Louisiana Accounting & Uniform Governmental Handbook

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Louisiana State Department of Education

Louisiana Accounting and Uniform Governmental Handbook

For Local School Boards

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PURPOSE OF HANDBOOK

The primary purpose of the Louisiana Accounting and Uniform Governmental Handbook for local school boards is to serve as a vehicle for program cost accounting at the local and state levels.

The Louisiana State Department of Education has a responsibility to provide and interpret comprehensive statistics about the condition of education in the state. In addition, it has congressional mandates to publish fiscal data, as well as to provide statistical data that can be used by local school boards to improve their activities.

The Louisiana Accounting and Uniform Governmental Handbook attempts to produce comprehensive and compatible sets of standardized terminology for use in education management and reporting. The following basic criteria were used in selecting items and classifications for inclusion in this publication.

1. The items, accounts, and categories of information should provide the basic framework fundamental to a comprehensive financial management system.

2. The guidelines should serve all sizes and types of school systems.

3. The categories of accounts should be both contractible and expandable, enabling all school systems to adapt them to support various financial management information systems.

4. Data elements should be added into needed categories for purposes of reporting and comparing at the local, state and federal levels.

5. The guidelines should conform to generally accepted accounting principles. Governmental funds should be accounted for using the modified accrual basis of accounting; proprietary and fiduciary funds should be accounted for using the accrual basis.

6. The guidelines should include the categories necessary to provide full disclosure of financial information.

7. The categories included should provide an adequate audit trail.

The local school board is the organization most likely to use the account classifications described here. However, the Louisiana State Department of Education is, most likely, the direct user. Both will derive direct benefits as acceptance and use of these guidelines spread among local school boards. The resulting increased uniformity of accounting records in use at the local level will make

financial data assembled at the state and federal levels more comparable and meaningful.

While this publication includes a complete listing of classifications and standard terminology, it is not all-inclusive; specifically, it does not provide the information listed below.

1. Methods and procedures for recording financial data (such as how to record entries in journals and ledgers).
2. Methods and procedures for reporting financial data (such as actual preparation of financial reports from the ledgers).
3. Methods and procedures for utilizing financial data (such as budgeting and making decisions about the financial position of the local school board.

THE ACCOUNT CLASSIFICATION STRUCTURE

This publication provides for classifying three basic types of financial activity: revenues and other sources of funds; expenditures and other uses of funds; and transactions affecting the balance sheet only. For each type of transaction, the specific account code is made up of a combination of classifications called *dimensions*. Each dimension describes one way of classifying financial activity. The dimensions applicable to each type of transaction are:

Revenues	***Expenditures***	***Balance Sheet***
Fund	Fund	Fund
Source	Object	Balance Sheet Accounts
	Function	

The purpose and uses of each of these dimensions are described below. The chart of accounts for each of these dimensions is shown later in this handbook.

1. ***Fund*** – 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 to attain certain objectives of an LEA according to special legislation, regulations, or other restrictions.

2. ***Source*** – Permits segregation of revenues by source. The primary classification differentiates local, state and federal revenue sources.

3. ***Object*** – The service or commodity bought. There are nine major object categories: Salaries, Employee Benefits, Purchased Professional and Technical Services, Purchased Property Services, Other Purchased Services, Supplies, Property, Other Objects, and Other Uses of Funds.

4. ***Function*** – The activity for which a service or material object is acquired. The functions of an LEA are classified into five broad areas: Instruction, Support Services, Operation of Non-Instructional Services, Facilities Acquisition and Construction Services, and Other Uses.

5. ***Balance Sheet Accounts*** – These classifications correspond to those items normally appearing on the balance sheet in three areas: assets and other debits; liabilities and other credits; and fund balance.

FUND CLASSIFICATIONS

Governmental accounting systems should be organized and operated on a fund basis. Unlike a private business, which is accounted for as a single entity, a governmental unit is accounted for through separate funds, each accounting for designated assets, liabilities and fund or other balances. Therefore, from an accounting and financial management viewpoint, a governmental unit is a combination of several distinctively different fiscal and accounting entities, each having a separate set of self–balancing accounts and functioning independently of other funds. Each fund must be so accounted for that the identity of its resources, obligations, revenues, expenditures, and fund balances is continually maintained.

The various activities of a government are not typically considered to form a homogeneous whole. Instead, a governmental entity is considered to comprise a number of separate fiscal entities known as "funds." Such funds are established to segregate specific activities or objectives of a government in accordance with special regulations, restrictions, or limitations. Thus, in governmental accounting, the accounting entity is each individual fund, not the overall government organization.

Funds used by governmental entities are classified into three broad categories: governmental, proprietary, and fiduciary.

GOVERNMENTAL FUNDS

Governmental Funds are funds through which most functions are typically financed. Governmental funds are accounting segregations of financial resources. Their measurement focus is on the determination of short-term financial position and on the changes in short-term financial position (sources, uses, and balances of financial resources), rather than on net income determination. To achieve this current financial resource focus, the modified accrual basis of accounting is used. This measurement focus is unique in that generally only current expendable financial resources are accounted for in the governmental fund category. Capital assets, non-current assets, deferred charges and long-term debt are not accounted for within these funds. Within the governmental funds category are the five fund types described below.

1. **The General Fund** – This fund is the chief operating fund of the school district. It is used to account for all financial resources of the school district, except for those required to be accounted for in another fund. A district may have only one general fund.

2. **Special Revenue Funds** – These funds are used to account for specific revenue sources that legally may be expended only for specific purposes. Special revenue funds are not used for amounts held in trust or for resources that will be used for major capital projects. Some examples of special revenue funds are:

A. Federal Revenue

a. NCLB – All revenue related to No Child Left Behind (NCLB), including all parts.
b. Special Education Funds – All revenue related to the Individuals with Disabilities Education Act (IDEA) and all related parts.
c. Other Federal Revenue – Used to account for all other federal revenue, including, for example, Adult Education, Career and Technical Education, and Headstart.

B. Other Revenue

a. School Food Service Funds – All revenue, federal, state, or local related to the Child Nutrition Programs, including School Lunch, School Breakfast, After School Snacks, Catering, and Nutrition Education.
b. Other Special Revenue – All state and/or local revenue specifically dedicated for a purpose.

3. **Capital Projects Funds** – This fund is used to account for major capital acquisitions or construction. These funds are not used for construction financed by proprietary or trust funds. A separate Capital Projects Fund is usually established when the project exceeds a single fiscal year, when the financing sources are provided by more than one fund, or when the capital asset is financed by specifically designated resources.

4. **Debt Service Funds** – This fund is used to account for the accumulation of resources to pay the principal and interest on general long–term debt. A Debt Service Fund may be used for each obligation; however, it should be established only if legally required or if resources are being accumulated to meet future payments. When obligations are paid, on a current basis, by the General Fund or by a Special Fund, there is no need to create a Debt Service Fund unless legally required to do so.

5. **Permanent Funds** – This fund is used to account for resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the school district's programs.

PROPRIETARY FUNDS

A Proprietary Fund is used to account for activities that are similar to activities that may be performed by a commercial enterprise. The measurement focus is on the determination of net income, financial position, and changes in financial position and therefore the basis of accounting is full accrual. This measurement focus and basis of accounting, similar to that found in the private sector, is based on the flow of economic resources; it requires the reporting of all assets and liabilities associated with a particular activity, including capital assets and long-term assets and liabilities. Within the proprietary fund category are two fund types.

6. **Enterprise Funds** – Used to account for operations when one or both of the following conditions exist:

    a. Operations are financed and operated in a manner similar to a private business enterprise, where the intent of management is that the costs (expenses, including depreciation) of providing goods or services to the public on a continuing basis are financed or recovered primarily through user charges.
    b. Management has decided that the periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

7. **Internal Service Funds** – Used to account for the financing of goods or services provided by one department or agency to other departments or agencies within the governmental unit, or to other governmental units, on a cost–reimbursement basis. Thus, the objective of an Internal Service Fund is not to make profit, but rather to recover over a period of time the total cost of providing the goods or services. Examples include funds used to account for certain employee benefits, risk management and fleet or facility usage.

FIDUCIARY FUNDS

Fiduciary Funds are used to account for assets when a governmental unit is functioning either as a trustee or as an agent for another party; they are commonly referred to as trust and agency funds.

8. **Trust Funds** – These funds are used to account for assets held by a school district in a trustee capacity for others (e.g. members and beneficiaries of pension plans, external investment pools, or private purpose trust arrangements) and therefore cannot be used to support the school district's own programs. Trust funds are generally accounted for on the economic resources measurement focus and the accrual basis of accounting. Trust funds include pension trust funds, investment trust

funds, and private-purpose trust funds (as described below).

a. **Pension Trust Funds –** This fund is used to account for resources that are required to be held in trust for members and beneficiaries of defined benefit pension plans, defined contribution plans, other post-employment benefit plans, or other benefit plans. Typically, these funds are used to account for local pension and other employee benefit funds that are provided by a school district in lieu of or in addition to any state retirement system.

b. **Investment Trust Funds –** This fund is used to account for the external portion (i.e., the portion that does not belong to the school district) of investment pools operated by the school district.

c. **Private-Purpose Trust Funds –** This fund is used to account for other trust arrangements under which the principal and income benefit individuals, private organizations, or other governments.

9. **Agency Funds –** This account is used for funds that are held in a custodial capacity by a school district for individuals, private organizations, or other governments. Agency funds may include those used to account for student activities or taxes collected for another government.

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

The information provided in this section was extracted from the *Financial Accounting for Local and State School Systems: 2009 Edition*, released by the U. S. Department of Education.

Traditionally, the majority of governmental financial information has been maintained and reported in fund financial statements on the modified accrual basis of accounting (or the accrual basis for business-type activities). GASB Statement 34 established additional reporting (the government-wide statements) that represents a major shift in the focus and content of governmental financial statements. Collecting and reporting the additional financial information required by the government-wide statements adds to the complexity of financial reporting activities and has significant implications for the traditional focus and basis of accounting used in governmental financial statements.

The government-wide financial statements consist of a statement of net assets and a statement of activities and are prepared using the economic resources measurement focus and the accrual basis of accounting. Thus, revenues are recognized in the accounting period in which they are earned and become measurable, without regard to availability, and expenses are recognized in the period incurred, if measurable. (City, parish, and other local school systems annually submit audited basic financial statements which include government-wide and fund financial statements to the Louisiana Legislative Auditor's Office.)

Governmental fund financial statements are prepared using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized in the accounting period in which they become available and measurable, and expenditures are recognized in the period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt, which should be recognized when due (GASB 2005a). Proprietary fund financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. (City, parish, and other local school systems are required to submit an Annual Financial Report (AFR) to the Department of Education each year. Table I of the AFR is based on fund financial statements.)

Like proprietary fund financial statements, fiduciary fund financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting.

FUND FINANCIAL STATEMENTS – REPORTING OF EXPENDITURES/EXPENSES

Expenditures

GASB Codification Chapter 1600.116 defines expenditures as decreases in net financial resources. In governmental funds, the recognition of expenditures occurs in accordance with the modified

accrual basis of accounting. Expenses incurred in proprietary funds are recognized using the accrual basis of accounting. Therefore, significant differences exist between the recognition of expenditures in governmental funds and the recognition of expenses in proprietary funds.

In governmental funds, expenditures are usually recognized in the accounting period in which the goods or services are received and the liability for payment is incurred. However, in instances in which current financial resources are not reduced as a result of the incurrence of a liability, an expenditure is not recorded. A common example is the liability for compensated absences (e.g., employee sick and vacation pay). Such liabilities result from current services received from employees; however, the payment of the liabilities usually does not occur until a future date. As a result, compensated absences relating to employees whose salaries are accounted for in governmental funds are not recorded as expenditures and liabilities of the fund until the due date for payment of the compensated absences. GASB Interpretation No. 6 clarifies the guidance for recognizing certain liabilities and expenditures in governmental funds, including general long-term indebtedness, such as compensated absences. The matured portion of long-term indebtedness, to the extent it is expected to be liquidated with expendable available financial resources, should be recorded as a fund liability and expenditure. The unmatured portion of the long-term indebtedness represents a general long-term liability to be presented in the government-wide financial statements.

Types of Expenditures and Accounting Treatments

The major types of expenditures are operating, capital, debt service, and intergovernmental charges described as follows:

- **Operating expenditures** for governmental agencies include a wide range of expenditures. Often, the largest portion relates to payroll and related employee benefits. The modified accrual basis of accounting requires that proper accruals be made for the amount of unpaid salaries and related benefits earned by employees at year-end, because these liabilities will be paid early in the next reporting period. (The other types of operating expenditures should be accounted for in the same manner, with the recording of a liability when the goods or services are received and necessary accruals made at year-end.)

- **Capital expenditures** relate to the acquisition of capital assets. Such expenditures may be recorded in the general fund, special revenue funds, or capital projects funds, depending on the source of funding. Purchases of personal property, such as furniture and equipment, are usually recorded as expenditures in the general fund if they are financed from operating budgets or in the general fund or special revenue funds if they are financed from grants. Major projects, such as the construction of a school building financed by the proceeds of debt, should be accounted for in a capital projects fund. Costs associated with acquiring capital assets in governmental funds are recorded as capital outlay expenditures when the liability is incurred, usually on receipt of the related asset.

- **Debt service expenditures** represent the payment of principal and interest needed to service debt. Such payments are usually recorded as expenditures in the debt service fund on the due date. The general fund may also be used if a debt service fund is not required. The modified accrual basis of accounting provides that accruals for interest are not usually allowed. When funds have been transferred to the debt service fund in anticipation of making debt service payments shortly after the end of the period (no more than 30 days), it is acceptable to accrue interest and maturing debt in the debt service fund in the year the transfer is made. This option is available only if monies are legally required to be set aside in a debt service fund and if used on a consistent basis.

- **Intergovernmental charges** relate to the transfer of resources from one school district to another, to or from other local governments, or to or from the state. Examples of such charges include contracted instructional services between public schools, other local governments, or state-operated schools and certain transfers of resources associated with state and local funding (e.g., incremental costs associated with wealth redistribution). Such expenditures are accounted for in the general fund using the modified accrual basis of accounting. Payments between school districts and fiscal agents of cooperative services arrangements (e.g., joint instructional or servicing agreements) are also considered intergovernmental charges.

In addition, transfers result in the reduction of a fund's expendable resources, but they are not classified as expenditures. A transfer is a legally authorized movement of monies between funds in which one fund is responsible for the receipt of funds and another fund is responsible for the actual disbursement. In a transfer, the disbursing fund records the transaction as "other financing uses" of resources, and not as an operating expenditure, whereas the fund receiving the transfer does not record the receipts as revenue, but rather as "other financing sources" of funds.

Expenses

Expenses are defined as the outflows or expiration of assets or the incurrence of liabilities during a period, from providing or producing goods, rendering services, or carrying out other activities that constitute the entity's primary operations.

Proprietary funds recognize expenses using the accrual basis of accounting (i.e., when the related liability is incurred), without regard for the timing of the payment. This recognition criterion is consistent with the following guidelines discussed in Financial Accounting Standards Board (FASB) Statement No. 5. Although FASB Statements do not represent authoritative guidance for governments, the discussion is useful in classifying expense transactions within proprietary funds.

- **Associating cause and effect.** Some expenses (such as the cost of goods sold) are recognized on recognition of revenues that result directly and jointly from the same transactions or other events as the expenses.

- **Systematic and rational allocation.** Some expenses (such as depreciation and insurance) are allocated by systematic and rational procedures to the periods during which the related assets are expected to provide benefits.

- **Immediate recognition.** Many expenses (such as selling and administrative salaries) are recognized during the period in which cash is spent or liabilities are incurred for goods or services that are used up either simultaneously with acquisition or soon after.

As examples, the major types of governmental expenditures are accounted for differently in proprietary fund expenses as follows:

- **Capital.** Capital asset acquisition in proprietary funds is accounted for using the flow of economic resources method. Amounts disbursed for the acquisition of capital assets are not recorded as an expense. Instead, the appropriate property, plant, or equipment asset account is debited on the purchase. Depreciation expense is recorded to reflect the allocation of the cost of the assets to operations over the service life of the asset.

- **Debt service.** Principal payments on debt do not represent expenses for proprietary funds, but rather are recorded as a reduction of the obligation. Payments of interest represent expenses to be accounted for on the accrual basis of accounting. Accrual of interest at yearend is usually necessary to reflect the proper amount of expense for the period.

GOVERNMENT-WIDE STATEMENTS – REPORTING OF EXPENDITURES

Governmental entities are required to present their government-wide financial statements on the accrual basis of accounting. Thus, the statement of activities reflects the expenses of the entity or the reporting period. Entities are required to report all expenses by activities and programs (by function), except certain indirect expenses, as explained below. GASB has defined direct expenses as those that are specifically associated with a service, program, or department and thus are clearly identifiable to a particular function. Direct expenses include both operating and nonoperating expenses, including depreciation and amortization of assets.

