thousands of dollars to several millions of dollars and extend over multiple fiscal years in most instances. Some contracts are as long as ten years in length with stipulations on the amount of sales that must be maintained on school property to retain the annual payments made to the school district by the contractor.

All schools should be budgeting, accounting and reporting for these agreements in the General Fund of the school entity. These contracts are school entity-wide agreements and should be controlled and accounted for centrally. This does not preclude your school from using some or all of the contract funds for student activities or athletics if this is where your school board chooses to spend the money. This guidance is offered to provide a consistent basis for public school accounting and reporting as well as to raise the level of accountability for vending contracts and contracts of like-kind to the level of all other significant, school-entity contracts and obligations.

Contract revenues should be recognized in the General Fund on a modified accrual basis of accounting. This may require deferral of some portion of your annual contract revenues if there are conditions in the contract that have not been met at the close of the fiscal period.

For Example: The Ridge School District signs a contract with the Coca-Cola Company agreeing to place "X" number of vending machines on school grounds and agreeing to sell "X" number of soft drinks a year in exchange for 2 cents more on each soft drink sold and \$100,000 payable as follows:

- 1)\$55,000 the first school year provided sales equal or exceed "X",
- 2)\$35,000 the second school year provided sales equal or exceed "X", and
- 3)\$2,000 a year for each of the next 5 succeeding years provided total sales during this time equals or exceeds "X". Also included in an agreement of this type is the amount due back to the vendor in the event the sales floors are not met.

Note: Other freebies resulting from these contracts may also need to be valued for capital asset reporting and maintenance purposes.

**\*\*\*Accounting Entry-Year 1**

If all contract conditions are met, record the following to recognize the annual revenue and commissions on soft drinks for the school year.

Debit:	10-0100 Cash	\$62,000	
Credit:	10- <del>6990</del> 6999 Misc. Revenue-Coca-Cola		
	Contract Receipts		\$55,000
Credit:	10- <del>6990</del> 6999 Misc. Revenue-Vending Commissions		\$ 7,000

**\*\*\*Accounting Entry-Year 1**

If some contract conditions remain to be met at the end of the school year and there is \$10,000 due back to the Coca-Cola Company if these conditions are not met; then, record the following to recognize the revenue and commissions on soft drinks for the school year.

Debit:	10-0100 Cash	\$62,000	
Credit:	10- <del>6990</del> 6999 Misc. Revenue-Coca-Cola		
	Contract Receipts		\$45,000
Credit:	10-0480 Deferred Revenue		\$10,000
Credit:	10- <del>6990</del> 6999 Misc. Revenue-Vending Commissions		\$ 7,000

*(Account code change from 6990 to 6999 effective 7/1/01)*

**\*\*\*Accounting Entry for Transferring Contract Revenues to another Fund.** To transfer commissions of \$22,000 to the Drama Club, as approved by the School Board.

Debit:	10-5280-939 Transfer to Activity Fund	\$ 22,000	
Credit:	10-0100 Cash		\$22,000

Again, this bulletin is provided to make all public school business administrators aware that Fountain and Vending and similar beverage-rights agreements should be accounted for through the General Fund. Recording these transactions in the General Fund provides full accountability to the public for agreements of this type by estimating both the revenues and expenditures or transfers in the school's General Fund Budget and by reporting actual results of these agreements in the school's AFR.

Questions regarding this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)



# Accounting Bulletin #2000-03

**SUBJECT: Proper Accounting for Link to Learn Funds**

**Effective Immediately**

Date: April 4, 2000

This accounting bulletin will clarify proper accounting for Link to Learn funds distributed through the PA Department of Education, Comptroller's Office. This advice is applicable to all LEAs and should be part of your normal accounting procedures.

Link to Learn funds received by an LEA as a direct payment from the PA Department of Education, Comptroller's Office, should be recorded to the 7910 revenue account code. Revenue code 7910 is designated as Educational Technology and was specifically established for Link to Learn funds. Prior to establishing account code 7910, you were advised to record Link to Learn money in revenue account 7500, Extra Grants. The new Educational Technology revenue code was announced 7/1/97 in Accounting Bulletin #97-01, and was effective with 1997-98 fiscal year and future year annual financial reports. Therefore, revenue account 7500 has not been a valid code for these funds since 6/30/97.

Link to Learn funds that are not received directly from the PA Department of Education but rather through an intermediate source, such as the Intermediate Unit, should be accounted for as prescribed in the guidelines established in accordance with Accounting Bulletin #98-01: Accounting for Pass-through Grants and Other Shared, State and Federal Grants. Briefly, funds received by a consortium leader directly from the Commonwealth should be to the 7910 revenue account with any money passed through to a secondary recipient recorded as expenditure code 2990 - Pass thru funds. The secondary recipients must then record their share of the pass-through revenue in account code 6821 - State Revenue Received from other PA Public Schools. Expenditures must also be reported per the grant guidelines. The full text of both bulletins is available on the PDE Website at:

[www.education.state.pa.us](http://www.education.state.pa.us)

It is imperative for grant auditing purposes that strict adherence to the standard account code structure is maintained at all times. Please review your Annual Financial Report (PDE-2057) for the fiscal year ending June 30, 1999 to ensure that you have reported your Link to Learn grants and other revenues and expenditures correctly. A revised AFR must be filed with the Comptroller's Office if improper accounting entries are found.

Questions regarding this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)

# Accounting Bulletin #2000-04

## SUBJECT: Budgeting for Federal Funds

### Effective Immediately

Date: May 16, 2000

In the past, some schools omitted federal funds from their general fund budget, PDE-2028. This accounting bulletin emphasizes that federal funds should be included in the general fund budget adopted by the School Board.

