

PROGRAM BUDGETING AND ACCOUNTING MANUAL

For School Districts and Education Service Districts In Oregon

2019 Edition (**Abridged**)

Colt Gill • Deputy Superintendent of Public Instruction
Oregon Department of Education • Salem, Oregon 97310-0203

It is a policy of the State Board of Education and a priority of the Oregon Department of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age, sexual orientation, or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Deputy Superintendent of Public Instruction at the Oregon Department of Education, 255 Capitol Street NE, Salem, Oregon 97310; phone 503-947-5740; or fax 503-378-5156.

This document was produced by the School Finance Department,
Office of Finance and Information Technology,
Oregon Department of Education

Note: This is an abridged version of the original document for the purpose of understanding the expenditure codes used in the [ESSER Expenditure Transparency Dashboard](#). It contains only the sections relating to expenditure function and object codes.

This original full version of this document can be accessed on the [District Budgeting and Accounting page](#).

Table of Contents

The Purpose and Goal	5
The Minimum Chart of Accounts	5
Expenditure Code Types	5
Function Codes	5
Object Codes.....	5
List of Expenditure Function Codes	6
1000 Instruction	6
2000 Support Services.....	7
3000 Enterprise and Community Services	10
4000 Facilities Acquisition and Construction	10
5000 Other Uses.....	10
6000 Contingencies	11
7000 Unappropriated Ending Fund Balance	11
List of Expenditure Object Codes	12
100 Salaries	12
200 Associated Payroll Costs.....	12
300 Purchased Services.....	12
400 Supplies and Materials	14
500 Capital Outlay	14
600 Other Objects	14
700 Transfers.....	15
800 Other Uses of Funds.....	15
Expenditure Coding Examples	16
Expenditure Function Code Definitions	17
1000 Instruction	17
2000 Support Services.....	20
3000 Enterprise and Community Services	23
4000 Facilities Acquisition and Construction	24
5000 Other Uses.....	24
6000 Contingencies (for budget only).....	25

7000 Unappropriated Ending Fund Balance 25

Expenditure Object Code Definitions26

100 Salaries 26
200 Associated Payroll Costs..... 27
300 Purchased Services..... 28
400 Supplies and Materials 29
500 Capital Outlay 30
600 Other Objects 31
700 Transfers..... 32
800 Other Uses of Funds..... 32

Expenditure Function Code Structure Charts.....33

1000..... 33
2000..... 34
3000 - 7000..... 35

Expenditure Object Code Structure Charts36

100 - 300..... 36
400 - 600..... 37
700 - 800..... 38

The Purpose and Goal

The *Program Budgeting and Accounting Manual* is designed as a resource tool for school districts and education service districts in Oregon. The use of the budget and accounting codes will vary with the individual needs of each district. Additional codes are available at the option of the district for more extensive use of account descriptions.

The *2019 Program Budgeting and Accounting Manual* was developed based on the following goals:

The accounting code structure is designed to provide consistent classification of expenditures to allow valid spending comparisons among schools and districts. The financial accounting and reporting system complies with Generally Accepted Accounting Principles (GAAP).

The budgeting and accounting system can be used to plan and manage the resources of a school district.

The manual is a working handbook to which revisions will be made.

With the above goals in mind, the Oregon Department of Education presents this manual to all school districts and educational service districts in the state of Oregon. It is our intent that use will occur at all levels of management, ranging from the classroom to the boardroom.

The Minimum Chart of Accounts

The handbook classification structure (particularly the expenditure classifications) can generate large amounts of detailed data. However, much of the classification system described herein is offered for the optional use of the district. Hence, a district may choose, in a number of ways, which parts of the system it needs or wants to use. It may choose:

Not to use certain optional dimensions at all;

To consolidate certain dimensions in its own local chart of accounts.

To use more dimensions than defined in this publication.

Whatever course a district chooses, it must follow a certain minimum list of these classifications to meet federal and state reporting requirements. This list is referred to as the “minimum chart of accounts.”

In the following account classification descriptions, the minimum chart of accounts is highlighted in **bold**.

Expenditure Code Types

Function Codes

The function describes the activity for which a service or material object is acquired. The major functions of a district are classified into seven areas:

1000	Instruction
2000	Support Services
3000	Enterprise and Community Services
4000	Facilities Acquisition and Construction
5000	Other Uses (Interagency/Fund Transactions and Debt Service)
6000	Contingency
7000	Unappropriated Ending Fund Balance

Functions and sub-functions consist of activities that have similar operational objectives. Categories of activities in each of these divisions and subdivisions are grouped according to the principle that the activities could be combined, compared, related, and mutually exclusive.

