

School District 2 Coding & Claims



PRESENTED BY:

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Why?

1. Consistency – code consistently for budgeting purposes. This also applies to revenue codes
2. Data for legislature & federal government
3. Federal Program eligibility

Why ?

Coding affects

- Special Ed Reversion
- Maintenance of Effort (MOE)
- Legal Compliance with state and federal requirements.

Example = One-Time-Only payments.

- Budget

Revenue Accounts

XXX-XXXX-XXX

XXX

District/Fund

XXXX

Revenue Source

XXX

Project Reporter Code

Revenue Source

XXX-XXXX-XXX

- **1XXX** Local Sources
- **2XXX** County Sources
- **3XXX** State Sources
- **4XXX** Federal Sources
- **5XXX** Other Financing Sources
- **6XXX** Beginning Fund Balance Adjustments

CHART OF ACCOUNTS

3-0500.00 REVENUE AND OTHER FINANCING SOURCES

3-0500.10 REVENUE AND OTHER FINANCING SOURCES ACCOUNTS

Revenue and other financing sources accounts have a normal credit balance and are used to describe all of the financial resources recognized during a fiscal year. These accounts represent the increases in net current assets of governmental type funds and net total assets for proprietary funds.

Revenue subsidiary source accounts are nominal accounts and always begin each fiscal year with a zero balance. During the fiscal year, school districts have the option of recording the total debits and credits in these accounts on a monthly basis to the 402 Revenue and Other Financing Sources Control Account or recording debits and credits directly to each revenue subsidiary source account. When the 402 control account is used, the total of all subsidiary revenue and other financing sources account balances must equal the balance in the 402 control account. This is usually checked on a monthly basis.

At the end of the fiscal year, the subsidiary accounts **or** the 402 Revenue and Other Financing Sources Control Account are transferred (“closed out”) to 970 Unreserved Fund Balance. Revenue and other financing sources accounts appear in the operating statement prepared at the close of the fiscal year.

3-0500.20 REVENUE AND OTHER FINANCING SOURCES ACCOUNT STRUCTURE

The account structure for revenue and other financing sources accounts consists of a three digit fund number (see Topic 3-0200.10) and a four digit source account (see Topic 3.0500.10). A three digit project reporter is also used for special accounting and reporting purposes for state and federal grants or other special reporting projects (see Topic 3-0600.50).

X X X	X X X X	X X X
District/Fund	Subsidiary Source	Project Reporter Code-Optional

The first digit of the subsidiary source account number designates the first level of reporting for one of the following six broad categories of revenue sources. The next three digits provide additional summary levels within one of the six categories.

Current or Recurring
1000 - Revenue from Local Sources
2000 - Revenue from County Sources
3000 - Revenue from State Sources
4000 - Revenue from Federal Sources

Non-Current or Non-Recurring
5000 - Other Financing Sources
6000 - Adjustments to Beginning Fund Balance

7000 – American Recovery & Reinvestment Act (ARRA). ARRA coding is provided at the following link - http://www.opi.mt.gov/pdf/schoolfinance/ARRA/Guidance_ARRA.pdf

3-0500.30 PROJECT REPORTER CODES

The project reporter code permits a school district to accumulate revenues and expenditures to meet a variety of specialized reporting requirements. It is designed specifically for state and federal grants, but may be used for other special reporting purposes. The project reporter code can be configured in any manner to meet individual user needs. It is optional except when expenditures must be reported by funding source such as federal and state grants. Any three digit number may be assigned as project reporter code except that codes in the range 910-999 are reserved for assignment by the Superintendent of Public Instruction. When a project reporter code is used it should be defined on the last page of the Trustees Financial Summary.

Local, State and Federal Grants

A unique project reporter code must be assigned to the revenue and expenditure accounts used to account for each local, state or federal grant. The first two digits may be used to designate a specific funding source, authority, OPI money type, or expenditure purpose and the third digit may be used to designate a specific project or fiscal year. This code permits the user to relate expenditures to a specific revenue source when the same project reporter code is assigned to the expenditure and revenue accounts used to account for a state or federal grant.

For example, the first two digits could be used as follows:

77 - Federal Handicapped IDEA Part B Grant

The third digit could be used to designate the fiscal period.

8 = 2008

9 = 2009

778 => 2008 Federal Handicapped IDEA Part B Grant

Revenue: X15-4560-778

Expenditure: X15-456-1000-112-778

779 => 2009 Federal Handicapped IDEA Part B Grant

Revenue: X15-4560-779

Expenditure: X15-456-1000-112-779

Project Reporter Numbers:

000 - 899 To be assigned by district as needed.

900 - 909 Reserved

910 - 949 Assigned by OPI when a budget amendment is approved.

950 - 959 Assigned by OPI for cash budget transfers under MCA 20-9-208.

Special Reporting Purposes

The project reporter code must also be used to track emergency/budget amendment expenditures. OPI will assign a project reporter for each budget amendment. For example:

910 - General Fund Budget Amendment Expenditure: 101-100-1000-112-**910**

A project reporter code could also be used to meet specialized reporting requirements. For example a district may wish to track special education expenditures by state sources and district sources:

111 - Special Education - State Sources Expenditure: 101-280-1000-610-**111**

112 - Special Education - District sources Expenditure: 101-280-1000-610-**112**

3-0500.40 DEFINITIONS OF OPERATING STATEMENT REVENUE ACCOUNTS

Code	Definition
Revenue from Local Sources	
Taxes. Compulsory charges levied by a school district for the purpose of financing services performed for the common benefit.	
1110	District Tax Levy. Taxes levied on property within the school district.
1111	District Levy — Real Property. Includes the voted and permissive amounts levied Ad Valorem on the real property in the school district. Record current and current year delinquent and/or protested collections here.
1112	District Levy — Personal Property. Includes the voted and permissive amounts levied Ad Valorem on the personal property in the school district. Record current and delinquent collections here.
1113	District Levy — Special Mobile Equipment. Personal property taxes on special mobile equipment. (61-3-431, MCA)
1114	District Levy—Personal Property/Mobile Homes. Includes the voted and permissive amounts levied Ad Valorem on the mobile homes in the school district. Record current and current year delinquent and/or protested collections here.
1115	Reserved.
1116	District Levy—Net and Gross Proceeds. Includes the voted and permissive amounts levied Ad Valorem on mine net proceeds (Section 15-23-part 5) and gross proceeds on metal mines (Section 15-23-part 8). Record current and delinquent collections here.
1117	District Levy—Distribution of Prior Year's Protested/Delinquent Taxes. Distributions from the County Protested Tax Fund based upon a court decree in settlement of protested taxes of a prior year and/or distributions of delinquent taxes of a prior year to be used if identifying prior year collections as excess reserves. Investment earnings included with the initial distribution should be reported here. Subsequent investment earnings should be recorded using revenue source 1510. Usually only used in General Fund. Reported in 1110, 1111, or 1112 in other budgeted funds.
1118	District Levy—Department of Revenue Tax Audit Receipts. Distributions of additional Ad Valorem taxes, penalties and interest resulting from an audit by the Department of Revenue. See A.R.M. Title 10 Chapter 46. Usually only used in General Fund. Reported in 1110, 1111, or 1112 in other budgeted funds.
1123	Coal Gross Proceeds. A flat tax on the value of coal production effective fiscal year 1990 1991. This tax is not a part of the taxable valuation and should be budgeted for as Non-Tax Revenue. See Section 15-23-703, MCA
1130	Tax Title and Property Sales. Amounts collected from the sale of real property sold to collect the property taxes owed against it. See Section 7-8-2306, MCA

3-0500.40 DEFINITIONS OF OPERATING STATEMENT REVENUE ACCOUNTS (cont'd)

Code	Definition
1190	Penalties and Interest on Taxes. Amounts collected as penalties for the payment of taxes after the due date and the interest charged on delinquent taxes from the due date to the date of actual payment. Do not use 1110 District Levy to record penalties and interest on taxes. See AGO Vol 42 No 71.
Tuition and Fees. Revenue from outside sources for education provided by the local school.	
1310	Individual Tuition. Revenue from individuals for students attending daytime sessions during regular school term. See Section 20-5-320, 20-5-324, and 20-9-141, MCA.
1311	Driver's Education Fees. Fees from individuals for students attending driver's education sessions during regular school term. Fees collected for the summer session should be recorded using revenue source 1982. See Section 20-7-507, MCA.
1320	School Tuition from Other School Districts within State. Revenue from other school districts or counties within the state for students attending day school sessions during the regular term. Section 20-5-320, 20-5-324, and 20-9-141, MCA.
1330	School Tuition from Other School Districts outside State. Revenue from other school districts outside the state for students attending day school sessions during the regular term. Section 20-5-320, 20-5-324, and 20-9-141, MCA.
1340	Fees for Adult Education. Revenue for students attending adult education courses. Section 20-7-704, MCA.
Transportation Fees. Revenue from transporting students to and from school and school activities.	
1410	Individual Transportation Fees. Revenue from individuals for transporting ineligible or non-public students to and from daytime sessions during the regular school term. See Section 20-10-122 and 20-10-123, MCA.
1420	Transportation Fees from Other School Districts within the State. Section 20-10-144.
1430	Transportation Fees from Other School Districts outside the State. Section 20-10-144.
1440	Other Transportation Fees. Revenue from transporting students to school activities. Section 20-9-214, MCA.
Earnings on Investments. Revenue from holdings invested for earning purposes.	
1510	Interest Earnings. Interest revenue on investments in United States obligations, saving accounts, time certificates of deposit, STIP, or other interest-bearing investments. Interest on capital leases is included here. See Section 20-9-213 and 20-6-607, MCA. Also record dividends on investments here.
1530	Net Increase (Decrease) in the Fair Value of Investments. To report gains or losses on investments from market or fair value changes in accordance with GASB 31. Gains realized from the sale of U.S. Treasury Bills represent interest income and should be credited to account 1510.

3-0500.40 DEFINITIONS OF OPERATING STATEMENT REVENUE ACCOUNTS (cont'd)

Code	Definition
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Food Service. Revenue from food sales to students and adults. Section 20-10-207, MCA.

Daily Sales—Reimbursable Programs. Revenue from students for the sale of breakfasts, lunches and milk which are considered reimbursable by the United States Department of Agriculture.

1611 **National School Lunch Program.** Revenue from students for the sale of reimbursable lunches as part of the National School Lunch Program.

1612 **School Breakfast Program.** Revenue from students for the sale of reimbursable breakfasts as part of the School Breakfast Program.

1613 **Special Milk Program.** Revenue from students for the sale of reimbursable milk as part of the Special Milk Program and Kindergarten Milk Program.

1614 **Snack Program.** Revenue from students for the sale of reimbursable snacks as part of the School Snack Program.

Daily Sales—Non-Reimbursable Programs. Revenue from students for the sale of non-reimbursable breakfasts, lunches and milk. This category would include sales of a second type A lunch to pupils.

1621 **Lunch Sales.** Revenue from students for the sale of lunches that are not reimbursable by the National School Lunch Program.

1622 **Breakfast Sales.** Revenue from students for the sale of breakfasts that are not reimbursable as a part of the School Breakfast Program.

1623 **Milk Sales.** Revenue from students for the sale of milk that is not reimbursable as a part of the Special Milk Program and Kindergarten Milk Program.

1624 **Snack Sales.** Revenue from students for the sale of snacks that are not reimbursable as a part of the Snack Program.

1630 **Catering Sales.** Revenue from students, adults or organizations for the sale of food products and services considered special functions. Some examples would include potlucks, PTA-sponsored functions and athletic banquets.

1632 **Daily Adult Sales.** Revenue from adults for the sale of breakfasts, lunches, and milk.

1634 **Daily Ala Carte Sales.** Revenue from students or adults for daily ala carte sales.

1636 **Summer Program - Adult Sales.**

3-0500.40 DEFINITIONS OF OPERATING STATEMENT REVENUE ACCOUNTS (cont'd)

Code	Definition
1700	Student Extracurricular Activity Receipts. Total revenue received from student extracurricular activities. See Section 20-9-214 and 20-9-504, MCA, and Topic 3-0200.20.
1800	Revenue from Community Services Activities. Revenue from community services activities operated by a school. For example, revenue received from operation of a skating facility by a school as a community service would be recorded here.
1900	Other Revenue from Local Sources. Other revenue from local sources which is not classified above. Record canceled prior period outstanding warrants for immaterial amounts here. Canceled prior period outstanding warrants for material amounts should be recorded using revenue source 6100 Material Prior Period Revenue Adjustments (Topic 5-0280). Other miscellaneous revenue would include library fines, photocopy fees, dividends from telephone and electric cooperatives, etc.
1910	Rentals. Revenue from the rental or lease of either real or personal property owned by the school. See Sections 20-6-607, 20-6-625, and 20-9-509, MCA.
1911	Private Insurance - Audiological. Revenue relating to Medicaid Reimbursements received from Private Insurance Companies. See Revenue Source 3351 for revenue received from S.R.S. for Medicaid - Audiological reimbursements.
1912	Private Insurance - Physical Therapy. Revenue relating to Medicaid Reimbursements received from Private Insurance Companies. See Revenue Source 3352 for revenue received from S.R.S. for Medicaid - Physical Therapy reimbursements.
1913	Private Insurance - Occupational Therapy. Revenue relating to Medicaid Reimbursements received from Private Insurance Companies. See Revenue Source 3353 for revenue received from S.R.S. for Medicaid - Occupational Therapy reimbursements.
1914	Private Insurance - Speech Therapy. Revenue relating to Medicaid Reimbursements received from Private Insurance Companies. See Revenue Source 3354 for revenue received from S.R.S. for Medicaid reimbursement.
1915	Dormitory Charges. Revenue from students or teachers' dormitories. See Section 20-9-509, MCA.
1920	Contributions and Donations from Private Sources. (1) Revenue from philanthropic foundations, private individuals, or private organizations for which no repayment or special service to the contributor is expected. May include one-time private grants. Usually deposited in the Permanent Endowment Fund (45), (non-expendable, district activities), Private Purpose Trust (81) (non-expendable scholarships and non-district activities), Miscellaneous Trust Fund (85) (expendable scholarships and non-district activities), or Miscellaneous Programs Fund (15) (expendable, district activities). See Section 20-9-604, MCA; or (2) Voluntary impact payments from developers deposited to the Building Fund (61). See Section 20-9-615, MCA; or (3) Property Tax Prepayments from a mineral developer under section 90-6-309, MCA, deposited in the State Mining Impact Fund (25). Receipts and subsequent expenditures of the tax prepayments must be tracked separately from other receipts in the fund using project reporter codes (ARM 8.104.211(2)). The district must provide tax credits in later years to the company making prepayment, according to written agreements.

3-0500.40 DEFINITIONS OF OPERATING STATEMENT REVENUE ACCOUNTS (cont'd)

Code	Definition
1921	Grants and Contributions from Mineral Developers. Money received from mineral developers under section 90-6-307, MCA, as grants and contributions. Deposit in the State Mining Impact Fund (25). Receipts and subsequent expenditures of the grants and contribution from mineral developers must be tracked separately from other receipts in the fund using project reporter codes (ARM 8.104.211(2)). Record mineral developer's tax prepayments under 1920.
1940	Textbook Sales and Rentals. Revenue from the rental or sale of textbooks. See Section 20-9-214 and 20-6-607, MCA.
1945	User Fees/Resale of Supplies. Fees charged pupils for breakage or excessive supplies used in commercial, industrial arts, music, science, or agricultural courses. Includes other fees charged for any course or activity not related to the graduation or activities conducted outside the normal school functions. See Section 20-9-214, MCA. Include charges for preschool or daycare services. See 1340 for Adult Education Fees, 1311 for Driver's Education Fees, and 1410 for Transportation Fees.
1950	Services Provided Other School Districts or Cooperatives. Revenue from services provided other school districts or cooperatives other than for tuition and transportation services. These services could include data processing, purchasing, maintenance, cleaning, consulting, guidance, in-service training, and speech and physical therapy. See expenditure object code 350 Contracted Services with Other School Districts or Cooperatives. Also see revenue source 5700 Resource Transfers from Other School Districts or Cooperatives and 5710 Special Education Resources Transferred from other school districts or cooperatives.
1960	Services Provided Other Local Governmental Units. Revenue from services provided other local governmental units other than school districts or cooperatives. These services could include transportation, data processing, purchasing, maintenance, cleaning, cash management and consulting.
1970	Services Provided Other Funds. Services provided other funds for services such as printing or data processing. This account should only be used with an Internal Service Fund (73-79). Includes the actuarially determined insurance premiums paid from other funds to a self insurance fund.
1981	Summer School - Fees. Revenue from tuition paid by students for summer school. Transportation fees should be recorded using the 1400 series as appropriate.
1982	Summer Session - Driver's Education Fees. Fees from individuals for students attending driver's education sessions during the summer. Fees collected during the regular school term should be recorded using revenue source 1311. See Section 20-7-507, MCA.