Functions, such as general administration or data-processing services, may include indirect expenses of other functions. Governmental entities are not required to allocate indirect expenses to other functions, but may choose to do so. If indirect expenses are allocated, direct and indirect expenses should be presented in separate columns. A column totaling direct and indirect expenses may be presented, but is not required. Indirect expenses may be allocated to any of the primary government's functions. Although there are no standards for determining an allocation methodology, there should be a reasonable basis for expense allocations.

Depreciation and interest expense should be included in the statement of activities, as follows:

- **Capital assets that can be specifically identified with a function.** Depreciation should be included in the direct expenses of that function.

- **"Shared" capital assets.** Depreciation should be prorated as a direct expense of the appropriate functions on some reasonable allocation basis.

- **Capital assets that essentially serve all functions.** Depreciation is not required to be included in the direct expenses of the various functions, but may be reflected as a separate line captioned "unallocated depreciation" in the statement of activities or as part of the general government function. If an entity chooses to use a separate line in the statement of activities to report unallocated depreciation expense, it should clearly indicate in the footnotes to the financial statements that this line item does not include direct depreciation expenses of the other functions. Because school buildings often serve multiple functions, many school districts report the depreciation as "unallocated depreciation" for these assets.

- **General infrastructure assets.** Depreciation should not be allocated to the various functions, but should be reported as a direct expense of the function that the reporting government normally associates with capital outlays or as a separate line in the statement of activities.

- **Interest expense.** Interest on general long-term liabilities, including interest on capital leases or other vendor financing arrangements, should be considered an indirect expense. Interest on long-term debt should be included in direct expenses only when borrowing is essential to the creation or continuing existence of a program.

The difference between a "shared" capital asset and one that "essentially serves all functions" is the number of functions involved. As the number of functions increases, the ease, practicality, and usefulness of assigning depreciation to those functions decreases. Therefore, the depreciation of assets that serve many, or essentially all, functions is not required to be included in the direct expenses of those functions. A shared capital asset is generally used by only a few functions, and its use can be specifically identified to those functions.

CLASSIFICATION OF REVENUES AND OTHER SOURCES OF FUNDS

REVENUE CODES (Revenue codes necessary for reporting to the National Center for Education Statistics are marked with an asterisk.)

1000 REVENUE FROM LOCAL SOURCES

1100 TAXES LEVIED/ASSESSED BY THE SCHOOL DISTRICT – Compulsory charges levied by the school system to finance services performed for the common benefit.

1110* Ad Valorem Taxes – Gross – Amounts levied by a school district on the taxable assessed value of real and personal property within the school district that, within legal limits, is the final authority in determining the amount to be raised for school purposes. By "gross," it is meant that the taxes are recorded at the amount actually collected by the tax collector before deduction for the assessor's compensation and/or deduction for amounts remitted to the various retirement systems in the state. Delinquent taxes are recorded in this account in the fiscal year received, whereas penalties and interest on ad valorem taxes should be included in account 1116. The deduction for assessor's compensation should be recorded as a debit to object 311, assessor fees, and the deduction for amounts remitted to the various retirement systems in the state should be recorded as a debit to object 313, pension fund, under function 2315.

1111 Constitutional Tax – The tax that is permitted to be levied by a school system under authority of the 1974 Constitution. This tax is in perpetuity; it is not subject to a vote of the electorate. The amount of millage that may be levied varies from school district to school district. This tax is a General Fund revenue.

1112 Renewable Taxes – Taxes that the electorate have authorized the school system to levy for a specified period of time, not to exceed ten (10) years. At the end of the time period specified, the electorate must approve an extension by popular vote, not to exceed ten (10) years, for the tax to be levied again. These taxes may be either General Fund or Special Revenue Fund revenues, depending on their purpose and the manner in which the tax was imposed.

1113 Debt Service Taxes – Taxes that the electorate have authorized the school system to levy for the retirement of general obligation long–term debt. The proceeds are normally placed in the Debt Service Fund.

1114 Up to 1% Collections On Non-School District Taxes for Teachers Retirement System of LA – The Sheriff and Ex–Officio Tax Collector of each parish is mandated by State law to remit 1% of the total qualifying taxes collected from all taxing bodies within the parish to the Teachers Retirement System of Louisiana for the credit of the parish school system. This amount may be obtained annually from the Tax Collector's office. It is recorded by debiting retirement expenditures and crediting this account. This tax is a General Fund revenue.

1115 Property Taxes Collected as a Result of a Court Ordered Settlement – Revenues recognized in a year other than the year due, as a result of a court ordered settlement.

1116 Penalties and Interest on Property Taxes – Revenue from penalties for the payment of taxes after the due date and the interest charged on delinquent taxes.

1117 Taxes Collected Due to Tax Incremental Financing (TIF) – Revenues collected that are not available for use by the school district due to tax incremental financing (TIF). TIF financing is a development tool used by municipalities to stimulate private investment and development in areas by capturing the tax revenues generated by the development itself, and using these tax revenues to pay for improvements and infrastructure necessary to enable the development.

1130* Sales and Use Taxes – Taxes assessed by the school system on the taxable sale and consumption of goods and services within the school district.

1131 Sales and Use Taxes – Gross – Taxes assessed by the school system on the taxable sale and consumption of goods and services within the school district. By "gross," it is meant that the taxes are recorded at the amount actually collected

before any deduction for the cost of collection. This tax may be a General Fund, Special Revenue Fund, or Debt Service Fund revenue. Delinquent taxes are recorded in this account, whereas penalties and interest on sales and use taxes should be included in account 1136.

1135 Sales and Use Taxes Collected as a Result of a Court Ordered Settlement – Revenues recognized in a year other than the year due, as a result of a court ordered settlement.

1136 Penalties and Interest on Sales and Use Taxes – Revenue from penalties for the payment of taxes after the due date and the interest charged on delinquent taxes.

1137 Taxes Collected Due to Tax Incremental Financing (TIF) – Revenues collected that are not available for use by the school district due to tax incremental financing (TIF). TIF financing is a development tool used by municipalities to stimulate private investment and development in areas by capturing the tax revenues generated by the development itself, and using these tax revenues to pay for improvements and infrastructure necessary to enable the development.

1200 REVENUE FROM LOCAL GOVERNMENTAL UNITS OTHER THAN LEA'S – Revenue from the appropriations of another governmental unit. The LEA is not the final authority, within legal limits, in determining the amount of money to be received; the money is raised by taxes or other means that are not earmarked for school purposes. This classification could include revenue from townships, municipalities, parishes, etc.

1300 TUITION – Revenue from individuals, welfare agencies, private sources and other LEA's for education provided by the LEA.

1310* Tuition From Individuals – Amounts paid by students to attend classes. It is irrelevant whether the students reside inside or outside the parish. This revenue is normally a General Fund revenue.

1311 Tuition From Individuals Excluding Summer School – Amounts paid by students to attend classes other than Summer School. It is irrelevant whether the students reside inside or outside the parish.

1312 Tuition From Individuals for Summer School – Amounts paid by students to attend summer school classes. It is irrelevant whether the students reside inside or outside the parish.

1320* Tuition From Other LEA's within the State – Amounts paid by public school systems within the state of Louisiana for educational services rendered to students from that school system. This revenue is normally a General Fund revenue.

1321* Tuition From Other LEA's outside the State – Amounts paid by public school systems outside the State of Louisiana for educational services rendered to students from that state.

1330* Tuition From Other Government Sources within the State – Amounts paid by other government sources within the state of Louisiana for educational services rendered.

1331* Tuition from Other Government Sources Outside the State – Amounts paid by other government sources outside the state of Louisiana for educational services rendered.

1390* Tuition From Other Private Sources (Other Than Individual) – Amounts paid by persons other than individuals and other local education agencies for tuition.

1400 TRANSPORTATION FEES – Revenue from individuals, welfare agencies, private sources, or other LEA's for transporting students to and from school and school activities. Transportation funds received for non-public transportation are to be recorded in 3250 Non-Public Transportation.

1410* Transportation Fees From Individuals – Amounts paid by individual persons for transportation services rendered by the school system. This fee is normally a General Fund revenue.

1420* Transportation Fees From Other LEA's or Charter Schools within the State – Amounts paid by other local education agencies for transportation services rendered by the school system. This fee is normally a General Fund revenue.

1421* Transportation Fees from Other LEA's outside the State – Amounts paid by public school systems outside the State of Louisiana for transportation services rendered to students from that state.

1430* Transportation Fees from Other Government Sources within the State – Amounts paid by other government sources within the state of Louisiana for transportation services rendered.

1431* Transportation Fees from Other Government Sources outside the State – Amounts paid by other government sources outside the state of Louisiana for transportation services rendered.

1440* Transportation Fees From Other Private Sources (Other than Individuals) – Amounts paid by persons other than individuals and other local education agencies for transportation services rendered by the school system.

1500* EARNINGS ON INVESTMENTS – Revenue from short-term and long-term investments. The revenue is credited to the fund that has provided the monies for the investments.

1510 Interest On Investments – Interest revenue on investments in United States treasury and agency obligations, notes, savings accounts, checking accounts, time certificates of deposit, mortgages, or other interest–bearing instruments.

1530 Net Increase in the Fair Value of Investments – Gains recognized from the sale of investments or changes in the fair value of investments. Gains represent the excess of sale proceeds (or fair value) over cost or any other basis of the date of sale (or valuation). All recognized investment gains may be accounted for by using this account; however, interest earnings from short-term investments may be credited to account 1510 (for tracking purposes only). For financial reporting purposes, GASB Statement 31 requires that all investment income, including the changes in fair value of investments, be reported as revenue in the operating statement.

1531 Realized Gains (Losses) on Investments – Gains or losses recognized from the sale of investments. Gains represent the excess of sale proceeds over cost or any other basis at the date

of sale. Losses represent the excess of the cost or any other basis at the date of sale over sales value. For financial reporting purposes, the net of all realized and unrealized investment gains and losses should be reported as a single line in the financial statements; however, this account and the following account may be used for internal tracking purposes.

1532 Unrealized Gains (Losses) on Investments – Gains or losses recognized from changes in the value of investments. Gains represent the excess of fair value over cost or any other basis at the date of valuation. Losses represent the excess of the cost or any other basis at the date of valuation over fair value. For financial reporting purposes, the net of all realized and unrealized investment gains and losses should be reported as a single line in the financial statements; however, this account and the previous account may be used for internal tracking purposes.

1540 Earnings On Investment in Real Property – Revenue received for renting or leasing, royalties, use charges and other income from real property held for investment purposes.

1541 Earnings From 16th Section Property – Amounts charged or received for the use or severance of natural resources from 16th Section properties owned by the school system, including leases under LRS 30:154. This revenue is normally a General Fund revenue.

1542 Earnings From Other Real Property – Amounts charged or received for the use or severance of natural resources from lands other than 16th Section property owned by the school system, including leases under LRS 30:154. This revenue is normally a General Fund revenue.

1600* FOOD SERVICES – Revenues collected by the School Food Service Department for dispensing food to students, adults, and other agencies. This revenue includes funds for "at cost" meals, paying students, contracted meals, and catering revenues.

1610 Income From Meals – Revenues collected by the School Food Service Department for meals served to students, adults, or visitors, contract meals, second meals to students, and "at cost" meals. Sales taxes collected on eligible meal purchases should not be recorded here, but instead be recorded on the balance sheet as sales taxes payable to the parish sales tax collector under object 411, intergovernmental accounts payable.

1620 Income From Extra Meals – Revenues collected by the School Food Service Department for extra servings, catering services, special functions, or sales of milk and juice.

1700* DISTRICT ACTIVITIES – Revenues resulting from co-curricular and extra-curricular activities controlled and administered by the school district. These revenues are not to be commingled with the proceeds from student activities. An important distinction is that disbursing monies from the district activity funds requires approval by the school board, whereas disbursing monies from the student activity fund may be subject to approval by the student organization and its sponsor, rather than by the school board.

1710 Admissions – Revenue from patrons of a school-sponsored activity, such as a concert or a football game

1720 Bookstore Sales – Revenues from sales by students or student-sponsored bookstores.

1730 Student Organization Membership Dues and Fees – Revenue from students for memberships in school clubs or organizations.

1740 Fees – Revenue from students for fees such as locker fees, towel fees, and equipment fees. Transportation fees are recorded under the appropriate account in the 1400 series.

1750* Revenue From Enterprise Activities – Revenue (gross) from vending machines, school stores, soft drink machines, and so on, not related to the regular food service program. These revenues are normally associated with activities at the campus level that generate incremental local revenues for campus use.

1790 Other Activity Income – Other revenue from school or district activities.

1800* REVENUE FROM COMMUNITY SERVICE ACTIVITIES – Revenues received from providing community service activities operated by the school system. This fee is a revenue to the fund to which expenditures of operation of the activity are charged.

1900 OTHER REVENUES FROM LOCAL SOURCES – Other revenue from local sources not classified above.

1910* Rentals – Fees charged for the use of school facilities or equipment. These fees are normally a General Fund revenue. Rental of property held for income purposes is not included here, but is recorded under account 1540.

1920* Contributions and Donations From Private Sources – Revenue associated with contributions and donations made by private organizations for which no repayment or special service to the contributor is expected. These organizations include, but are not limited to, educational foundations, PTA/PTO organizations, campus booster clubs and private individuals. This code should be used to record on-behalf payments made by private organizations to school district personnel (e.g., stipends paid to teachers or other school district staff). The granting person may require that a special accounting be made of the use of the funds provided, a stipulation that may require the use of a Special Revenue Fund or a Trust Fund.

1930* Gains or Losses on the Sale of Capital Assets (Proprietary & Fiduciary Funds) – The amount of revenue over (under) the book value of the capital assets sold. For example, the gain on the sale would be the portion of the selling price received in excess of the depreciated value (book value) of the asset. This account is used in Proprietary and Fiduciary funds only. Revenue account 5300 is used for governmental funds.

1931 Sale of Surplus Items/Capital Assets – Amounts received by the LEA for the sale of land, buildings, improvements, furniture or equipment. This revenue is normally revenue to the fund which had originally purchased the capital assets.

1932 Insurance Proceeds from Losses – Amounts received by the LEA from an insurance company to compensate for the fire, theft, or other casualty to capital assets. This revenue is normally revenue to the fund that had originally purchased the items.

1935 Judgments – Amounts received as a result of a court order or judgment in favor of the LEA. This revenue is normally a revenue to the fund that expended monies to rectify the claim or paid the associated legal fees relative to the action that gave rise to the favorable judgment.

1940* Textbook Sales and Rentals – Revenue received from the sale or rental of textbooks. (Also includes collections for lost or damaged textbooks.) This revenue is normally a General Fund revenue.

1950* Miscellaneous Revenues from Other LEA's – Revenues received from other local education agencies other than for tuition and transportation services. These services could include data processing, purchasing, maintenance, cleaning, consulting, and guidance. This revenue is normally a General Fund revenue.

1960* Miscellaneous Revenues From Other Local Governments – Revenue from services provided to other units of local government. These services could include nonstudent transportation, data-processing, purchasing, maintenance, cleaning, cash management and consulting. This fee is normally a General Fund revenue.

1970 Revenues from Other Departments in the Agency – Interfund charges for services rendered by one fund to another fund (i.e., departments within the agency) for services such as printing or data-processing. This account is only used with Internal Service funds. Revenue from private individuals, businesses, and associations for services provided should be coded to 1990 Miscellaneous Local Revenue.

1990* Miscellaneous – Revenues from other local sources that are not classified above. This revenue is normally a General Fund revenue.

1991 **Medicaid Reimbursement** – Reimbursement received from the Medicaid program for services rendered to qualifying students under the program. This revenue is normally a General Fund revenue.

1992 **Kid Med** – Fees or reimbursements received for providing Early Periodic Screening, Diagnosis and Treatment (EPSDT) services to qualifying students. This revenue is normally a General Fund revenue.

1993 **Refund of Prior Year's Expenditures** – Expenditures that occurred last year that are refunded this year. If the refund and the expenditure occurred in the current year, reduce this year's expenditures, as prescribed by GAAP. (E-rate should be netted against the expenditure if it was received in the same fiscal year; if it was received in a subsequent fiscal year, it should be coded here.)

1994 **Local Revenue transfers from another LEA** – Local revenue transferred from the district of prior jurisdiction. This is typically used to report revenue transferred from an LEA to the Recovery School District or a Type 5 Charter School as required by the Minimum Foundation Program (MFP). Also includes Type 2 Charter Schools for which the school district provides the local share contribution (Type 2 Charters approved on or after July 1, 2008.) This is a general fund revenue.