Object Codes

The object is the service or commodity bought. These categories are also divided into sub-objects for more detailed accounting.

100	Salaries
200	Associated Payroll Costs
300	Purchased Services
400	Supplies and Materials
500	Capital Outlay
600	Other Objects
700	Transfers
800	Other Uses of Funds

List of Expenditure Function Codes

1000 Instruction

1100 Regular Programs

- 1111 Elementary, K-5 or K-6 (Effective 7/1/2011)**
- 1113 Elementary Extracurricular**
- 1121 Middle/Junior High School Programs**
- 1122 Middle/Junior High School Extracurricular**
- 1131 High School Programs**
- 1132 High School Extracurricular**

1140 Pre-kindergarten Programs

1200 Special Programs

1210 Programs for the Talented and Gifted

1220 Restrictive Programs for Students with Disabilities

- 1221 Learning Centers – Structured and Intensive
- 1222 Development Kindergarten
- 1223 Community Transition Centers
- 1224 Life Skills with Nursing
- 1225 Out of District Programs
- 1226 Home Instruction
- 1227 Extended School Year Programs
- 1228 Diagnostic Classrooms
- 1229 Other Special Programs

1250 Less Restrictive Programs for Students with Disabilities

1260 Treatment and Habilitation

1270 Educationally Disadvantaged

- 1271 Remediation**
- 1272 Title IA/D**

1280 Alternative Education

- 1281 Public Alternative Programs
- 1282 Private Alternative Programs
- 1283-1287 District Alternative Programs
- 1288 Charter Schools
- 1289 Other Alternative Programs

1290 Designated Programs

- 1291 English Language Learner – ORS 336.079**
- 1292 Teen Parent Programs**
- 1293 Migrant Education**
- 1294 Youth Corrections Education**
- 1295 English Language Learner – Non ORS 336.079**
- 1299 Other Programs**

1300 Adult/Continuing Education Programs

1400 Summer School Programs

- 1410 Elementary
- 1420 Middle/Junior High
- 1430 High School
- 1460 Special Programs, Summer School
- 1490 Other Summer School Programs

2000 Support Services

2100 Support Services—Students

2110 Attendance and Social Work Services

- 2111 Service Area Direction
- 2112 Attendance Services
- 2113 Social Work Services
- 2114 Student Accounting Services
- 2115 Student Safety
- 2117 Identification and Recruitment of Migrant Children
- 2119 Other Attendance and Social Work Services

2120 Guidance Services

- 2121 Service Area Direction
- 2122 Counseling Services
- 2123 Appraisal Services
- 2124 Information Services
- 2126 Placement Services
- 2129 Other Guidance Services

2130 Health Services

- 2131 Service Area Direction
- 2132 Medical Services
- 2133 Dental Services
- 2134 Nurse Services
- 2139 Other Health Services

2140 Psychological Services

- 2141 Service Area Direction
- 2142 Psychological Testing Services
- 2143 Psychological Counseling Services
- 2144 Psychotherapy Services
- 2148 Other Psychological Services

2150 Speech Pathology and Audiology Services

- 2151 Service Area Direction
- 2152 Speech Pathology Services
- 2153 Audiology Services
- 2159 Other Speech Pathology and Audiology Services

- 2160 Other Student Treatment Services**
- 2190 Service Direction, Student Support Services**
- 2200 Support Services—Instructional Staff
 - 2210 Improvement of Instruction Services**
 - 2211 Service Area Direction
 - 2213 Curriculum Development
 - 2219 Other Improvement of Instruction Services
 - 2220 Educational Media Services**
 - 2221 Service Area Direction
 - 2222 Library/Media Center
 - 2224 Educational Television Services
 - 2229 Other Educational Media Services
 - 2230 Assessment and Testing**
 - 2240 Instructional Staff Development**
- 2300 Support Services—General Administration
 - 2310 Board of Education Services**
 - 2320 Executive Administration Services**
 - 2321 Office of the Superintendent Services
 - 2324 State and Federal Relations Services
 - 2329 Other Executive Administration Services
- 2400 School Administration
 - 2410 Office of the Principal Services**
 - 2490 Other Support Services – School Administration**
- 2500 Support Services - Business
 - 2510 Direction of Business Support Services**
 - 2520 Fiscal Services**
 - 2521 Service Area Direction
 - 2522 Budgeting Services
 - 2523 Receiving and Disbursing Funds Services
 - 2524 Payroll Services
 - 2525 Financial Accounting Services
 - 2526 Internal Auditing Services
 - 2527 Property Accounting Services
 - 2528 Risk Management Services
 - 2529 Other Fiscal Services
 - 2540 Operation and Maintenance of Plant Services**
 - 2541 Service Area Direction
 - 2542 Care and Upkeep of Buildings Services
 - 2543 Care and Upkeep of Grounds Services