3-0500.40 DEFINITIONS OF OPERATING STATEMENT REVENUE ACCOUNTS (cont'd)

Code	Definition
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Revenue from County Sources. Revenues distributed by the county treasurer to the school district upon authorization by the county superintendent of schools.

2114 **County Metal Mines License Taxes.** Proceeds from metal mine license taxes distributed by the county treasurer to the Metal Mines Tax Reserve Fund (24). Only districts with metal mines receive this revenue (See Section 15-37-111, MCA).

2115 **County Hard Rock Mining Impact Trust Reserve Proceeds.** Proceeds from hard rock mine taxes distributed by the county treasurer to the Metal Mines Tax Reserve Fund (24). Only districts with hard rock mines receive this revenue (See Section 7-6-2225, MCA).

2220 **County Transportation Reimbursement.** Revenue distributed as authorized by the county superintendent to the elementary transportation fund from county transportation funds, for the county's share of on-schedule transportation reimbursement. See Section 20-10-146, MCA.

2240 **County Retirement Distribution.** Revenue distributed to the elementary and high school retirement funds as authorized by the county superintendent. See Section 20-3-205 and 20-9-501, MCA.

Revenue from State Sources.

Unrestricted Grants-in-Aid. Revenues received as grants which can be used for any legal purpose desired without restriction.

3110 **Direct State Aid.** State and county equalization aid in support of the General Fund Base Funding Program (Section 20-9-344, MCA). Proceeds of the current year's county wide 33 mill elementary levy (Section 20-9-331, MCA) and 22 mill high school levy (Section 20-9-331, MCA) collected at the county level are forwarded to the state. The state and county equalization aid is then sent to the school district by the state. Also use this code in the Tuition Fund (13) to record the receipt of state ANB reimbursements for tuition paid by the district to schools out of state.

3111 **Quality Educator Payment** (See sections 20-9-327 and 20-9-306, MCA). The quality educator payment is a component of the general fund BASE budget of the district supported by state and county equalization aid. Each district and special education cooperative receives funding for each full-time equivalent licensed educator and for other licensed professionals employed by the school district or cooperative, including registered nurses, licensed practical nurses, physical therapists, speech language professionals, psychologists, licensed social workers, counselors, occupational therapists and nutritionists.

3112 **At-Risk Student Payment** (See section 20-9-328, MCA). The at-risk student payment is a component of the general fund BASE budget of the district supported by state and county equalization aid to address the needs of at-risk students defined in 20-9-101, MCA and referred to in 20-9-309, MCA. The available appropriation is distributed in the same manner as Title I monies are distributed to schools.

3-0500.40 DEFINITIONS OF OPERATING STATEMENT REVENUE ACCOUNTS (cont'd)

Code	Definition
3113	Indian Education for All Payment (See sections 20-9-329 and 20-9-306, MCA). The Indian education for all payment is a component of the general fund BASE budget of the district supported by state and county equalization aid to implement the provisions of the Montana constitution (Article X, section 1(2)) and the statutory requirements for the recognition of American Indian cultural heritage (20-1-501, MCA). A public school district that receives an Indian Education for All payment may not divert the funds to any purpose other than curriculum development, providing curriculum and materials to students, and providing training to teachers about the curriculum and materials. Use revenue source code 3113 for Indian Education for All payments deposited to the General Fund (01). Use revenue source code 3650 for One Time Only Indian Education for All payments deposited to the Miscellaneous Programs Fund (15). Expenditures for Indian Education for All should be coded using expenditure program code 365.
3114	American Indian Achievement Gap Payment. (See section 20-9-330 and 20-9-306, MCA). The American Indian achievement gap payment is a component of the general fund BASE budget of the district supported by state and county equalization aid for the purpose of closing the educational achievement gap that exists between American Indian students and non-Indian students. The payment is calculated using the number of American Indian students enrolled in the district on the first Monday in October of the prior school year.
3115	State Special Education Allowable Cost Payment to District. To be used by districts to record State Special Education Block Grants and Reimbursement revenue (Section 20-9-321, MCA). See revenue source 3233 for recording direct state payment to cooperatives for special education cooperatives.
3117	State Tuition for State Placement See section 20-5-323 and 20-5-324, MCA.
3120	State Guaranteed Tax Base Aid ("GTB") - General Fund State Debt Service Facilities Acquisition Reimbursement and Advance - Debt Service Fund State payment to support a district's BASE mills in the General Fund when the district's mill value to BASE budget ratio is less than the statewide ratio. See Section 20-9-366 through 368, and 20-3-106(14), MCA. Also used to record facilities acquisition reimbursements or advances paid by the state to a district's debt service fund. See Section 20-9-371, MCA. (Note: The guaranteed tax base subsidy in support of the retirement fund is not recorded by a district, since it is included in the distribution by the county superintendent discussed in revenue source 2240.)
Restricted Grants-in-Aid. Revenue received as grants by the school district which must be used for a categorical or specific purpose.	
3210	State On-Schedule Transportation Reimbursement. State's share of the On-Schedule costs of bus routes and individual transportation contracts, not to exceed 1/2 of the On-Schedule costs. See Section 20-10-145, MCA.
3220	State Food Services Match. See Section 20-10-201, MCA.
3231	Reserved.

3-0500.40 DEFINITIONS OF OPERATING STATEMENT REVENUE ACCOUNTS (cont'd)

Code	Definition
3233	State Special Education - Direct Payments to Cooperatives. To be used only by special education cooperatives to record State Special Education Allowable Cost revenue. This includes the related services block grants received on behalf of member districts. See Section 20-7-451, 20-7-457, and 20-9-321, MCA. See 3115 for special education allowable cost revenue received by a district.
3234	State Special Education Quality Educator Payment to Cooperatives. See section 20-9-327, MCA. See 3111 for quality educator revenue received by a district.
3235	State Audiology Contracts. See Section 20-7-403(13), MCA.
3250	Montana Digital Academy See Section 20-7-1201, MCA
3260	State Driver's Education Reimbursement. See Section 20-7-507, MCA.
3270	State Advancing Agriculture Education. See Section 20-7-334, MCA
3281	State Technology Aid. See Section 20-9-533, MCA. Deposit in Technology Fund (28).
3282	State Flex Fund Payment. See Section 20-9-543, MCA. Deposit in Flexibility Fund (29)
3290	State - Other State Grants. Grants from OPI and various state agencies which are usually accounted for in the Miscellaneous Programs fund. If federal grants are received from state agencies other than the Office of Public Instruction, record these grants in revenue source 4700, Miscellaneous Federal Grants Passed through State Agencies Other Than OPI. Example: Jobs for Montana Graduates (JMG) (MT Dept of Labor)
Revenue in Lieu of Taxes. Payments made out of general revenues by the state to the school district in lieu of taxes it would have had to pay had its property or tax base been subject to the taxation by the school district on the same basis as is privately owned property or other tax base. It would include payments made for privately owned property which is not subject to taxation on the same basis as other privately owned property due to action by the state.	
3302	State Payment In Lieu of Taxes - Fish, Wildlife and Parks. Revenue received as provided by Section 87-1-604, MCA, and distributed at the discretion of the county commissioners.
3330	State Hard Rock Mining Impact Aid See section 90-6-307, MCA.
3340	State Coal Board Grants. State grants to the school district as determined by the Coal Board to offset start up costs due to new mining operations. See Section 90-6-208, MCA.
3351	Medicaid - Audiological. Revenue received from DPHHS for Medicaid Reimbursements. See Revenue Source 1911 for revenue received from Private Insurance Companies for Medicaid - related Audiological reimbursements. Deposit in Fund 15.

3-0500.40 DEFINITIONS OF OPERATING STATEMENT REVENUE ACCOUNTS (cont'd)

Code	Definition
3352	Medicaid - Physical Therapy. Revenue received from DPHHS for Medicaid Reimbursements. See Revenue Source 1912 for revenue received from Private Insurance Companies for Medicaid - related Physical Therapy reimbursements.
3353	Medicaid - Occupational Therapy. Revenue received from DPHHS for Medicaid Reimbursements. See Revenue Source 1913 for revenue received from Private Insurance Companies for Medicaid - related Occupational Therapy reimbursements. Deposit in Fund 15.
3354	Medicaid - Speech Therapy. Revenue received from DPHHS for Medicaid Reimbursements. See Revenue Source 1914 for revenue received from Private Insurance Companies for Medicaid - related Speech Therapy reimbursements. Deposit in Fund 15.
3355	Medicaid - Miscellaneous. Revenue received from DPHHS for Medicaid Reimbursements. See Revenue Source 1900 for revenue received from Private Insurance Companies for Medicaid - related miscellaneous reimbursements. Deposit in Fund 15.
3356	Medicaid - CSCT - Comprehensive School and Community Services relating to mental health. Revenue received from DPHHS for Medicaid Reimbursements. See Revenue Source 1900 for revenue received from Private Insurance Companies for Medicaid - related miscellaneous reimbursements. Deposit in Fund 15.
3357	Medicaid – Montana Administrative Claiming (MAC) Reimbursement. Code expenditures using program 100 regular programs or 280 special education.
3358	Medicaid – Paraprofessionals. Revenue received from DPHHS for Medicaid Reimbursements.
State Shared Revenues. Revenues levied by state government which are shared with the school district based on a predetermined formula.	
3444	School Block Grant (HB124). Established by HB124 beginning in FY2001-02, replacing motor vehicle fees, corporate license taxes, SB184 property tax reimbursements, state PILT, and state aeronautics fees. Paid by the state in November and May, deposited in General (01) and Transportation (10) Funds. See section 20-9-360, MCA.
3445	Combined Fund School Block Grant (SB424). Beginning in 2003-04, the combined block grant amount may be deposited into any budgeted fund of the district, as specified on the district's adopted budget. See section 20-9-360, MCA.
3460	Montana Oil and Gas Tax. The revenue is distributed according to 15-36-332(4), MCA. If the distribution to a district fund exceeds the total budget adopted for that fund, the district may reallocate the excess revenue to another budgeted fund of the district.
3470	Montana Bentonite Tax. See Distribution of taxes 15-39-110, MCA

3-0500.40 DEFINITIONS OF OPERATING STATEMENT REVENUE ACCOUNTS (cont'd)

Code	Definition
3600	State Gifted and Talented Grant. See 20-7-903, MCA.
3610	State In-State Day Treatment Funds. Paid by OPI on application when funds are available.
3620	State Adult Education Reimbursement. See Section 20-7-712, MCA.
3630	State One Time Only Energy Cost Relief and Transportation See HB 1 2005 Special Legislative Session. Paid in FY2006 and deposited in the Miscellaneous Programs Fund (15). Money may not be transferred to another fund and must be used only for utility and transportation expenditures program 363 and functions 26XX, 27XX, or 4XXX. There is no time limit on these expenditures of the funds.
3640	State One Time Only Weatherization and Deferred Maintenance See HB 1 2005 Special Legislative Session. Paid in FY2007 and deposited in the Miscellaneous Programs Fund (15). Money may not be transferred to another fund and must be used for weatherization and deferred maintenance expenditures using program code 364 and functions 26XX, 4XXX or 52XX. Funds not expended by June 30, 2009 will be reverted back to the state.
3650	State One Time Only Indian Education for All See HB 1 2005 Special Legislative Session. Paid in FY2007, FY2008 and FY2009. Deposit in the Miscellaneous Programs Fund (15) and the money may not be transferred to any other fund. Use program 365 to track expenditures. For 2007 funds may be spent on curriculum materials, travel for staff training, substitutes for staff on training or any item related to Indian Education for All. For 2008 and FY2009 funds may be spent on curriculum development, providing curriculum materials to students, and providing training to teachers about the curriculum and materials. There is no time limit on the expenditure of the funds. Use revenue source code 3113 for General Fund (01) Indian Education for All payments
3660	State One Time Only Capital Investment and Deferred Maintenance. See SB 2 May 2007 Special Legislative Session. Must deposit in the Miscellaneous Programs Fund (15) to be used for capital investment and deferred maintenance. Use program code 366 to track expenditures. Money may be retained for a period of ten years. Funds not expended by June 30, 2017 must be reverted back to the state.
3670	State One Time Only Full-Time Kindergarten Start-up Cost. See SB 2 May 2007 Special Legislative Session. The funds will be deposited into the Miscellaneous Programs Fund (15). The money may be used for any costs related to the startup of a full-time kindergarten program in accordance with 20-7-117, MCA. Expenditures should be tracked using program code 367.
3680	K-12 Education Data Systems – 2007 Legislative Session HB 2. State reimbursement for costs associated with the development of information management systems and the reporting of information to OPI. To be used at the discretion of the trustees. The funds will be deposited into the Miscellaneous Programs Fund (15). Use expenditure program code 368.
3900	State Career and Technical Education (CTE) Payment. See Section 20-7-306, MCA

3-0500.40 DEFINITIONS OF OPERATING STATEMENT REVENUE ACCOUNTS (cont'd)

Code	Definition
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Revenue from Federal Sources.

- 4100 **Miscellaneous Direct Federal Grants.** Revenues received directly from the federal government as grants which can be used for any legal purpose desired without restriction.
- Follow Through 84.014
 - Goals 2000 84.276A

Restricted Grants-in-Aid Received Directly from the Federal Agencies or Indian Tribes. Revenues received directly from the federal government as grants which must be used for a categorical or specific purpose. If such money is not completely used, it usually is returned to the governmental unit.

- 4110 **Head Start**
4120 **Title VI, Part B, Subpart 1, Small Rural Schools (SRS)** 84.358A
4130 **Title VII, Indian Education**
4140 **Johnson O'Malley Indian Education (JOM)** 15.130

Restricted Grants-in-Aid Received From the Federal Government Through the Office of Public Instruction. Revenues received on a recurring basis from the federal government through the Office of Public Instruction as grants which must be used for a categorical or specific purpose.

- 4200 **Title I, Part A, Improving Basic Programs**
84.010
4210 **Title I, Part A, Accountability**
84.348A
4220 **Title I, Part A, Improvement Grants**
84.010A
4230 **Title I, Part B, Subpart 1, Reading First**
84.357
4240 **Title I, Part B, Subpart 3, Even Start**
84.213
4250 **Title I, Part C, Migrant Education**
84.011
4260 **Title I, Part C, Migrant Incentive**
84.011
4270 **Title I, Part D, Neglected, Delinquent & At-Risk Youth**
84.013A
4280 **Title I, Part F, Comprehensive School Reform**
84.010B
4290 **Title I, Part G, Advanced Placement**
84.330C
4300 **Title II, Part A, Teacher and Principal Training & Recruiting Fund**
84.367
4310 **Title II, Part D, Educational Technology**
84.318
4320 **Title III, Part A, English Language Acquisition and Language Enhancement**
84.365

3-0500.40 DEFINITIONS OF OPERATING STATEMENT REVENUE ACCOUNTS (cont'd)

Code	Definition
4330	Title IV, Part A, Safe & Drug-Free Schools & Communities 84.186A
4340	Title IV, Part B, 21st Century Community Learning Centers 84.287
4350	Title V, Part A, Innovative Programs 84.298
4360	Title V, Part D, Subpart 3, Character Education 84.215V
4370	Title VI, Part B, Subpart 2, Rural Low-Income Schools (RLI) 84.358
4380	Title X, Part C, Education of Homeless Children & Youth 84.196
4390	Title I, Part G, School Improvement 84.377
4510	Carl Perkins (Federal Vo-Ed) - Basic Grant 84.048A
4520	Carl Perkins (Federal Vo-Ed) – Competitive
4530	Adult Basic Education TANF 93.558
4540	Adult Basic and Literacy Education (ABLE) 84.002
4550	Federal School Food Reimbursement 10.553 School Foods Breakfast 10.555 School Foods Lunch 10.555 School Foods Snacks 10.556 School Foods Milk Program 10.564 School Foods Nutrition Education and Training
4552	Fresh Fruit and Vegetable Program 10.582
4555	School Foods Summer Program 10.559
4556	Adult/Child Care Program 10.558
4560	IDEA, Part B, Children with Disabilities 84.027
4570	IDEA Preschool 84.173
4580	IDEA State Program Improvement 84.323
4650	Miscellaneous Federal Grants from OPI 94.004 Learn & Serve 84.338 Reading Excellence 84.352 School Renovation, IDEA and Technology

3-0500.40 DEFINITIONS OF OPERATING STATEMENT REVENUE ACCOUNTS (cont'd)

Code	Definition
	Restricted Grants-in-Aid Received From the Federal Government Through State Agencies Other than the Office of Public Instruction. Revenues received from the federal government through state agencies other than the Office of Public Instruction as grants that must be used for a categorical or specific purpose.