1999* **Other Miscellaneous Revenues** – Revenues from local sources not classified above.

3000* REVENUE FROM STATE SOURCES

3100 **UNRESTRICTED GRANTS-IN-AID** – Revenue recorded as grants by the LEA from State funds, which can be used for any legal purpose desired by the LEA without restriction. Separate accounts may be maintained for general grants–in–aid that are not related to specific revenue sources of the state and for those assigned to specific sources of revenue, as appropriate.

3110 **State Public School Fund** – Monies distributed to Louisiana public school systems under the Minimum Foundation Program (MFP). This revenue is a General Fund revenue.

3115 **State Public School Fund – Food Services** – Monies transferred from the Minimum Foundation Program (MFP) for food service operations. The Federal Government requires a match of state funds for the school lunch program. This revenue is an Other Special Funds revenue.

3120 **16th Section Land Fund Interest** – Interest paid by the State to certain school systems due to the erroneous sale of 16th Section lands during the nineteenth century. The rate of interest is fixed at 4% per annum per LRS 41:641.

3190 **Other Unrestricted Revenues** – Other funds distributed by the State to the school systems; these funds are not dedicated, or required to be used for specific purposes. This revenue may be General Fund or Special Revenue Fund revenue.

3200 **RESTRICTED GRANTS-IN-AID** – Revenue recorded as grants by the LEA from State funds; these funds must be used for a categorical or specific purpose. If such money is not completely used by the LEA, it must be returned, usually to the State.

3210 **Special Education** – Amounts granted by the State; they are required to be used solely for special education purposes. This revenue may be General Fund or Special Revenue Fund revenue.

3220 **Education Support Fund** – Amounts granted under the 8(g) Mineral Trust Fund by the Board of Elementary and Secondary Education (B.E.S.E.) to be used for specific purposes stated in the grant application. This revenue may be General Fund or Special Revenue Fund revenue.

3223 **Sixteenth Section Land Funds (withdrawals)** – Revenue derived from Sixteenth Section indemnity lands. This revenue is held in trust by the Louisiana Department of Treasury for all school districts involved.

3225 **Adult Education** – Amounts granted by the State under LRS 17:14;

it is required that the revenue be used solely for adult education purposes. This revenue may be General Fund or Special Revenue Fund revenue.

3230 **PIP** – Funds granted by the State to school systems for paying professional improvement program (PIP) salaries to qualifying teachers in the systems. This revenue is normally General Fund revenue.

3240 **LA-4** – Funds granted by the State that are required to be used to provide high quality early childhood educational experiences to four-year-old children who are considered to be "at risk" of achieving later academic success. This revenue may be General Fund or Special Revenue Fund revenue.

3250 **Non–Public Transportation** – Amounts granted by the State for which payment is made to the LEA upon receipt of an agreement between the LEA and the non–public school system to provide transportation of non–public students to non–public schools by the use of the LEA's transportation system. This revenue is normally a General Fund revenue.

3255 **Non-Public Textbook** – Amounts granted by the State to reimburse LEA's for purchases of textbooks on behalf of non–public schools. This revenue is normally a General Fund revenue.

3290 **Other Restricted Revenues** – Other restricted revenues received from the State, other than those described above; these funds must be used for a categorical or specific purpose.

3800 **REVENUE IN LIEU OF TAXES** – Commitments or payments made out of general revenues by a State to the LEA in lieu of taxes it would have had to pay had its property or other tax base been subject to the taxation by the LEA on the same basis as privately owned property. It would include payment made for privately owned property that is not subject to taxation on the same basis as other privately owned property due to action by the State.

3810 **Revenue Sharing: Constitutional Tax** – Funds appropriated annually by the State Legislature to fulfill its constitutional obligation to compensate local school systems partially for tax revenue lost due to homestead exemptions on the constitutional Ad Valorem tax. This

revenue is normally General Fund revenue.

3815 Revenue Sharing: Other Taxes – Funds appropriated annually by the State Legislature to fulfill its constitutional obligation to compensate local school systems partially for tax revenue lost due to homestead exemptions on Ad Valorem taxes other than the constitutional Ad Valorem tax. This revenue is normally revenue to the fund associated with the particular Ad Valorem tax.

3820 Revenue Sharing: Excess Portion – A distribution made by the Tax Collector to qualifying taxing authorities with remaining State revenue – sharing funds after all other required distributions have been made. This revenue is normally General Fund revenue.

3890 Other Revenue in Lieu of Taxes – Other commitments or payments made by the State in lieu of taxes.

3900* REVENUE FOR/ON BEHALF OF LEA – Commitments or payments made by a State for the benefit of the LEA, or contributions of equipment or supplies. Such revenue includes the payment to a pension fund by the State on behalf of an LEA employee for services rendered to the LEA and a contribution of capital assets by a State unit to the LEA.

3910 Employer's Contribution to Teachers Retirement – Direct payments made by the State to the Teachers Retirement System for persons receiving PIP salaries. It is recorded by debiting retirement expenditures and crediting this account. This revenue is a General Fund Revenue.

3990 Other Revenue for/on Behalf of the LEA – Other commitments or payments made by the State for the benefit of the LEA.

4000 REVENUE FROM FEDERAL SOURCES

4100* UNRESTRICTED GRANTS-IN-AID DIRECT FROM THE FEDERAL GOVERNMENT – Revenues direct from the Federal Government as grants to the LEA; this revenue can be used for any legal purpose desired by the LEA, without restriction.

4110 Impact Aid Fund – Amounts paid directly by the Federal Government to the LEA to supplement the education of children from

families stationed at military bases who attend the LEA's public schools under P. L. 81–874. This revenue is normally a General Fund Revenue.

4190 **Other Unrestricted Grants** – Direct – Other revenues direct from the Federal Government other than those programs described above.

4200* **UNRESTRICTED GRANTS-IN-AID FROM THE FEDERAL GOVERNMENT THROUGH THE STATE** – Revenues from the Federal Government through the State as grants that can be used for any legal purpose desired by the LEA, without restriction.

4210 **Flood Control** – Amounts received from the Federal Government and distributed by the State to the LEA for flood control.

4290 **Other Unrestricted Grants Through State** – Other revenues received from the Federal Government through the State other than those classified above.

4300* **RESTRICTED GRANTS-IN-AID DIRECT FROM THE FEDERAL GOVERNMENT** – Revenue direct from the Federal Government as grants to the LEA; the revenue may be used for a categorical or specific purpose. If such money is not completely used by the LEA, it usually is returned to the governmental unit.

4310 **Federally Affected Areas** – Capital Outlay (P. L. 81–815) – Amounts paid directly by the Federal Government to the LEA for purchase of capital assets under provisions of P. L. 81–815. This revenue is normally a Special Revenue Fund revenue, since an accounting must be made to demonstrate appropriate use of the proceeds received.

4330 **JROTC** – Amount paid directly to the LEA for operation of a Junior Reserve Officer Training Corps (JROTC) program at schools in the district. This is revenue to the fund that pays the expenditures of the JROTC program.

4340 **Headstart Program** – Amount paid directly to the LEA for operation of the Headstart program in the district. This is revenue to the fund that pays the expenditures of the Headstart program.

4390 Other Restricted Grants – Direct – Funds received from the Federal Government other than those shown above.

4500* RESTRICTED GRANTS–IN–AID FROM THE FEDERAL GOVERNMENT THROUGH THE STATE – Revenues from the Federal Government through the State as grants to the LEA; this revenue must be used for a categorical or specific purpose.

4510 Career and Technical Education – Federal funds granted to the local education agency and administered by the State under the Carl D. Perkins Vocational Act Education Program. These monies are reimbursement type grants.

4515 School Food Service – All Federal funds administered by the State and granted to the School Food Service Department for subsidies for all student meals in the National School Lunch and School Breakfast Programs, Summer Food Service Program, Child and Adult Care Food Program, and the Nutrition, Education, and Training Program. This revenue also includes funds from the Cash in Lieu of Commodities Program. The value of USDA commodities received should be recorded in 4220 Value of USDA Commodities.

4520 Adult Basic Education – All Federal funds administered by the State and granted to the LEA for purposes of providing Adult Basic Education (ABE).

4530 Special Education – All Federal funds administered by the State and granted to the LEA for students identified as being mentally or physically disabled.

4531 IDEA–Part B – Federal funds administered by the State and granted to the LEA to provide special education and related services to children ages 3 to 21 years old with disabilities in accordance with the Individuals with Disabilities Education Act (IDEA). This revenue is generally a Special Revenue Fund revenue.

4532 IDEA–Preschool – Federal funds administered by the State and granted to the LEA to provide special education and related services to preschool children ages 3 to 5 years old with disabilities in accordance with the Individuals with Disabilities Education Act (IDEA). This revenue is generally a Special Revenue Fund revenue.

4534 IDEA Part C – Infant/Toddler – Federal funds administered by the State and granted to the LEA to serve infants and toddlers through age 2 with developmental delays or who have diagnosed physical or mental conditions with high probabilities of resulting in developmental delays under the Individuals with Disabilities Education Act (IDEA). This revenue is generally a Special Revenue Fund revenue.

4535 Other Special Education Programs – All other Federally-funded program grants administered by the State and granted to the LEA for special education purposes, other than those described above. This revenue is generally a Special Revenue Fund revenue.

4540 No Child Left Behind (NCLB) – Federal funds administered by the State and granted to the LEA for programs for economically and educationally deprived school children.

4541 Title I Grants to Local Educational Agencies – Federal funds administered by the State to schools with high numbers or percentages of economically and educationally deprived children to help ensure that all children meet challenging State academic content and student academic achievement standards; the funds supplement rather than supplant activities that are state or locally mandated. This revenue is normally a Special Revenue Fund revenue.

4542 Title I, Part C – Migrant Education Basic State Grant Program – Federal funds administered by the State to provide programs to meet the special education needs of children of migratory agricultural workers and migratory fishers, needs that have resulted from their migratory lifestyles or history. This revenue is normally a Special Revenue Fund revenue.

4544 Title IV, Part A – Safe and Drug Free Schools and Communities State Grants – Federal funds administered by the State to support programs that prevent violence in and around schools; that prevent the illegal use of alcohol, tobacco, and other drugs; that involve parents and communities; and that are coordinated with related Federal, State, school and community efforts and resources to foster a safe and drug-free learning environment that supports student academic achievement. This revenue is normally a Special Revenue Fund revenue.

4545 Title II, Part A – Improving Teacher Quality State Grants – Federal funds administered by the State to increase academic achievement by improving teacher and principal quality. This revenue is normally a Special Revenue Fund revenue.

4547 Title III, Part A – English Language Acquisition Grant – Federal funds administered by the State to help ensure that children, who are limited English proficient, develop high levels of academic attainment in English. This revenue is normally a Special Revenue Fund revenue.

4548 Title IV, Part B – 21st Century Community Learning Centers – Federal funds administered by the State to provide opportunities for academic enrichment to help students in grades K through 12, particularly students who attend low-performing schools, to meet state and local student academic achievement standards. This revenue is normally a Special Revenue Fund revenue.

4549 Title VI, Part B – Rural Education Achievement Program (REAP) – Federal funds administered by the State to assist small, high-poverty rural school districts meet the mandates of No Child Left Behind. This revenue is normally a Special Revenue Fund revenue.

4550 Title I, Part A – School Improvement 1003(a) and 1003(g) – Federal funds administered by the State to address the needs of schools in improvement, corrective action, and restructuring, in order to improve student achievement. This

revenue is normally a Special Revenue Fund revenue.

4551 **Title II, Part D – Technology** – Federal funds administered by the State to improve student achievement through the use of technology in elementary and secondary schools by helping all students become technologically literate by the end of the eighth grade and, through the integration of technology with both teacher training and curriculum development, establishing research-based instructional methods that can be widely implemented. This revenue is normally a Special Revenue Fund revenue.

4559 **Other NCLB Programs** – All other Federally-funded program grants administered by the State and granted to the LEA under No Child Left Behind, other than those described above. This revenue is generally a Special Revenue Fund revenue.

4560 **Job Training Partnership Act (JTPA)** – Federal funds administered by the State under the Job Training Partnership Act Program. This revenue is normally a Special Revenue Fund revenue.

4570 **Temporary Assistance for Needy Families (TANF)** – Federal funds administered by the State to assist needy families with children so that children can be cared for in their own homes; to reduce dependency by promoting job preparation, work, and marriage; to reduce and prevent out-of-wedlock pregnancies; and to encourage the formation and maintenance of two-parent families.

4580 **FEMA – Disaster Relief** – Federal funds administered by the State to provide financial assistance to an LEA for repairs and/or rebuilding necessary after a natural disaster**.**

4590 **Other Restricted Grants Through State** – Federal funds administered by the State, other than those shown above.

4800* **REVENUE IN LIEU OF TAXES** – Commitments or payments made out of general revenues by the Federal Government to the LEA in lieu of taxes it would have had to pay had its property or other tax base been subject to taxation by the LEA on the same basis as privately owned property or other tax base. Such revenue would include payment made for privately owned

property that is not subject to taxation on the same basis as other privately owned property because of action by the Federal Governmental unit.

4810 Loss of Taxes Because of Federal Housing Projects – Federal payments in lieu of taxes made directly to the LEA because of the existence of a Federally-funded housing project in the district, the location of which causes a loss of Ad Valorem tax revenue. This revenue is normally pro–rated to the funds that record the affected Ad Valorem tax revenues.

4820 Sale of Timber, etc., On Federal Forest Reserves – Federal payments in lieu of taxes made directly to the LEA because of the existence of a federal forest reserve in the district and for which the Federal Government has agreed to share a portion of the revenues derived from the sale of timber or other products contained thereon. This revenue is normally a General Fund Revenue.

4890 Other Revenue in Lieu of Taxes – Other revenue in lieu of taxes made directly to the LEA, other than those described above.

4900 REVENUE FOR/ON BEHALF OF THE LEA – Commitments or payments made by the Federal Government for the benefit of the LEA, or contributions of equipment or supplies. Such revenue includes a contribution of capital assets by a Federal governmental unit to the LEA and foods donated by the Federal Government to the LEA. Separate accounts should be maintained to identify the specific nature of the revenue item.

4910 Nonfood Assistance – Federal assistance received in terms of non–cash and non–food type items granted directly to the LEA. This revenue is recorded by debiting the appropriate expenditure account that would have been charged had the LEA purchased the particular item and by crediting this account.

4920 Value of USDA Commodities – Federal assistance received by the School Food Service Department in terms of the stated value of United States Department of Agriculture commodities. This revenue is recorded by debiting the appropriate food account and by crediting this account.

4990 Other Revenues for/on Behalf of the LEA – Other commitments or payments made by the Federal Government for the benefit of the

LEA or contributions of equipment or supplies, other than those described above.

5000* OTHER SOURCES OF FUNDS

5100 ISSUANCE OF BONDS – The proceeds from the sale of bonds.

5110* Bond Principal – Used to record the face amount of bonds sold. This revenue is normally accounted for in the fund that will expend the proceeds from the debt issuance (e.g., Capital Projects Funds).

5120 Accrued Interest and Premium on Bonds Sold – Amounts received for accrued interest from the sale of bonds and/or that portion of the sales price of bonds in excess of their par value. This revenue is normally credited to the fund that is responsible for payment of the principal and interest on the debt and is recorded at the time of the sale.

5200 FUND TRANSFERS IN – Used to classify operating transfers from other funds of the district. These funds will not have to be replaced.

5210 Transfer of Indirect Costs – Amounts of indirect costs transferred from federal grants, usually to the General Fund.

5220 Operating Transfers In – Interfund transfers made by the LEA from one fund to another that does not carry a corresponding obligation on the receiving fund to repay the amount to the paying fund. This account is credited by the receiving fund, while the paying fund debits *Operating Transfers Out* in the Other Uses of Funds Section.

5300 PROCEEDS FROM THE DISPOSAL OF REAL OR PERSONAL PROPERTY – Proceeds from the disposal of school property or compensation for the loss of real or personal property. Any gain or loss on the disposal of property for Proprietary or Fiduciary funds is recorded in account 1930.

5400 LOAN PROCEEDS – Proceeds from loans greater than twelve (12) months. Usually reported in the fund in which expenditures of proceeds are made.

5500 CAPITAL LEASE PROCEEDS – Proceeds from capital leases.

CLASSIFICATION OF EXPENDITURES AND OTHER USES OF FUNDS

OBJECT CODES (Object codes necessary for reporting to the National Center for Education Statistics are marked with an asterisk.)

This classification is used to describe the service or commodity obtained as the result of a specific expenditure. There are nine major object categories, each of which is further subdivided. Listed below are definitions of the object classes and selected sub–object categories.

100* **SALARIES** – Amounts paid to both permanent and temporary LEA employees, including personnel substituting for those in permanent positions. This expenditure includes gross salary for personal services rendered while on the payroll of the LEA's.

