

**NON-BUDGETED FUNDS**  
2018 BUDGET BASICS WORKSHOP



Montana Association of School Business Officials

Purpose	Funding Sources	Allowable Expenditures	Other Considerations
<b>12 SCHOOL FOOD SERVICES</b>			
20-10-201, MCA Providing breakfast and lunch to students	<b>X12-16XX</b> Sales (breakfast, lunch, milk, snacks, ala carte, catering, etc.) <b>X12-3220</b> State Match <b>X12-4550</b> Federal Reimbursement <b>X12-4552</b> Fresh Fruit & Vegetable	X12-910-3100-XXX <ul style="list-style-type: none"> <li>• Salaries/benefits of kitchen staff, delivery drivers, % of admin. salaries</li> <li>• Purchase, repair and maintenance of food service equipment</li> <li>• Food and supplies</li> </ul>	<ul style="list-style-type: none"> <li>• End of year fund balance is limited to the equivalent of 3 months of expenditures (federal requirement).</li> <li>• This program is often subsidized by the General Fund.</li> </ul>
<b>15 MISCELLANEOUS PROGRAMS</b>			
20-9-507, MCA Account for local, state and federal grants and reimbursements.  Use a Project Reporter Code (PRC) to track each grant separately.	<b>X15-1XXX-PRC</b> Local (usually donations)  <b>X15-3XXX-PRC</b> State grants <b>X15-3290-PRC</b> MT Digital Academy <b>X15-335X-PRC</b> Medicaid Reimbursements  <b>X15-4XXX-PRC</b> Federal grants <b>X15-4930-PRC</b> Federal Indirect Cost Recovery	X15-1XX-XXXX-XXX-PRC Local X15-3XX-XXXX-XXX-PRC State X15-4XX-XXXX-XXX-PRC Federal <ul style="list-style-type: none"> <li>• Allowable expenditures determined by grant award or agreement</li> <li>• Salaries and benefits must be paid from the same funding source</li> </ul> X15-XXX-62XX-940-PRC Transfer IDC recovery from grant to the Indirect Cost Pool	<ul style="list-style-type: none"> <li>• Reimbursements and IDC recoveries may be spent on any school purpose.</li> <li>• Use <a href="#">Fund 15 Recap Worksheet</a> to balance cash in separate PRCs to total Fund 15 cash balance.</li> </ul>
<b>18 TRAFFIC EDUCATION</b>			
20-7-507, MCA Providing a traffic education program	<b>X18-1311</b> Fees from Students <b>X18-3260</b> State Drivers Ed Reimbursement	218-100-1770-XXX <ul style="list-style-type: none"> <li>• Instructor salaries and benefits</li> <li>• Textbooks and supplies for program</li> <li>• Purchase, repair and maintenance of drivers education vehicles</li> <li>• Fuel and insurance for vehicles</li> </ul>	

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<b>20 LEASE RENTAL AGREEMENT</b>			
20-9-509, MCA To account for pupil or teacher housing in district-owned buildings under a lease or rental agreement with pupils or teachers.	<b>X20-1910</b> Rental income <b>X20-1915</b> Dormitory charges	X20-100-26XX-XXX <ul style="list-style-type: none"> <li>Utilities</li> <li>Repair and maintenance of property</li> <li>Custodial expenses related to leased area</li> <li>Administrative cost of owning leased property</li> <li>Insurance for property</li> <li>Acquisition of additional housing or dormitory facilities</li> </ul> X20-999-6100-910 Transfers to General Fund	<ul style="list-style-type: none"> <li>End of year fund balance limited to \$10,000 (\$20,000 for a K-12 district).</li> <li>Excess must be transferred to the General Fund.</li> </ul>
<b>21 COMPENSATED ABSENCES</b>			
20-9-512, MCA To accumulate funds for up to 30% of sick and vacation leave payout for non-teaching and administrative employees.	<b>X21-5300</b> Transfers from General Fund	X21-100-XXXX-1XX and 2XX X21-2XX-XXXX-1XX and 2XX <ul style="list-style-type: none"> <li>Salaries related to sick and vacation leave payout</li> <li>Benefits on payouts (TRS or PERS, workers' comp and unemployment ins.)</li> </ul> X21-999-6100-910 Transfers to General Fund	<ul style="list-style-type: none"> <li>Use OPI's <a href="#">Compensated Absences Spreadsheet</a></li> <li>Must have budget authority in General Fund for a transfer to Compensated Absences Fund.</li> <li>End-of-year fund balance is limited to 30% of termination pay + employer share of TRS or PERS, workers' comp and unemployment ins. Excess fund balance in the Compensated Absences Fund must be transferred back to the General Fund.</li> </ul>
<b>26 IMPACT AID</b>			
20-9-514, MCA Federal funds intended to replace the lack of tax revenue generated on land held in trust by the Federal government.	<b>X26-4820</b> Impact Aid <b>X26-4821</b> Impact Aid Discretionary Construction	X26-XXX-XXXX-XXX Funds may be spent on any school purpose, with exceptions: X26-280-XXXX-XXX Allocation for students with disabilities must be spent on those student needs X26-100-26XX-XXX and X26-100-4XXX-XXX Allocation for <u>construction</u> must be spent on maintenance, repairs or construction of new buildings	<ul style="list-style-type: none"> <li>Districts must submit an annual application in January for the ensuing fiscal year.</li> <li>Allocations are based on students who live on non-taxable land.</li> <li>Revenue is received around November/December.</li> </ul>