4700	Miscellaneous Federal Grants Passed Through State Agencies Other Than OPI
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4710	GEAR UP 84.334 (MT Commissioner of Higher Ed)
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4720	Carl Perkins (Federal Vo-Ed) - Tech Prep 84.243A
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4730	Public Health Emergency Preparedness 93.069
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Revenue in Lieu of Taxes. Commitments or payments made out of general revenues by the federal government unit to the school district in lieu of taxes it would have had to pay had its property or other tax base been subject to taxation by the school district on the same basis as privately owned property or other tax base. It would include payment made for privately owned property which is not subject to taxation on the same basis as other privately owned property due to action by the federal governmental unit.

4800	Federal Revenue in Lieu of Taxes
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4820	Federal Impact Aid - Title VIII (was P.L. 81-874) 84.041
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4821	Federal Impact Aid Discretionary Construction
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Federal Other Revenue on Behalf of District.

4930	Federal Indirect Cost Recoveries/Aggregate of Reimbursements Section 20-9-507, MCA. See expenditure object 940.
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Other Restricted Grants-in-Aid Received From the Federal Government Through the Office of Public Instruction. Revenues received on a recurring basis from the federal government through the Office of Public Instruction as grants which must be used for a categorical or specific purpose.

4940	Title I ESEA Schoolwide Program. Activities pertaining to the use of funds from Title I, Part A and other Federal education program fund and resources with local and state resources to upgrade the entire education program of the school in order to raise academic achievement for all the students.
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3-0500.40 DEFINITIONS OF OPERATING STATEMENT REVENUE ACCOUNTS (cont'd)

Code	Definition
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Other Financing Sources.

- | | |
|------|---|
| 5110 | Sale of Bonds. Proceeds from the sale of bonds other than refunding bonds are deposited to the Building Fund (60). Premium on bonds sold is that portion of the sale price of bonds in excess of their par value. The premium represents an adjustment of the interest rate. In the absence of legal authority to include bond premium with the bond proceeds, premium on bonds sold should be credited to the Debt Service Fund (50) and recorded as 1900 Miscellaneous Revenue. Accrued interest paid by the bondholder at the time the bonds are sold should be deposited to the Debt Service Fund (50) and recorded using balance sheet account 656 Accrued Interest Payable. This interest should be returned to the bondholder when the first interest payment is made. See sections 20-9-401, 20-9-435, MCA. |
| 5120 | Proceeds from Refunding Bonds. Proceeds from refunding bonds are deposited to the Debt Service Fund (50). See sections 20-9-401, 20-9-412, 20-9-435, MCA. |
| 5200 | Sale or Compensation for Loss of Assets. Revenues from sale of school property or revenues from individuals or insurance companies for the loss of school property. See section 20-6-608. MCA 20-6-604, provides that proceeds from the sale of district property may be deposited the General (01), Building (60), Debt Service (50), or other appropriate fund (i.e. sale of a bus may be deposited to the transportation fund) at the discretion of the trustees. Losses on the sale of fixed assets held by proprietary funds should also be recorded here. |
| 5300 | Operating Transfers from Other Funds. Used to record the receipt of the operating transfer from the General Fund (01) to the Compensated Absences Fund (21), or from the General Fund (01) to the Litigation Reserve Fund (27) also use this account for transfers to the Debt Service Fund (50) from the Impact Aid Fund (26). Transfers made within the prime agency of a multidistrict cooperative would be coded here. (Residual equity transfers to close old funds are recorded using revenue account 9710.) Transfers to correct current period errors in recording revenues or expenditures are known as reimbursements and should be recorded using appropriate accounts affected by the error. See Topic 5-0500. Other transfers are not authorized by law. ("208" Transfers should be recorded using revenue source 9710. See Section 20-9-208, MCA.) Use source 5300 in conjunction with expenditure XXX-999-6100-910 to record transfers between the Compensated Absences Liability Fund (21) or the Litigation Reserve Fund (27) and the General Fund (01) also used for transfers within the prime agency of a multidistrict cooperative. |
| 5400 | Proceeds from Long-Term Liabilities. Proceeds from long-term notes made with the Board of Investments as provided by Section 20-9-471, MCA or long-term notes sold in anticipation of federal or state revenue as provided in Section 7-7-109, MCA. Proceeds from capital leases should be recorded using balance sheet account 490 Non-Budgeted Revenues - GAAP Purposes. Proceeds from short-term notes made with the Board of Investments are recorded using balance sheet account 650 Notes or Loans Payable - Current and are not recorded as revenue or as other financing sources. |
| 5500 | Reserved. |
| 5600 | Reserved. |

3-0500.40 DEFINITIONS OF OPERATING STATEMENT REVENUE ACCOUNTS (cont'd)

Code	Definition
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When preparing GAAP financial statements, accounts 5700 and 5710 may be classified to local, state or federal revenues, as appropriate. OPI uses these accounts from the Trustees' Report to eliminate duplicate reporting of revenue on a statewide basis.

5700 Resources Transferred from Other School Districts or Cooperatives. Used to record lump sum payments (other than for local/state special education) received from another school district or cooperative. Examples of such transfers are lump sum contributions to a host district for a prorated share of a particular program budget. This also includes payments between school districts and cooperatives for grants, including payments relating to each participant's share of IDEA Part B federal funds. The receiving district must identify the original source of money on the records using project reporters. See expenditure definitions for function 6200 and object codes 920 and 930.

General Fund Revenue from special education allowable cost services provided other school districts or cooperatives (other than for tuition and transportation services) should be recorded using revenue source 5710. See 20-7-431, MCA. Also see 5710 Special Education Resources Transferred from other School Districts or Cooperatives. Payments from other school districts or cooperatives for specific services provided beyond the interlocal agreement should be coded to 1950 Services Provided to Other School Districts or Cooperatives. Use revenue source 1950 if a payment is for specific services.

5710 Special Education Resources Transferred from Other School Districts or Cooperatives. Used to record lump sum payments received from another school district or cooperative for the provision of special education services. This revenue code is reserved exclusively for state, district and cooperative transfers from the general fund for the provision of special education services that are allowable under 20-7-431, MCA. Examples of such transfers include lump sum contributions to a (1) cooperative for the match of the related services block grant; and (2) district for a prorated share of the allowable cost of a special education program. When used in fund 15 for resource transfers allowed under ARM 10.16.3815, the expenditures coded with the same project reporter are counted towards maintenance or effort for the IDEA grant.

This revenue source should not be used with the same project reporter as tuition in Fund 15. Since unused 5710 funds need to be returned to the sending district and unused tuition should be receipted (transferred) to the General Fund, these two revenue sources should not be used with same project reporter.

See expenditure definitions for program 280, function 6200, and object codes 920 and 930. See 20-7-431, MCA. Also see 5700 Resources Transferred from other School Districts or Cooperatives. Payments from other school districts or cooperatives for specific services provided beyond the interlocal agreement should be coded to 1950 Services Provided to Other School Districts or Cooperatives. Use revenue source 1950 if a payment is for specific services.

0500.40 DEFINITIONS OF OPERATING STATEMENT REVENUE ACCOUNTS (cont'd)

Code	Definition
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Adjustments to Beginning Fund Balance.

- | | |
|------|---|
| 6100 | Material Prior Period Revenue Adjustments. This account is used to account for unanticipated material adjustments related to a prior period which would distort current year revenues if credited to the current year accounts. Examples would be material canceled warrants, large distribution errors relating to property taxes, state or county equalization adjustments, etc. This account is used for special reporting purposes to show prior period adjustments as adjustments to beginning fund balance on the operating statement. See Topic 5-0280. |
| 9710 | Residual Equity Transfers In. This account is used to record nonrecurring or non-routine transfers of equity between funds, including residual balances of discontinued funds which are transferred to the general fund and transfers allowed under 20-9-208, MCA. See expenditure program code 999, function 9999, and object 971 for recording residual equity transfers out. Total residual equity transfers in (source 9710) for all funds must equal total residual equity transfers out (XXX-999-9999-971) for all funds. |

Project Reporter Code

XXX-XXXX-XXX

- Required in Fund 15
- Optional elsewhere
- Codes
 - ✓ Assigned at district discretion
 - ✓ 910 - 999 reserved by OPI

Pay Special Attention To:

- **General Fund 1900 Revenue (X01-1900)**
 - Affects ensuing year budget
 - Use sparingly? **AVOID** if at all possible.

Expenditure Accounts

XXX-XX-XXX-XXXXX-XXX-XXX

XXX	District/Fund
XX	Operational Unit
XXX	Program
XXXXX	Function
XXX	Object Code
XXX	Project Reporter Code

District/Fund

XXX-XX-XXX-XXXX-XXX-XXX

- First Digit:
 - **1XX** - Elementary District
 - **2XX** - High School District (Includes K-12)
 - **3XX** - Special Education Cooperative
- Last Two Digits Identify Fund

Funds

- Budgeted Funds:

- General (01)
- Transportation (10)
- Bus Depreciation (11)
- Tuition (13)
- Retirement (14)
- Adult Ed (17)
- Non-Operating (19)
- Technology (28)
- Flexibility (29)
- Debt Service (50)
- Building Reserve (61)

- Non-Budgeted Funds:

- School Foods (12)
- Misc. Programs (15)
- Comp. Absences (21)
- Impact Aid (26)
- Building (50)
- Student Activities (84)

CHART OF ACCOUNTS

3-0200.30 SCHOOL FUND DEFINITIONS

GOVERNMENTAL FUNDS

01 GENERAL FUND - The General Fund is authorized by Section 20-9-301, MCA, for the purpose of financing general maintenance and operational costs of a district not financed by other funds. The General Fund is a budgeted fund.

BUDGETED SPECIAL REVENUE FUNDS*

10 TRANSPORTATION FUND - Authorized by Section 20-10-143, MCA, for the purpose of financing the maintenance and operation of district owned school buses, contracts with private carriers for school bus service, individual transportation contracts, and any amount necessary for the purchase, rental, or insurance of yellow school buses or operation of the transportation program. The fund may be used only to support costs of home-to-school transportation.

11 BUS DEPRECIATION RESERVE FUND - Authorized by Section 20-10-147, MCA, for the purpose of financing the replacement of buses and two-way radio equipment owned by a school district. Fund may be used to replace route buses or athletics/activities buses and to purchase additional yellow school buses for routes. However, the Bus Depreciation Fund MAY NOT be used to purchase additional athletics/activities buses. Districts wishing to purchase these buses can do so from their General Fund, Extracurricular Fund, or Impact Aid Fund, if applicable.

13 TUITION FUND - Authorized by Section 20-5-323 and 324, MCA, to finance tuition costs for elementary and high school district pupils attending schools or detention centers outside their district.

14 RETIREMENT FUND - Authorized by Section 20-9-501, MCA, for the purpose of financing the employer's contribution to the Teachers' Retirement System (TRS), the Public Employees' Retirement System (PERS), Unemployment Compensation, Social Security and Medicare. Funded by a countywide levy for retirement.

School districts may only charge the Retirement Fund for retirement benefits associated with employees whose salaries and health-related benefits, if any, are paid from state and local funds, the Food Services Fund (12) or Impact Aid Fund (26). Cooperatives may only charge the Retirement Fund for retirement benefits associated with employees whose salaries are paid from the cooperative's Interlocal Agreement Fund (82) if the interlocal agreement fund is supported solely from districts' general fund and state special education allowable cost payments.

CHART OF ACCOUNTS

3-0200.30 SCHOOL FUND DEFINITIONS (cont'd)

17 ADULT EDUCATION FUND - Authorized by Section 20-7-705, MCA, for the purpose of financing adult education with student fees and district mill levies. Activities related to adult basic education programs financed by state appropriations and federal grants must be accounted for in Miscellaneous Programs Fund.

19 NON-OPERATING FUND - Authorized by Section 20-9-505, MCA, for the purpose of accounting for activities of a district in non-operating status. The fund is established through residual equity transfers from all other funds except for the debt service fund and the miscellaneous programs fund.

28 TECHNOLOGY FUND - Authorized by Section 20-9-533, MCA to purchase, rent, repair, and maintain technological equipment and to provide technical training for district personnel. Funded by a state grant authorized by Section 20-9-534, MCA, and a voted levy.

29 FLEXIBILITY FUND - Authorized by Section 20-9-543, MCA, for the purpose of paying salaries, operating expenses, building expenses, and purchasing supplies and equipment. Funded by a state grant and voted levy.

NON-BUDGETED SPECIAL REVENUE FUNDS*

12 FOOD SERVICES FUND - Authorized by Section 20-10-201, MCA, for the purpose of accounting for school food service operations, including state and federal reimbursements.

15 MISCELLANEOUS PROGRAMS FUND - Authorized by Section 20-9-507, MCA, for the purpose of accounting for local, state or federal grants and reimbursements. Donations that allow the expenditure of both principal and interest for support of district programs are deposited in this fund.

18 TRAFFIC EDUCATION FUND - Authorized by Section 20-7-507 and 20-9-510, MCA, for the purpose of accounting for traffic education activities.

20 LEASE-RENTAL FUND - Authorized by Section 20-9-509, MCA, for the purpose of accounting for revenues and expenditures related to lease or rental of school property.

21 COMPENSATED ABSENCE FUND - Authorized by Section 20-9-512, MCA, for the purpose of financing the accumulated sick leave and vacation pay that a non-teaching or administrative school district employee is entitled to upon termination of employment. Funded using budgeted General Fund transfers. Funds in excess of limit must be returned to General Fund.

CHART OF ACCOUNTS

3-0200.30 SCHOOL FUND DEFINITIONS (cont'd)

GOVERNMENTAL FUNDS

NON-BUDGETED SPECIAL REVENUE FUNDS* (cont'd)

24 METAL MINE TAX RESERVE FUND - Authorized by Section 20-9-231, MCA, for the purpose of accounting for revenues collected under Section 15-37-117(1), MCA, and 7-6-2225, MCA related to hard rock mining. Money may be expended from this fund for any purpose provided by law.

25 STATE MINING IMPACT FUND - Authorized by Section 90-6-307 and 309. Property Tax Prepayments from a mineral developer under section 90-6-309, MCA, deposited in the State Mining Impact Fund (25). Receipts and subsequent expenditures of the tax prepayments must be tracked separately from other receipts in the fund using project reporter codes (ARM 8.104.211(2)). The district must provide tax credits in later years to the company making prepayment, according to written agreements.

26 IMPACT AID FUND - (Title VIII) Authorized by Section 20-9-514, MCA for the purpose of the receipt and expenditure of Public Law 81-874 Impact Aid.

27 LITIGATION RESERVE FUND - Authorized by Section 20-9-515, MCA for the purpose of paying legal settlements and court judgments ordered against the district. Costs named in the legal settlement/judgment order may be paid using the fund. Funded using budgeted transfers from the general fund when litigation is pending. Non-budgeted fund. Funds remaining after settlement/judgment must be returned to the general fund.

PERMANENT FUNDS

45 PERMANENT ENDOWMENT FUND - Authorized by Section 20-9-604, MCA, to account for trusts and endowments that only allow use of interest earnings, and not principal, to support the district's programs. [If principal cannot be spent and the endowment benefits individuals, outside groups, or other governments, use 81 Private Purpose Trust Fund (non-expendable). If principal can be expended, use 85 Private Purpose Trust Fund for trusts used for outside party benefits (scholarships, etc.) or 15 Miscellaneous Programs Fund for expendable trusts that benefit the district programs.]

DEBT SERVICE FUNDS

50 DEBT SERVICE FUND - Authorized by Section 20-9-438, MCA, for the purpose of paying interest and principal on outstanding bonds and special improvement district (SID) assessments. This fund is also used to account for the proceeds of bonds sold for the purposes provided in Section 20-9-403 (c) and (d), MCA. The Debt Service Fund is a budgeted fund.

CHART OF ACCOUNTS

3-0200.30 SCHOOL FUND DEFINITIONS (cont'd)

CAPITAL PROJECTS FUNDS

60 BUILDING FUND - The Building Fund is authorized by Section 20-9-508, MCA. It is used primarily to account for the proceeds of bonds sold for the purposes provided in Section 20-9-403, MCA. The fund is also used to account for insurance proceeds for damaged property as provided in 20-6-608, MCA, or the sale or rental of property as provided by 20-6-604 and 607, MCA.

61 BUILDING RESERVE FUND - The Building Reserve Fund is authorized by Section 20-9-502, MCA, for the purpose of financing voter approved building or construction projects funded with district mill levies. The Building Reserve Fund is a budgeted fund.

PROPRIETARY FUNDS

ENTERPRISE FUNDS

70 DAYCARE ENTERPRISE FUND - The Day Care/Preschool Enterprise Fund is used to account for day care services operated on a commercial basis with little or no financial support from federal or state sources. This fund may be used when approved by the Office of Public Instruction.