- 2544 Maintenance
- 2546 Security Services
- 2549 Other Operation and Maintenance of Plant Services
- 2550 Student Transportation Services**
 - 2551 Service Area Direction
 - 2552 Vehicle Operation Services
 - 2558 Special Education Transportation Services
 - 2559 Other Student Transportation Services
- 2570 Internal Services**
 - 2571 Service Area Direction
 - 2572 Purchasing Services
 - 2573 Warehousing and Distributing Services
 - 2574 Printing, Publishing, and Duplicating Services
 - 2579 Other Internal Services
- 2600 Support Services - Central Activities
 - 2610 Direction of Central Support Services**
 - 2620 Planning, Research, Development, Evaluation Services, Grant Writing and Statistical Services**
 - 2621 Service Area Direction
 - 2622 Development Services
 - 2623 Evaluation Services
 - 2624 Planning Services
 - 2625 Research Services
 - 2626 Grant Writing
 - 2627 Statistical Services
 - 2628 Fundraising/Resource Development
 - 2629 Other Planning, Research, Development, and Evaluation Services
 - 2630 Information Services**
 - 2631 Service Area Direction
 - 2632 Internal Information Services
 - 2633 Public Information Services
 - 2634 Management Information Services
 - 2639 Other Information Services
 - 2640 Staff Services**
 - 2641 Service Area Direction
 - 2642 Recruitment and Placement Services
 - 2643 Staff Accounting Services
 - 2645 Health Services
 - 2649 Other Staff Services
 - 2660 Technology Services**
 - 2661 Service Area Direction
 - 2662 Systems Analysis Services
 - 2663 Programming Services
 - 2664 Operations Services

2669 Other Technology Services

2670 Records Management Services

2680 Interpretation and Translation Services

2690 Other Support Services – Central

2700 Supplemental Retirement Program

3000 Enterprise and Community Services

3100 Food Services

3110 Service Area Direction

3120 Food Preparation and Dispensing Services

3130 Food Delivery Services

3190 Other Food Services

3200 Other Enterprise Services

3300 Community Services

3310 Direction of Community Services Activities

3320 Community Recreation Services

3330 Civic Services

3340 Public Library Services

3360 Welfare Activities Services

3370 Nonpublic School Students Services

3390 Other Community Services

3500 Custody and Care of Children Services

4000 Facilities Acquisition and Construction

4100 Facilities Acquisition and Construction

4110 Service Area Direction

4120 Site Acquisition and Development Services

4150 Building Acquisition, Construction, and Improvement Services

4180 Other Capital Items

4190 Other Facilities Construction Services

5000 Other Uses

5100 Debt Service

5110 Long-Term Debt Service

5120 Short-Term Debt Retirement

5200 Transfers of Funds

5300 Apportionment of Funds by ESD

5400 PERS UAL Lump Sum Payment to PERS

6000 Contingencies

6110 Operating Contingency

7000 Unappropriated Ending Fund Balance

List of Expenditure Object Codes

100 Salaries

- 110 Regular Salaries
 - 111 Licensed Salaries**
 - 112 Classified Salaries**
 - 113 Administrators**
 - 114 Managerial—Classified**
 - 115 Sabbatical**
 - 116 Supplemental Retirement Stipends**
 - 117 Unused Leave**
- 120 Nonpermanent Salaries
 - 121 Substitutes—Licensed**
 - 122 Substitutes—Classified**
 - 123 Temporary—Licensed**
 - 124 Temporary—Classified**
- 130 Additional Salary**

200 Associated Payroll Costs

- 210 Public Employees Retirement System**
 - 211 Employer Contribution, Tier I and Tier II
 - 212 Employee Contribution, Pick-Up
 - 213 PERS UAL Contribution
 - 214 PERS UAL Contribution
 - 215 PERS UAL Contribution
 - 216 Employer Contribution, Tier III
- 220 Social Security Administration
- 230 Other Required Payroll Costs**
 - 231 Workers' Compensation
 - 232 Unemployment Compensation
- 240 Contractual Employee Benefits
- 270 Post Retirement Health Benefits**