The PA Public School Code of 1949, Section 687 (b) requires that schools prepare and adopt an annual budget that represents "the amount of funds that will be required by the school district in its several departments for the following fiscal year." The elimination of federal funds, a significant source of revenue, from the General Fund budget would underestimate the funds available to your school and not present an accurate picture to taxpayers as to what funds are being received and spent by your school.

Additionally, Section 609 of the School Code allows for inclusion during the year of additional state and federal revenue, not budgeted for, as it becomes available. However, this does not dismiss the duty of the fiscal officer from presenting to the School Board and the constituents of the school district an overall picture of available revenue sources. In fact, excluding federal revenue may falsely give the impression that federally sponsored programs are not being financed with federal funds and that local and state sources will be used to maintain these programs. Additionally, excluding federal funds from your budget will also show your report users that you have huge variances in your budget-to-actual comparisons on the Annual Financial Report (AFR). To make the omission even more obvious to report users, the implementation of GASB Statement 34 will require BOTH the original and final budgets to be compared to actual figures on the AFR.

Section 609 does not provide for federal funds to be expended from a special revenue fund. In fact, the Section provides the means to handle these funds within the general fund. Additionally, Generally Accepted Accounting Principles (GAAP) requires that only a minimum number of funds be maintained for an entity to meet legal requirements and sound financial management. This prevents fragmentation, inflexibility, and complex accounting systems when they are not necessary. The use of a special revenue fund is not recommended or encouraged by GAAP if the funds can be reported within the general fund. Since federal funds are a small part of a public school's operating budget, we also conclude that there is no need to set federal funds apart.

The final reason for reporting federal funds within the general fund has to do with calculating your school's restricted indirect cost rate. PA's USDE-approved

restricted indirect cost plan is approved on the assumption that all federal revenue and expenditures are included within the general fund. We cannot approve a restricted indirect cost rate for your school if federal funds are not included within the general fund of your report.

For the reasons mentioned above and to maintain consistency in financial reporting for all education programs across PA public schools, we must advise you that estimates for federal funds should be included in your general fund budget. Federal funds may not be segregated in a special revenue fund, and must be reflected on the PDE-2028 as general fund revenues and expenditures.

Questions regarding this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)

# Accounting Bulletin #2000-05

## **SUBJECT: Ability of Area Vocational-Technical School Boards to Establish Capital Reserve Funds**

### **Effective Beginning Fiscal Year 2000-01**

Date: ~~May 16, 2000~~  
Partial Text Revisions April 2011

The following information is being sent to assist area vocational-technical schools and their member districts with preparing their 2000-2001 fiscal year budget.

Act 16 of 2000 (Senate Bill 652, Printer Number 1922), signed into law May 10, 2000, amends Section 1850.1 of the PA Public School Code to permit area vocational-technical school board, WHEN AUTHORIZED BY THE PARTICIPATING SCHOOL DISTRICTS, to establish a capital reserve fund under the provision of Section 1850.4 of the School Code for the purpose of purchasing equipment and maintaining facilities.

Section 1850.4 was added to the PA Public School Code to permit a capital reserve fund, but specifies the following conditions:

1. The school may establish a "special revenue fund" which may be designated as a capital reserve fund. (The ~~LECS~~ Comptroller's Office will revise the definition of Capital Projects fund number ~~24~~ 31 of the current Chart of Accounts to include capital reserve funds authorized by Sections 1850.1 and 1850.4 of the PA School Code.)
2. Money may be accumulated, during a period not to exceed five years from the date the first payment was made into the fund, for the purpose of purchasing equipment or maintaining facilities.
3. The capital reserve fund shall consist of funds transferred during any fiscal year from appropriations made for this particular purpose (i.e., expenditure account ~~5220, special revenue fund~~ 5230-931 Capital Projects Fund transfers) and of unencumbered funds remaining from the current and/or prior years' general fund.
4. The money in the capital reserve fund shall be kept separate and apart from any other fund by the treasurer of the area vocational-technical board. The money in the fund may be invested in securities legal for the investment of sinking fund money of school districts. The interest earnings on these investments shall be paid into the capital reserve fund. (Accounting segregation in ~~special revenue~~ capital projects fund 31 will satisfy this requirement, as long as interest on deposits is properly credited to this capital reserve fund).

5. Money in the capital reserve fund may be expended only upon approval of a majority of the members of the operating agent only during the period of time for which the fund was created, AND only for equipment purchases or facilities maintenance projects and for no other purpose.

6. The area vocational-technical school shall annually show in its financial report the amount of moneys in the capital reserve fund which shall at all times be properly identified as to purpose. (The Annual Financial Report will collect your capital reserve fund information at the functional level, unless otherwise required by the vocational-technical program offices.)

Questions regarding this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)



# Accounting Bulletin #2000-06

**SUBJECT: New Revenue to be Distributed per Act 16 of 2000**

**Effective Immediately**

Date: May 22, 2001

Act 16 of 2000 (Senate Bill 652, Printer Number 1922), signed into law May 10, 2000, contained provision for two new revenues that were not included in the Chart of Accounts posted to the PDE web-site. This accounting bulletin will discuss these changes.

Section 1503-A of the PA Public School Code, which addresses Basic Education Grants, was amended to expand the allowable uses of the grant. Also, this Section was revised to permit school districts, charter schools, area vocational-technical schools and intermediate units to apply for these grants as prescribed by the PA Department of Education. These grants will be based on a formula that considers the market value/income aid ratio and average daily membership of the school. The Department may establish matching requirements for grant recipients. Basic Education Grants were previously entitled Link-to-Learn Basic Education Grants. You should continue recording these grants to revenue account 7910 and funding source 340.