71 INDUSTRIAL ARTS FUND - The Industrial Arts Fund is used to account for major industrial arts programs operated on a commercial basis with little or no financial support from federal or state sources. Such programs include recurring construction of residential housing, fabrication or manufacture of furniture, tools, or other similar items, or service-oriented activities such as engine rebuilding, welding, or drafting. This fund may be used when approved by the Office of Public Instruction.

72 MISCELLANEOUS ENTERPRISE FUND - The Miscellaneous Enterprise Fund is used to account for programs operated on a commercial basis with little or no financial support from federal or state sources. This fund may be used when approved by the Office of Public Instruction.

INTERNAL SERVICE FUNDS

73 DATA PROCESSING INTERNAL SERVICE FUND - The Data Processing Internal Service Fund is used to account for data processing services provided to schools or other departments of the district on a cost-reimbursement basis. This fund may be used when approved by the Office of Public Instruction.

74 PURCHASING INTERNAL SERVICE FUND - The Purchasing Internal Service Fund is used to account for purchasing services provided to in-district schools or other departments on a cost-reimbursement basis. This fund may be used when approved by the Office of Public Instruction.

CHART OF ACCOUNTS

3-0200.30 SCHOOL FUND DEFINITIONS (cont'd)

PROPRIETARY FUNDS

INTERNAL SERVICE FUNDS (cont'd)

75 CENTRAL TRANSPORTATION INTERNAL SERVICE FUND - The Central Transportation Internal Service Fund is used to account for transportation services provided to in-district elementary and high school districts and other programs such as student extracurricular activities on a cost-reimbursement basis. This fund may be used when approved by the Office of Public Instruction.

76 INSTRUCTIONAL MATERIALS CENTER INTERNAL SERVICE FUND - The Instructional Materials Center Internal Service Fund is used to account for instructional material services provided to elementary and high schools in the district on a cost-reimbursement basis. This fund may be used when approved by the Office of Public Instruction.

77 MISCELLANEOUS INTERNAL SERVICE FUND - The Miscellaneous Internal Service Fund is used to account for miscellaneous activities operated on a cost-reimbursement basis. This fund may be used when approved by the Office of Public Instruction.

78 SELF INSURANCE - HEALTH - Used to account for financial activities for health plans maintained under 20-3-331, MCA, on a self-insurance basis. Self-insurance funds must be run on an actuarially-sound basis. This fund may be used when approved by the Office of Public Instruction.

79 SELF INSURANCE - LIABILITY - Used to account for financial activities for liability insurance maintained under 20-3-331, MCA, on a self-insurance basis. Self-insurance funds must be run on an actuarially-sound basis. This fund may be used when approved by the Office of Public Instruction.

FIDUCIARY FUNDS

TRUST FUNDS

81 PRIVATE PURPOSE TRUST FUND - (Non-expendable trusts benefitting non-district operations). This fund is used to account for gifts, legacies, and devises received by the school district when the trust agreement specifies that funds (interest only) may be expended for non-district operating purposes, primarily student scholarships.

82 INTERLOCAL AGREEMENT FUND - The Interlocal Agreement Fund is authorized by Sections 20-7-457, 20-9-511, 20-7-801, and 20-9-701, MCA, for the purpose of accounting for revenues and expenditures related to an interlocal agreement between two or more school districts or other local governments.

CHART OF ACCOUNTS

3-0200.30 SCHOOL FUND DEFINITIONS (cont'd)

FIDUCIARY FUNDS

TRUST FUNDS (Cont'd)

83 INVESTMENT TRUST FUND - This fund is used to account for the external portion (i.e., the portion that does not belong to the school district) of the investment pools operated by the school district.

84 STUDENT EXTRACURRICULAR ACTIVITIES FUND - The Student Extracurricular Activities Fund is authorized by Section 20-9-504, MCA, to account for various student activities, such as athletics, clubs, classes, student government organizations, student publications and other such activities. Separate fund accounts within the Extracurricular Fund are maintained to account for these various activities. Unlike other district funds, the money for these activities may be maintained in bank accounts outside the control of the County Treasurer. The fund is administered by school district administrators, faculty members, and student organizations under the guidelines and policies established by the Board of Trustees and in accordance with the "Student Activity Fund Accounting" guidelines. Required guidelines are available from the Montana Association of School Business Officials (MASBO) or from OPI. If appropriate, this fund may be classified as a special revenue fund for GASB 34 purposes.

85 PRIVATE PURPOSE TRUST FUND - (Expendable trusts benefiting non-district operations).- The Miscellaneous Trust Fund is used to account for revenues and expenditures related to other miscellaneous trust-type activities where the trust agreement allows both principal and interest to be used for purposes that do not support district programs. (For non-expendable endowments, districts would usually use Fund 45 for district activities or Fund 81 for non-district activities.) This fund may be used when approved by the Office of Public Instruction.

AGENCY FUNDS

86 PAYROLL CLEARING FUND - The Payroll Fund is an agency fund authorized by Section 20-9-220, MCA, for the purpose of reducing bookkeeping requirements associated with the issuing of warrants. Rather than issuing several warrants on a fund by fund basis to a single payee and maintaining a separate list of unpaid outstanding warrants for each fund, a school district may issue one warrant from the Payroll Fund to a single payee and maintain only one list of unpaid outstanding warrants. A cash transfer letter is prepared monthly to the County Treasurer which transfers cash from the various operating funds for the appropriate amount to the Payroll Fund in an amount equal to unremitted payroll liabilities (if the "gross pay method" is used in the Payroll Fund) and warrants issued against the Payroll Fund. Fund is optional and may be discontinued by the County Treasurer.

CHART OF ACCOUNTS

3-0200.30 SCHOOL FUND DEFINITIONS (cont'd)

FIDUCIARY FUNDS

AGENCY FUNDS (Cont'd)

87 CLAIMS CLEARING FUND - The Claims Fund is an agency fund authorized by Section 20-9-220, MCA, for the purpose of reducing bookkeeping requirements associated with the issuing of warrants. Rather than issuing several warrants on a fund by fund basis to a single payee and maintaining a separate list of unpaid outstanding warrants for each fund, a school district may issue one warrant from the Claims Fund to a single payee and maintain only one list of unpaid outstanding warrants. A cash transfer letter is prepared monthly to the County Treasurer which transfers cash from the various operating funds for the appropriate amount to the Claims Fund in an amount equal to unremitted payroll liabilities (if the "net pay method" is used in the Payroll Fund) and warrants issued against the Claims Fund. Fund is optional and may be discontinued by the County Treasurer.

88 INVESTMENT EARNINGS CLEARING FUND - The Investment Earnings Clearing Fund is an agency fund used to account for total earnings on investments. The total amount in the fund is distributed monthly, usually on a percentage basis of month-end cash in each fund to total cash to the appropriate funds which generated the investment earnings. This fund may be used when approved by the Office of Public Instruction.

89 RETIREMENT/COBRA INSURANCE FUND - The Retirement/COBRA Insurance Fund is authorized by Section 2-18-704, MCA, to account for the receipt and disbursement of premium payments received from former district employees who have retired or terminated employment and elected to continue to participate in the district's health insurance program.

90-94 MISCELLANEOUS AGENCY FUNDS - Miscellaneous Agency Funds A and B are used to account for miscellaneous receipts and disbursements of payments received by a school district which are remitted to some third party. These funds may be used when approved by the Office of Public Instruction.

95 CAFETERIA/FLEX PLAN FUND - The Cafeteria/Flex Plan Fund is used for cafeteria plans under IRC Section 125 administered by a third party. The assets in Fund 95 should correspond to an equal liability amount owed to employee participants of the plan plus accumulated net earnings.

ACCOUNTABILITY SCHEDULES

SCHEDULE OF CHANGES IN FIXED ASSETS (SCFA) - Used to track additions, deletions, and depreciation of fixed (capital) assets, except fixed assets related to fiduciary funds.

SCHEDULE OF CHANGES IN LONG TERM LIABILITIES (SCLTL) - Used to track additions and reductions of long-term liabilities, except long-term liabilities related to fiduciary funds.

* Per GASB 54 a Special Revenue Fund is used to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service and capital projects. Depending on your district's treatment of fund balance, the funds on this list may or may not meet the definition, and therefore may be combined with the General Fund for financial reporting purposes.

Operational Unit

XXX-XX-XXX-XXXX-XXX-XXX

- Optional
- Track Costs By:
 - Building
 - Budget Area
- No Code Restrictions

Location	Code		Location	Code
Warehouse	03		Alkali	67
Facilities	04		Arrowhead	41
Superintendent	05		Beartooth	42
Insurance Office	06		Bench	43
Business Office	07		Big Sky	69
Human Resources	09		Bitterroot	44
Secondary Ed	12		Boulder	45
Elementary Ed	13		Broadwater	46
Curriculum	14		Burlington	47
Board Operations	16		Central Heights	48
Printshop	18		Eagle Cliffs	70
Drivers Ed	18		Highland	52
Daylis	29		McKinley	53
Student Services	62		Meadowlark	54
Adult Ed	65		Miles	55
ECI	71		Newman	56
Activities	81		Orchard	58
Technology	83		Poly Drive	59
Indian Ed	86		Ponderosa	60
Food Service	91		Rose Park	63
			Sandstone	64
Career Center	21		Washington	66
Senior	22			
West	23			
Skyview	24			
Lewis	31			
Riverside	33			
Will James	34			
Castle Rock	35			
Ben Steele	36			
Medicine Crow	37			

Program Code

XXX-XX-XXX-XXXX-XXX-XXX

Program Dimension:

A program is a plan of activities and procedures designed to accomplish a predetermined objective or set of objectives. This dimension provides the school district the framework to classify expenditures by program for cost determination purposes.

Program Code CONT.

CATEGORIES:

- 1XX** Regular Programs
- 2XX** Special Programs
- 3XX** State Grants
- 4XX** Federal Grants
- 5XX** Non-Public School Programs
- 6XX** Adult Education Programs
- 7XX** Extracurricular Programs
- 8XX** Community Services Programs
- 9XX** Enterprise Programs
- 999** Undistributed

CHART OF ACCOUNTS

3-0600.30 EXPENDITURE PROGRAM DEFINITIONS

Program Dimension - A program is a plan of activities and procedures designed to accomplish a predetermined objective or set of objectives. Nine broad program areas are identified in this manual: regular education, special programs, vocational education, other instructional, non-public school, adult/continuing education, extracurricular activities, community services, and enterprises programs. Federal and state grants are also included within the various broad program areas.

Code	Expenditure Program Definition
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100	Regular Education Programs - Elementary/Secondary. Activities designed to provide grades K-12 students with learning experiences to prepare students for activities as citizens, family members, and non-vocational workers as contrasted with programs designed to improve or overcome physical, mental, social and/or emotional handicaps.
-----	---

Use 100, or use Optional Programs:

110	Kindergarten
120	Elementary
130	Middle School
140	Junior High (Grades 7-9)
150	Secondary
160	District-wide
170	Distance Learning
180	Summer School

Special Programs - Activities designed primarily to deal with pupils having special needs. Special Programs include pre-kindergarten, elementary, and secondary services for the mentally retarded, physically disabled, emotionally disturbed, learning disabled, and special programs for other types of students.

201-209 **Reserved**

210 **Non-Federal Alternative Education**

211-259 **Reserved**

260 **Non-Grant Bilingual Education**

261-270 **Reserved**

271 **State and Federal Aggregate of Reimbursements/Indirect Costs** - Section 20-9-507, MCA

274 **State Audiology Contracted Services.**

280 **Special Education - Local and State.** Services to students which meet the Federal IDEA definition of special education. (Services to 504 students who do not meet the federal IDEA definition should be coded to expenditure program 1XX.)

CHART OF ACCOUNTS

3-0600.30 EXPENDITURE PROGRAM DEFINITIONS (cont'd)

Code	Expenditure Program Definition
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State Grants

300-324Reserved

325 **Montana Digital Academy**

327 **State Advancing Agriculture Education**

329 **State - Other State Grants.** Grants from OPI and various state agencies which are usually accounted for in the Miscellaneous Programs fund. Coincides with programs with revenue coded 3290 Miscellaneous State Grants.

Examples: Jobs for Graduates (JMG)

360 **Gifted and Talented**

361 **Services for Significant Needs Students**

362 **State Adult Education Reimbursement**

363 **State One Time Only Energy Cost Relief and Transportation**

364 **State One Time Only Weatherization and Deferred Maintenance**

365 **State One Time Only Indian Education for All**

366 **State One Time Only Capital Investment and Deferred Maintenance**

367 **State One Time Only Full-Time Kindergarten Start-up Cost**

368 **K-12 Education Data Systems**

390 **State Career and Technical Education (CTE) Entitlement**

(Use 390, or optional programs)

391 **Agriculture**

392 **Business**

393 **Health Occupations**

394 **Home Economics**

395 **Technology Education/Industrial Arts**

397 **Trades and Industrial**

CHART OF ACCOUNTS

3-0600.30 EXPENDITURE PROGRAM DEFINITIONS (cont'd)

Code	Expenditure Program Definition
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Federal Grants - See the State and Federal Handbook or Section 3-0500.40 for CFDA Numbers

Restricted Grants-in-Aid Received Directly from the Federal Agencies or Indian Tribes -

Funds received directly from the federal government as grants which must be used for a categorical or specific purpose. If such money is not completely used, it usually is returned to the governmental unit.

- | | |
|-----|--|
| 410 | Miscellaneous Direct Federal Grants (This program may be used many times with a different project reporter code.) |
| 411 | Head Start |
| 412 | Title VI, Part B, Subpart 1, Small Rural Schools (SRS) |
| 413 | Title VII Indian Education |
| 414 | Johnson O'Malley Indian Education (JOM) |

Restricted Grants-in-Aid Received From the Federal Government Through the Office of Public Instruction - Funds received on a recurring basis from the federal government through the Office of Public Instruction as grants which must be used for a categorical or specific purpose.

- | | |
|---------|--|
| 420 | Title I, Part A, Improving Basic Programs |
| 421 | Title I, Part A, Accountability |
| 422 | Title I, Part A, Improvement Grants |
| 423 | Title I, Part B, Subpart 1, Reading First |
| 424 | Title I, Part B, Subpart 3, Even Start |
| 425 | Title I, Part C, Migrant Education |
| 426 | Title I, Part C, Migrant Incentive |
| 427 | Title I, Part D, Neglected, Delinquent & At-Risk Youth |
| 428 | Title I, Part F, Comprehensive School Reform |
| 429 | Title I, Part G, Advanced Placement |
| 430 | Title II, Part A, Teacher & Principal Training and Recruiting |
| 431 | Title II, Part D, Educational Technology |
| 432 | Title III, Part A, English Language Acquisition and Language Enhancement |
| 433 | Title IV, Part A, Safe & Drug Free Schools & Communities |
| 434 | Title IV, Part B, 21st Century Community Learning Centers |
| 435 | Title V, Part A, Innovative Programs |
| 436 | Title V, Part D, Subpart 3, Character Education |
| 437 | Title VI, Part B, Subpart 2, Rural Low-Income Schools (RLI) |
| 438 | Title X, Part C, Education of Homeless Children & Youth |
| 439 | Title I, Part G, School Improvement |
| 440-450 | Reserved |
| 451 | Carl Perkins (Federal Career and Technical Education (CTE)) – Basic Grant |
| 452 | Carl Perkins (Federal Career and Technical Education (CTE)) – Competitive |
| 453 | Adult Basic Education TANF |
| 454 | Adult Basic and Literacy Education (ABLE) |
| 455 | School Food Mini Grants |

CHART OF ACCOUNTS

3-0600.30 EXPENDITURE PROGRAM DEFINITIONS (cont'd)

Code	Expenditure Program Definition
456	IDEA, Part B, Children with Disabilities
457	IDEA, Preschool
458	IDEA, State Program Improvement
459	IDEA, Early Intervening Services
460	Fresh Fruit and Vegetable Program
461-464	Reserved
465	Miscellaneous Federal Grants Passed through OPI (This program may be used many times with a different project reporter code.) Examples: Learn and Serve Reading Excellence School Renovation and Technology

Restricted Grants-in-Aid Received From the Federal Government Through State Agencies Other than the Office of Public Instruction - Funds received from the federal government through state agencies other than the Office of Public Instruction as grants that must be used for a categorical or specific purpose.