110 **SALARIES OF REGULAR EMPLOYEES** – Full–time, part–time, and prorated portions of the costs for work performed by permanent employees of the LEA.

111 **Officials/Administrators/Managers** – These are occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the school system. Included in this category are superintendents of schools; assistant, deputy and associate superintendents; instructional coordinators, supervisors and directors; principals and assistant principals; and school business officials.

112 **Teachers** – Staff members assigned the professional activities of instructing pupils in courses in classroom situations for which daily–pupil attendance figures for the school system are kept. Included in this category are music, band, physical education, home economics, librarians, special education, etc.

113 **Therapists/Specialists/Counselors** – Staff members responsible for teaching or advising pupils with regard to their abilities and aptitudes, educational and occupational opportunities, personal and social adjustments. Included in this category are speech therapists, occupational therapists, physical therapists, guidance counselors, psychologists, social workers, assessment teachers/diagnosticians, and instructional specialists.

114 **Clerical/Secretarial** – These are occupations requiring skills and

training in all clerical–type work including activities such as preparing, transcribing, systematizing, or preserving written communication and reports, or operating such mechanical equipment as bookkeeping machines, typewriters and tabulating machines. Included in this category are bookkeepers, messengers, office machines operators, clerk–typist, stenographers, statistical clerks, dispatchers, and payroll clerks.

115 **Para-professionals/Aides** – Staff members working with students under the direct supervision of a classroom teacher or under the direct supervision of a staff member performing professional–educational–teaching assignments or assisting in the transportation of students on a regular schedule. Included in this category are teacher aides, library aides, bus aides, etc.

116 **Service Workers** – Staff members performing a specialized service; included in this category are cafeteria workers, bus drivers, school security guards, custodians, etc.

117 **Skilled Crafts** – Occupations in which workers perform jobs that require special manual skill and a thorough and comprehensive knowledge of the process involved in the work, which is acquired through on–the–job training and experience or through apprenticeship or other formal training programs. Included in this category are mechanics, electricians, heavy equipment operators, carpenters, etc.

118 **Degreed Professionals** – Occupations requiring a high degree of knowledge and skills acquired through at least a baccalaureate degree or its equivalent. This classification normally includes nurses, architects, lawyers, accountants, etc.

119 **Other Salaries** – Other staff members, other than those classified above.

120 **SALARIES OF TEMPORARY EMPLOYEES** – Full-time, part-time, and prorated portions of the costs for work performed by employees of the LEA who are hired on a temporary or substitute basis.

121 **Acting Employee** – The cost of work performed by a person who is temporarily taking over the duties or position of a regular employee.

122 **Seasonal Employee** – The cost of work performed by a person who is hired on a temporary basis, usually not more than five months; the employment is affected by or dependent on a certain time of year.

123 **Substitute Teacher** – The cost of work performed by a person who is hired in place of a teacher. (This substitute replaces a teacher coded to object 112)

124 **Substitute Employee Other Than Teacher** – The cost of work performed by a person who is hired in place of a regular employee (other than a teacher coded to object 112).

129 **Other Temporary Employee** – Temporary employees, other than those classified above.

130 **SALARIES FOR EXTRA WORK PERFORMED** – Amounts paid to employees of the LEA in either temporary or permanent positions for work performed in addition to the normal work period (including overtime) for which the employee is compensated under regular salaries and temporary salaries above. The terms of such payment for overtime are a matter of State and local regulations and interpretation.

140 **SALARIES FOR SABBATICAL LEAVE** – Amounts paid by the LEA to employees on sabbatical leave.

150 **STIPEND PAY** – A one–time payment or allowance to regular employees to attend workshops or in service training programs.

200* **EMPLOYEE BENEFITS** – Amounts paid by the LEA on behalf of employees; these amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, are, nevertheless, part of the cost of personal services. Such amounts must be distributed to each function according to the employee's assignment.

210 **GROUP INSURANCE** – Employer's share for current employees of any insurance plan. Group insurance for retirees should be reported under object code 270: Health Benefits.

220 **FICA CONTRIBUTIONS** – Employer's share of Social Security payroll taxes collected under authority of the Federal Insurance Contributions Act (FICA) paid by the LEA.

225 **MEDICARE CONTRIBUTIONS** – Employer's share of Medicare/ paid by the LEA.

230 **RETIREMENT CONTRIBUTION** – Employer's share of any State or local employee retirement system paid by the LEA, including the amount paid for employees assigned to federal programs.

231 **Louisiana Teachers' Retirement System Contributions (TRSL)**

233 **Louisiana School Employees' Retirement System Contributions (LSERS)**

239 **Other Retirement Contributions**

240 **EDUCATIONAL REIMBURSEMENT** – Amounts reimbursed by the LEA to any employee (or university on behalf of an employee) qualifying for the reimbursement of educational expenditures based upon LEA policy. (Includes tuition, textbooks, testing fees and certification fees) (Used with function 2200 Instructional Staff Services and 2800 Central Services)

250 **UNEMPLOYMENT COMPENSATION** – Amounts paid by the LEA to provide unemployment benefits for its employees.

260 **WORKERS COMPENSATION** – Amounts paid by the LEA to provide worker's compensation insurance and/or benefits for its employees. Salary payments for employees on worker's compensation should be charged to this code.

270 **RETIREE HEALTH BENEFITS** – Amounts paid by the LEA to provide health benefits for employees now retired and for whom benefits are paid.

280 **SEVERANCE PAY** – Amounts of unused leave paid by the LEA to its employees upon their retirement.

281 **Sick Leave Severance Pay** – Amount of unused sick leave paid by the LEA to its employees upon their retirement.

282 **Annual Leave Severance Pay** – Amount of unused annual leave paid by the LEA to its employees upon their retirement.

290 OTHER EMPLOYEE BENEFITS – Employee benefits other than those classified above.

300* PURCHASED PROFESSIONAL AND TECHNICAL SERVICES – Services which, by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

310 PURCHASED OFFICIAL/ADMINISTRATIVE SERVICES – Services in support of the various policy–making and managerial activities of the LEA. Included are management consulting activities oriented to general governance or business and financial management of the LEA; school management support activities; election and tax assessing and collecting services. (Usually used with functions 2300 General Administration, 2400 School Administration, 2500 Business Services, and 2800 Central Services)

311 Assessor Fees – Money paid to the tax assessor, who assesses property for taxation.

312 Sheriff Fees – Money paid to the local sheriff, who is charged with the collection and remittance of property taxes to the LEA.

313 Pension Fund – Monies deducted from the proceeds of property taxes for the payment of all pensions into the Pension Accumulation Fund (L. R. S. 17:696).

314 Sales Tax Collection Fees – Money paid to another individual or other governmental body charged with the collection and remittance of sales and use taxes.

315 State Tax Commission Fees – Money paid to the Louisiana Tax Commission pursuant to a judgment upheld by the courts against a company that files suit to contest the correctness or legality of any final determination of its assessed valuation for taxation. The fee is an amount equal to ten percent (10%) of the proceeds received (L. R. S. 47:1856f).

316 Election Fees – Money paid to other governmental agencies for expenses related to the election of school board members, as well as elections for the purpose of collecting tax revenues.

317 **Management Consultants** – Money paid to an individual or firm to study and evaluate the activities of the school system.

319 **Other Fees** – Official and administrative services, other than those classified above.

320 **PURCHASED EDUCATIONAL SERVICES** – Services supporting the instructional program and its administration. Included would be curriculum improvement services, counseling and guidance services, library and media support, educational testing services, and contracted instructional services. Also included would be payments to speakers to make presentations at workshops and in-service training programs. This object code is usually used with functions 1000 Instruction, 2100 Pupil Support Services, and 2200 Instructional Staff Services.

330 **OTHER PURCHASED PROFESSIONAL SERVICES** – Professional services which support the operation of the LEA, other than educational services. Included are medical doctors, lawyers, architects, auditors, accountants, therapists, audiologists, dieticians, editors, negotiations specialists, systems analysts, planners, and the like.

331 **Occupational/Physical Therapist Services** – Professional services contracted or paid by the LEA for treatment of an injury by physical activity, rather than with drugs, or for the treatment of mental ailments by work designed to divert the mind.

332 **Legal Services** – Professional services contracted or paid by the LEA to defend itself against lawsuits and to assist the LEA's in conforming with the law.

333 **Audit/Accounting Services** – Professional services contracted or paid by the LEA to examine and check the financial operations of the school system, as well as to provide assistance in keeping, analyzing and explaining accounts.

334 **Architect/Engineering Services** – Professional services contracted or paid by the LEA to design buildings, to draw up the plans, and generally to supervise the construction.

335 **Medical Services** – Professional services contracted or paid by the

LEA to provide medical services such as a physical for employees or for students that want to participate in athletics or to provide medical services in a school health clinic. Includes physicians, dentists, nurse practitioners, health unit, medical clinics, etc.

339 **Other Professional Services** – Professional services other than those classified above.

340 **PURCHASED TECHNICAL SERVICES** – Services to the LEA which are not regarded as professional, but which require basic scientific knowledge, manual skills, or both. Included are data processing services, software support services, banking services, purchasing and warehousing services, graphic arts and the like. This object code is used usually with functions 1000 Instruction and 2000 Support Services.

400* **PURCHASED PROPERTY SERVICES** – Services purchased to operate, repair, maintain, and rent property owned or used by the LEA. These services are performed by persons other than LEA employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

410 **UTILITY SERVICES** – Expenditures for utility services, other than energy services, supplied by public or private organizations. Water and sewerage are included here. Phone and internet services are not included here, but are classified under object 530 Communications. This object code is used with only function 2600 Operations and Maintenance of Plant Services.

411 **Water/Sewage** – Expenditures for water/sewage utility services from a private or public utility company.

420 **CLEANING SERVICES** – Services purchased to clean buildings (apart from services provided by LEA employees). This object code is used with only function 2600 Operations and Maintenance of Plant Services.

421 **Disposal Services** – Expenditures for garbage pickup and handling not provided by LEA personnel.

423 **Custodial Services** – Expenditures to an outside contractor for custodial services.

424 **Lawn Care** – Expenditures for lawn and grounds upkeep, minor landscaping, nursery services and the like not provided by LEA personnel.

430 **REPAIRS AND MAINTENANCE SERVICES** – Expenditures for repairs and maintenance services not provided directly by LEA personnel. This expenditure includes contracts and agreements covering the upkeep of buildings, upkeep of equipment, including computers and related technology, and portable building relocation expenses. Costs for renovating and remodeling are not included here, but are classified under object 450 Construction Services.

440 **RENTALS** – Costs for renting or leasing land, buildings, equipment, and vehicles.

441 **Renting Land and Buildings** – Expenditures for leasing or renting land and buildings for both temporary and long–range use by the LEA. This object code is used with function 2600 Operations and Maintenance of Plant Services or other appropriate programs.

442 **Rental of Equipment and Vehicles** – Expenditures for leasing or renting equipment or vehicles for both temporary and long–range use by the LEA. This expenditure includes bus and other vehicle rental when operated by a local LEA, lease–purchase arrangements, and similar rental agreements. This object code is usually used with function 1000 Instruction or 2000 Support Services.

450* **CONSTRUCTION SERVICES** – Expenditures for constructing, renovating and remodeling paid to contractors. This object code includes the installation of new phone lines or cable to provide internet access. This object is used only with function 4000 Facilities Acquisition and Construction Services.

490 **OTHER PURCHASED PROPERTY SERVICES** – Purchased property services that are not classified above. Costs for phone and internet services are not included here, but are included in object 530 Communications. This object code is used usually with function 2600 Operations and Maintenance of Plant Services.

500* **OTHER PURCHASED SERVICES** – Amounts paid for services rendered by organizations or personnel not on the payroll of the LEA (separate from professional and technical services or property services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

510 **STUDENT TRANSPORTATION SERVICES** – Expenditures for transporting children to and from school and other activities, including field trips. This object code is used only with function 2700 Student Transportation Services.

511* **Student Transportation Purchased from Another LEA within the State** – Amounts paid to other LEAs within the state for transporting children to and from school and school–related events. Expenditures for the rental of buses that are operated by personnel on the LEA payroll are not recorded here, but under object code 442 Rental of Equipment and Vehicles.

512* **Student Transportation Purchased from Another LEA Outside the State** – Payments to other LEAs outside the State for transporting children to and from school and school–related events.

513 **Payments in Lieu of Transportation** – Payments to individuals who transport themselves or their own children or for reimbursement of transportation expenses on public carriers.

519 **Student Transportation Purchased from other Sources** – Payments to persons or agencies other than LEAs for transporting children to and from school and school–related events, including field trips.

520 **INSURANCE (OTHER THAN EMPLOYEE BENEFITS)** – Expenditures for all types of insurance coverage, including property, liability, and fidelity. Insurance for group health should be recorded under object 200 Employee Benefits.

521 **Liability Insurance** – Insurance that pays and renders service on behalf of the LEA for loss arising out of its responsibility, due to negligence, to others as imposed by law or assumed by contract.

522 **Property Insurance** – Insurance that indemnifies the LEA with an interest in physical property for its loss or the loss of its income producing ability.

523 **Fleet Insurance** – Insurance that protects the LEA against any physical damage to its vehicles, property damage, liability and/or other coverages.

524 **Errors and Omissions Insurance** – Professional liability insurance that protects the LEA against legal liability resulting from negligence, errors and omissions, and other aspects of rendering or failing to render professional service. It does not cover fraudulent, dishonest or criminal acts.

525 **Faithful Performance Bonds** – A bond that will reimburse the LEA for loss up to the amount of the bond, sustained by the LEA by reason of any dishonest act of an employee or employees covered by the bond.

529 **Other Insurance** – Payments for insurance other than those classified above.

530 **COMMUNICATIONS (PHONE, INTERNET AND POSTAGE)** – Expenditures for services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes cell phone and voice communication services, telephone and voicemail; data communication services to establish or maintain computer-based communications, networking, and Internet services; video communications services to establish or maintain one-way or two-way video communications via satellite, cable, or other devices; postal communications services to establish or maintain postage machine rentals, postage, express delivery services, or couriers. Includes licenses and fees for services such as subscriptions to research materials over the Internet. Expenditures for software, both "downloaded" and "off-the-shelf" should be coded to object 615 or 735. (Usually used with functions 2200 Instructional Staff Services, 2300 General Administration, 2400 School Administration, 2500 Business Services, or 2600 Operations and Maintenance of Plant Services.)

540 **ADVERTISING AND PUBLIC NOTICES** – Expenditures for announcements in professional publications, newspapers or broadcasts over radio, television and the internet. These expenditures include advertising for such purposes as personnel recruitment, legal ads (i.e., Board minutes), new and used equipment, sale of property, etc. Costs for professional advertising or public relations services should be charged to object 330 Other Purchased Professional Services.

550 **PRINTING AND BINDING** – Expenditures for job printing and binding, usually according to specifications of the LEA. This expenditure includes designing and printing forms and posters, as well as printing and binding LEA publications. These payments are usually made to service providers outside of the LEA.

560 **TUITION** – Expenditures to reimburse other educational agencies for providing instructional services for students residing within the legal boundaries of the paying LEA including exam or certification fees required for admissions, course credit or certification and online course fees. This object code is used only with function 1000 Instruction.

561* **Tuition to Other In-State LEA's** – Tuition paid to other LEAs within the state.

562* **Tuition to Other LEAs Outside the State** – Tuition paid to other LEAs outside the state.

563* **Tuition to Private Sources** – Tuition paid to private schools.

564* **Tuition to Educational Service Agencies other than an LEA within the State** – Tuition paid to educational service providers other than an LEA within the state. Includes providers such as a college or university, career and technical school, cosmetology school, or other specialized school that provides education or training for students to obtain course credits.

565* **Tuition to Educational Service Agencies other than an LEA outside the State –** Tuition paid to educational service providers other than an LEA outside the state. Includes providers such as a college or university, career and technical school, cosmetology school, or other specialized school that provides education or training for students to obtain course credits.

566* **Tuition to Charter Schools –** Tuition paid to charter schools for services provided in accordance with the established charter for that school.

567* **Tuition to School Districts for Voucher Payments –** Tuition paid to school districts for students using a state or local voucher program.

569* **Other Tuition** – Tuition paid to other governmental organizations as reimbursement for providing specialized instructional services to students residing within the boundaries of the paying LEA.

570 **FOOD SERVICE MANAGEMENT** – Expenditures for the operation of a local food service facility by other than employees of the LEA. Included are contracted services, such as food preparation, associated with the food service operation. Direct expenditures by the LEA for food, supplies, labor and equipment would be charged to the appropriate object codes. This object code is used only with function 3100 Food Service Operations.