Section 1709-B was added for School Improvement Grants. These grants will be distributed to school districts on the Education Empowerment List or school districts certified as an Education Empowerment District. The grants are to assist these schools in the implementation of their school district improvement plans. The Section describes in detail the purpose of the grant, how payments will be calculated, the allowable uses for the grant funds, the required reporting, and the consequences of not using the grant funds in accordance with guidelines. Schools receiving these grants should record them to revenue account code 7170 and funding source 207.

Please refer to Act 16 of 2000 for complete details on the above revenues, as well as other amendments to the PA Public School Code.

Questions regarding this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)





# Accounting Bulletin #2001-01

**SUBJECT: Account Code Changes for Revenues and Expenditures**

**Effective Beginning Fiscal Year 2001-02**

Date: February 7, 2001

CHART OF ACCOUNT Updates (FY 2001-02 Budgets and Beyond)

The following chart of account changes should be implemented beginning with FY 2001-02 for budgeting, accounting and financial reporting purposes.

REVENUE CODE CHANGES:

## LOCAL REVENUES

The following account code changes are required to comply with generally accepted accounting principles. Revenues currently recorded to the 9600, Transfers from Other LEAs, and 9500, Refund of Prior Year Expenditures as "Other Financing Sources" should be recorded as local revenues in account series 6940 and 6990 beginning July 1, 2001. The following new local revenue accounts have been created for these revenue types:

- 6944 – Receipts from Other LEAS in PA (formerly 9611)
- 6945 – Receipts from Out-of-State LEAs (formerly 9620)
- 6946 – Receipts from Member Districts – AVTS/Special Program Jointure (formerly 9640)
- 6947 – Receipts from Members of Intermediate Units for Education by Withholding (formerly 9631)
- 6948 – Receipts from Members of Intermediate Units for Direct Contributions (formerly 9632)
- 6961 – Transportation Services provided Other PA LEAS (formerly 9612)
- 6969 – All other Services Provided Other Governments and LEAs not Specified in the 6900 series

Revenues previously recorded as Other Financing Sources in account code 9500 - Refund of Prior Year Expenditures should now be recorded as local revenue in account 6991 - Refund of Expenditures. This account should be used for non-recurring refunds. Recurring refunds should be netted against the respective operating expenses each year.

The additional local revenue accounts listed below have also been added to help you account for Act 50 transactions beginning in Fiscal Year 2001-02:

- 6213 – Discounts taken on Act 50 Tax Reform
- 6214 – Discounts taken on Act 50 Homestead/Farmstead
- 6230 – Revenues forgone due to Homestead/Farmstead Exclusion

6231 – Homestead Exclusion

6232 – Farmstead Exclusion

And, Local revenue account 6920 – Contributions and Donations from Private Sources/Capital Contributions has been expanded to include Capital Contributions made to Proprietary Funds. These contributions will no longer be treated as direct additions to equity, and credited to an equity account, but rather as non-operating revenue sources in the Proprietary Funds.

#### STATE REVENUES

As previously announced, revenue account 7170 should now be used to account for Empowerment/School Improvement Grants.

#### FEDERAL REVENUES

There are several changes in the federal revenue account series.

\*\*\*Federal Revenue Account Codes were updated subsequent to this bulletin for use beginning in the 2003-04 fiscal year. Please refer to the most current chart of accounts for the proper revenue codes.\*\*\*

Federal revenue account 8516 - ESEA Title I, Program Improvement Applications, has been combined with federal revenue account 8514 - ESEA Title I, Education of the Disadvantaged. This change may require that you establish funding source code 415, if you are not already using a funding source or other mechanism to separately track your program improvement grants.

Also, a detailed review of federal program revenues has resulted in a requirement that we change the following Federal Revenue Codes beginning in the 2001-02 Fiscal Year:

	<u>Current Code</u>	<u>Change to</u>
STW-Planning	8521	8660
STW-Development	8521	8660
STW-Transition Grants	8521	8660
STW-Challenge Grants	8521	8660
Title I Charter Schools	8513	8514
" Philadelphia Program	8513	8514
" Low Income	8513	8514
" Lancaster Lebanon	8513	8514
Program Improvement	8516	8514
Chapter 1 Delinquent	8513	8514
Educationally Deprived Children	8513	8514
Migrant Ed Consort Incentive	8513	8514

Migrant Federal	8513	8514
Chapter 1 Delinquent	8513	8514
Chapter 1 Neglected	8513	8514
Emergency Immigrant	8690	8519
Even Start Family Literacy	8519	8514
Eisenhower MS Prof Development	8570	8519
Higher Ed. Eisenhower Reading	8570	8519
Outreach for Infants & Toddlers	8512	8519
Reading Excellence	8570	8519
Class Size Reduction	8560	8690
Violence Prevention	8620	8690

The 2001-02 grants for the programs listed above will reflect the new revenue codes when paid to your school next year. Please be sure to make these adjustments in your Fiscal Year 2001-02 budget.

#### EXPENDITURE ACCOUNT CHANGE

The following expenditure account addition is effective beginning July 1, 2001.

Account 5130 – Refund of Prior Year Revenues/Receipts. Record to this account amounts previously recorded to service area account 5110 – Debt Service, object 880 - Refunds of Prior Year Expenditures, where most of your non-cash deductions taken by the Pennsylvania Department of Education have been recorded in the past. This change is being made for the same reason that account 9500 was moved to a local revenue account. Refund of Prior Year Expenditures should not be recorded like debt as an "Other Financing Uses." Account 5130 is an "Other Expenditure" not an Other Financing Use and should be reported accordingly on your financial statements.