300 Purchased Services

- 310 Instructional, Professional and Technical Services**
 - 311 Instruction Services
 - 312 Instructional Programs Improvement Services
 - 313 Student Services
 - 316 Data Processing Services
 - 317 Statistical Services
 - 318 Professional and Improvement Costs for Non-Instructional Staff
 - 319 Other Instructional, Professional and Technical Services

- 320 Property Services**
 - 321 Cleaning Services
 - 322 Repairs and Maintenance Services
 - 324 Rentals
 - 325 Electricity
 - 326 Fuel
 - 327 Water and Sewage
 - 328 Garbage
 - 329 Other Property Services
- 330 Student Transportation Services**
 - 331 Reimbursable Student Transportation
 - 332 Non-reimbursable Student Transportation
 - 333 Board and Room in Lieu of Transportation
 - 334 Transportation Portion of Tuition Payments
- 340 Travel**
 - 341 Travel, Local in District
 - 342 Travel, Out of District
 - 343 Travel, Student, Out of District
 - 349 Other Travel
- 350 Communication**
 - 351 Telephone
 - 353 Postage
 - 354 Advertising
 - 355 Printing and Binding
 - 359 Other Communication Services
- 360 Charter School Payments**
 - 370 Tuition
 - 371 Tuition Payments to Other Districts Within State**
 - 372 Tuition Payments to Other Districts Outside the State**
 - 373 Tuition Payments to Private Schools**
 - 374 Other Tuition**
- 380 Non-instructional Professional and Technical Services**
 - 381 Audit Services
 - 382 Legal Services
 - 383 Architect/Engineer Services
 - 384 Negotiation Services
 - 385 Management Services
 - 386 Data Processing Services
 - 387 Statistical Services
 - 388 Election Services
 - 389 Other Non-instructional Professional and Technical Services
- 390 Other General Professional and Technological Services**

400 Supplies and Materials

- 410 Consumable Supplies and Materials
- 420 Textbooks
- 430 Library Books
- 440 Periodicals
- 450 Food
- 460 Non-Consumable Items
- 470 Computer Software
- 480 Computer Hardware

500 Capital Outlay

- 510 Land Acquisition
- 520 Buildings Acquisition
- 530 Improvements Other Than Buildings
- 540 Depreciable Equipment
 - 541 Initial and Additional Equipment Purchase
 - 542 Replacement Equipment Purchase
- 550 Depreciable Technology
- 560 Depreciable Bus Garage, Bus and Capital Bus Improvements
 - 562 Bus Garage
 - 564 Bus and Capital Bus Improvements
 - 590 Other Capital Outlay

600 Other Objects

- 610 Redemption of Principal
- 620 Interest
 - 621 Regular Interest
 - 622 Bus Garage, Bus and Capital Improvement Interest
- 630 Unrecoverable Bad Debt Write-Off
- 640 Dues and Fees
- 650 Insurance and Judgements
 - 651 Liability Insurance
 - 652 Fidelity Bond Premiums
 - 653 Property Insurance Premiums
 - 654 Student Insurance Premiums
 - 655 Judgements and Settlements Against the District
 - 659 Other Insurance and Judgements

660 Depreciation (Used for Enterprise and Internal Service Funds Only)

- 662 Buildings
- 663 Improvements Other Than Buildings
- 664 Equipment
- 665 Technology
- 669 Other Capital Assets
- 670 Taxes and Licenses

680 PERS UAL Lump Sum Payment to PERS

690 Grant Indirect Charges

700 Transfers

710 Fund Modifications

720 Transits

790 Other Transfers

800 Other Uses of Funds

810 Planned Reserve

820 Reserved for Next Year

Expenditure Coding Examples

Function Code	Object Code	Example Expenditure
2240	410	Cost of supplies for math instruction training session which elementary teachers attend
1271	111	Licensed salary cost for teaching remedial classes
1280	371	Tuition payments to another agency to provide alternative education
1111	121	Substitute that replaces a third grade teacher who is ill

Expenditure Function Code Definitions

Function describes the type of activity that is carried out. The five major functional areas are: 1000—Instruction, 2000—Support Services, 3000—Enterprise and Community Services, 4000—Facilities Acquisition and Construction, and 5000—Other Uses. The four digit function codes are sub-functions to provide program and service area information. Functions and sub-functions consist of activities which have similar general operational objectives.