580 **TRAVEL** – Expenditures for transportation, meals, hotel, registration fees, and other expenses associated with staff travel for the LEA according to district policy. Payments for per diem in lieu of reimbursements for subsistence (room and board) also are charged here. This object code is used with all functions except 5000 Other Sources of Funds.

581 **Mileage Allowance** – A sum of money granted at stated intervals for travel expenses in lieu of reimbursement for actual travel expenses.

582 **Travel Expense Reimbursement** – A sum of money paid for travel expenses at a specified amount per mile plus actual reimbursement for meals, hotel and other expenses including registration fees according to district policy.

583 **Operational Allowance** – A sum of money granted to those individuals at stated intervals for the operation and maintenance of a vehicle.

590 **MISCELLANEOUS PURCHASED SERVICES** – Expenditures for purchased services not otherwise classified in the 300 Purchased Professional and Technical Services, 400 Purchased Property Services, or 500 Other Purchased Services series of objects. This object code is used with all functions, except 5000 Other Sources of Funds.

595 INTERAGENCY PURCHASED SERVICES – Any inter-district payments other than tuition or transportation should be classified here. This code identifies other payments for services made between a school district and other governmental entities. (Used primarily with function 2000.)

596* Services Purchased from Another LEA within the State – Payments to another LEA within the state for services rendered, other than tuition and transportation fees. Examples of such services are data processing, purchasing, nursing and guidance. When a question arises as to whether to code such payments to the 300 series of object code, purchased professional and technical services, or to this code, 596 should be used so that all inter–district payments can be eliminated when consolidating reports from multiple LEA's at state and federal levels. This code is used only with function 2000 Support Services.

597* Services Purchased from Another LEA outside the State – Payments to another LEA outside the state for services rendered, other than tuition and transportation fees. Examples of such services are data processing, purchasing, nursing and guidance. When a question arises as to whether to code such payments to the 300 series of object codes or to this code, 597 Services Purchased from Another LEA within the State should be used so that all inter–district payments can be eliminated when consolidating reports at the federal level. This object code is used with only function 2000 Support Services.

600* SUPPLIES – Amounts paid for items that are consumed, worn out, or deteriorated through use; or for items that lose their identity through fabrication or incorporation into different or more complex units or substances. Refer to the criteria for distinguishing between a supply and an equipment item.

610 MATERIALS AND SUPPLIES –- Expenditures for all supplies (other than those listed below) for the operation of an LEA, including freight and cartage. A more thorough classification of supply expenditures is achieved by identifying the object with the function: for example, audiovisual supplies or classroom teaching supplies. This object code is used with all functions, except 5000 Sources of Funds.

615 SUPPLIES – TECHNOLOGY RELATED – Technology-related supplies

include supplies that are typically used in conjunction with technology-related hardware or software. Some examples are CDs, monitor stands, ink cartridges and storage media. Equipment that has a cost lower than the school district's capitalization threshold should be coded here. Equipment that has a cost higher than the school district's capitalization threshold should be coded to object 734. Software with a unit cost greater than the district's capitalization threshold should be coded to object 735.

620 **ENERGY** – Expenditures for energy – including gas, oil, coal, gasoline, and services received from public or private utility companies.

621 **Natural Gas** – Expenditures for gas utility services from a private or public utility company. This object code is used with functions 2600 Operations and Maintenance of Plant Services, and 3100 Food Services Operations.

622 **Electricity** – Expenditures for electric utility services from a private or public utility company. This object code is used usually with functions 2600 Operations and Maintenance of Plant Services and 3100 Food Services Operations.

626 **Fuel** – Expenditures for gasoline and diesel purchased in bulk or periodically from a gasoline service station. This object code is used usually with functions 2600 Operations and Maintenance of Plant Services and 2700 Student Transportation Services.

629 **Other** – Expenditures for energy that cannot be classified in one of the foregoing categories.

630 **FOOD** – Expenditures for food used in the school food service program. This object code is used only with function 3100 Food Services Operations. Food used in instructional programs is charged under object code 610 Materials and Supplies.

631 **Purchased Food** – Food that is purchased from vendors rather than food received from the U.S. Department of Agriculture.

632 **Commodities** – Food that is passed through the State Department of Agriculture from the U.S. Department of Agriculture.

640 **BOOKS AND PERIODICALS** – Expenditures for books, textbooks and

periodicals prescribed and available for general use, including reference books. This category includes the cost of workbooks, textbook binding or repairs, as well as textbooks that are purchased to be resold or rented. Also recorded here are the costs of binding or other repairs to school library books. This object code is used with all functions, except 5000 Other Use of Funds.

641 **Library Books** – A collection of books systematically arranged for reading or reference.

642 **Textbooks** – Books giving instructions in the principles of a subject of study or any book used as the basis or partial basis of a course of study.

643 **Workbooks** – Books for the use of students. They contain questions and exercises based on a textbook or course of study.

644 **Periodicals** – Publications appearing at regular intervals of more than one day, as a weekly magazine.

700* **PROPERTY** – Expenditures for acquiring capital assets, including land or existing buildings; improvements of grounds; initial equipment; additional equipment; and replacement of equipment. (Primarily reported in Table III of the AFR)

710* **LAND AND IMPROVEMENTS** – Expenditures for the purchase of land and the improvements thereon. Purchases of air rights, mineral rights and the like are included here. Also included are special assessments against the LEA for capital improvements, such as streets, curbs and drains. Not included here, but generally charged to object codes 450 Construction Services or 340 Purchased Technical Services, as appropriate, are expenditures for improving sites and adjacent ways after acquisition by the LEA. This object code is used only with functions 4100 Site Acquisition Services and 4200 Site Improvement Services.

720* **BUILDINGS** – Expenditures for acquiring existing buildings. Included are expenditures for installment or lease payments (except interest) that have a terminal date and that result in the acquisition of buildings, except payments to public school–housing authorities or similar agencies. This object code is used only with function 4500 Building Acquisition and Construction Services. Expenditures for the contracted construction of buildings, for major permanent structural alterations, and for the initial or additional installation of heating and ventilating systems, fire protection systems, and other service systems in existing buildings are recorded under object code 450 Construction Services. Buildings built and alterations performed by the LEAs own staff are charged to object code 100 Salaries, 200 Employee Benefits, 610 Materials and Supplies, and 730 Equipment, as appropriate.

730* **EQUIPMENT** – Expenditures for initial, additional, and replacement items of equipment, such as machinery, furniture and fixtures, computers and vehicles. Refer to the criteria for distinguishing between a supply and an equipment item.

731 **Machinery** – Expenditures for equipment usually composed of a complex combination of parts (excluding vehicles). An example would be a lathe, drill press, or printing press.

732 **Vehicles** – Expenditures for equipment used to transport persons or objects. Examples are automobiles, trucks, buses, station wagons, and vans.

733 **Furniture and Fixtures** – Expenditures for equipment used for sitting; as a support for writing and work activities; and as storage space for material items. This object code is used with all functions, except 5000 Other Use of Funds.

734 **Technology Related Hardware** – Expenditures for technology-related equipment and technology infrastructure. These costs include those associated with the purchase of network equipment, servers, PCs, printers, other peripherals, and devices. Equipment that has a cost lower than the school district's capitalization threshold should be coded to supplies. (Used with all functions, but primarily used with 2840)

735 **Technology Software** – Expenditures for purchased software used for educational or administrative purposes that exceed the capitalization threshold of $5,000. Purchases of multi-year software licenses should be considered on a per-year cost when applying this threshold. Software costs that are below the district's capitalization threshold should be coded to supplies (object 615). (Used with all functions, but primarily used with 2840)

739 **Other Equipment** – Expenditures for all other equipment not classified elsewhere in the 730 Equipment.

740 **DEPRECIATION** – The portion of the cost of a capital asset that is charged as an expense during a particular period. In accounting for depreciation, the cost of a capital asset, less any salvage value, is apportioned over the estimated service life of such an asset, and each period is charged with a portion of such cost. Through this process, the cost of the asset is ultimately charged off as an expense.

750 **INTANGIBLE ASSETS** – Expenditures for acquiring intangible assets. Intangible assets include easements (the right to use land for a specific purpose), land use rights, patents, and trademarks. (Computer software exceeding the capitalization threshold should be coded to object 735 Technology Software.)

760* **INFRASTRUCTURE** – Expenditures for purchased infrastructure assets by the school district. These items include water/sewer systems, roads, bridges, and other assets that have significantly longer useful lives than other capital assets. (Used with functions 4000 only, but primarily used with functions 4200 and 4700)

800 **DEBT SERVICE AND MISCELLANEOUS** – Amounts paid for goods and services not otherwise classified above.

810* **DUES AND FEES** – Expenditures or assessments for membership in professional or other organizations or payments to a paying agent for services rendered. (Used with functions 1000 Instruction and 2000 Support Services)

820 **JUDGMENTS AGAINST THE LEA** – Expenditures from current funds for all judgments (except as indicated below) against the LEA that are not covered by liability insurance, but are of a type that might have been covered by insurance. Only amounts paid as the result of court decisions are recorded

here. 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. This object code is used with function 2300 General Administration

830 **DEBT-RELATED EXPENDITURES/EXPENSES** – Expenditures for interest on bonds or notes. (Used with function 2500 Business Services and 5100 Debt Service)

831* **Redemption of Principal** – Expenditures to retire bonds (including current and advance refunding) and long-term loans. (Used only with function 5100)

832 * **Interest** – Expenditures for interest on bonds or notes, including lease purchase arrangements. (Used only with function 5100)

833 **Bond Issuance and Other Debt-Related Costs –** Expenses in connection with bond and other debt issuance costs, including lease-purchase debt issuance costs. Include both amortized and unamortized costs. Included are amortized deferred gain and loss amounts in connection with the defeasance of bonds. This code is used in proprietary and fiduciary funds only, as well as in the government-wide financial statements. (Used only with function 5100.)

834 **Amortization of Premium and Discount on Issuance of Bonds** – Expenses amortized as debt premium and/or discount in connection with the issuance of debt. This account is used in proprietary and fiduciary funds only.

835 **Interest on Short-Term Debt** – Expenditure for interest on short-term debt or anticipation notes. (Used only with function 2510 Fiscal Services.)

890 **MISCELLANEOUS EXPENDITURES** – Amounts expended for goods or services not properly classified in one of the objects included above.

895 **MISCELLANEOUS NON-PUBLIC EXPENDITURES** – Amounts expended for goods or services for non-public employees not properly classified in one of the objects included above.

900 OTHER USES OF FUNDS – This series of object codes is used to classify transactions that are not properly recorded as expenditures to the LEA, but require control and reporting by the school district.

915 PAYMENTS TO ESCROW AGENTS FOR DEFEASANCE OF DEBT – Funds transferred to an escrow agent to be held in trust for the repayment of refinanced bonds. (Use only with function 5100)

925 DISCOUNT ON ISSUANCE OF BONDS – Proceeds from that portion of the sale of bonds below their par value. The discount represents an adjustment of the interest rate and will be amortized using expenditure object account 834. (Object 925 should only be used with function 5100.)

930 INTERFUND TRANSACTIONS – Transactions between funds that should not be classified as an expenditure. This object code is used with all functions.

931 Residual Fund Transfers – Nonrecurring or non-routine transfers between funds: for example, the transfer of residual balances of discontinued funds to the General Fund or Debt Service Fund.

932 Operating Transfers Out – Transactions that withdraw money from one fund to another without recourse: for example, legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended.

933 Indirect Costs – The transfer of funds from Federal, state or local grant programs (according to grant regulations) to the General Fund for those indirect costs that are not readily identifiable, but are, nevertheless, incurred for the joint benefit of those activities and other activities and programs of the organization.

940 LOCAL REVENUE TRANSFERS OUT – The transfer of local revenue to another LEA as required through the Minimum Foundation Program (MFP). Typically used to record a local revenue transfer to a charter school from the district of prior jurisdiction.

CLASSIFICATION OF EXPENDITURES AND OTHER USES OF FUNDS

FUNCTION CODES (Function codes necessary for reporting to the National Center for Education Statistics are marked with an asterisk.)

The function describes the activity for which a service or material object is acquired. The functions of an LEA are classified into five broad areas: Instruction, Support Services, Operation of Non–Instructional Services, Facilities Acquisition and Construction, and Debt Service/Other Outlays. Functions are further broken down into subfunctions and areas of responsibility.

1000* INSTRUCTION – Activities dealing directly with the interaction between teachers and students. 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, computer, internet, multimedia telephone, and correspondence, that is delivered inside or outside the classroom or in other teacher-student settings. Included here are the activities of aides or classroom assistants of any type (clerks, graders, teaching machines, etc.) who assist in the instructional process. If proration of expenditures is not possible for department chairpersons who also teach, include department chairpersons who also teach in instruction. Full-time department chairperson's expenditures should be included only in function 2490. Functions and subfunctions must be used with the appropriate fund type to properly identify the expenditure activity.

1100 REGULAR PROGRAMS – Elementary and Secondary – Activities that provide students in grades K–12 with learning experiences to prepare them for activities as citizens, family members, and non–career and technical workers. .

1105 Kindergarten – The activities associated with children for the year immediately preceding the first grade. (Pre-kindergarten programs should be included in function 1530.)

1110 Elementary – The activities associated with children from first grade through and including the eighth grade.

1130 Secondary – The activities associated with children from the ninth grade through and including the twelfth grade.

1200 SPECIAL EDUCATION PROGRAMS – specially designed instruction to meet the unique needs and abilities of disabled or gifted children during regular school day, extended day, and summer school.

1210 Special Education – Specifically designed instruction provided at no cost to the parents that meets the unique needs of a student with a disability. Special education includes instruction in the classroom, in the home, in hospitals, institutions and other settings, physical education, travel training and career and technical education.

1211 Special Education: Classroom Teacher – Provides instruction to students with disabilities in a core academic subject or non-core subjects.

1212 Special Education: Inclusion Classroom Teacher – Provides direct assistance to students with disabilities (e.g., interventions, reinforcement of content provided in the general education and/or segregated settings) , but the students with disabilities receive their instruction on core academic subjects from a NCLB highly qualified general education teacher.

1213 Special Education: Paraprofessional Training Unit Teacher – Provides instruction to students with disabilities with the support of two or more paraeducators based on the number of students in the class.

1214 Special Education: Adaptive Physical Education Teacher – Provides students' fitness, gross motor, and perceptual motor activities so that students can reach their fullest potential through physical activity.

1215 Special Education: Work Study Coordinator/Job Coach – Serves as an employment training specialist in the educational setting and is responsible for planning and conducting special education work and study programs for students with disabilities who are transitioning into the work force. Job coaches specialize in helping workers with disabilities perform the tasks of their jobs successfully, including providing intensive monitoring, training, assessment, and support workers with special needs and facilitating healthy working relationships between management and co-workers.

1216 Special Education: Pre-School Classroom Teacher – Provides pre-school activities and instruction to students with disabilities.

1220 Gifted and Talented – Students, children, or youth who give evidence of high achievement capability in areas such as intellectual, creative, artistic, or leadership capacity, or in specific academic fields, and who need services or activities not ordinarily provided by the school in order to fully develop those capabilities.

1300 CAREER AND TECHNICAL EDUCATION PROGRAMS - Activities that provide students with the opportunity to develop the knowledge, skills and attitudes needed for employment in an occupational area.

1310 Agriculture – Activities that enable students to acquire the background, knowledge, and skills necessary to enter a wide range of agriculturally related occupations.

1340 Family and Consumer Sciences – Activities that enable students to acquire knowledge and develop understanding, attitudes, and skills relevant to personal, home, and family life, and to emerging related occupations.

1350 Trade and Industry – Activities that develop students' understanding about all aspects of industry and technology. These aspects include experimenting, designing, constructing, and evaluating; using tools, machines, materials; and using processes that may help individuals make informed and meaningful occupational choices, or that may prepare them to enter advanced trade and industrial or technical educational programs.

1360 Business and Administration – Activities that prepare students for careers in business-related areas, such as administrative support, accounting, management and supervision.

1370 Health Science – Activities that enable students to acquire the background, knowledge, and skills necessary for careers in health-related fields, such as nursing, pharmacy and emergency care.

1390 Other Career and Technical Programs – Other activities that provide students with the opportunity to develop the knowledge, skills, and attitudes needed for employment in a variety of occupational areas, including, but not limited to, Marketing, Technology, Oracle Internet Academy, Finance Academy, Travel and Tourism Academy and Information Technology Academy.

1400 OTHER INSTRUCTIONAL PROGRAMS – Elementary and secondary: activities that provide students in grades K –12 with learning experiences not included in 1100 Regular Programs.

1410 Co–Curricular Activities – School sponsored activities, under the guidance and supervision of the 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 and debate. Also included are student-financed and managed activities, such as chess club, senior prom, Future Farmers of America, senior class, etc.