470	Miscellaneous Federal Grants Passed Through State Agencies Other Than OPI (This program may be used many times with a different project reporter code.)
471	GEAR UP (MT Commissioner of Higher Education)
472	Carl Perkins (Federal Career and Technical Education (CTE)) – Tech Prep
473	Public Health Emergency Preparedness
482	Title VIII Impact Aid 8007(b) construction
494	Title I ESEA Schoolwide Program
500	Non-Public School Programs. Activities for students attending a school established by an agency other than the state, a subdivision of the state, or the federal government, which usually is supported primarily by other than public funds. The services consist of such activities as those involved in providing instructional services, attendance and social work services, health services, and transportation services for non-public school students.
600	Adult Continuing Education Programs and Adult Basic Education Programs.
610	Adult Continuing Education Programs. Activities designed to develop knowledge and skills to meet immediate and long-range educational objectives of adults who, having completed or interrupted formal schooling, have accepted adult roles and responsibilities. Programs include activities to foster the development of fundamental tools of learning; prepare students for a postsecondary career; prepare students for postsecondary education programs; upgrade occupational competence, prepare students for a new or different career; develop skills and appreciations for special interests; or to enrich the aesthetic qualities of life. Adult basic education programs are not included in this category.
650	GED Programs
657	Federal Job Training and Partnership Act (JTPA) Grant

CHART OF ACCOUNTS

3-0600.30 EXPENDITURE PROGRAM DEFINITIONS (cont'd)

Code	Expenditure Program Definition
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Extracurricular Activities and Athletics - Activities outside of the instructional program for which students do not receive educational credits.

710 **School Sponsored Extracurricular Activities.** School sponsored activities, under the guidance and supervision of school district staff, designed to provide such experiences as motivation, enjoyment, and improvement of skills. Extracurricular 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: Class of 20XX, Chess Club, Senior Prom, and Future Farmers of America. Athletics are coded into Program 720. Used with function 3400.

720 **School Sponsored Athletics.** School sponsored athletics under the guidance and supervision of school district staff, designed to provide opportunities to pupils to pursue various aspects of physical education. Used with function 3500.

750–781 **American Recovery & Reinvestment Act (ARRA).** ARRA coding is provided at the following link - http://www.opi.mt.gov/pdf/schoolfinance/ARRA/Guidance_ARRA.pdf

Community Services Programs - Activities which are not directly related to the provision of education services in a school district. These include services such as community recreation programs, civic activities, public libraries, programs of custody and care of children, and community welfare activities provided by the school district for the community as a whole or some segment of the community.

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

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

830 **Public Library Services.** Activities pertaining to the operation of public libraries by a school district, or the provision of library services to the general public through the school library. Included are such activities as budgeting, planning and augmenting the library's collection in relation to the community, and informing the community of public library resources and services.

840 **Custody and Child Care Services.** Activities pertaining to the provision of programs for the custodial care of children in residential day schools, or child-care centers which are not part of, or directly related to the instructional program, and where the attendance of the children is not included in the attendance figures for the school district.

CHART OF ACCOUNTS

3-0600.30 EXPENDITURE PROGRAM DEFINITIONS (cont'd)

Code	Expenditure Program Definition
850	Welfare Activities. Activities pertaining to the provision of personal needs of individuals who have been designated as needy by an appropriate governmental entity. These needs include stipends for school attendance, salaries paid to students for work performed whether for the school district or for an outside concern, and for clothing, food, or other personal needs.
860	Community Drug Free Programs. Activities pertaining to community and local school districts drug free programs.
890	Other Community Services. Activities provided the community which cannot be classified under any of the other Program 800 codes.
Enterprise Programs - Programs which are intended to be self-supporting. The activity for this program category would usually be used with Proprietary Funds.	
910	Food Services. Activities concerned with providing food service to students and staff. Used with function 3100 Food Services.
920	Enterprise or Internal Service Programs. Activities concerned with enterprise operations or internal service fund activities such as data processing, purchasing, central transportation, etc. These activities are operated on a commercial basis with little or no financial support from federal or state sources. Food service activities should be charged to program 910.
999	Undistributed -- Use for: Residual Equity Transfers Out (XXX- 999 -9999-971) For closing obsolete funds to the general fund, transferring bus depreciation fund moneys to another fund on a vote of the people, or transferring an excess balance from the lease rental fund or compensated absences fund back into the general fund. Use revenue source 9710 in the receiving fund. Operating Transfers to Other Funds (X01- 999 -61XX-910) Use for the general fund transfer to the litigation reserve fund or compensated absences fund. Use revenue source 5300 in the receiving fund. Material Prior Period Expenditure Adjustments (XXX- 999 -9999-892) NEVER NEGATIVE. Undistributed Benefits (X14- 999 -9999-2XX) for retirement fund benefits, X01-999-9999-2XX for general fund workers' comp. benefits.)

Function Code

XXX-XX-XXX-XXXX-XXX-XXX

Function Dimension:

The function dimension describes the type of activity within a fund and program. It includes the area sub-functions, activities, and sub-activities performed to accomplish general objectives. Expenditures are classified by function to provide comparability between communities and states and to assist in decision making.

Function Code CONT.

CATEGORIES:

1XXX

Instruction

2XXX

Support Services

21xx – Students

22xx – Instructional Staff

23xx – General Administration

24xx – School Administration

25xx – Business Services (YOU)

26xx – Operations & Maintenance

27xx – Student Transportation

Function Code CONT.

CATEGORIES:

3XXX

Non-Educational

31xx – Food Services

32xx – Other Enterprise Services

33xx – Community Services

34xx – Extracurricular Activities

Band, Music, Speech/Debate, etc...

35xx – Extracurricular Athletics

Basketball, Football, Volleyball, etc...

Function Code CONT.

CATEGORIES:

4XXX	Facilities Acquisitions
5XXX	Debt Service
6XXX	Other Financing Uses
9999	Undistributed

CHART OF ACCOUNTS

3-0600.40 EXPENDITURE FUNCTION DEFINITIONS

Function Dimension - The function dimension describes the type of activity within fund and program using a four digit code. The first two digits of the function code designate one of the following six broad areas: Instruction, Support Services, Operation of Non-Educational Services, Facilities Acquisition and Construction Services, Debt Service, and Other Financing Uses. The next two digits provide two additional levels of detail descriptions for a specific function. In order to avoid numerous accounts, it is recommended that third and fourth level detail be used only when necessary. Following are definitions of the functions and subfunctions.

Code

Expenditure Function Definition

1000 Instruction. Instruction includes the activities dealing directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom or in another location such as a home or hospital. It may also be provided through some other approved medium such as television, radio, telephone, and correspondence. Included here are the activities of aides or assistants of any type (clerks, graders, teaching machines, etc.) which assist in the instructional process. Expenditures for assemblies and activities such as the Missoula Children's' Theater should also be included here. If proration of expenditures is not possible for department chairpersons who also teach, include these expenditures in instruction. Full-time special education directors and department chairpersons should be recorded only in function 2490. This function should only be used only with Programs 100-700.

- 1110 Agriculture
- 1140 Arts
- 1170 Business

- 1210 Marketing (Distributive) Education
- 1240 English Language
- 1270 Foreign Language

- 1310 Health Occupations
- 1340 Physical Education
- 1370 Consumer Homemaking Education

- 1410 Principles of Technology/Industrial Arts
- 1440 Mathematics
- 1450 Computer Science
- 1470 Music

- 1510 Natural Science
- 1540 Office Occupations
- 1570 Social Sciences

- 1610 Public Service
- 1640 Vocational Trades
- 1660 Preschool
- 1670 General Elementary Education

- 1710 Occupational Home Economics
- 1740 Military Science
- 1770 Driver Education
- 1800 Distance Learning

CHART OF ACCOUNTS

3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
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Support Services - Support services are those services which provide administrative, technical (such as guidance and health), and logistical support to facilitate and enhance instruction. Support Services exist as adjuncts for the fulfillment of the objectives of instruction, community services and enterprise programs, rather than as entities within themselves.

2100 Support Services—Students. Activities designed to assess and improve the well-being of students and to supplement the teaching process. This function includes aides for day care, playground, study hall, student escorts, and crosswalk guards. Bus aides required by the Individualized Education Plan, (IEP) for special education students should be recorded here. Includes student insurance except for athletics which should be recorded using function 3400 or 3500.

2110 Attendance and Social Work Services. Activities which have as their purpose the improvement of the attendance of students at school and which attempt to prevent or solve the problems of students which involve the home, the school, and the community. Activities of the registration function for adult education programs are included here.

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

2112 Attendance Services. Activities such as prompt identification of patterns of non-attendance, promotion of improved attitudes toward attendance, analysis of causes of non-attendance, early action on problems of non-attendance, and enforcement of compulsory attendance laws. Include recruiters here.

2113 Social Work Services. Activities such as investigating and diagnosing student problems arising out of the home, school, or community; casework and group work services for the child, parent, or both; interpreting the problems of students for other staff members; and promoting modification of the circumstances surrounding the individual student which are related to his/her problem insofar as the resources of the family, school, and community can be brought to bear effectively upon the problem.

2114 Student Accounting Services. Activities of acquiring and maintaining records of school attendance, location of home, family characteristics, and census data. Portions of these records become a part of the cumulative record which is sorted and stored for teacher and guidance information. Pertinent statistical reports are prepared under this function as well.

2115 Parental Involvement Services. Used for "Title" grants ONLY. Activities to involve parents as classroom volunteers, aides and tutors. Includes activities after school such as parental involvement meetings and training programs to address problems between home and school.

CHART OF ACCOUNTS

3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
2120	Guidance Services. Activities involving counseling with students and parents, providing consultation with other staff members on learning problems, evaluating the abilities of students, assisting students as they make their own educational and career plans and choices, assisting students in personal and social development, providing referral assistance, and working with other staff members in planning and conducting guidance programs for students.
2121	Supervision of Guidance Services. Activities associated with directing, managing and supervising guidance services.
2122	Counseling Services. Activities concerned with the relationship between one or more counselor(s) and one or more student(s) as counselee(s), students and students, and counselors and other staff members, all for the purpose of assisting the student to understand his/her educational, personal, and occupational strengths and limitations; relate his/her abilities, emotions and aptitudes to educational and career opportunities; utilize his/her abilities in formulating realistic plans; and achieve satisfying personal and social development.
2123	Testing Services. Activities having as their purpose an assessment of student characteristics, which are used in administration, instruction, and guidance, and which assist the student in assessing his/her purposes and progress in career development and personality development. Test records and materials used for student appraisal are usually included in each student's cumulative record.
2124	Information Services. Activities organized for the dissemination of educational, occupational, and personal social information to help acquaint students with the curriculum and with educational and vocational opportunities and requirements. Such information 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 organized for the compilation, maintenance, and interpretation of cumulative records of individual student, including systematic consideration of factors such as the following: Home and family background; physical and medical status; standardized test results; personal and social development; and school performance.
2126	Placement Services. Activities organized to help place students in appropriate educational situations while they are in school, in appropriate part-time employment while they are in school, and in appropriate educational and in occupational situations after they leave school. These activities also help facilitate the student's transition from one educational experience to another. This may include, for example, admissions counseling, referral services, assistance with records, and follow-up communications with employers.

CHART OF ACCOUNTS

3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
2130	Health Services. Physical and mental health services which are not direct instruction. Included are activities that provide students with appropriate medical, dental and nurse services.
2131	Medical Services. Activities concerned with the physical and mental health of students, such as health appraisal, including screening for vision, communicable diseases, and hearing deficiencies; screening for psychiatric services; periodic health examinations; emergency injury and illness care; and communications with parents and medical officials.
2132	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.
2140	Psychological Services. Activities concerned with administering psychological tests and interpreting the results, gathering and interpreting information about student behavior, working with other staff members in planning school programs to meet the special needs of students as indicated by psychological tests, and behavioral evaluation and managing a program of psychological services, including psychological counseling for students, staff, and parents.
2141	Supervision of Psychological Services. Directing, managing and supervising the activities associated with psychological services.
2142	Psychological Testing Services. Activities concerned with administering psychological tests, standardized tests, and inventory assessments of ability, aptitude, achievement, interests and personality and their interpretation for students, school personnel, and parents.
2143	Psychological Counseling Services. Activities that take place between a school psychologist or other qualified person as counselor and one or more students as counselees in which the students are helped to perceive, clarify, solve, and resolve problems of adjustment and interpersonal relationships.
2144	Psychotherapy Services. Activities that provide a therapeutic relationship between a qualified mental health professional and one or more students, in which the students are helped to perceive, clarify, solve and resolve emotional problems or disorders.

CHART OF ACCOUNTS

3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
2150	Speech Pathology and Audiology Services. Activities which have as their purpose the identification, assessment, and treatment of children with impairments in speech, hearing, and language.
2151	Supervision of Speech Pathology and Audiology Services. Activities associated with directing, managing and supervising speech pathology and audiology services.
2152	Speech Pathology Services. Activities organized for the identification of children with speech and language disorders; diagnosis and appraisal of specific speech and language disorders; referral for medical or other professional attention necessary to the habilitation of speech and language disorders; provision of required speech habilitation services; and counseling and guidance of children, parents, and teachers, as appropriate.
2153	Audiology Services. Activities organized for the identification of children with hearing loss; determination of the range, nature, and degree of hearing function; referral for medical or other professional attention as appropriate to the habilitation of hearing; language habilitation; auditory training, speech reading (lip-reading), and speech conversation as necessary; creation and administration of programs or hearing conservation; and counseling and guidance of children, parents, and teachers as appropriate.
2160	Occupational and Physical Therapy Services. Activities which have as their purpose the identification, assessment, and treatment of children with physical disabilities.
2190	Other Student Support Services. Other support services to students not classified elsewhere in the 2100 series.
2200	Support Services—Instructional Staff. Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students. Do not use 2200, but use 2210 or 2220 instead.
2210	Improvement of Instruction Services. Activities which are designed primarily for assisting instructional staff in planning, developing, and evaluating the process of providing challenging learning experiences for students. These activities include curriculum development, techniques of instruction, child development and understanding, staff training, etc.
2211	Supervision of Improvement of Instruction Services. Activities associated with directing, managing and supervising the improvement of instruction services.
2212	Instruction and Curriculum Development Services. Activities designed to aid teachers in developing the curriculum, preparing and utilizing special curriculum materials, and understanding and appreciating the various techniques which stimulate and motivate students.

CHART OF ACCOUNTS

3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
2213	Instructional Staff Development Services. Activities designed to contribute to the professional or occupational growth and competence of members of the instructional staff during the time of their service to the school system or school. Among these activities are workshops, demonstrations, school visits, courses for college credit, sabbatical leaves, and travel leaves. Used with object 582.
2219	Other Improvements of Instructional Services.
2220	Educational Media Services. Activities concerned with the use of all teaching and learning resources, including hardware, and content materials excluding Library Services. For Library Services, use Function 2225. Educational media are defined as any devices, content materials, methods, or experiences used for teaching and learning purposes. These include printed and non-printed sensory materials.
2221	Supervision of Educational Media Services. Activities concerned with directing, managing and supervising educational media services.
2222	Audiovisual Services. Activities such as selecting, preparing, caring for, and making available to members of the instructional staff the equipment, videos, transparencies, tapes, TV programs, and other similar materials, whether maintained separately or as part of an instructional materials center. Included are activities in the audiovisual center, TV studio, and related work-study areas, and the services provided by audiovisual personnel. Used with objects 440 or 615.
2223	Educational Television Services. Activities concerned with planning, programming, writing, and presenting educational programs or segments of programs by way of closed circuit or broadcast television. Instruction by way of closed circuit or broadcast television should be coded to function 1000 or 1800.
2224	Computer-Assisted Instruction Services. Activities concerned with planning, programming, writing, and presenting educational projects which have been especially programmed for a computer to be used as the principal medium of instruction. Instruction by way of electronic medium should be coded using function 1000 or 1800.
2225	School Library Services. Activities such as selecting, acquiring, preparing, cataloging, and circulating books and other printed materials; planning the use of the library by students, teachers and other members of the instructional staff; and guiding individuals in their use of library books and materials, whether maintained separately or as a part of an instructional materials center. Included here are the activities for planning the use of the library by students and instructing students in their use of library books and materials, whether maintained separately or as a part of an instructional materials center or related work-study area. Textbooks generally will not be charged to this function but rather to the applicable service area within the instruction function.

CHART OF ACCOUNTS

3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
2300	Support Services—General Administration. Activities concerned with establishing policy by the board of trustees and administering policy by the superintendent in connection with operating the school district. The chief business official should not be included here, but in function 2500, Support Services - Business.
2310	Board of Trustees Services. The activities of the elected body which has been created according to state law and vested with responsibilities for educational activities in a given administrative unit.
2311	Supervision of Board of Trustees Services. Those activities concerned with directing and managing the general operation of the Board of Trustees. This includes the activities of the members of the Board of Trustees, but does not include any special activities defined in the other areas of responsibility described below. It also includes any activities of the district performed in support of the school district meeting.
2312	Board Clerk Services. Those activities required to perform the duties of the Clerk of the Board of Trustees. If proration of expenditures is not possible for board clerk services, include these expenditures under function 2500 Support Services -Business.
2313	Legal Services. Activities required to perform legal services for the Board of Trustees. Includes lump sum settlement or judgment payments paid from the Litigation Reserve Fund, Judgment Fund, or any other fund. If judgments/settlements are specifically identified in legal orders as salaries, benefits, etc., charge the payments to specific functions instead of 2313.
2314	Election Services. Services rendered in connection with any school system election, including elections of officers and bond elections. Include payments to election judges and assistants here.
2315	Audit Services. Services rendered in connection with external audit of school financial records.
2316	Staff Relations Services. Activities concerned with staff relations system wide.
2317	Negotiations Services. Activities concerned with contractual negotiations with both instructional and non-instructional personnel.
2320	Executive Administration Services. Those activities associated with the overall general administration of or executive responsibility for the entire school district.