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<b>27 LITIGATION RESERVE</b>			
20-9-515, MCA To pay legal settlements and court judgments against the district.	<b>X27-5300</b> Transfers from General Fund	X27-100-2500-820 Judgment Against District X27-999-6100-910 Transfers to General Fund	<ul style="list-style-type: none"> <li>• Must have budget authority in the General Fund for a transfer to the Litigation Reserve Fund.</li> <li>• After the settlement/judgment has been paid, remaining funds must be transferred back to the General Fund.</li> </ul>
<b>45 PERMANENT ENDOWMENT</b>			
20-9-604, MCA To account for endowments which allow the use of interest earnings only (not principal) to support the district's programs.	<b>X45-1920</b> Contributions & Donations from Private Sources ( <i>principal</i> ) <b>X45-1510</b> Interest Earnings	X45-XXX-XXXX-XXX Interest earnings only may be spent to support the district's programs.	Use the following for other circumstances: <b>Misc. Programs Fund (15)</b> for donations that allow both principal and interest to be spent in support of the district's programs. X15-XXX-XXXX-XXX-PRC <b>Private Purpose Trust Fund (81)</b> for donations that allow only interest to be spent in support of outside groups or individuals. X81-500-3400-870 Student Scholarships <b>Private Purpose Trust Fund (85)</b> for donations that allow both principal and interest to be spent in support of outside groups or individuals. X85-500-3400-870 Student Scholarships
<b>60 BUILDING</b>			
20-9-508, MCA To account for building and construction projects using bond or insurance proceeds, federal funds, proceeds from the sale of property or other money received for the express purpose of building, enlarging or remodeling a school building or other buildings of the district.	<b>X60-5110</b> Sale of Bonds <b>X60-5200</b> Sale or Compensation for Loss of Assets	X60-100-4XXX-720 Purchase Existing Buildings X60-100-4000-725 Major Construction Services X60-100-4000-730 Major Equipment <ul style="list-style-type: none"> <li>• Expenditures using bond proceeds are limited to purpose stated on ballot to approve bonds.</li> <li>• Federal money can only be spent for the express purpose of the grant.</li> </ul>	Any bond money remaining after the full accomplishment of the purpose for which the bonds were sold must be transferred to the Debt Service Fund (50).

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<b>82 INTERLOCAL AGREEMENT</b>			
<p>20-3-363, 20-7-457, 20-7-801, 20-9-511 and 20-9-701, MCA To account for revenues and expenditures related to an interlocal agreement between two or more school districts or other local governments.</p>	<p><b>X82-5300</b> Operating Transfers from Other Funds <b>X82-5700</b> Resources Transferred from Other School Districts or Cooperatives</p>	<p>X82-XXX-XXXX-XXX</p> <ul style="list-style-type: none"> <li>Expenditures that are permitted by law.</li> <li>Expenditures for any service, activity or undertaking the participating districts have mutually agreed upon in an interlocal cooperative agreement or a multi-district agreement.</li> <li>Expenditures are limited to the amount of cash on hand in the fund.</li> </ul>	<p>For multi-district agreements: Trustees may transfer \$\$ from any budgeted fund to the Interlocal Agreement Fund (82).</p> <ul style="list-style-type: none"> <li>No transfers from Retirement (14) or Debt Service (50)</li> <li>Must have budget authority to make the transfer.</li> <li>Transfers from the General Fund (01) are limited to the amount of Direct State Aid (DSA).</li> <li>Transfers from funds supported by a permissive (nonvoted) levy* may not be replenished in a subsequent year.</li> </ul> <p>*Transportation (10); *Bus Depreciation (11), *Tuition (13), *Adult Education (17), Technology (28), Flexibility (29) and *Building Reserve (61)</p>
<b>84 STUDENT EXTRACURRICULAR</b>			
<p>20-9-504, MCA For receiving and expending money collected for pupil extracurricular functions.</p>	<p><b>X84-1700</b> Student Extracurricular Activity Receipts</p>	<p>X84-7XX-3XXX-XXX Extracurricular activities, such as athletics, clubs, classes, student government organizations and student publications.</p>	<p>Trustees set policies guidelines and policies in accordance with the <a href="#">Student Activity Manual</a>.</p> <p>Funds may be maintained in a separate bank account outside control of the county treasurer. Use the <a href="#">Student Activity Fund Recap</a> Spreadsheet for balancing and reconciling.</p> <p>For financial reporting, this fund is classified as a trust fund; however If appropriate, it may be classified as a special revenue fund to comply with GASB 34 and other GASB requirements.</p>