Questions regarding this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)



# Accounting Bulletin #2001-02

## SUBJECT: Restricted Indirect Cost Rate Procedure Changes

### Effective Beginning Fiscal Year 2001-02

In the spring of each year the Office of Comptroller Operations distributes a restricted indirect cost rate for all school entities requesting this rate. The Restricted Indirect Cost Rate Schedule, that is a part of the Annual Financial Report (PDE-2056 and 2057) filed with the Comptroller's office, must be completed in order for a rate to be calculated. The Federal Accounting section of the Comptroller's office processes and certifies each rate based on this data. Information regarding restricted indirect costs can be found on the Comptroller's web page at [www.education.state.pa.us](http://www.education.state.pa.us) under Policies and Procedures, and on the Federal government's Office of Management and Budget's web site at [www.whitehouse.gov/omb/grants](http://www.whitehouse.gov/omb/grants) click on OMB Circular A-87.

The type of rate calculated by the Comptroller's Office is categorized as a predetermined rate. A predetermined rate utilizes information from a previous year's annual financial report to calculate the indirect cost rate for a subsequent fiscal period. For example, 1999-00 fiscal year data is submitted on the Annual Financial Report in the fall of 2000. That data is used to calculate a restricted indirect cost rate that is mailed to schools in the spring of 2001 and is used for programs during the 2001-02 school year. OMB Circular A-87 guidelines specify that unless unusual circumstances exist, a predetermined rate is not subject to adjustment. Under this guidance the Comptroller's Office will no longer process revisions to prior year annual financial reports for the purpose of changing a certified restricted indirect cost rate. The Comptroller's office has determined that auditor adjustments do not constitute "unusual circumstances". Requests for calculation of a restricted indirect cost rate must be submitted when the annual financial report is filed. Our office will mail the certified restricted indirect cost rate in the spring of the year. Schools should also be able to view their rate on the e-Grant system. Changes to the current Annual Financial Report Restricted Indirect Cost Rate schedule will only be processed as time permits and no adjustments will be made after June 30 of the fiscal filing year.

Questions regarding this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)

Questions regarding the Indirect Cost Rate calculation may be directed to the Federal Accounting staff within the Office of Comptroller Operations at [RA-ECDFederalAccount@state.pa.us](mailto:RA-ECDFederalAccount@state.pa.us)



# Accounting Bulletin #2002-01

**SUBJECT: Accounting for Student Activity Funds**

**Effective Immediately**

Date: July 17, 2002

Updated accounting guidance for the proper classification of Student Activity Funds established within the guidelines of 24 P.S. 5-511 of the PA School Code.

Chapter 5 of the Manual of Accounting and Financial Reporting for Pennsylvania Public Schools originally released May 2001 provided guidance to LEA's that effective with GASB Statement #34 implementation Student Activity Funds would be accounted for in the Special Revenue Fund type. Since the release of the Manual, our office has received numerous requests to revisit this issue. In March of this year, we began an exhaustive review of various reference books and solicited opinions from members of the school business community regarding this direction. As a result, we are amending our guidance to reflect the following.

The GAAFR "Blue Book" recommends accounting for Student Activity Funds as either an Agency Fund, as was the case per Statement #34, or a Special Revenue Fund. There are several criteria to be applied when deciding where to account for this activity. The most important criteria is the ownership of the funds (moneys) involved. If the funds belong to the school, our initial interpretation, then a Public Purpose Trust Fund would be the correct placement. Activity Funds that are not established within the guidelines of Section 5-511 would be accounted for in this Fund. If the funds belong to the students and the school has oversight responsibility, then an Agency Fund would be more appropriate. Section 5-511 clearly states that the "funds shall not be the funds of the school district but shall remain the property of the respective class, organization, club, society, or group." This would preclude the use of a Public Purpose Trust Fund. Our office sought and obtained a legal opinion from the Department of Education that concurs with our assessment of fund ownership. Based upon this opinion, the Comptroller's Office will amend its guidance to allow Student Activity Funds, established under the provisions of the aforementioned section of the School Code to be treated as an Agency Fund.

On a related note: Our office strongly suggests that all LEAs establish a school-wide policy dealing with dormant account balances. These are accounts where there has been no activity for at least one year or the class affiliated with this account has graduated. The Auditor General's Office is in agreement with our office that leftover funds should NOT revert back to the General Fund as previously reported in Chapter 10 of the Accounting Manual. Absent any direction from the members of the class or organization or an overall policy dealing with these accounts, these funds should be turned over to the Student Body Account to be

used for school related purposes only.

Questions regarding this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)



# Accounting Bulletin #2003-01

## SUBJECT: Capital Reserve Funds

### Effective Immediately

Date: ~~June 9, 2003~~

Partial Text Revision April 2011

This accounting bulletin is to provide clarification on the two types of Capital Reserve Funds available to school entities in Pennsylvania. The *Manual of Accounting and Financial Reporting for Pennsylvania Public Schools* (Manual) addresses Capital Reserve funds in ~~Chapter 5 Special Revenue Funds~~ Chapter 6 – Capital Projects Funds. ~~As discussed in the Manual, a Special Revenue Fund is used to account for financial resources that are legally restricted to expenditures for specified purposes. More specifically~~ A Capital Reserve Fund is used to account for expenditures that are capital in nature, and both kinds discussed below require annual disclosure in the General Fund Budget (PDE-2028) submitted to the Department of Education (PDE).

The first type of Capital Reserve Fund is established in 24 PS 6-690 of the school code, and accounts for revenues resulting from the levy of a special tax by the school district. The usage of the money is limited to constructing a school building project that is approved by the PDE. Also, a board resolution detailing the millage, which may not exceed three mills in any one year, and a timeframe for the project is required to establish this type of fund. Furthermore, a 690 Capital Reserve Fund has a life of five years from the date the initial payment was made into the fund. If the intended project does not materialize, the money must go back to the General Fund in equal amounts over five years. Section 1850.1 authorizes Area Vocational Technical Schools to establish a Capital Reserve Fund with the same limitations, with the exception of the special tax levy.