1000 Instruction

Activities dealing directly with the teaching of students, or the interaction between teacher and students. Teaching may be provided for students in a school classroom, in another location such as a home or hospital, or in other learning situations such as those involving co-curricular activities. It may also be provided through some other approved medium such as computer instruction applications, television, radio, telephone, and correspondence. Included here are the activities of instructional assistants of any type that assist in the instructional process. Expenditures for teachers' travel within the district in connection with teaching assignments are considered costs of instruction.

1100 Regular Programs. Instructional activities designed primarily to prepare students for activities as citizens, family members, and workers, as contrasted with programs designed to improve or overcome physical, mental, social and/or emotional handicaps. Regular programs include: Elementary, K-5 or K-6; Middle or Junior High; High School; and Pre-kindergarten. Districts should charge classroom expenditures according to the definitions as long as the allocation of costs can be reasonably determined or estimated.

1111 Elementary, K-5 or K-6. Learning experiences concerned with knowledge, skills, appreciation, attitudes, and behavioral characteristics considered to be needed by all students in terms of their awareness of life within our culture and the world of work and which normally may be achieved during the elementary school years.

1113 Elementary Extracurricular. School-sponsored activities, under the guidance and supervision of district staff, designed to provide students such experiences as motivation, enjoyment, and improvement of skills. Extracurricular activities normally supplement the regular instructional program.

1121 Middle/Junior High Programs. Learning experiences concerned with knowledge, skills, appreciation, attitudes, and behavioral characteristics considered to be needed by all students in terms of understanding themselves and their relationships with society and various career clusters, and which normally may be achieved during the middle and/or junior high school years. Area of responsibility codes are required with this function.

- 1122 Middle/Junior High School Extracurricular.** School-sponsored activities, under the guidance and supervision of district staff, designed to provide students such experiences as motivation, enjoyment, and improvement of skills. Extracurricular activities normally supplement the regular instructional program and include such activities as athletics, band, chorus, choir, speech and debate. Also included are student-financed and managed activities.
- 1131 High School Programs.** Learning experiences concerned with knowledge, skills, appreciation, attitudes, and behavioral characteristics considered to be needed by all students as they achieve graduation requirements. Area of responsibility codes are required with this function.
- 1132 High School Extracurricular.** School-sponsored activities, under the guidance and supervision of district staff, designed to provide students such experiences as motivation, enjoyment, and improvement of skills. Extracurricular activities normally supplement the regular instructional program and include such activities as athletics, band, chorus, choir speech and debate. Also included are student-financed and managed activities.
- 1140 Pre-kindergarten Programs.** Educational programs that are designed for the education and training of children, who are enrolled in prekindergarten programs.
- 1200 Special Programs.** Instructional activities designed primarily to deal with students having special needs. The Special Program Service Area includes (1) talented and gifted; (2) children with disabilities; (3) disadvantaged children; and (4) special programs for other student populations.
- 1210 Programs for the Talented and Gifted.** Special learning experiences for students identified as gifted or talented.
- 1220 Restrictive Programs for Students with Disabilities.** Special learning experiences for students with disabilities who spend ½ or more of their time in a restricted setting. These learning experiences include but are not limited to such areas as Structured and Intensive Learning Centers, Developmental Kindergarten, Community Transition Centers, Life Skills with Nursing, Out of District programs, Home Instruction, Extended School Year programs, Diagnostic Classrooms and Functional Living Skills.
- 1250 Less Restrictive Programs for Students with Disabilities.** Special learning experiences for students with disabilities outside the regular classroom. These learning experiences include but are not limited to such areas as Resource Rooms where students with disabilities go during certain periods of the school day to receive remedial instruction in specific subject areas or other remedial

activities. All special education expenditures, including 1250, need to be reported to the state at the school level.