1420 Athletics – School sponsored activities under the guidance and supervision of LEA staff that provide opportunities for students to pursue various aspects of physical education. Athletics normally involve competition between schools and frequently involve offsetting gate receipts or fees.

1440 Driver Education Programs – Activities that provide students with instruction in learning to drive an automobile.

1450 JROTC – Activities that provide students learning experiences related to the Junior Reserve Officer Training Corps (JROTC) program.

1460 After School Programs – Programs that offer a variety of learning, recreational, social and enrichment activities in a structured environment, taking place before-school, after-school, evenings, weekends, holidays and summertime. After school is meant to be an all-inclusive term for youth development programming that occurs in a setting when students are not in school. These settings include: center-based, school-based, and other formal before and after-school arrangements for students, as well as summer programming.

1470 Summer School Programs – Activities during the summer to enable students to schedule courses to enrich their experiences, to take new subjects, and to enable students who have failed in subjects to remove deficiencies. LEAs are required to provide summer schools for LEAP remediation. They may also provide remediation for the GEE or credit recovery during the summer. Summer schools must be approved by the Louisiana Department of Education.

1480 Alternative School Programs – Activities for students assigned to alternative campuses, centers, or classrooms designed to improve behavior and/or provide an enhanced learning experience. Typically, alternative education programs are designed to meet the needs of students that cannot be addressed in a traditional classroom setting.

1490 Other – Activities that provide students with learning experiences not included above.

1500 SPECIAL PROGRAMS – Activities primarily for students having special needs. These programs include pre–kindergarten, culturally different students with learning disabilities, bilingual students, and special programs for other types of students.

1510 No Child Left Behind (NCLB) – Activities for economically and educationally deprived students whose background is so different from that of most other students that they need additional opportunities beyond those provided in the regular educational program.

1520 English Language Acquisition Group (Title III) – Activities for students from homes in which the English language is not the primary language spoken.

1530 Pre–Kindergarten Programs – Activities associated with children of any age span below kindergarten.

1531 Head Start Program – Activities associated with children attending Head Start programs in the local school district.

1590 Other – Activities for students having special needs not included above.

1600 ADULT EDUCATION AND LITERACY PROGRAMS – Activities that will enable adults to acquire the basic skills necessary to function in today's society so that they can benefit from the completion of secondary school, enhanced family life, attaining citizenship and participating in job training and retraining programs.

1700 COMMUNITY/JUNIOR COLLEGE EDUCATION PROGRAMS – Deleted in the September 1999 Revision; maintained only for historical purposes.

2000 SUPPORT SERVICES – Support services provide administrative, technical (such as guidance and health), and logistical support to facilitate and enhance instruction. These services exist as adjuncts for fulfilling the objectives of instruction, community services and enterprise programs, rather than as entities within themselves.

2100* PUPIL SUPPORT SERVICES – Activities designed to assess and improve the well–being of students and to supplement the teaching process.

2110 ATTENDANCE AND SOCIAL WORK SERVICES – Activities designed to improve student attendance at school that attempt to prevent or solve student problems involving the home, the school, and the community.

2111 Supervision of Attendance and Social Work Services – Activities associated with directing, managing and supervising attendance and social work.

2112 Attendance Services – Activities such as promptly identifying nonattendance patterns, promoting improved attitudes toward attendance, analyzing causes of nonattendance, acting early on nonattendance problems, and enforcing compulsory attendance laws. Specific activities may include truancy and local law enforcement services.

2113 Social Work Services – Activities such as investigating and diagnosing student problems arising out of the home, school, or community; providing 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 and related to his or her problem. (Excludes Special Education services)

2114 Student Records 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 each student's cumulative record, which is sorted and stored for teacher and guidance information. Pertinent statistical reports are prepared under this function, as well.

2119 Other Attendance and Social Work Services – Attendance and social work services, other than those described above.

2120 GUIDANCE SERVICES – Activities involving counseling with students and parents; consulting 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.

2121 Supervision of Guidance Services – Activities associated with directing, managing and supervising guidance services.

2122 Counseling Services – Activities concerned with the relationship among one or more counselors and one or more students as counselees, among students and students, and among counselors and other staff members. These activities are designed to help the student understand his or her educational, personal, and occupational strengths and limitations; relate his or her abilities, emotions, and aptitudes to educational and career opportunities; utilize his or her abilities in formulating realistic plans; and achieve satisfying personal and social development.

2124 Information Services – Activities for disseminating educational, occupational, and personal social information to help acquaint students with the curriculum and with educational and career and technical opportunities and

requirements. Such information might be provided directly to students through activities such as group or individual guidance, or it might be provided indirectly to students, through staff members or parents.

2125 Record Maintenance Services – Activities for compiling, maintaining, and interpreting cumulative records of individual students, including systematic consideration of such factors as home and family background, physical and medical status, standardized test results, personal and social development, and school performance.

2126 Placement Services – Activities that help place students in appropriate situations while they are in school. These placements could be educational situations, part–time employment while they are in school, and appropriate educational and occupational situations after they leave school. These activities also help ease the student's transition from one educational experience to another. The transition may require, for example, admissions counseling, referral services, assistance with records, and follow–up communications with employers.

2129 Other Guidance services – Guidance services that cannot be classified above.

2130 HEALTH SERVICES – Physical and mental health services that are not direct instruction. Included are activities that provide students with appropriate medical, dental, and nursing services.

2131 Supervision of Health Services – Activities associated with directing and managing health services.

2132 Medical Services – Activities concerned with the physical and mental health of students, such as health appraisals, including screening for vision, communicable diseases, and hearing deficiencies; screening for psychiatric services, periodic health examinations; emergency injury and illness care; and communications with parents and medical officials. (Includes Psychologists that are not Special Education)

2133 Dental Services – Activities associated with dental screening, dental care, and orthodontic activities.

2134 Nursing Services – Activities associated with nursing, such as health inspection, treatment of minor injuries, and referrals for other health services.

2139 Other Health Services – Health services not classified above.

2140 PSYCHOLOGICAL AND EDUCATIONAL ASSESSMENT 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. (Special Education only)

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. These tests measure ability, aptitude, achievement, interests and personality. Activities also include the interpretation of these tests for students, school personnel, and parents.

2143 Psychological Counseling Services – Activities that take place between a school psychologist and one or more students as counselees in which the students are helped to perceive, clarify, and solve 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, and solve emotional problems.

2145 Educational Diagnostic Services – Activities that identify and design interventions that address the academic and behavior needs of struggling students. Other activities include administering and interpreting assessments that will assist in identifying educational strengths and weaknesses of students who may be in need of special education services.

2149 Other Psychological Services – Other activities associated with psychological services not classified above.

2150 SPEECH PATHOLOGY AND AUDIOLOGY SERVICES – Activities that identify, assess, and treat children with speech, hearing, and language impairments.

2151 Supervision of Speech Pathology and Audiology Services – Activities associated with directing, managing and supervising Speech Pathology and Audiology services.

2152 Speech Pathology/Therapy Services – Activities that identify children with speech and language disorders; diagnose and appraise specific speech and language disorders; refer problems for medical or other professional attention necessary to treat speech and language disorders; provide required speech treatment services; and counsel and guide children, parents, and teachers, as appropriate.

2153 Audiology Services – Activities that identify children with hearing loss; determine the range, nature, and degree of hearing function; refer problems for medical or other professional attention appropriate to treat impaired hearing; treat language impairment; involve auditory training, speech reading (lip–reading), and speech conversation; create and administer programs of hearing conservation; and counsel children, parents, and teachers, as appropriate.

2154 Interpretive Services – Provides language interpretation and translation services to deaf and hard of hearing students.

2159 Other Speech Pathology and Audiology Services – Other activities associated with Speech Pathology and Audiology

services not classified above.

2160 OCCUPATIONAL THERAPY AND RELATED SERVICES – Services provided by a qualified occupational therapist to develop and enhance the independent physical functioning of students with disabilities. Occupational therapy services provided by schools are for educational purposes to enable a student with a disability to progress on his or her Individualized Education Program (IEP).

2161 Occupational Therapist – Assists students who have conditions that are mentally, physically, developmentally, or emotionally disabling. Occupational Therapists assist students to develop, recover, or maintain daily living and work skills.

2165 Therapy – Treatment of illness or disability

2166 Physical Therapy – Services provided by a qualified physical therapist to develop and enhance the physical functioning of students with disabilities so the student can receive FAPE. Physical therapy services provided by schools are for education purposes to enable a student with a disability to progress on his/her IEP.

2167 Recreational Therapy – Provides therapy to remediate functional activities, provide leisure education, for learning the skills related to leisure involvement, and help the child participate in recreation.

2168 Rehabilitational Therapy – Services provided by qualified personnel in individual or group sessions that focus specifically on career development, employment preparation, achieving independence, and integration in the workplace and community of a student with a disability.

2169 Orientation and Mobility Specialist – Services provided to blind and visually impaired students.

2170 SUPPORT OF INDIVIDUAL SPECIAL NEEDS STUDENTS – Pupil support activities designed to improve the well-being of the

special needs student and facilitate the student's ability to participate and receive services within his/her prescribed educational program. (e.g., special education child-specific paraprofessional)

2180 PARENTAL/FAMILY INVOLVEMENT – Activities providing opportunities for parents/guardians to learn about the intellectual and developmental needs of their children at all ages and to participate constructively in their children's education. (Includes activities associated with the education of migrant and homeless children and youth, such as Homeless Liaison.)

2190 OTHER PUPIL SUPPORT SERVICES – Other support services to students not classified elsewhere in 2100 Pupil Support.

2200* INSTRUCTIONAL STAFF SERVICES – Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students.

2210 Improvement of Instructional Services – Activities associated with directing, managing and supervising the improvement of instructional services.

2211 Regular Education – Elementary/Secondary Programs – Activities associated with directing, managing and supervising the improvement of instruction in grades K–12.

2212 Special Education Programs – Activities associated with directing, managing and supervising the improvement of instruction for students identified as being mentally or physically disabled.

2213 Gifted and Talented – Activities associated with directing, managing and supervising the improvement of instruction for students identified as being mentally gifted or talented.

2214 Other Special Programs – Activities associated with directing, managing and supervising the improvement of instruction for students in special programs: NCLB Programs, Bilingual Programs, and Headstart/Early Childhood Programs.

2215 Career and Technical Education – Activities associated with directing, managing and supervising the improvement of instruction for students in the career and technical education programs.

2216 Adult/Continuing Education – Activities associated with directing, managing and supervising the improvement of instruction for students in the adult or continuing education programs.

2219 Other Education Programs – Activities associated with directing, managing and supervising the improvement of instruction for students in other programs not identified above.

2220 Instruction and Curriculum Development Services – Activities that aid teachers in developing the curriculum, preparing and utilizing special curricular materials, and understanding and appreciating the various techniques that stimulate and motivate students.

2230 Instructional Staff Training Services – Activities associated with the professional development and training of instructional personnel. These include activities as in-service training, workshops, conferences, demonstrations, and courses for college credit (tuition reimbursement), and other activities related to the ongoing growth and development of instructional personnel. Training that supports the use of technology for instruction should be included in this code. The incremental costs associated with providing substitute teachers in the classroom (while regular teachers attend training) should be captured in this function code. All costs should be charged to this code, regardless of whether training services are provided internally or purchased from external vendors.

2231 Regular Education – Elementary/Secondary Programs – Activities associated with the professional development and training of instructional personnel in grades K–12.

2232 **Special Education Programs** – Activities associated with the professional development and training of instructional personnel for students identified as being mentally or physically disabled.

2233 **Gifted and Talented** – Activities associated with the professional development and training of instructional personnel for students identified as being mentally gifted or talented.

2234 **Other Special Programs** – Activities associated with the professional development and training of instructional personnel for students in special programs: NCLB Programs, Bilingual Programs, and Early Childhood Programs.

2235 **Career and Technical Education** – Activities associated with the professional development and training of instructional personnel for students in the career and technical education programs.

2236 **Adult/Continuing Education** – Activities associated with the professional development and training of instructional personnel for students in the adult or continuing education programs.

2239 **Other Education Programs** – Activities associated with the professional development and training of instructional personnel for students in other programs, not identified above.

2250 **Library/Media Services** – Activities concerned with the use of all teaching and learning resources, including hardware and content materials. Educational media are defined as any devices, content materials, methods, or experiences used for teaching and learning purposes. These materials include printed and non–printed sensory materials.

2251 **Supervision of Library/Media Services** – Activities concerned with directing, managing and supervising educational media services.

2252 **School Library/Media 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, reference guides and materials, catalog materials, special collections, and other materials, whether maintained separately or as a part of an instructional materials center. These activities include developing and acquiring library materials and operating library facilities. Textbooks are not charged to this function, but rather to function 1000 Instruction.

2259 Other Educational Media Services – Educational media services, other than those classified above.

2290 Other Instructional Staff Services – Services supporting the instructional staff not properly classified elsewhere in 2200 Instructional Staff Services.

2300* GENERAL ADMINISTRATION – Activities concerned with establishing and administering policy for operating the LEA. These activities do not include the chief business official here, but are included in 2500 Business Services.

2310 Board of Education Services – Activities of the elected body that has been created according to State law and vested with responsibilities for educational activities in a given administrative unit.

2311 Supervision of Board of Education Services –Activities concerned with directing and managing the general operation of the Board of Education. These include the activities of the members of the Board of Education, but do not include any special activities defined in the other areas of responsibility described below. They also include any activities of the district (LEA) performed in support of the school district meeting. Also charged here are

a) legal activities in interpretation of the laws and statutes and general liability situations

b) activities of external auditors

2312 Board Secretary/Clerk Services – Activities required to perform the duties of the secretary or clerk of the Board of Education.

2313 Board Treasurer Services – Activities required to perform the duties of treasurer of the Board of Education.

2314 Election Services – Services rendered in connection with any school system election, including elections of officers and bond elections.

2315 Tax Assessment and Collection Services – Services rendered in connection with tax assessment and collection.

2316 Staff Relations and Negotiations Services – Activities concerned with staff relations systemwide and the responsibilities for contractual negotiations with both instructional and non–instructional personnel.

2319 Other Board of Education Services – Board of Education services that cannot be classified under the preceding areas of responsibility.

2320 Executive Administrative Services – Activities associated with the overall general administration of or executive responsibility for the entire LEA.

2321 Office of Superintendent Services – Activities performed by the superintendent in generally directing and managing all affairs of the LEA. These activities include all personnel and materials in the office of the chief executive officer.

2322 Community Relations Services – Activities and programs developed and operated systemwide for improving school/community relations.

2323 State and Federal Relations Services – Activities associated with developing and maintaining good relationships with State and Federal officials. The activities associated with

grant procurement are included.

2324 Office of Assistant Superintendent Services – Activities performed by deputy, associate, and assistant superintendents in assisting the superintendent in generally directing and managing all affairs of the LEA. Activities of the offices of the deputy superintendent should be charged here, unless the activities can be placed properly into a service area. In this case, they would be charged to service area direction in that service area.

2329 Other Executive Administration Services – Other general administrative services that cannot be recorded under the preceding functions.

2400* SCHOOL ADMINISTRATION – Activities concerned with the overall administrative responsibility for a school.

2410 Office of the Principal Services – Activities concerned with directing and managing the operation of a particular school. They include the activities performed by the principal while he/she supervises all operations of the school, evaluates the staff members of the school, assigns duties to staff members, supervises and maintains the records of the school, and coordinates school instructional activities with those of the LEA. These activities also include the work of the clerical staff in support of the teaching and administrative duties.

2420 Office of the Assistant Principal Services – Activities performed by assistant principals and other assistants concerned with directing and managing the operation of a particular school under the supervision of the principal.

2430 School Chief Executive Officer Services – Activities concerned with the oversight of all school administrative, operational and business functions of the school including, but not limited to, the supervision of school administrative personnel such as principals, assistant principals, etc. (Used primarily for charter schools)

2490 Other School Administration Services – Other school administrative services that cannot be recorded under the previous functions. Included are graduation expenses and full–time department chairpersons. (Includes costs associated with the Southern Association Accreditation fees.)

2500* BUSINESS SERVICES – 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.

2510 Fiscal Services – 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, investments and managing funds.

2511 Supervising Fiscal Services – Activities concerned with directing, managing and supervising the fiscal services area. They include the activities of the assistant superintendent, director, or school business official who directs and manages fiscal activities.

2512 Budgeting Services – Activities concerned with supervising budget planning, formulation, control and analysis.

2513 Receiving and Disbursing Funds Services – Fiscal activities including interest on short term loans not included in debt service, current audit of receipts, pre–audit of requisitions and 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 LEA. Also includes the management of school funds.

2514 Payroll Services – Activities concerned with periodically paying 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 – Activities concerned with maintaining records of the financial operations and transactions of the school system. They include such activities as accounting and interpreting financial transactions and account records.