The second type of Capital Reserve Fund available to School Districts is discussed in 53 PS 1432 of the municipal code. This type of fund may consist "(a) of moneys transferred during any fiscal year from appropriations made for any particular purpose which may not be needed" or "(b) of surplus moneys in the treasury of the municipality at the end of the fiscal year." Section 1434 further stipulates specific purposes on the allowable expenditures of these funds. The moneys in this type of fund may be expended "only for capital improvements and for replacement of and additions to public works and improvements, and for deferred maintenance thereof, and for the purchase or the replacement of school buses, and for **no other purpose.**"

The Comptroller's Office highly recommends that LEA personnel use discretion, as well as a consultation with the LEA solicitor, before establishing either of these funds.

Questions regarding this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)

# Accounting Bulletin #2004-01

**SUBJECT: Account Code Changes for Revenues and Expenditures**

**Effective Fiscal Year 2004-05 (unless noted for FY 2003-04)**

Date: March 24, 2004

The following account code changes, unless noted, should be implemented beginning with FY 2004-05 for budgeting, accounting, and financial reporting purposes.

## REVENUE CODE CHANGES

### Additions:

- **7299** - Other program subsidies not listed in the 7290 series of accounts. PRRI and APS payments previously recorded to revenue code 7290 should be reported in this code.
- **7501** - PA Accountability Grants
- **7510** - Voc Ed Tutoring Funds: AVTS/CTC only (may be paid in 03-04 fiscal year)
- **7599** - Other State Revenue not listed in the 7000 series.

### Changes:

- **7290** - Revenue received from the Commonwealth as subsidy for educational expenditures not specified elsewhere in the 7200 series of accounts.
- **7500** - State Revenues not listed elsewhere in the 7000 series.

### Deletions:

- **6950** - Educational Impact fees
- **7150** - School Performance Incentives
- **8680** - Goals 2000 Educate America

## **EXPENDITURE ACCOUNT CHANGES**

The following expenditure accounts are effective beginning July 1, 2004.

### **Additions:**

- **1450** - Instructional Programs Outside the Established School Day – to be used to account for expenditures incurred for tutoring.
- **1800** - Instructional Programs for Pre-K students

## **FUNDING SOURCE CHANGES**

### **Additions:**

- **211** – Educational Assistance (tutoring)
- **212** – PA Accountability Grants

## **REMINDERS**

**7291** – As previously announced, this revenue code should now be used to record Educational Assistance Program revenues (tutoring).

**115** – This object is to record the impact of termination payouts. These costs will be collected on the Restricted Indirect Cost Schedule of the AFR.

Questions regarding this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)

# Accounting Bulletin #2005-02

**SUBJECT: Implementation of GASB Statement No.45 -  
Accounting and Financial Reporting by Employers for  
Postemployment Benefits Other Than Pensions**

## Effective per Implementation Schedule

Date: December 30, 2005

GASB Statement #45, published in June 2004, has phase-in periods established for implementation beginning with reporting periods after December 15, 2006. School entities are required to follow the guidance in this Statement beginning with the applicable phase-in period. This bulletin is to provide you with general guidance for your implementation; due to the level of detail in this Statement, an in-depth analysis will not be provided. A copy of Statement #45 (Statement) and other GASB statements are available on GASB's website [[www.gasb.org](http://www.gasb.org)].

## Overview

GASB 45 establishes accounting procedures for employer reporting to entities with a defined benefit plan or a defined contribution plan that provide other postemployment benefits (OPEB), not including pensions. A defined benefit plan specifies the benefits to be provided at or after separation from employment. A defined contribution plan is one that (1) provides an individual account for each plan member, and (2) specifies how contributions to an active plan member's account are to be determined.

OPEB represent an exchange of salaries and benefits for employee services rendered and is part of the compensation for those services. Examples of OPEB include: postemployment healthcare benefits - whether provided as part of a defined benefit plan or as a separate payment (medical, dental, vision, hearing); and benefits provided separately from a defined plan (such as life insurance, disability and long-term care).

**Note:** Incentives offered by employers to accelerate the termination of employee services, referred to as termination offers and benefits, are not included as OPEB for purposes of this Statement. GASB Statement #47, released in June 2005, should be referenced when accounting for termination benefits.

## Employers with Defined Benefit OPEB Plans

The annual OPEB cost and net obligation should be equal to the annual required contributions (ARC) of the employer based on an actuarial valuation. The frequency of this valuation varies depending on the plan's membership.

Furthermore, the Statement allows an alternative cost measurement basis depending on the type of employer.

OPEB expense/expenditures include contributions related to the ARC and accrual or payments of OPEB-related debt. Related costs for OPEB and ARC should be adjusted as discussed within the Statement. The basis of accounting for OPEB expenditures varies by type of fund: governmental funds should be recognized on the modified accrual basis while expenditures from proprietary funds should be recognized on the accrual basis. For the government-wide statements, OPEB costs are also recognized on the accrual basis.

## **Employers with Defined Contribution Plans**

These employers should recognize OPEB expense/expenditures equal to their required contributions in accordance with the terms of their plan. Recognition basis is again accrual or modified accrual, depending on the fund used to report the contributions. OPEB liabilities or assets are the difference between contributions required and contributions made, and should not be offset in the financial statements.

## **Effective Date**

The effective dates for implementation are based on the phase-in criteria used for GASB Statement #34, *based on annual revenues*, and are as follows.