CHART OF ACCOUNTS

3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
2321	Office of the Superintendent Services. The activities performed by the superintendent and such assistants as deputy, associate, and assistant superintendents in general direction and management of all affairs of the school district. This includes all personnel and materials in the office of the chief executive officer. Activities of the offices of the deputy superintendents should be charged here unless the activities can be placed properly into a service area. If principal services are also provided by the superintendent, expenditures may be prorated to function 2400 based on assigned duties.
2322	Community Relations Services. The activities and programs developed and operated system wide for betterment of school/community relations.
2323	State and Federal Relations Services. Those activities associated with developing and maintaining good relationships with state and federal officials.
2400	Support Service—School Administration. Those activities concerned with overall administrative responsibility for a single school or a group of schools.
2410	Office of the Principal Services. Those activities concerned with directing and managing the operation of a particular school. It includes the activities performed by the principal, assistant principals, supervising teacher, and other assistants in general supervision of all operations of the school, evaluation of the staff members of the school, assignment of duties to staff members, supervision and maintenance of the records of the school, and coordination of school instructional activities with instructional activities of the school district. It includes clerical staff for these activities.
2490	Other Support Services - School Administration. Other school administration services. This function includes special education directors and full-time department chairpersons and graduation expenses.
2500	Support Services—Business. Activities concerned with paying for, transporting, exchanging, and maintaining goods and services for the school district. Included are the fiscal and internal services necessary for operating the school district. Include the chief business official here. Also include all costs of warrant blanks, purchase order/requisition forms, and other materials and supplies used by the business office. Charge costs of the district superintendent using 2300.
2510	Fiscal Services. Those activities concerned with the fiscal operations of the school district. This function includes budgeting, receiving and disbursing, financial and property accounting, payroll, inventory control, internal auditing and funds management.
2511	Supervision of Fiscal Services. The activities of directing, managing and supervising the Fiscal Services area. It includes the activities of the assistant superintendent, director, or school business official whose efforts are devoted to directing and managing fiscal activities.
2512	Budgeting Services. Those activities concerned with supervising budget planning, formulation, control and analysis.

CHART OF ACCOUNTS

3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
2513	Receiving and Disbursing Funds Services. Those activities concerned with taking in money and paying it out. It includes the current audit or receipts, the pre-audit of requisitions or purchase orders to determine whether the amounts are within the budgetary allowances and to determine that such disbursements are lawful expenditures of the school or a school district, and the management of school funds.
2514	Payroll Services. Those activities concerned with making periodic payments to individuals entitled to remuneration for services rendered. Payments are also made for such payroll-associated costs as federal income tax withholding, retirement, and social security.
2515	Financial Accounting Services. Those activities concerned with maintaining records of the financial operations and transactions of the school system. It includes such activities as accounting and interpreting financial transactions and account records.
2517	Property Accounting Services. Those activities concerned with preparing and maintaining current inventory records of land, buildings, and movable equipment. These records are to be used in equipment control and facilities planning.
2520	Purchasing Services. The activities of purchasing supplies, furniture, equipment, and materials used in school or school system operation.
2530	Warehousing and Distributing Services. The activities of receiving, storing, and distributing supplies, furniture, equipment, materials, and mail. It includes the pickup and transport of cash from school facilities to the central administration office or bank for control and/or deposit.
2540	Printing, Publishing, and Duplicating Services. The activities of printing and publishing administrative publications such as annual reports, school directories, and manuals. It also includes centralized services for publishing school materials and instruments such as school bulletins, newsletters, and notices.
2580	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 and development, systems operations, network support services, hardware maintenance and support services, and other technology-related administrative costs. (Used with all programs 100 - 900)
2581	Technology Service Supervision and Administration. Activities concerned with directing, managing, and supervising data processing services.

CHART OF ACCOUNTS

3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
2582	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.
2583	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.
2584	Systems Operations. Activities concerned with scheduling, maintaining, and producing data. These activities include operating business machines, data preparation devices, and data-processing machines.
2600	Operation and Maintenance of Plant Services. The activities concerned with keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, buildings, and equipment in effective working condition and state of repair. This includes the activities of maintaining safety in buildings, on the grounds, and in the vicinity of schools.
2610	Supervision of Operation and Maintenance of Plant Services. The activities of directing, managing and supervising the operation and maintenance of school plant facilities.
2620	Operation of Buildings Services. Those activities concerned with keeping the physical plant clean and ready for daily use. It includes operating the heating, lighting, and ventilating systems, and repair and replacement of facilities and equipment and minor remodeling. Also included are the costs of building rental and property insurance.
2630	Care and Upkeep of Grounds Services. The activities of maintaining the land and its improvements other than buildings. It includes snow removal, landscaping, and grounds maintenance.
2640	Care and Upkeep of Equipment Services. The activities of maintaining, in good condition, equipment owned or used by the school district. It includes such activities as servicing and repairing furniture, machines, and movable equipment.
2650	Vehicle Operation and Maintenance Services (other than student transportation vehicles). The activities of maintaining general purpose vehicles such as trucks, tractors, graders, and staff vehicles in good condition. It includes such activities as repairing vehicles, replacing vehicle parts, cleaning, painting, greasing, fueling, and inspecting vehicles for safety, i.e., preventive maintenance. Includes purchasing vehicles for general school use.

CHART OF ACCOUNTS

3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
2660	Security Services. Those activities concerned with maintaining order and safety in school buildings at all times, on the grounds and in the vicinity of schools. Included are police activities for school functions, traffic control on grounds and in the vicinity of schools, and hall monitoring services.
2700	Student Transportation Services. Those activities concerned with the conveyance of students to and from school, as provided by state and federal law. It includes trips between home and school. Also includes student transportation relating to extracurricular activities or athletics.
2710	Supervision of Student Transportation Services. Those activities pertaining to directing and managing student transportation services. Charge transportation supervisor's salary here.
2720	Vehicle Operation Services. Those activities involved in operating vehicles for student transportation from the time the vehicles leave the point of storage until they return to the point of storage. It includes driving buses or other student transportation vehicles.
2730	Monitoring Services. Those activities concerned with supervising students in the process of being transported between home and school and between school and school activities. These activities include supervision while in transit, while being loaded and unloaded, and directing traffic at the loading stations. Bus aides required by IEP should be recorded using function 2100.
2740	Vehicle Servicing and Maintenance Services. Those activities involved in maintaining student transportation vehicles in good condition. It includes repairing vehicle parts, replacing vehicle parts, cleaning, painting, fueling, and inspecting vehicles for safety.
2800	Reserved.
Operation of Non-Educational Services. Those activities concerned with providing non-educational services to students, staff or the community.	
3100	Food Services. Those activities concerned with providing food to students and staff in a school or school district. This service area includes the preparation and serving of regular and incidental meals, lunches, or snacks in connection with school activities and the delivery of food. This function is usually used with Program 910.
3110	Ala Carte. Expenditures related to ala carte services.
3120	Kindergarten Milk. Costs of the special kindergarten milk program.
3130	Catering. Expenditures related to the costs of catering.
3140	Summer Feeding - Operating. Expenditures for operating a summer feeding program.

CHART OF ACCOUNTS

3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
3200	Enterprise Services. Those activities concerned with enterprise operations such as industrial arts or internal service fund programs such as data processing, purchasing, central transportation, etc. These activities are operated on a commercial basis with little or no financial support from federal or state sources. Food services should be charged to 3100.
3300	Community Services. Those activities concerned with providing community services to students, staff or other community participants. Examples of this function would be the operation of a community swimming pool, a recreation program for the elderly, a child care center for working mothers, etc. This function is used only with Program 800.
3400	Extracurricular - Activities. School sponsored activities for students that are not part of the regular instructional programs and for which students do not receive educational credit. Use with program 710 only. Expenditures for athletic programs should be recorded using Function 3500. Use program 710 and function 2700 for extracurricular travel.
3500	Extracurricular - Athletics. School sponsored athletics that allow student participation in sports programs, normally involving competition between schools. Use with program 720 only. Expenditures for non-athletic activities should be recorded using Function 3400. Use program 720 and function 2700 for extracurricular travel.

CHART OF ACCOUNTS

3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
4000	Facilities Acquisition and Construction Services. Those activities concerned with the acquisition of land and buildings; remodeling buildings; the construction of buildings and additions to buildings; initial installation or extension of service systems and other built-in equipment; and improvements to sites. All expenditures charged to the 4000 series except for land improvement are to be capitalized. GAAP allows governments the option of not recording "infrastructure" assets such as sidewalks, streets, parking lots, fences, etc. as fixed assets.
4100	Land Acquisition Services. Activities concerned with the initial acquisition of sites and the improvements existing thereon.
4200	Land Improvement Services. Activities concerned with improving sites and with maintaining existing site improvements.
4300	Architecture and Engineering Services. The activities of architects and engineers related to site acquisition and improvement and to improvements to buildings. Charges are made to this function only for those preliminary activities which may or may not result in additions to the school district's property. Otherwise, charge these services to 4100, 4200, 4500 or 4600, as appropriate.
4400	Educational Specifications Development Services. Those activities concerned with preparing and interpreting to architects and engineers 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.
4500	Building Acquisition and Construction Services. Those activities concerned with building acquisition through purchase or construction.
4600	Building Improvements Services. Those activities concerned with building additions or remodeling and with initial installation or extension of service systems and other built-in equipment.
4900	Other Facilities. Acquisition and construction services.

CHART OF ACCOUNTS

3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
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Debt Service. Expenditures from governmental funds to retire long-term debt (obligations in excess of one year) of the school district including payments of both principal and interest. Repayment of principal on short-term notes or loans due within one year with the Board of Investments should be recorded using balance sheet account 650, Loans Payable. Interest on these short-term notes or loans should be charged to Function 2500 or 2513, Receiving and Disbursing Funds Services. Repayment of short-term notes or loans should not be recorded as an expenditure, only interest should be recorded as an expenditure. See function 6300 for refunding bonds.

5100 **General Obligation Bonds, Special Assessments, SIDs, and Interest.**

5200 **Capital Leases or Long-Term Notes with the Board of Investments.**

5300 **Interest on Registered Warrants.**

Other Financing Uses. Includes any outlays of the governmental funds that are not properly classified as expenditures, but which require budgetary and accounting control.

6100 **Operating Transfers to Other Funds.** Used to record the operating transfer from the General Fund to the Compensated Absences Fund or from the General Fund to the Litigation Reserve Fund. Used only with program 999 and object 910. See discussion of legally authorized transfers in section 5-0520.30.

Transfers between funds which are quasi-external transactions, reimbursements to correct errors, residual equity transfers, and interfund loans are not recorded here. [Unless state law prohibits, revenues should be allocated or distributed between funds when received and recorded in the funds to which they belong, rather than recording these revenues in the General Fund and later transferring the revenue to other funds.] Interfund loans are not recorded here, but are recorded through the balance sheet accounts 160, Interfund Loans Receivable and 601, Interfund Loans Payable in the funds affected. See Topic 5 for discussion of the five types of interfund transfers.

6200 **Resources Transferred to Other School Districts or Special Education Cooperatives/Indirect Cost Pool.** Used to account for resources recorded as revenue by one district or cooperative but transferred to another for district or cooperative for expenditure. Examples of such transfers are lump sum contributions to a host district for a prorated share of a particular program budget or payments between school districts and special education cooperatives relating to each participant's share of IDEA Part B federal funds. See Topic 5 for discussion of interdistrict transactions. See revenue source 5700 and 5710. Used with object 920 or 930. **Resources transferred from grants to Indirect Cost Pool:** Used to record the transfer of indirect cost recoveries from grants to the indirect cost pool in Miscellaneous Fund 15. Also used to record indirect cost recoveries. See 9.0200.40. Used with objects 920, 930, or 940. Also see Topic 9 for discussion on indirect costs

CHART OF ACCOUNTS

3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
6300	Refunding Bonds used to Retire Old Issues. This account is used to record the fiscal agent activity and payment of bond issuance costs. See revenue 5120 to record the proceeds from refunding bonds.
9999	Undistributed -- Used for: <ul style="list-style-type: none">Residual Equity Transfers Out (XXX-999-9999-971) For closing obsolete funds to the general fund, transferring bus depreciation fund moneys to another fund on a vote of the people, or transferring an excess balance from the lease rental fund or compensated absences fund back into the general fund. Use revenue source 9710 in the receiving fund.Material Prior Period Expenditure Adjustments (XXX-999-9999-892) Never negative.Undistributed Benefits (X14-999-9999-2XX) for retirement fund benefits, X01-999-9999-2XX for general fund workers' comp. benefits.)

Object Code

XXX-XX-XXX-XXXX-XXX-XXX

Object Code Dimension:

The object code refers to the good or service obtained.

Object Code

XXX-XX-XXX-XXXX-XXX-XXX

- 1XX** Personal Services - Salaries
- 2XX** Personal Services - Employee Benefits
- 3XX** Purchased Professional and Technical Services
- 4XX** Purchased Property Services
- 5XX** Other Purchased Services
- 6XX** Supplies and Materials
- 7XX** Property and Equipment Acquisition
- 8XX** Other Expenditures
- 9XX** Other Uses of Funds

CHART OF ACCOUNTS

3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS

Object Dimension. This dimension is used to describe the service or commodity obtained as the result of a specific expenditure. There are three budget and reporting levels for object codes. The first level includes the following nine basic categories:

Current Expenditures:

- 1XX Personal Services—Salaries
- 2XX Personal Services—Employee Benefits
- 3XX Purchased Professional and Technical Services
- 4XX Purchased Property Services
- 5XX Other Purchased Services
- 6XX Supplies and Materials
- 7XX Property and Equipment Acquisition
- 8XX Other Expenditures (Except 892)

Adjustments to Beginning Fund Balance:

- 892 Material Prior Period Expenditure Adjustments

Other Uses of Funds:

- 9XX Other Uses of Funds

Code	Expenditure Object Code Definition
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100	Personal Services—Salaries. Amounts paid to employees of the school district who are considered to be in positions of a permanent nature or hired temporarily, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the school district.
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110	Regular Salaries. Full-time, part-time, and prorated portions of the costs for work performed by employees of the school district who are considered to be in positions of a permanent nature. Amounts paid to employees for holidays, sick leave, vacation leave, and personal leave should be included as regular salary. Amounts paid for unused sick or vacation leave upon termination of employment should be coded to object codes 160 or 170, respectively. References: Certified Staff - Title 20 Chapter 4 MCA, School Clerk -Title 20 Chapter 3 MCA, Classified Staff- Title 39, MCA, Holiday and Vacation and Sick Leave Pay - Title 2 Chapter 1 and Chapter 18.
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111	Administrative – Certified (Business Managers/Clerks if duties are considered administrative)
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112	Professional — Educational (Certified Teaching Staff)
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113	Professional — Other Certified Staff (Librarians, Counselors, Psychologists, Physical and Speech Therapists)
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114	Custodial/Maintenance
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115	Office/Clerical/Technology
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116	Cooks
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117	Teacher's Aides
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118	Bus Drivers
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119	Other Supervisory Salaries - Transportation, Food, or Building Supervisor or Activities Director
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CHART OF ACCOUNTS

3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
120	<p>Temporary Salaries. Full-time, part-time, and prorated portions of the costs for work performed by employees of the school district who are hired on a temporary or substitute basis to perform work in positions of either a temporary or permanent nature. Athletic referees and judges for musical or speech activities who are not regular district employees should be recorded using object 340 - Technical Services. Also see object 150 Stipends.</p> <p>121 Official/Administrative 122 Professional/Educational/Substitute Teachers 123 Professional/Other 124 Technical 125 Office/Clerical 126 Service Work 127 Teacher's Aides 128 Bus Drivers</p>
130	<p>Overtime Salaries. Amounts paid to employees of the school district in positions of either a temporary or permanent nature for work performed in addition to the normal work period for which the employee is compensated under regular salaries and temporary salaries above. The terms of such payment for overtime are a matter of state and local regulations and interpretation.</p> <p>131 Official/Administrative 132 Professional/Educational 133 Professional/Other 134 Technical 135 Office/Clerical 136 Service Work</p>
140	<p>Sabbatical Leave. Amounts paid by the school district to employees on sabbatical leave.</p> <p>141 Official/Administrative 142 Professional/Educational 143 Professional/Other 144 Technical 145 Office/Clerical 146 Service Work</p>

CHART OF ACCOUNTS

3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
150	Stipends. An additional salary paid for additional duties such as curriculum development, coaching athletics, or directing activities such as the school yearbook or newspaper, sponsoring clubs, etc. Stipends are usually limited to teaching personnel. Additional hours actually worked by non-teaching personnel in excess of 40 hours in a workweek should be recorded and paid as overtime.
151	Official/Administrative
152	Professional/Educational
153	Professional/Other
154	Technical
155	Office/Clerical
156	Service Work
160	Sick Leave Termination Pay. Amounts paid an employee for termination sick leave pay as provided by Sections 2-18-618 and 20-9-512, MCA. Includes annual sick leave “buy outs” or “sell backs” provided in collective bargaining agreements with certified staff.
170	Vacation Leave. Amounts paid an employee for termination vacation pay as provided by Section 2-18-611, MCA.
180	Bonuses. Amounts paid to employees for hiring, retention, or retirement bonuses, or severance pay.
200	Personal Services—Employee Benefits. Amounts paid by the school district on behalf of employees in accordance with federal or state law or collective bargaining agreements.
210	Social Security and Medicare Contributions. Employer’s share of social security and Medicare paid by the school district. See Title 19 Chapter 1, MCA. Beginning in 1991, separate records must be kept for employee and employer social security and Medicare contributions. For accounting and budgeting purposes, these amounts should be combined and recorded using this account.
220	Teachers’ Retirement. The employer’s contribution to the state Teachers’ Retirement System for an employee. Refer to Title 19 Chapter 4, MCA.
230	PERS. Employer’s contributions to the state Public Employee’s Retirement System for non-teaching employees. Refer to Title 19 Chapter 3, MCA.
240	Unemployment Compensation. Amounts paid by the school district to provide unemployment compensation for its employees. These charges should be distributed to functions in accordance with the salary budget. Refer to Title 39 Chapter 51, MCA.
250	Workers’ Compensation. Amounts paid by the school district to provide worker’s compensation insurance and payroll taxes for its employees. These charges should be distributed to functions in accordance with the salary budget. Refer to Title 39 Chapter 71, MCA.