2516 Internal Auditing Services – Activities concerned with verifying the account records, which includes 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 – Activities concerned with preparing and maintaining current inventory records of land, building, and equipment. These records are used in equipment control and facilities planning.

2519 Other Fiscal Services – Fiscal services that cannot be classified under the preceding functions.

2520 Purchasing Services – Activities concerned with purchasing supplies, furniture, equipment, and materials used in schools or school system operations.

2530 Warehousing and Distributing Services – Activities concerned with receiving, storing, and distributing supplies, furniture, equipment, materials, and mail.

2535 Warehouse Inventory Adjustment – Activities involving adjustments to inventories reported on a consumption basis, in object codes 610 Materials and Supplies, 630 Food, or 730 Equipment, or for lost or stolen equipment.

2540 Printing, Publishing, and Duplicating Services – Activities concerned with printing and publishing administrative publications such as annual reports, school directories, and manuals.

2590 Other Business Services – Other business support services not classified elsewhere in 2500 Business Services.

2600* OPERATIONS AND MAINTENANCE OF PLANT SERVICES – Activities concerned with keeping the physical plant open, comfortable, and safe for use, and with keeping the grounds, buildings, and equipment in effective working condition and state of repair. These activities include maintaining safety in buildings, on the grounds, and in the vicinity of schools.

2610 Supervision of Operation and Maintenance of Plant Services – Activities involved in directing, managing and supervising the operation and maintenance of school plant facilities.

2620 Operation and Maintenance of Buildings – Activities concerned with keeping buildings clean and ready for daily use. They include operating the lighting and HVAC systems, minor repairs, and preventative maintenance. Also included are the costs of building rental and property insurance.

2630 Care and Upkeep of Grounds – Activities involved in maintaining and improving the land, (but not the buildings). These include landscaping, grounds maintenance and the like.

2640 Care and Upkeep of Equipment – Activities involved in maintaining equipment owned or used by the LEA. They include such activities as servicing and repairing furniture, machines, and movable equipment.

2650 Vehicle Operation and Maintenance Services (other than student transportation vehicles) – Activities involved in maintaining general purpose vehicles such as trucks, tractors, graders, and staff vehicles. These activities are considered regular or preventive maintenance: i.e., repairing vehicles; replacing vehicle parts; and cleaning, painting, greasing, fueling, and inspecting vehicles for safety.

2660 Safety and Security – Activities concerned with maintaining a safe and secure environment for students and staff.

2661 Safety – Activities concerned with maintaining a safe environment for students and staff, whether they are in transit to or from school, on a campus or administrative facility, or participating in school-sponsored events. These include costs associated with installing and monitoring school fire alarm systems and providing school crossing guards, as well as other costs incurred in an effort to ensure the basic safety of students and staff. Costs associated with in-service training related to school safety, drug and violence prevention training, and alternative schools should not be accounted for under this function.

2662 Security – Activities concerned with maintaining a secure environment for students and staff, whether they are in transit to or from school, on a campus or administrative facility, or participating in school-sponsored events. These include costs associated with security plan development and implementation, installation of security monitoring devices (e.g., cameras, metal detectors), security personnel (e.g., campus police, security guards), purchase of security vehicles and communication equipment, and related costs. Costs associated with in-service training related to school safety, drug and violence prevention training, and alternative schools should not be accounted for under this function code.

2690 Other Operation and Maintenance of Plant Services – Operations and maintenance of plant services that cannot be classified elsewhere in 2600 Operation and Maintenance of Plant Services.

2700* STUDENT TRANSPORTATION SERVICES – Activities concerned with conveying students to and from school, as provided by State and Federal law. This function includes trips between home and school, and trips to school activities, including field trips.

2710 Supervision of Student Transportation Services – Activities pertaining to directing and managing student transportation services.

2720 Regular Transportation – Activities involving the transportation of regular education students.

2721 Vehicle Operation – 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. These activities include driving buses or other student transportation vehicles.

2722 Monitoring Services – Activities concerned with supervising students in the process of being transported between home and school, and between school and school activities. Such supervision can occur while students are in transit, while they are being loaded and unloaded, and while the supervisor is directing traffic at the loading stations.

2723 Vehicle Servicing and Maintenance – Activities involved in maintaining student transportation vehicles. It includes repairing vehicle parts; replacing vehicle parts; and cleaning, painting, fueling, and inspecting vehicles for safety.

2730 Special Needs Transportation – Activities involving the transportation of mentally and physically disabled students.

2731 Vehicle Operation – 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. These activities include driving buses or other student transportation vehicles.

2732 Monitoring Services – Activities concerned with supervising students in the process of being transported between home and school, and between school and school activities. Such supervision can occur while students are in transit, while they are being loaded and unloaded, and while the supervisor is directing traffic at the loading stations.

2733 Vehicle Servicing and Maintenance – Activities involved in maintaining student transportation vehicles. These include repairing vehicle parts; replacing vehicle parts; and cleaning, painting, fueling, and inspecting vehicles for safety.

2790 Other Student Transportation Services – Student transportation services that cannot be classified elsewhere in 2700 Student Transportation Services.

2800* CENTRAL SERVICES – Activities, other than general administration, that support each of the other instructional and supporting services programs. These activities include planning, research, development, evaluation, information, staff, and administrative technology services.

2810 Planning, Research, Development, and Evaluation Services – Activities associated with conducting and managing programs of planning, research development, and evaluation for a school system on a system–wide basis.

Planning Services – Activities concerned with selecting or identifying the overall, long–range goals and priorities of the organization or program. They also involve formulating various courses of action needed to achieve these goals. This process is done by identifying needs and relative costs and benefits of each course of action.

Research Services – Activities concerned with the systematic study and investigation of the various aspects of education, undertaken to establish facts and principles.

Development Services – Activities in the deliberate evolving process of improving educational programs - such as using the products of research.

Evaluation Services – Activities concerned with ascertaining or judging the value or amount of an action or an outcome. This evaluation is conducted through the careful appraisal of previously specified data in light of the particular situation and the goals previously established.

2820 Information Services – Activities concerned with writing, editing, and preparation of other materials necessary to disseminate educational and administrative information to students, staff, managers, and the general public through direct mailing, the various news media, or personal contact.

2821 **Supervision of Information Services** – Activities concerned with directing, managing and supervising information services.

2822 **Internal Information Services** – Activities concerned with writing, editing, and providing administrative information to students and staff.

2823 **Public Information Services** – Activities concerned with writing, editing, and preparation of other materials necessary to disseminate educational and administrative information to the public through various news media or personal contact.

2824 **Management Information Services** – Activities concerned with writing, editing, and preparation of other materials necessary to disseminate to management (1) the information needed to make logical decisions about the operation of the LEA and (2) information needed to make logical decisions about the community, state, and nation.

2829 **Other Information Services** – Activities concerned with function 2820 Information Services not classified above.

2830 **Personnel/Human Resource Services** – Activities concerned with maintaining efficient personnel for the school system. It includes such activities as recruitment and placement, non-instructional staff training, staff transfers, in-service training, health services, and staff accounting.

2831 **Personnel/Human Resource Director** – Activities concerned with directing, managing and supervising staff services. (Only Personnel/Human Resource Directors should be reported here.)

2832 **Recruitment and Placement** – Activities concerned with employing and assigning personnel for the LEA. (Personnel Directors should be reported in function 2831.)

2833 **Personnel/Human Resource Information** – Services rendered in connection with the systematic recording and summarizing of information relating to staff members employed by the LEA.

2834 Non-Instructional Personnel/Human Resource Training – Activities associated with the professional development and training of non-instructional personnel. These include such activities as in-service training, seminars and conferences, continuing professional education, courses for college credit (tuition reimbursement), and other activities related to the ongoing growth and development of non-instructional personnel. The incremental costs associated with providing temporary employees to perform job duties while regular employees attend training should be captured in this function code. All costs should be charged to this code, regardless of whether training services are provided internally or purchased from external vendors.

2835 Health Services – Activities concerned with medical, dental, and nursing services provided for school district employees. Included are physical examinations, referrals, and emergency care.

2839 Other Personnel/Human Resource Services – Personnel services that cannot be classified under the preceding functions.

2840 Administrative Technology Services – Activities concerned with supporting the school district's information technology systems, including supporting administrative networks, maintaining administrative information systems, and processing data for administrative and managerial purposes. These activities include expenditures for internal technology support, as well as support provided by external vendors using operating funds. These activities include costs associated with the administration and supervision of technology personnel, systems planning and analysis, systems application development, systems operations, network support services, hardware maintenance and support services, and other technology-related costs.

2841 Technology Service Supervision and Administration – Activities concerned with directing, managing and supervising data processing services.

2842 **Systems Analysis and Planning** – Activities concerned with searching for and evaluating alternatives for achieving defined objectives, based on judgment and, wherever possible, on quantitative methods. Where applicable, these activities pertain to the development of data processing procedures or application to electronic data processing equipment.

2843 **Systems Application Development** – Activities concerned with the preparation of a logical sequence of operations to be performed, either manually or electronically, in solving problems or processing data. These activities also involve preparing coded instructions and data for such sequences.

2844 **Systems Operations** – Activities concerned with scheduling, maintaining, and producing data. These activities include operating business machines, data preparation devices, and data processing machines.

2845 **Network Support** – Activities concerned with network support services.

2846 **Hardware Maintenance and Support** – Activities concerned with hardware maintenance and support services.

2847 **Professional Development Costs for Administrative Technology Personnel** – Activities concerned with the professional development of administrative technology personnel.

2849 **Other Technology Services** – Activities concerned with function 2840 Administrative Technology Services, not described above.

2890 **Other Central Service Services** – Activities concerned with function 2800 Central Service Services, not described above.

2900* **OTHER SUPPORT SERVICES** – All other support services not classified elsewhere in the 2000 series, Support Services.

3000 OPERATION OF NON–INSTRUCTIONAL SERVICES – Activities concerned with providing non–instructional services to students, staff or the community.

3100* FOOD SERVICES OPERATIONS – Activities concerned with providing food to students and staff in a school or LEA to meet the nutritional needs of children as defined in U. S. D. A. child nutrition regulations. Activities may include the operation of breakfast, lunch, snacks, catering, and nutrition education.

3110 Food Service District Office – Activities associated with the overall general administration of the Child Nutrition Programs. (School Breakfast, School Lunch, After School Snacks, Catering, and Nutrition Education).

3111 Office of the District Supervisor – Activities concerned with the directing and managing of the food service operations of all schools in the district. These activities include all personnel and materials in the district office.

3112 Office of the Assistant Supervisor – Activities performed to assist the district supervisor in managing all food service activities of the LEA.

3120 Food Service Sites – Activities concerned with food service operations for a school.

3121 Office of the Site Manager – Activities concerned with directing and managing the food service operations of a particular school.

3122 Office of the Assistant Site Manager – Activities performed by the assistant site manager concerned with directing and managing the food service operations of a particular school.

3200* ENTERPRISE OPERATIONS – Activities that are financed and operated in a manner similar to private business enterprises in which the stated intent is that the costs are financed or recovered primarily through user charges. Food services should not be charged here, but rather to function 3100 Food Services Operations. One example could be the LEA bookstore.

3300* COMMUNITY SERVICES OPERATIONS – Activities concerned with providing community services to students, staff or other community participants. Examples of this function would be offering parental training or operating a community swimming pool, a recreation program for the elderly, or a childcare center for working mothers.

4000* FACILITIES ACQUISITION AND CONSTRUCTION SERVICES – Activities concerned with acquiring land and buildings, remodeling buildings, constructing buildings and additions to buildings, initially installing or extending service systems and other built–in equipment, and improving sites.

4100 LAND ACQUISITION – Activities concerned with initially acquiring and improving land.

4200 LAND AND SITE IMPROVEMENT – Activities concerned with making permanent improvements to land, such as grading, fill and environmental remediation. Also includes activities concerned with making nonpermanent improvements or enhancements to building sites. These improvements include fencing, walkways, tunnels, and temporary landscaping.

4300 ARCHITECTURE AND ENGINEERING SERVICES – The activities of architects and engineers related to acquiring and improving sites and improving buildings. Charges are made to this function for only those preliminary activities that may or may not result in additions to the LEA's property. Also include activities concerned with preparing and interpreting descriptions of specific space requirements for the various learning experiences of students to be accommodated in a building. These specifications are interpreted to the architects and engineers in the early stages of blueprint development. Otherwise, charge these services to 4100 Land Acquisition, 4200 Land Improvement, 4500 Building Acquisition and Construction, or 4600 Building Improvement, as appropriate.

4500 BUILDING ACQUISITION AND CONSTRUCTION – Activities concerned with buying or constructing buildings.

4600 BUILDING IMPROVEMENT – Activities concerned with building additions and with installing or extending service systems and other built–in equipment. (i.e., includes roof replacement, wiring and plumbing, HVAC system; does not include painting)

4700 SIXTEENTH SECTION LAND IMPROVEMENTS – Activities concerned with making improvements to sixteenth section lands. These activities may include re–seeding the land with trees, adding soil, cutting drainage canals, etc.

4900 OTHER FACILITIES ACQUISITION AND CONSTRUCTION SERVICES – Facilities acquisition and construction activities that cannot be classified above.

5000 DEBT SERVICE AND OTHER USES OF FUNDS – A number of outlays of governmental funds are not properly classified as expenditures, but still require budgetary or accounting control. These include debt service payments (principal and interest) and certain transfers of monies from one fund to another. These accounts are not used with the proprietary funds.

5100* DEBT SERVICE – Activities related to servicing the debt of the LEA, including payments of both principal and interest. Normally, only long–term debt service (obligations exceeding one year) is recorded here. Interest on current loans (repayable within one year of receiving the obligation) is charged to function 2513 Receiving and Disbursing Funds Services. The receipt and payment of principal on those loans is handled as an adjustment to the balance sheet account 451 Loans Payable.

5200 FUND TRANSFERS – Transactions that withdraw money from one fund and place it in another without recourse. Fund transfers budgeted to another functional activity, such as food service or transportation, are coded to the appropriate function and the object code 930 Interfund Transactions. **Unless State law prohibits, revenues should be allocated to the appropriate funds when received, rather than accepted in the general fund and later transferred.**

Interfund Loans are not recorded here, but are handled through the balance sheet accounts 131 Interfund Loans Receivable and 401 Interfund Loans Payable in the funds affected. When expenditures are made for replacement of damaged or stolen equipment, the expenditure should appear as 700 Property under the appropriate function.

5300 LOCAL REVENUE TRANSFERS TO ANOTHER LEA – Local revenue transfers to another LEA as required through the Minimum Foundation Program (MFP). Typically used to record a local revenue transfer to the Recovery School District or a charter school from the district of prior jurisdiction.

CLASSIFICATION OF BALANCE SHEET ACCOUNTS

ASSETS AND OTHER DEBIT CODES

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 owned fully 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.**

101 **CASH IN BANK** – All funds on deposit with a bank or savings and loan institution in interest bearing and non–interest–bearing checking accounts.

102 **CASH ON HAND** – Currency, coins, checks, postal and express money orders, and bankers' drafts on hand.

103 **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.

104 **CHANGE CASH** – A sum of money set aside to provide change.

105 **CASH WITH FISCAL AGENTS** – Deposits with fiscal agents, such as commercial banks, for paying matured bonds and interest.

111 **INVESTMENTS** – Securities and real estate held for producing income in the form of interest, dividends, rentals or lease payments. The account does not include capital assets used in LEA operations. Separate accounts for each category of investments may be maintained.

112 **UNAMORTIZED PREMIUMS ON INVESTMENTS** – The excess of the amount paid for securities over the face value that has not yet been amortized. Use of this account is restricted to long–term investments.

113 **UNAMORTIZED DISCOUNTS ON INVESTMENTS (CREDIT)** – The excess of the face value of securities over the amount paid for them which has not yet been written off. Use of this account is normally restricted to long–term investments.

114 **INTEREST RECEIVABLE ON INVESTMENTS** – The amount of interest receivable on investments, excluding interest purchased. Interest purchased should be shown in a separate account.

115 **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 the date of purchase. Upon receipt and deposit of the cash, an entry is made debiting the account "Cash in Bank," and crediting the "Accrued Interest on Investments Purchased" account for the amount of interest purchased and an interest earning revenue account (1510) for the balance.

121 **TAXES RECEIVABLE** – The uncollected portion of taxes that a LEA or governmental unit has levied and that has become due, including any interest or penalties that may have accrued. Separate accounts may be maintained on the basis of tax roll, current and delinquent taxes, or both.

122 **ALLOWANCE FOR UNCOLLECTABLE TAXES (CREDIT)** – That portion of taxes receivable it is estimated will not be collected. 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. Separate accounts may be maintained on the basis of tax roll year, delinquent taxes, or both.