- \$100 million or more – beginning after December 15, 2006
- \$10 million or more, but less than \$100 million – after December 15, 2007
- Less than \$10 million – after December 15, 2008

If you require additional details, please refer to the GASB Statement. General questions regarding this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)

# Accounting Bulletin #2007-01

**SUBJECT: Accounting for Capital Reserve funds authorized by  
Municipal Code 53 PS 1431 - 1436**

**Effective Immediately**

Date: December 12, 2007

The information in this bulletin supplements Accounting Bulletin # 2003-01. It provides clarification regarding accounting procedures related to the establishment and uses of monies transferred to a 1431 Capital Reserve fund by school districts.

- 1) Schools may not deposit bond proceeds directly into this fund. 53 PS 1432 states that this type of fund may only consist of: 1) moneys transferred during any fiscal year from appropriations made for any particular purpose which may not be needed; or 2) of surplus moneys in the general fund of the treasury of the municipality (school district) at the end of the fiscal year.
- 2) The money in this type of capital reserve fund may only be used for the following expenditures: capital improvements and for replacement of and additions to public works and improvements, and for deferred maintenance thereof, and for the purchase or the replacement of school buses, and for no other purpose. Transferring money out of the Capital Reserve fund is not permitted.
- 3) The construction of new buildings and the debt service associated with these projects have been determined to fall within the parameters of capital improvements. As such, accounting transactions that involve the money in the Capital Reserve fund must be maintained within this fund. The remainder of the project not covered by the money in the Capital Reserve fund should be accounted for in a Capital Projects fund.

Schools should use discretion when determining whether to establish a Capital Reserve fund for new construction. The recommended accounting procedure for future construction projects is to designate a portion of the fund balance for this use. Designating these funds will remove them from the available portion of the fund balance, but allow more flexibility with regards to the use of the money for unexpected emergencies.

Questions regarding this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)

# Accounting Bulletin #2008-01

## SUBJECT: Accounting for Medical Assistance (MA) Payments

### Effective Immediately

Date: February 5, 2008

The guidance provided in this Bulletin applies to payments received by Local Educational Agencies (LEAs) for Medical Assistance (MA) payments. The two types of MA payments received by LEAs are: School Based ACCESS Medicaid Reimbursement Program (SBAP) and the Administrative Claiming (Quarterly) Program, which includes annual reimbursement for SBAP service fees paid to Leader Services.

SBAP is an MA program that reimburses school entities for direct, eligible health-related services including transportation. These services are provided to MA enrolled, special needs students, and reimbursement claims are processed through Leader Services. Payments for SBAP costs come from the Department of Education (PDE) through the completion of the PDE-352 ACCESS Funds Request Form. These revenues should be recorded to account code 8810 – Medical Assistance Reimbursements through the Commonwealth of PA. **Note:** Prior guidance did not include transportation costs as direct costs; however, they have been reclassified and should now be accounted for in account code 8810.

Although these reimbursements are classified as federal revenue, they are not restricted in use like other federal money. These reimbursements are classified as fee-for-service and are not considered federal financial assistance. Therefore, LEAs should not report direct SBAP funds on their Schedule of Expenditures of Federal Awards (SEFA). These funds are considered a reconciling item when comparing the federal revenue received with the revenue reported on your SEFA.

The second type of MA payment is the Administrative Claiming Program, which reimburses LEAs for the costs associated with administrative Medicaid-related activities. These funds also include the partial reimbursement that schools receive on behalf of the service fees paid to Leader Services for the processing of their SBAP claims. Payments for SBAP Administrative Claiming are received from the Department of Public Welfare.

These reimbursements, which fall under Title XIX, should be recorded to revenue account code 8820 – Medical Assistance Reimbursement for Administration. These payments are considered federal financial assistance and are required to be reported on the LEA's SEFA under CFDA 93.778.



*A summary of the MA payment types and how they should be recorded is as follows:*

<u>Type of payment</u>	<u>Received from</u>	<u>Account code</u>	<u>Recorded on SEFA</u>
SBAP .....	PDE .....	8810 .....	No
Administrative			
Claiming Program .....	DPW .....	8820 .....	Yes
Reimbursement			
for Leader's fees .....	DPW .....	8820 .....	Yes

Additional information on MA can be found on the Leader Services website:  
[www.leaderservices.com](http://www.leaderservices.com)

SEFA questions should be addressed to Denise Lovejoy, Bureau of Audits, at  
[dlovejoy@state.pa.us](mailto:dlovejoy@state.pa.us)

Questions regarding the accounting guidance in this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)



# Accounting Bulletin #2008-02

## SUBJECT: Accounting for Pass-Through Payments

(Also see May 12, 2006 Penn\*Link and Accounting Bulletin 1998-01)

### Effective Immediately

Date: March 31, 2008

The guidance provided in this Bulletin applies to revenues received by Local Educational Agencies (LEAs) that are identified as pass-through funds. Pass-through funds are monies not retained by the recipient LEA for their own school's use, but are passed through to a secondary recipient.

GASB Statement #24 addresses the proper accounting for pass-through grants. According to this statement, "All cash pass-through grants received by a governmental entity (referred to as a **recipient government**) should be reported in its financial statements. As a general rule, cash pass-through grants should be recognized as revenue and expenditures or expenses in a governmental, proprietary, or trust fund." (For ease of communication, **recipient government** will be replaced with **recipient LEA**; **secondary government** will be replaced with **secondary LEA**).

Up to this point, the recommended reporting of these funds for the Annual Financial Report (AFR) was to include these payments as revenues in the General Fund of the recipient LEA. The disbursement of the funds to the secondary LEA was then recorded to account code 2990-899 (Pass-Thru Funds). In order to accurately report only those transactions that have a financial impact on the recipient LEA in the General Fund, and to ensure consistency among the LEA's, the use of a Special Revenue fund is permitted in certain situations. Two funding scenarios addressed in this Bulletin are when a recipient LEA: (1) acts as a consortium leader, or (2) functions as a host district and is required by the PA School Code to educate non-resident students.