CHART OF ACCOUNTS

3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
260	Health Insurance. That portion of premiums for health insurance for employees which is paid for by the school district. Refer to Section 2-18-703, MCA. Payments to an employee in lieu of health insurance may should be recorded in 1XX salaries expense and may be subject to federal and state payroll withholding liabilities and employer paid contributions.
261	Retiree Health Insurance/ Post Employment Benefits -That portion of premiums for health insurance for retirees which is paid for by the school district.
270	Life and Disability Insurance. That portion of premiums for life and disability insurance for employees which is paid for by the school district.
280	Other Employee Benefits. Payments for other employee benefits such as moving expenses, car and housing allowances, etc. as long as the item is not subject to federal and state payroll withholdings. If these payments are compensation subject to federal and state payroll withholding liabilities and employer paid contributions, use 1XX salaries expense instead of 280. Include administrative costs of cafeteria plans in 280.
300	Purchased Professional and Technical Services (Contracted). Services which by their nature can be performed only by persons or firms with specialized skills and knowledge. Included are the contracted services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, accountants, etc.
310	Official/Administrative Services. Contracted services in support of the various policy-making and managerial activities of the school district. Included would be management consulting activities oriented to general governance or business and financial management of the school district; school management support activities; election and tax assessing and collection services. This object is usually used with function 2300 and 2400.
320	Professional/Educational Services. Contracted services in support of the instructional program and its administration. Included would be curriculum improvement services, counseling and guidance services, library and media support and contracted instructional services such as correspondence courses. Library and media support includes film rentals, user fees and telephone charges for electronic databases, satellite feeds, Internet, CompuServ, etc. This object is usually used with functions 1000, 2100, 2200, 2220, and 2225.
321	Distant Learning Professional—Educational Services. Contracted services in support of the distance learning programs.
330	Other Professional Services. Contracted professional services other than educational in support of the operation of the school district. Included are medical doctors, lawyers, non-capitalized architects fees, auditors, accountants, therapists, audiologists, dieticians, editors, negotiations specialists, systems analysts, planners, drug testing, etc.

CHART OF ACCOUNTS

3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
340	Technical Services. Contracted services to the school district which are not regarded as professional but require basic scientific knowledge and/or manual skills. Included are referees for athletic events, judges for musical or speech activities, data processing services, purchasing and warehousing services, graphic arts, etc.
350	Contracted Services With Other Districts or Cooperatives.
351	Contracted Services with Other School Districts Within the State. Includes contracts for specific services such as graphic arts, data processing, purchasing, and warehousing from other school districts rather than private contractors. Do not code transfer payments to flow funds from one school district for expenditure by another school district here; those transfers should be recorded using Function 6200 and Object 920 or 930. An example would be a lump sum contribution to a host district for a prorated share of a particular program budget. See Revenue Source 5700 and 5710 and Function 6200 and Object 920 and 930 for Resource Transfers To/From Other School Districts.
352	Contracted Services with Other School Districts Outside the State.
353	Reserved.
354	Contracted Services with Cooperatives. Includes contracts for services such as audiologists and speech or physical therapy from cooperatives rather than private contractors to school districts. Do not code transfer payments to flow funds from a school district for expenditure by the cooperative here; those transfers should be recorded using program 280 for special education, function 6200 and object 920 and 930. Examples would be lump sum contributions to a cooperative for a prorated share of a particular program budget. See revenue source 5700 and function 6200 and object 920 and 930 for Resource Transfers To/From Other School Districts.
400	Purchased Property Services. Services purchased to operate, repair, maintain, and rent property owned and/or used by the school district. These services are performed by persons other than school district employees.
410	Energy Utility Services. Expenditures for energy services supplied by public or private utilities, including electricity and gas. Used only with function 2600.
411	Gas. Expenditures for gas utility services from a private or public utility company.
412	Electricity. Expenditures for electric utility services from a private or public utility company.

CHART OF ACCOUNTS

3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
420	Other Utility Services. Expenditures for utility services other than energy services supplied by public or private organizations. Water and sewer are included here. Telephone and telegraph are not included here but are classified under Communications, 530.
421	Water/Sewage. Expenditures for water/sewage utility services from a private or public utility company including bottled water and rental of portable sewage facilities.
430	Cleaning Services. Services purchased to clean buildings, other than such services provided by school district employees. Used only with function 2600.
431	Disposal Services. Expenditures for the pick-up and handling of garbage, other than such services provided by school district personnel.
432	Snow Plowing Services. Expenditures for snow removal, other than such services provided by school district personnel.
433	Custodial Services. Expenditures for custodial services contracted with an outside contractor.
440	Repair and Maintenance Services. Expenditures for repairs and maintenance services not provided directly by school district personnel. This includes contracts and maintenance agreements covering the instructional and other equipment, upkeep of grounds, buildings, electrical, auto mechanics, and plumbing repairs; asbestos abatement; underground storage tank removal; roof, water well, and septic system replacement; and radon, asbestos, and water testing. Costs for renovating and remodeling are not included here, but are classified under object 460 Minor Construction Services or object 725 Major Construction Services. Replacement supplies and parts used by district personnel to repair and maintain grounds, buildings, and equipment should be recorded using object 615.
450	Rentals. Costs for rental of land, buildings, equipment and vehicles. Operating leases for long term use are also included here. See Topic 5 for discussion of Operating Leases.
451	Rental of Land and Buildings. Expenditures for operating leases or renting land and buildings for both temporary and long-range use by the school district. Used with function 2620. Long-term capital leases for acquiring buildings should be recorded using function 4500 and object 720.
452	Rental of Equipment and Vehicles. Expenditures for operating leases or renting of equipment or vehicles for both temporary and long-range use of the school district. Lease-purchase contracts which result in acquisition of equipment or vehicles should be recorded using the appropriate 700 object.

CHART OF ACCOUNTS

3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
460	Minor Construction Services. Amounts for minor renovating and remodeling paid to contractors. Used with function 2620 or 2630. Major renovating and remodeling should be recorded using object code 725. Materials or replacement supplies and parts used by district personnel for minor renovating and remodeling (generally under \$300) should be recorded using object 615.
500	Other Purchased Services. Amounts paid for services rendered by organizations or personnel not on the payroll of the school district other than Professional and Technical Services or Property Services.
510	Student Transportation Services. Expenditures for transporting students to and from school. Student transportation for extracurricular activities or athletics should be recorded using program 710 and 720, and function 2700.
511	Student Transportation Services from another School District within the State. Amounts paid to other school districts within the state for the purpose of transporting children to and from school. These include payments to individuals who transport themselves or their own children or for reimbursement of transportation expenses on a public carrier. Expenditures for the rental of buses which are operated by school district personnel are not recorded here; they are recorded under 452, Rental of Equipment. Used only with function 2700.
512	Student Transportation Services from another School District outside the State. Payments to other school districts outside the state for transporting students to and from school. Used only with function 2700.
513	Student Transportation Services from Private Bus Contractors. Payments to private bus contractors for transporting students to and from school. Used only with function 2700.
514	Student Transportation Services from Individuals. Payments to individuals for transporting students to and from school or for reimbursing parents for correspondence courses offered in lieu of transportation on a TR-4. Used only with function 2700.
515	Student Transportation Services Contingency. Payments to districts for transporting new students to and from school. These are students who enrolled after the budget has been adopted. Used only with function 2700. See Section 20-10-143(2), MCA.
516	Instructional Field Trips. Payments to private contractors or individuals for transporting students on instructional field trips. Usually used in General Fund 01 and function 1000.

CHART OF ACCOUNTS

3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
520	Insurance (other than employee benefits). Expenditures for all types of insurance coverage including property, liability, fidelity, and student insurance. Insurance for group health is not charged here, but is recorded under object 260 Personal Services — Employee Benefits. Used with functions 2100, 2310, 2620, 2700, 3400 and 3500.
530	Communications. Services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone 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. Usually used with functions 2300, 2400, and 2500 but may be charged to other functions.
531	Telephone. Expenditures for telephone service and calls. Used with functions 2300, 2400, 2500, 3400, and 3500. Do not charge function 2600. Expenditures for phone modems used in instructional programs should be recorded under function 1000.
532	Postage. Expenditures for postage and postage machine rental. Used with function 2300, 2400, and 2500.
540	Advertising. Expenditures for printed or broadcast announcements in professional periodicals and newspapers or by way of radio and television networks. These expenditures include advertising for such purposes as personnel recruitment, legal ads, new and used equipment, and sale of property. Costs for professional fees for advertising or public relations services are not recorded here but are charged to 330, Other Professional Services. Usually used with functions 2300, 2500 or 2800.
545	Recruitment. Expenditures for printed or broadcast announcements in newspapers or by way of radio and television networks to recruit students for special programs. Used with function 2100.
550	Printing, Binding and Duplication. Expenditures for job printing and binding, usually according to specifications of the school district. This includes the design and printing of forms and posters as well as printing and binding of school district publications. Preprinted standard forms are not charged here, but are recorded under Supplies and Materials. Usually used with function 2540, but may be charged to other functions.

CHART OF ACCOUNTS

3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
560	Tuition. Expenditures to reimburse other educational agencies for instructional services rendered to students residing in the legal boundaries described for the paying school district. Used only with function 1000. Tuition for courses taken by staff should be recorded using object 582.
561	Tuition to Other School Districts within the State. Tuition paid to other school districts within the state. Used only with function 1000.
562	Tuition to Other School Districts outside the State. Tuition paid to other school districts outside the state. Used only with function 1000.
563	Educational Fees to Detention Facilities. Fees paid to Regional and County Youth Detention Facilities under MCA 41-5-1807. Pay using Tuition Fund (13).
570	Food Services. Expenditures for the operation of a local food service facility by other than employees of the school district. Also included are contracted services, such as food preparation, associated with the food service operation. Direct expenditures by the school district for food, supplies, labor and/or equipment would not be charged here. Used only with function 3100.
581	Travel In-District. Expenditures for mileage, transportation, meals, per diem, and other expenses associated with staff travel within the school district or cooperative service area. Travel within the school district related to student extracurricular activities and athletics is included here.
582	Travel Out-of-District/Inservice Training. Expenditures for transportation, airfare, meals, per diem, hotel, registration fees, and other expenses associated with staff travel outside the school district for inservice training or other professional development activities such as serving on an advisory committee. Travel outside the school district related to student extracurricular activities and athletics is included here. Expenditures for inservice training conducted by the district are also recorded here. These expenditures include room rentals, supplies, name badges, printing, postage, coffee, and refreshments. Fees, honorariums and related expenses such as travel, motel, etc. for speakers are included here. This object should be used with function 2213 Instructional Staff Development Services or other functions as appropriate. An internal service fund should be used to account for inservice training conducted by a host district for other school districts which reimburse the host district for costs relating to the inservice. See Topic 5-1530.00.

CHART OF ACCOUNTS

3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
590	Miscellaneous Purchased Services. Other services not more appropriately accounted for under objects 501-589.
591	Miscellaneous services purchased locally.
592	Reserved
593	Reserved
594	Student Room and Board - In State. Expenditures for student room and board in state as required by state or federal regulations. Usually used with program 456 and function 2100 (Federal IDEA, Part B grant)..
595	Student Room and Board - Out of State. Expenditures for student room and board out of state as required by state or federal regulations. Usually used with program 456 (Federal IDEA Part B Grant) and function 2100.
600	Supplies and Materials. Amounts paid for items of an expendable nature that are consumed, worn out, or deteriorated in use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances.
610	Supplies. Expenditures for all supplies (other than those listed below) for the operation of a school district, including freight and cartage. Instructional materials and manipulative devices are included here. A more thorough classification of supply expenditures is achieved by identifying the object with the function, for example, audiovisual supplies or classroom teaching supplies. Used with all functions, except 4000 and 5000.
615	Replacement Supplies and Parts. Replacement supplies and parts used by district personnel to repair and maintain grounds, buildings, and equipment. Materials or replacement supplies and parts used by district personnel for minor renovating and remodeling under the district's capitalization threshold (usually \$5,000 or the district's current capitalization threshold, if lower) should be included here.
620	Energy Supplies. Expenditures for bulk gas, oil, coal and gasoline. Services received from public or private utility companies are classified under object 410.
621	Bottled Gas. Expenditures for bottled gas, such as propane gas received in tanks. Natural gas received through a utility company should be charged to 411 Gas. Used with function 2620 or 3100. Bottled gas used in instructional programs should be coded to 610 Supplies.
622	Oil. Expenditures for bulk oil used for heating. Used with function 2620.

CHART OF ACCOUNTS

3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
623	Coal. Expenditures for raw coal used for heating. Used with function 2620.
624	Vehicle/Equipment Fuel. Expenditures for gasoline, diesel, and propane purchased in bulk or periodically from a supplier. Usually used with functions 2650 and 2720. Gasoline used in instructional programs should be coded to 610 Supplies.
630	Food. Expenditures for food to operate the school food service program. Usually used with function 3100.
640	Books. Expenditures for textbooks, workbooks, reference books, sheet music, encyclopedias, and library books prescribed and available for general use by students. This category includes the costs of binding or other repairs to textbooks or school library books. See objects 650, 681, and 682.
650	Periodicals. Expenditures for periodicals and newspapers for general use. A periodical is any publication appearing at regular intervals of less than a year and continuing for an indefinite period.
660	Minor Equipment—New. Expenditures for new equipment, the cost of which does not meet the capitalization policy of the district. (Usually under \$5,000.)
670	Minor Equipment—Replacement. REPLACEMENT EQUIPMENT MAY BE RECORDED USING 660 MINOR EQUIPMENT-NEW UNLESS THE BOARD DETERMINES IT MUST TRACK REPLACEMENT COSTS FOR SOME MANAGERIAL REASON. THIS IS NOT REQUIRED BY OPI. Expenditures for replacement equipment, the cost of which does not meet the capitalization policy of the district. (Usually under \$5,000.)
681	Major Computer Software. Expenditures for computer software, the cost of which does not meet the capitalization policy of the district. (Usually under \$5,000, or the district's current capitalization threshold, if lower). Include license fees for using software.
682	Major Media Software. ("Audio Visual") Expenditures for media software, the cost of which does not meet the capitalization policy of the district. Media software includes videos, filmstrips, cassettes, records, games, study prints, manipulatives, laser disks, compact disks, slides, 16mm films, and material kits. (Usually under \$5,000, or the district's current capitalization threshold, if lower.)