131 **INTERFUND LOANS RECEIVABLE** – An asset account used to record a loan by one fund to another fund in the same governmental unit. It is recommended that separate accounts be maintained for each Interfund receivable loan.

132 **INTERFUND ACCOUNTS RECEIVABLE** – An asset account used to indicate amounts owed to a particular fund by another fund in the same LEA for goods sold or services rendered. It is recommended that separate accounts be maintained for each Interfund receivable.

141 **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 by the reporting unit, loans, and charges for services rendered by the reporting unit for another government. It is recommended that separate accounts be maintained for each interagency receivable.

151 **LOANS RECEIVABLE** – Amounts that have been loaned to persons or organizations, including notes taken as security for such loans, where permitted by statutory authority.

152 **ALLOWANCE FOR UNCOLLECTIBLE LOANS (CREDIT)** – The portion of loans receivable that it is estimated will not be collected. The account is shown on the balance sheet as a deduction from the other loans receivable account.

153 **OTHER ACCOUNTS RECEIVABLE** – Amounts owed on open account from private persons, firms, or corporations for goods and services furnished by an LEA (but not including amounts due from other funds or from other governmental units).

154 **ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS RECEIVABLE (CREDIT)** – A provision for that portion of accounts receivable that it is estimated will not be collected. The account is shown on the balance sheet as a deduction from the other accounts receivable account.

161 **BOND PROCEEDS RECEIVABLE** – An account used to designate the amount receivable upon the sale of bonds.

171 **INVENTORIES FOR CONSUMPTION** – The cost of supplies and equipment on hand not yet distributed to requisitioning units.

172 **INVENTORIES FOR RESALE** – The value of goods held by an LEA for resale rather than for use in its own operations.

181 **PREPAID EXPENSES** – 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, and unexpired insurance premiums.

191 **DEPOSITS** – Funds deposited by the LEA as prerequisite to receiving services, goods, or both.

192 **DEFERRED EXPENDITURES/EXPENSES** – Certain disbursements that are made in one period but are more accurately reflected as an expenditure/expense in the next fiscal period.

194 **PREMIUM AND DISCOUNT ON ISSUANCE OF BONDS** – Represents amounts to be amortized as debt premium/discount in connection with the issuance of bonds.

199 **OTHER CURRENT ASSETS** – Current assets not provided for elsewhere.

211 **LAND AND LAND IMPROVEMENTS** – 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, filling and excavation costs, and other associated improvement costs incurred to put the land in condition for its intended use. If land is acquired by gift, the account reflects its appraised value at the time of acquisition.

221 **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 the time of acquisition.

Site improvements are improvements that have a limited useful life. Because these improvements decrease in their value/usefulness over time, it is appropriate to depreciate these assets. Therefore, all capitalized site improvements should be depreciated over their expected useful life.

222 **ACCUMULATED DEPRECIATION ON SITE IMPROVEMENTS** – Accumulated amounts for depreciation of land improvements.

231 **BUILDING AND BUILDING IMPROVEMENTS** – A capital asset account that 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 not only the purchase or contract price of all permanent buildings, but also the fixtures attached to and forming a permanent part of such buildings. This account includes all building improvements. If buildings are acquired by gift, the account reflects their appraised value at the time of acquisition.

232 **ACCUMULATED DEPRECIATION ON BUILDINGS AND BUILDING IMPROVEMENTS** – Accumulated amounts for depreciation of buildings and building improvements.

241 **MACHINERY AND EQUIPMENT** – Tangible property of a more or less permanent nature - other than land, buildings, or improvements thereto - which is useful in carrying on operations. Examples are machinery, tools, trucks, cars, buses, furniture and furnishings. Appendix A provides criteria to distinguish whether a purchase is a supply or a piece of machinery or equipment.

242 **ACCUMULATED DEPRECIATION ON MACHINERY AND EQUIPMENT** – Accumulated amounts for depreciation of machinery and equipment.

251 **WORKS OF ART AND HISTORICAL TREASURES –** Individual items or collections of items that are of artistic or cultural importance.

252 **ACCUMULATED DEPRECIATION ON WORKS OF ART AND HISTORICAL COLLECTIONS** – Accumulated amounts for the depreciation (as applicable) of works of art and historical treasures.

261 **INFRASTRUCTURE** – A capital asset, network, or subsystem that has a useful life that is significantly longer than those of other capital assets. These assets may include water/sewer systems, roads, bridges, tunnels, and other similar assets.

262 **ACCUMULATED DEPRECIATION ON INFRASTRUCTURE –** Accumulated amounts for the depreciation of infrastructure assets.

271 **CONSTRUCTION IN PROGRESS** – The cost of construction work undertaken, but not yet completed.

303 **AMOUNT AVAILABLE IN DEBT SERVICE FUNDS** – An account in the general long–term debt account group. It designates the amount of fund balance available in the debt service fund for the retirement of long–term debt.

304 **AMOUNT TO BE PROVIDED FOR RETIREMENT OF GENERAL LONG–TERM DEBT** – An account in the general long–term debt account group. It designates the amount to be provided from taxes or other revenue to retire long–term debt.

LIABILITIES AND OTHER CREDIT CODES

Liabilities are LEA debts plus items that are not debts, but which may become debts at some future time.

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

401 **INTERFUND LOANS PAYABLE** – A liability account used to record a debt owed by one fund to another fund in the same governmental unit. It is recommended that separate accounts be maintained for each Interfund loan.

402 **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 separate accounts be maintained for each Interfund payable.

411 **INTERGOVERNMENTAL ACCOUNTS PAYABLE** – Amounts owed by the reporting LEA to another governmental unit. It is recommended that separate accounts be maintained for each interagency payable.

421 **ACCOUNTS PAYABLE** – Liabilities on open accounts owing to private persons, firms, or corporations for goods and services received by an LEA (but not including amounts due to other funds of the same LEA or to other governmental units).

422 **JUDGMENTS PAYABLE** – Amounts due to be paid by an LEA as the result of court decisions, including condemnation awards paid for private property taken for public use.

423 **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.

431 **CONTRACTS PAYABLE** – Amounts due on contracts for assets, goods and services received by an LEA.

432 **CONSTRUCTION CONTRACTS PAYABLE – RETAINAGE** – Liabilities on account of construction contracts for that portion of the work that has been completed but on which part of the liability has not been paid—pending final inspection, or the lapse of a specified time period, or both. The unpaid amount is usually a stated percentage of the contract price.

433 **CONSTRUCTION CONTRACTS PAYABLE** – Amounts due by an LEA on contracts for constructing buildings and other structures, and other improvements.

441 **MATURED BONDS PAYABLE** – Bonds that have reached or passed their maturity date, but which remain unpaid.

442 **BONDS PAYABLE – CURRENT** – Bonds that have not reached or passed their maturity date, but which are due within one year or less. This account is used only in proprietary or fiduciary funds, as well as in the government-wide financial statements.

443 **UNAMORTIZED PREMIUMS ON ISSUANCE OF BONDS** – An account that represents that portion of the excess of bond proceeds over par value and that remains to be amortized over the remaining life of such bonds. This account is used only in proprietary or fiduciary funds, as well as in the government-wide financial statements.

451 **LOANS PAYABLE** – Short–term obligations representing amounts borrowed for short periods of time, usually evidenced by notes payable or warrants payable.

452 **LEASE OBLIGATIONS – CURRENT** – Capital lease obligations that are due within one year.

455 **INTEREST PAYABLE** – Interest due within one year.

461 **ACCRUED SALARIES AND BENEFITS** – Salary and fringe benefit costs incurred during the current accounting period; these costs are not payable until a subsequent accounting period.

471 **PAYROLL DEDUCTIONS AND WITHHOLDINGS** – Amounts deducted from employee 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.

472 **COMPENSATED ABSENCES – CURRENT –** Compensated absences that will be paid within one year.

473 **ACCRUED ANNUAL REQUIREMENT CONTRIBUTION LIABILITY** – A liability arising from payments not made to pension funds. This amount represents any difference between the actuarially determined annual required contribution and actual payments made to the pension fund.

481 **DEFERRED REVENUES** – A liability account that represents revenues collected before they become due.

491 **DEPOSITS PAYABLE** – Liability for deposits received as a prerequisite to providing or receiving services, goods, or both.

492 **DUE TO FISCAL AGENT** – Amounts due to fiscal agents, such as commercial banks, for serving an LEA's matured indebtedness.

499 **OTHER CURRENT LIABILITIES** – Other current liabilities not provided for elsewhere.

LONG-TERM LIABILITIES – Debt with a maturity of more than one year. These accounts should be used only with proprietary and fiduciary funds, as well as at the entity-wide level of reporting.

511 **BONDS PAYABLE** – Bonds (includes general obligation, asset-backed, or revenue-backed) that have not reached or passed their maturity date and that are not due within one year.

512 **ACCRETED INTEREST** – An account that represents interest that is accrued on deep discount bonds. This account should be used by school districts that issue capital appreciation bonds. Such bonds are usually issued at a deep discount from the face value, and no interest payment is made until maturity. Under full accrual accounting, the district is required to accrete the interest on the bonds over the life of the bonds. Accretion is the process of systematically increasing the carrying amount of the bond to its estimated value at the maturity date of the bond. To calculate accreted interest, the district should impute the effective interest rate, using the present value, the face value (or the future value), and the period of the bond, and multiply the effective interest rate by the book value of the debt at the end of the period. Accreted interest is usually recorded as an addition to the outstanding debt liability.

513 **UNAMORTIZED GAINS/LOSSES ON DEBT REFUNDINGS** – An account that 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.

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

531 **LEASE OBLIGATIONS** – Amounts remaining to be paid on lease purchase agreements.

541 **UNFUNDED PENSION LIABILITIES** – The amount of the actuarial deficiency on a locally–operated pension plan to be contributed by the LEA on behalf of present employees.

551 **COMPENSATED ABSENCES** – Amounts remaining beyond the period of one year to be paid on compensated absences balances.

561 **ARBITRAGE REBATE LIABILITY** – Liabilities arising from arbitrage rebates to the Internal Revenue Service (IRS) from bond financing.

590 **OTHER LONG-TERM LIABILITIES** – Other long–term liabilities not provided for elsewhere.

CLASSIFICATION OF BALANCE SHEET ACCOUNTS

FUND BALANCE CODES

These accounts identify the excess of a fund over its liabilities. Portions of that balance may be reserved for future use. (Per GASB 54, fund balance codes 790 through 798 are required for financial statements for periods beginning after June 15, 2010; codes used prior to fiscal year 2010-11 will be maintained for historical purposes.)

711 **INVESTMENT IN CAPITAL ASSETS, NET OF RELATED DEBT** – This account is used to record the net asset component invested in capital assets, net of related debt, which represents total capital assets less accumulated depreciation less debt directly related to capital assets. This account is to be used in proprietary funds only.

730 **RESERVED–RETAINED EARNINGS** – The accumulated earnings of the proprietary funds that have been retained in the fund and that are reserved for a specific purpose. One example would be funds reserved for the future purchase of equipment.

740 **UNRESERVED–RETAINED EARNINGS** – The accumulated earnings of the proprietary funds that have been retained in the fund and that are not reserved for any specific purpose.

751 **RESERVE FOR INVENTORIES** – A reserve representing that portion of a fund balance segregated to indicate that assets equal to the amount of the reserve are tied up in inventories and are, therefore, not available for appropriation. The use of this account is optional unless the purchases method of accounting for inventory is used.

752 **RESERVE FOR PREPAID ITEMS** – A reserve representing that portion of a fund balance segregated to indicate that assets equal to the amount of the reserve are tied up on prepaid expenses and are, therefore, not available for appropriation. The use of this account is optional.

753 **RESERVE FOR ENCUMBRANCES** – A reserve representing that portion of a fund balance segregated to provide for unliquidated encumbrances, including those automatically carried over from prior years by law. Separate accounts may be maintained for current and prior–year encumbrances.

760 **RESERVED FUND BALANCE** – A reserve representing that portion of a fund balance segregated to indicate that assets equal to the amount of the reserve are obligated and are, therefore, not available for appropriation. This would include funds that have met the availability criteria, as well as any other provider provisions that may be required, but have not yet been expended. It is recommended that a separate reserve be established for each special purpose. One example of a special purpose would be restricted Federal programs.

770 **UNRESERVED – UNDESIGNATED FUND BALANCE** – The excess of the assets of a fund over its liabilities and fund reserves.

780 **UNRESERVED – DESIGNATED FUND BALANCE** – A designation representing that portion of the fund balance segregated to indicate that assets equal to the amount of the designation have been earmarked by the governing board or senior management for a bona fide purpose in the future, such as general contingencies or for equipment replacement.

790 **NONSPENDABLE FUND BALANCE** – Amounts that are not in a spendable form (such as inventories and prepaid items) and other amounts that are legally or contractually required to be maintained intact (such as principal of a permanent fund.)

795 ~~**SPENDABLE:**~~ **RESTRICTED FUND BALANCE** – Amounts constrained to specific purposes by their providers such as grantors, bondholders, and higher levels of government, through constitutional provisions, or by enabling legislation.

796 ~~**SPENDABLE:**~~ **COMMITTED FUND BALANCE** – Amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.

797 ~~**SPENDABLE:**~~ **ASSIGNED FUND BALANCE** – Amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.

798 ~~**SPENDABLE:**~~ **UNASSIGNED FUND BALANCE** – Amounts that are available for any purpose; these amounts are reported only in the general fund.

DEFINITION – SUPPLIES vs. EQUIPMENT

An LEA can take two basic approaches to distinguish between supplies and equipment in the decision-making situations: (1) adopt a predetermined list of items, classifying each entry as either a supply or an item of equipment; or (2) adopt a set of criteria to be used in making its own classification of supply and equipment items.

LIST OF ITEMS – At one time, the Federal accounting handbook contained lists of both supplies and equipment. Such lists can never be comprehensive or exhaustive, and quickly become outdated.

SET OF CRITERIA – An item must be considered a supply if it does not meet all the stated equipment criteria listed below.

1. It can be expected to serve its principal purpose for at least one year.
2. It is nonexpendable; that is, if damaged or worn out, it can be repaired without being replaced.
3. It does not lose its identity through fabrication or incorporation into a different or more complex unit.
4. It is equal to or greater than $5,000.00 per unit cost in value. Note: The unit cost of $5,000.00 does not apply to any program funded with 8g monies. (The increase of the property threshold amount to $5,000 was advertised in the Louisiana Register and adopted as rule in the April 20, 2008 issue.)

Note: Food is always considered a supply.
Software costs that are below the district's capitalization threshold should be coded to supplies. Expenditures for software that exceed the district's capitalization threshold should be coded to equipment.

School districts must maintain rigorous accountability for their property whether it is capitalized or not. For accountability and internal control purposes, many items of property that do not meet the districts' capitalization threshold must be inventoried. Thus, the Department of Education recommends maintaining inventory and tracking items that do not meet the equipment criteria if needed for insurance purposes and/or the item has "street value". For instance, districts might inventory DVD players and computers for internal control purposes but not capitalize them due to their low cost.

PERSONNEL REQUIREMENTS

Minimum Requirements for Lead School Business Administrator/Chief Financial Officer/Business Manager (Local School Districts and Charter Schools)

MINIMUM QUALIFICATIONS (Must meet one of the following.)

1. A baccalaureate degree with a minimum of 24 hours of business-related courses, such as accounting, finance, or management.
2. A Certified Public Accountant licensed in Louisiana.
3. A Master's degree in Public or Business Administration.

WORK EXPERIENCE – An applicant for a lead school business official shall have not less than 3 years of work experience in a field relevant to the duties and responsibilities of a lead school business administrator. Relevant areas shall include accounting, finance, or other areas of fiscal management.

CONTINUING EDUCATION – All lead school business administrators must acquire Certified Louisiana School Business Administrator (CLSBA) certification by the Louisiana Association of School Business Officials (LASBO) within 7 years of the date of hire as an administrator/chief financial officer/business manager and maintain certification while employed as a lead school business administrator/chief financial officer/business manager. A Louisiana CPA license may be substituted for the CLSBA certification. The CPA license must remain in active status while employed as a lead school business administrator/chief financial officer/business manager.

GRANDFATHER CLAUSE – A lead school business administrator/chief financial officer/business manager employed prior to the final adoption of the law shall be exempt from meeting the minimum degree and work experience requirements. The lead school business administrator/chief financial officer/business manager shall be allowed 7 years from the date of final adoption into law to complete the CLSBA certification or become a licensed CPA in the state of Louisiana.

SHARED SERVICES PROVISION – Statute allows city, parish, or other local public school boards to enter into an agreement to share business services, including the employment of a single business manager or chief financial officer. The shared business manager or chief financial officer must meet the minimum qualifications established by the State Board of Elementary and Secondary Education.