In cases when a recipient LEA is acting as a consortium leader and passes the funds to its members, the use of a Special Revenue fund is permitted by the recipient LEA. However, any portion of the grant that is used for the recipient LEA's students or is used for administrative costs, must be accounted for in the General Fund of the recipient LEA. Also, when reconciling grant information to the Department of Education, the consortium leader must then report amounts from both the General and Special Revenue funds in order to accurately report grant revenues and expenditures.

On the other hand, if a recipient LEA is functioning as a host district and passing funds to another educating agency or LEA to educate non-resident students as required by School Code, these costs must be accounted for within the recipient

LEA's General Fund since these students are included in their average daily membership count. An example of this would be schools that have a detention center located within their boundaries.

As discussed in the Manual of Accounting and Financial Reporting for Pennsylvania Public Schools, establishing a Special Revenue (Fund 28) requires Comptroller approval. To assist the schools with requesting the establishment of this fund for Pass-Through revenues, a suggested form is available on the Comptroller's website: [www.education.state.pa.us](http://www.education.state.pa.us) under Policies and Procedures. Utilization of this form will allow a more efficient and timely notification of Comptroller approval/disapproval.

Questions regarding this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)

# Accounting Bulletin #2008-03

**SUBJECT: Accounting for Nonpublic School Expenditures**

**Effective: Fiscal Year 2008-09**

Date: September 30, 2008

This Bulletin applies to school districts that provide federally funded Title 1 instructional services to nonpublic school students.

Under federal guidelines, Title 1 nonpublic school money that is earmarked for instructional services is distributed to local school districts or intermediate units for allocation. The funds are then used for services that may be of a direct instructional nature or provide instructional support to the nonpublic school.

Currently, intermediate units use Function 1500, *Nonpublic School Programs (For IU use only)*, to code nonpublic instructional expenditures. However, we understand that there may be times when a school district provides the same type of service.

Beginning with fiscal year 2008-09 reporting, any school district that provides instruction to nonpublic school students must use expenditure function 1500 to record the costs. Schools that contract with another district to provide these services should also use function 1500, but use object 323 (*Professional Educational Services – Other Educational Agencies*). Failure to record to function 1500 could negatively impact a district's tuition rate or actual instructional expense (AIE). In addition, it would result in the Commonwealth reporting incorrect data to the Federal Government.

Reporting of costs for other services provided to nonpublic students should remain in their respective functions; nonpublic support services (2280), nonpublic health (2450), and nonpublic transportation (2750).

Questions regarding this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfm@state.pa.us](mailto:Ra-Schlfm@state.pa.us)



# Accounting Bulletin #2010-01

## **SUBJECT: Implementation of GASB Statement #54: Fund Balance Reporting**

### **Effective Fiscal Year 2010-11**

Date: ~~May 17, 2010~~  
Partial Text Revised, March 17, 2011  
To clarify fund balance categories

This Bulletin applies to all LEAs and is a joint release from the Office of Comptroller Operations and the Department of Education (PDE). Implementation is effective July 1, 2010.

### **Overview**

In March, 2009 the Governmental Accounting Standards Board (GASB) released GASB Statement #54 – Fund Balance Reporting and Governmental Fund Type Definitions. The statement can be purchased from the GASB at [www.gasb.org](http://www.gasb.org). A plain-language document is also available on the same site.

Accounting bulletin #2010-01 will address the changes on the financial statements due to the implementation of this statement and the new account codes that will be established for this reporting. Accounting Bulletin #2010-02 will address the impact of this statement on the governmental funds types applicable to LEAs as defined in the Manual of Accounting and Financial Reporting for Pennsylvania Public Schools (Accounting Manual).

Statement #54 “establishes criteria for classifying fund balances into specifically defined classifications.” “Fund balances should be based on a hierarchy that reflects the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.” The fund balance classifications established by Statement 54 are: nonspendable, restricted, committed, assigned and unassigned. Brief descriptions are provided in this bulletin.

### **Fund Balance Categories**

**Nonspendable** – amounts that cannot be spent because they are either (1) not in a spendable form or (2) legally or contractually required to remain intact. Examples of items that would be considered nonspendable include inventories and the principal of a permanent fund. The nonspendable portion of fund balance must be identified before any of the other categories are determined.

**Restricted** – the part of fund balance that is restricted to be spent for a specific purpose. The constraints on these amounts must be externally imposed by

creditors, grantors, contributors or laws or regulations of other governments; or by enabling legislation. Enabling legislation authorizes the government to assess, levy, charge or mandate payment and includes a legally enforceable requirement on the use of these funds.

**Committed** – the portion of fund balance that can only be used for specific purposes as a result of formal action by the school's highest level of authority (in most cases this would be the school board). Once the item is committed, it cannot be used for any other purpose unless changed by the same procedures used to initially constrain the money. The action of the board to commit the funds should take place before the end of the reporting period; however, the amount can be determined in the subsequent period.

**Assigned** – reflects the school's *intent* to use the money for a specific purpose but is not considered restricted or committed. For funds other than the general fund include in this category all remaining moneys (except for negative balances) that are not considered nonspendable, restricted or committed. Unlike committed fund balances, assigned fund balances can be changed without formal action and do not need to be designated by the board. The assignment of funds for a specified purpose cannot result in a negative unassigned fund balance.

**Unassigned** – represents the part of spendable fund balance that has not been categorized as restricted, committed or assigned. The general fund is the only fund permitted to have a positive unassigned fund balance. All other fund types should classify their fund balance within the other categories. A negative unassigned fund balance may occur in any fund when expenditures exceed revenues; however, any amount listed as assigned must then be reduced to eliminate the negative unassigned fund balance.