CHART OF ACCOUNTS

3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
700	Capital Outlay. Expenditures from governmental and expendable trust funds for the acquisition of fixed assets, such as land, buildings, building improvements, and equipment should be charged to the following object accounts. Expenditures for fixed assets acquired by proprietary and non-expendable trust funds should be recorded directly to the fixed asset balance sheet accounts rather than line item expenditures accounts. Expenditures charged to these objects should parallel the federal and district's capitalization policies for fixed assets. Assets purchased from federal funds and costing \$5,000 or more must be coded using one of the following appropriate 700 series object codes. Assets purchased from local or state funds should be coded to those object codes if the cost is within the district's capitalization policy.
710	Land. Expenditures for the purchase of land and existing improvements thereon. Purchases of air rights, mineral rights, and the cost to prepare the land for use are included here. This object is used only with function 4100. At the end of the fiscal year, the balance in this account should be recorded on the Fixed Asset Schedule under balance sheet account 311 Land.
715	Land Improvements. Expenditures for contracted construction of land improvements should be recorded here. Land improvements include grading, landscaping, sod, seeding, and planting of shrubs and trees; constructing new sidewalks, roadways, retaining walls, sewers and storm drains; installing hydrants; surfacing and soil treatment of athletic fields and tennis courts; furnishing and installing fixed playground apparatus, flagpoles, gateways, fences, and underground storage tanks which are not parts of building service systems; and demolition work. If district employees construct land improvements, charge salaries (1XX), benefits (2XX), and supplies (610), etc. to function 2600-Operations and Maintenance of Plant. Charge materials to object 715. Object 715 should be used only with function 4200. "Infrastructure" assets such as sidewalks, curbs, gutters, etc. are not normally recorded on the Fixed Asset Schedule. If these costs are recorded as fixed assets, the balance in this account at the end of the fiscal year should be recorded on the Fixed Asset Schedule under balance sheet account 321 Land Improvements. If the district does not record these costs as fixed assets, the expenditures for capital outlay (4XXX) in a fiscal year will not agree with the net increase in the value of the district's total fixed assets as shown on the Fixed Asset Schedule that year.

CHART OF ACCOUNTS

3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
720	<p>Purchase of Existing Buildings (used with function 45XX). Costs of acquiring existing buildings, including payment of the total principal portion capital leases (excluding interest) used to purchase existing buildings. (See section 5-1330.31 for recording capital leases.) For construction of buildings, see object 725.</p>
725	<p>Major Construction Services (Use with functions 45XX Buildings or 46XX Building Improvements) Expenditures for constructing new buildings and major renovating and remodeling paid to contractors for major permanent structural alterations, initial or additional installation of heating and ventilating systems, electrical systems, plumbing systems, fire protection systems, and other service systems in existing buildings. Includes architect fees to be capitalized as part of the cost of the building.</p> <p>Improvements to buildings (such as replacement of worn carpeting, flooring, ceiling tiles, etc.) must be classified either as repairs/maintenance or as betterments increasing the value of the building. Betterments should be charged to XXX-XXX-46XX-725. Maintenance/repairs should be charged to XXX-XXX-26XX-440 Repairs or 460 Minor Construction Services.</p> <p>At the end of the fiscal year, the balance charged to object 725 should be recorded on the Fixed Asset Schedule under balance sheet account 331 Buildings and Building Improvements if the project is complete or account 351 Construction Work in Progress. This object should only be used with function 4500 and 4600.</p> <p>New Buildings Constructed by Contractors: Expenditures for building new buildings or building improvements by contractors should be charged to object 725 Major Construction Services.</p> <p>New Buildings Constructed by District Employees: When buildings or building improvements are constructed by district employees, expenditures for salaries (1XX), benefits (2XX), and supplies (6XX) should be recorded under function 2600-Operations and Maintenance of Plant. Materials should be recorded under 725 Buildings and Building Improvements. Building materials include carpet, drapes, built-in shelving, chalkboards, floor and ceiling tile, wood, sheet rock, etc.</p>
730	<p>Major Equipment - New. Expenditures for the purchase of equipment, machinery, furniture, and vehicles.</p>

CHART OF ACCOUNTS

3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
731	New Machinery. Expenditures for machinery usually composed of a complex combination of parts (excluding vehicles). Examples are lathes, drill press, printing press, etc. Usually used with functions 1000 and 2600.
732	New Vehicles. Expenditures for vehicles used to transport persons or objects. Examples are automobiles, trucks, buses, station wagons, and vans. Usually used with functions 2630 and 2700 (school buses) and 2630 (other vehicles).
733	New Furniture. Expenditures for new furniture. Furniture includes desks, chairs, moveable shelving, etc. Usually used with all functions, except 5000.
734	Other New Equipment. Expenditures for all other new equipment not classified elsewhere in the 730 object series.
740	Major Equipment - Replacement. (OPTIONAL -- REPLACEMENT EQUIPMENT MAY BE RECORDED USING 730 MAJOR EQUIPMENT-NEW UNLESS THE BOARD DETERMINES IT MUST TRACK REPLACEMENT COSTS FOR SOME MANAGERIAL REASON. THIS IS NOT REQUIRED BY OPI.) Expenditures for the replacement of equipment, machinery, furniture, and vehicles.
741	Replacement Machinery. Expenditures for replacement machinery usually composed of a complex combination of parts (excluding vehicles). Examples are lathes, drill press, printing press, etc. Usually used with functions 1000 and 2600. (Note: This account code is generally used only for replacement buses and radios purchased from the bus depreciation fund.)
742	Replacement Vehicles. Expenditures for replacement vehicles used to transport persons or objects. Examples are automobiles, trucks, buses, station wagons, and vans. Usually used with functions 2630 and 2700.
743	Replacement Furniture. Expenditures for replacement furniture. Furniture includes desks, chairs, moveable shelving, etc. Usually used with all functions, except 5000.
744	Other Replacement Equipment. Expenditures for all other replacement equipment not classified elsewhere in the 740 object series.

CHART OF ACCOUNTS

3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
750	Depreciation. The portion of the cost of a fixed asset, except for land, which is charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is allocated over the estimated service life of the asset, and each accounting period is charged with a portion of such cost. Through this process, the cost of the asset is ultimately charged off as an expense. Depreciation expense is generally recorded for governmental activities only at year end on the Fixed Asset Schedule of the Trustee's Financial Summary. For fixed assets of Enterprise funds (Funds 70 - 72), depreciation expense should be recorded as an expenditure in the district's accounting records. Land is never depreciated.
780	Major Technology Hardware. Expenditures for computer hardware, monitors, overhead projection devices for computers, computer packages. See object codes 681 and 682 for reporting computer software expenditures.
781	Major Technology Hardware.
782	Major Technology Software.
800	Other Objects. Amounts paid for goods and services not otherwise classified above. Object 800 may not be used with functions 5100, 5200, 5300, 6100, 6200, or 6300. Use objects below wherever appropriate.
810	Dues and Fees. Expenditures or assessments for membership in professional or other organizations.
820	Judgments Against the School District. Expenditures from current funds for all judgments (except as indicated below) against the school district 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 school district 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 is used only with function 2310.
830	Special Assessments. Expenditures to repay long term debt related to sidewalks, curbs, and storm sewers projects levied against school district property. Special assessments for maintenance fees, such as, street lighting, landfill or garbage services, etc. should be coded to object 440 or any other appropriate object.

CHART OF ACCOUNTS

3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
840	Principal on Debt. Outlays from current funds to retire bonds, capital leases, and long-term loans with the Board of Investments. Include outlays from refunding bonds to retire old issues. Repayment of short-term notes or loans with the Board of Investments should not be recorded as an expenditure but recorded using balance sheet account 650, Loans Payable. Only interest on short term notes should be recorded as an expenditure.
850	Interest on Debt. Expenditures for interest on bonds, capital leases, loans with the Board of Investments, and registered warrants.
860	Agent Fees/Issuance Costs. Expenditures to fiscal agent who handles bond and coupon redemption (Function 51XX/63XX), long term loans, or investments. Includes expenditures for commitment fees or loan origination fees charged by the Board of Investments for INTERCAP loans (Function 52XX), fees charged by the county treasurer for administering investments in a county investment program (Function 23XX), or debt issuance costs (Function 4600). Debt issuance costs should be capitalized as fixed assets when bond proceeds are used to build or remodel school structures.
870	Student Scholarships. Expenditures to colleges or universities for students scholarships. Usually paid from the Endowment Fund (81) or Miscellaneous Trust Fund (85). Usually used with program 800 and function 3300.
880	Other Vocational Education Related Costs. Expenditures for vocational education costs relating to student organizations, dues, registration fees, official clothing, etc.
892	Material Prior Period Expenditure Adjustments. (Use with XXX-999-9999-892) Expenditure adjustments relating to a prior fiscal year including adjustments for material accrual understatements. Charges to 892 are subject to the total budget limitations of the fund. Immaterial accrual understatements should be charged to the appropriate current year object code. See Topic 5-0360 and 5-0280 for discussion of accrual understatements and overstatements and revenue source 6100 Material Prior Period Revenue Adjustments. This object would include audit findings which result in material refunds of state or federal funds. As provided in A.R.M. 10.10.305(2), a budget transfer may be made from other appropriations to provide budget authority for transactions recorded in this account. NEVER NEGATIVE.

CHART OF ACCOUNTS

3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
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Other Uses of Funds. Includes transactions which are not properly recorded as expenditures by the school district, but require budgetary or accounting control. Usually used with governmental type funds or expendable trust funds.

- 910 **Operating Transfers to Other Funds.** Used to account for the operating transfer from the General Fund to Compensated Absence Fund or the General Fund to the Litigation Reserve Fund. In the General Fund, use 910 to record a transfer to the Self Insurance - Health Fund to fund costs of the self insurance fund which exceed the actuarially determined premium. Do not use 910 to record transfers between funds which are quasi-external transactions, reimbursements to correct coding errors, residual equity transfers, or interfund loans here. See Topic 5 for discussion of interfund transfers.

When preparing GAAP financial statements, objects 920, 930 and 940 may be classified under an appropriate function other than 6200. OPI uses these accounts from the Trustees' Report to eliminate duplicate reporting of expenditures on a statewide basis. They are not "Other Financing Uses" as defined by generally accepted accounting principles.

- 920 **Resources Transferred to Other School Districts or Cooperatives.** Used to account for resources recorded as revenue by one district or cooperative, but transferred to another district or cooperative for expenditure. For example, a lump sum payment or contribution to a special education cooperative for a member's prorated share of the cooperative's budget should be recorded using 920. The paying district or cooperative must identify the original source of the money transferred to the receiving district or cooperative. See revenue source 5700 and 5710. Used with function 6200 only.

Contracts for specific services such as graphic arts, data processing, purchasing, and warehousing received from other school districts, rather than private contractors, should be recorded using object code 351. Contracts for services, such as audiologists, speech or physical therapy, provided by cooperatives rather than private contractors, should be recorded using object code 354.

Use 930 for transferring grant money to other districts or cooperatives.

- 930 **Federal or State Grant Resources Transferred to Other School Districts or Cooperatives.** (Use with XXX-____-62XX-930-____) Used to record the transfer of grant money received by one district or cooperative and transferred to another district or cooperative for expenditure. See Topic 5 for a discussion of interdistrict transactions. The paying district or cooperative must identify the original source of the money being transferred by using a project reporter code with the expenditure code for the transfer. See revenue source code 5700. Use with function 6200 only.

Use 920 for transferring non-grant money to other districts or cooperatives.

CHART OF ACCOUNTS

3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
940	Indirect Costs. Used to record the transfer of indirect cost recoveries or balances under \$10 from grants to the indirect cost pool in Miscellaneous Fund 15. Use with function 6200. (Code using XXX-____-62XX-940-____).
971	Residual Equity Transfers Out. (Use with XXX-999-9999-971) This account is used to record nonrecurring or nonroutine transfers of equity between funds (i.e. residual balances of discontinued funds which are transferred to the general fund.) Used with program 999 and function 9999. See revenue source code 9710 for recording residual equity transfers in. Total residual equity transfers out for all funds must equal total residual equity transfers in for all funds. Section 20-9-208, MCA, transfers must be reported using the OPI-assigned project reporter code.

Project Reporter Code

XXX-XX-XXX-XXXX-XXX-XXX

- Required in Fund 15
- Optional elsewhere
- Codes
 - ✓ Assigned at district discretion
 - ✓ 910 - 999 reserved by OPI

Federal Projects Old Code		Federal Projects New Code		Program	Project Name	Director	Close
Fund	Project	Fund	Project				
FY2017		FY2018					
115- 203		115- 203		160	ECI Carryover		None
115/215 204		115/215 204		160	M.A.C.Reimbursements	Mike Arnold	None
115- 205		115- 205		271	Indirect Costs	Mike Arnold	None
115/215 208		115/215 208		365	OTO Indian Ed for All	Jennifer Smith	None
115- 209		115- 209		367	OTO FT Kindergarten Start Up	Kathy Olson	None
115/215 215		115/215 215		329	OTO Multi-District Coop	Mike Arnold	None
115- 224		115- 224		160	CSCT Reimbursement	Kathy Olson	None
115- 225		115- 225		329	MT Digital Academy	Mike Arnold	None
115- 404		115- 404		160	Medicaid Reimbursements	Judy Povilaitis	None
215- 500		215- 550		451	Carl Perkins	Scott Anderson	6/30/2018
115- 501		115- 551		329	ECI/Early Childhood - Part C	David Munson	6/30/2018
115- 502		115- 552		454	Federal ABE	Jay Lemelin	6/30/2018
115- 455		115- 555		360	Gifted and Talented	Kim Anthony	6/30/2018
115- 506		115- 556		280	Hearing Conservation	Judy Povilaitis	6/30/2018
115- 507		115- 557		456	IDEA-B	Judy Povilaitis	6/30/2018
215- 409		215- 409		465	Smarther Lunchrooms - Skyview	Deb Black	6/30/2018
215- 511		215- 561		170	Women's Prison	Jay Lemelin	6/30/2018
115- 512		115- 562		457	Preschool IDEA	Judy Povilaitis	6/30/2018
115- 515		115- 565		362	State ABE	Jay Lemelin	6/30/2018
115- 516		115- 566		432	Title III	Kim Anthony	9/30/2018
115- 518		115- 568		420	Title I	Kathy Olson	9/30/2018
115- 519		115- 569		438	Title I - Homeless Children	Kathy Olson	9/30/2018
115- 421		115- 421		160	Qwest Grant	Susan Plath/Kim Anthony	None
115- 423		115- 423		160	Verizon Grant - Newman PLTW	Susan Plath/Kim Anthony	None
215- 513		215- 563		420	Title I D - Neglected & Dlinquent	Susan Plath/Kim Anthony	9/30/2018
115- 522		115- 572		430	Title II - Teacher Trng/Rcrtg	Kathy Olson	9/30/2018
115 525		115- 525		329	Jobs for MT Graduates (School Run)	Kathy Olson	None
115- 526		115- 576		413	Title VI - Indian Ed	Jennifer Smith	6/30/2018
115/215 575		115/215 575		329	Jobs for MT Graduates (State Run)	Olson/Koch	None
115- 427		NONE NONE		324	Graduation Matters Montana		
115- 429		115- 429		160	Vision Grant	Judy Povilaitis	None
215- 532		215- 582		470	ACT Plus Testing Grant	Kim Anthony	6/30/2018
215- 539		215- 589		170	Yellowstone Co Detention	Jay Lemelin	6/30/2018
215- 595		NONE NONE		470	CLOSED		
215- 447		NONE NONE		465	Practical Geometry-Career Center	Scott Anderson	N/A
115- 471		115- 471		160	Audiology Grant-Ajax Foundation	Judy Povilaitis	None
215- 488		215- 488		470	Pre-ETS Vocational Rehab & Blind	Judy Povilaitis	6/30/2018
115- 510		115- 510		329	College Readiness Grant-Grad Matters	Olson/Koch	None
215- 528		215- 528		391	Vo-Ed Reim/Agriculture	Olson/Koch	None
215- 529		215- 529		396	Vo-Ed Reim/Business	Olson/Koch	None
215- 531		215- 531		393	Vo-Ed Reim/Health	Olson/Koch	None
215 532		215 582		471	ACT Plus Testing Grant	Kim Anthony	6/30/2018
215- 533		215- 533		394	Vo-Ed Reim/Fam-Consumer Sci	Olson/Koch	None
215- 534		215- 534		393	Vo-Ed Reimb/Bio-Med	Olson/Koch	None
215- 537		215- 537		397	Vo-Ed Reim/Trades & Industry	Olson/Koch	None
215- 538		215- 538		395	Vo-Ed Reim/Tech Ed	Olson/Koch	None
115- 544		115- 544		160	Phillips 66 Grant -Frameworks	Brenda Koch	None
115- 560		115- 560		324	Graduation Matters Hi-Set	Brenda Koch	None
215- 570		215- 570		150	Robotics Grant	Scott Anderson	None
115- 571		NONE NONE		160	TPS-Teaching with Primary Source		

Pay Special Attention To:

- **Federal Programs**

Revenue and expenditure program codes match!

Examples:

1. Title I Part A

- Revenue Source: 4200
- Expenditure Program: 420