### **Additional information**

- According to the GASB standard, amounts recorded as committed, assigned and unassigned are considered unrestricted and available for appropriation.
- For Commonwealth reporting purposes, the amounts in the unassigned categories correspond to amounts previously reported as unreserved undesignated.
- Fund balance categories will *generally* crosswalk as follows:



**Pre GASB 54**

**Post GASB 54**

Reserved = Nonspendable  
or  
Restricted

Unreserved Designated = Committed  
or  
Assigned

Unreserved Undesignated = Unassigned

- Schools should disclose in their notes to the financial statements:
  - Policy that determines whether the government considers restricted or unrestricted amounts to have been spent when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available and whether committed, assigned, or unassigned amounts are considered to have been spent when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.
  - If a school has formally adopted a minimum fund balance policy, the notes to the financial statements should describe this policy.
  - For committed fund balances – define the government’s highest level of decision-making authority and the formal action needed to consider funds committed and to rescind this action.
  - For assigned fund balances – describe the person(s) authorized to set aside amounts as assigned and the policy that grants this permission
  - A breakdown of the aggregated nonspendable fund balance must be disclosed in the notes.
  - Schools that use encumbrance accounting must disclose the amounts by major and non major fund.
  - Refer to the statement for any additional required disclosures.

## **New account codes**

The following codes will be used to account for the new fund balance categories effective July 1, 2010

- 0810 – Nonspendable fund balance
- 0820 – Restricted fund balance
- 0830 – Committed fund balance
- 0840 – Assigned fund balance
- 0850 – Unassigned fund balance

Questions regarding the accounting guidance in this bulletin may be directed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)

Questions regarding the impact of this Statement on PDE related issues may be addressed to: [ra-GFB@state.pa.us](mailto:ra-GFB@state.pa.us)

# Accounting Bulletin #2010-02

## **SUBJECT: Implementation of GASB Statement #54: Governmental Fund Type Definitions**

### **Effective Fiscal Year 2010-11**

Date: May 17, 2010

This Bulletin applies to all LEAs and is a joint release from the Office of Comptroller Operations and the Department of Education (PDE). Implementation is effective July 1, 2010.

### **Overview**

In March, 2009 the Governmental Accounting Standards Board (GASB) released GASB Statement #54 – Fund Balance Reporting and Governmental Fund Type Definitions. Accounting bulletin #2010-01 addresses the changes to fund balance categories and the new account codes established for this reporting. Accounting Bulletin #2010 – 02 will address the impact of this statement on the governmental funds type applicable to LEAs as defined in the Manual of Accounting and Financial Reporting for Pennsylvania Public Schools (Accounting Manual).

GASB Statement #54 “clarifies the existing governmental fund type definitions to improve the comparability of governmental fund financial statements and help financial statement users to better understand the purposes for which governments have chosen to use particular funds for financial reporting”.

**General Fund** – the general fund should be used to account for financial resources not reported in other funds.

**Special Revenue funds** – Special revenue funds account for the proceeds of revenue sources that are limited to specific expenditures. These revenue sources must provide a “substantial” amount of the funding accounted for in a special revenue fund. The standard further limits the use of this fund to expenditures that are not related to capital outlay or debt service.

**Capital projects fund** – A capital projects fund accounts for resources that are limited to expenditures for capital outlays. Types of expenditures made from this fund include the acquisition of capital facilities *and* capital assets (new with the implementation of Statement #54). Assets purchased by the proprietary funds should not be included in this fund, but should be accounted for in the fund that provided the revenue.

**Debt service fund** – Debt service funds are used to account for resources that are restricted, committed, or assigned to expenditure for principal and interest.

This fund may also be used to accumulate the resources to make future debt service payments.

**Permanent fund** – Permanent funds are used to report resources that benefit the school, where only the earnings of the fund may be used for school related purposes, the principal must remain intact.

### **Impact on school accounting**

As a result of the clarification on the use of the special revenue fund type, school capital reserve funds no longer meet the definition of special revenue funds. Schools with capital reserve funds must reclassify these funds as capital projects funds effective 7/1/2010. Capital reserve fund 21 (established under PA School Code section 690) will be reported as fund 31; capital reserve fund 22 (established under Municipal Code 1431) will be reported as fund 32. Statutory limitations still apply to these funds even though they will be reported as capital projects funds.

Area Vocational Technical Schools/Career and Technology Centers (AVTS/CTC) that maintain a capital reserve fund permitted under school code section 1850 must also reclassify the capital reserve fund either to the general fund or as a capital projects fund (fund 31) as permitted by their governing agreements. AVTS/CTCs that are not permitted to maintain a fund balance in the general fund must discuss this change with their member districts to determine proper classification for reporting purposes.

Athletic funds shall be reported as General fund operations in the AFR if there is no dedicated stream of revenue to substantially fund the program. If a school's local revenues; for example, gate receipts comprise a substantial amount of the athletic fund's revenue, then the athletic fund may be appropriately reported as a special revenue fund. Schools with revenue streams that are not substantial shall report all athletic fund activity in the general fund.

Additional information on governmental funds can be found in the Manual of Accounting and Financial Reporting for PA Public Schools located at [www.education.state.pa.us](http://www.education.state.pa.us) Click on the Policy and Procedures link, then select School Finance.

Questions regarding the accounting guidance in this Bulletin may be addressed to the School Finance staff within the Office of Comptroller Operations at [Ra-Schlfin@state.pa.us](mailto:Ra-Schlfin@state.pa.us)

Questions regarding the impact of this Statement on PDE related issues may be addressed to: [ra-GFB@state.pa.us](mailto:ra-GFB@state.pa.us)