- 1260 Treatment and Habilitation.** Services designed to address a child's developmental deficits in sensory, motor, communication, self-help, and socialization areas. May be used for birth to 5 (pre-K) special education. Do not use with AOR 340 Early Intervening Services.
- 1270 Educationally Disadvantaged. Instructional activities designed for students who are disadvantaged due to socioeconomic status or other circumstances that can affect their ability to learn.
- 1271 Remediation.** Instructional activities designed to improve achievement of regular education students who are not meeting state performance standards. Activities take place outside regular class time; e.g., after school, Saturday School and Summer School. 1271 includes programs outside the regular classroom (i.e., pull-out programs) in addition to those outside the regular school day. Also, use function 1271 for Summer School remedial classes specifically designed to improve student performance to meet state standards. Also use for instructional expenses related to historically underserved students.
- 1272 Title IA/D.** Record Title IA/D instructional activities here.
- 1280 Alternative Education.** Learning experiences for students who are at risk of dropping out of school; who are not succeeding in a regular classroom setting; or who may be more successful in a non-traditional setting. Includes instructional programs operated to meet the needs of at risk youth and students who have dropped out of school. Also includes enrichment programs for talented and gifted students provided in an alternative setting, such as university coursework. On-line curriculums would be coded here.
- 1290 Designated Programs. Special learning experiences for other students with special needs; such as, English Language Learner students, teen parents and migrant education.
- 1291 English Language Learner (ELL) – As per ORS 336.079, instructional activities for ELL students used in acquisition of the English language. Pro-rate duties as applicable.**
- 1292 Teen Parent Programs.** Instructional programs designed to accommodate the needs of teen parents.
- 1293 Migrant Education.** Instructional programs designed to meet the needs of migrant students.
- 1294 Youth Corrections Education.** Instructional programs delivered to youth in detention.

1295 English Language Learner (ELL) – Instructional Activities not related to ORS 336.079 for ELL students used in acquisition of the English language. Pro-rate duties as applicable.

1299 Other Programs. Do not use 1299 for children with IEPs.

1300 Adult/Continuing Education Programs. Learning experiences 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 post-secondary career; prepare students for post-secondary education programs; upgrade occupational competence; prepare students for a new or different career; develop skills and appreciation for special interest; or enrich the aesthetic qualities of life.

1400 Summer School Programs. Instructional activities as defined under 1100 Regular Programs carried on during the period between the end of the regular school term and the beginning of the next regular school term; this does not include the summer term of a 12-month school year. Use function 1271 for Summer School remedial classes designed to improve student performance to meet state standards. Do not use this number for Extended School Year (ESY) programs. Alternative programs that run through the summer are alternative programs, not summer school.

2000 Support Services

Support services are those services which provide administrative, technical, personal (such as guidance and health), and logistical support to facilitate and enhance instruction. Support Services exist to sustain and enhance instruction, and would not otherwise exist if not for instructional programs.

2100 Support Services - Students. Activities which are designed to assess and improve the well-being of students and/or supplement the teaching process.

2110 Attendance and Social Work Services. Activities which are designed to improve student attendance at school and which attempt to prevent or solve students' problems involving the home, the school and/or the community. Use for administrative services for Home Schooling as well as Drug and Alcohol Programs.

2120 Guidance Services. Those activities of counseling students and parents; providing consultation with other staff members on learning problems; assisting students in personal and social development; assessing the abilities of students; assisting students as they make their own educational and career plans and choices; providing referral assistance; and working with other staff members in planning and conducting guidance programs for students. Use this function for School to Work services, e.g. job placement, referral, career counseling.

2130 Health Services. Physical and mental health services which are not direct instruction. Included are activities that provide students with appropriate medical, dental and nursing 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 planning and managing a program of psychological services, including psychological counseling for students, staff and parents as well as student evaluations.
 - 2150 Speech Pathology and Audiology Services.** Activities which have as their purpose the identification, assessment, and treatment of students with impairments in speech, hearing, and language.
 - 2160 Other Student Treatment Services.** Activities associated with providing services such as occupational therapy, physical therapy, adaptive physical education, etc.
 - 2190 Service Direction, Student Support Services.** Activities concerned with direction and management of student support services; e.g., special education, ELL and at risk programs. Expenditures for the special education director for the district should be recorded here.
- 2200 Support Services - Instructional Staff. Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students.
- 2210 Improvement of Instruction Services.** Activities designed primarily for assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences for students.
 - 2220 Educational Media Services.** Activities concerned with the use of all teaching and learning resources, including hardware, software, print and non-print content materials, on-line and other distance learning resources. Educational media are defined as any device, content material, method, or experience used for teaching and learning purposes. Use 2220 for computer repair if related to instruction and for learning resources that support professional technical education.
 - 2230 Assessment and Testing.** Activities to measure individual student achievement. Information obtained is generally used to monitor individual and group progress in reaching district and state learning goals and requirements.
 - 2240 Instructional Staff Development.** Activities specifically designed for instructional staff (including instructional assistants) to assist in preparing and utilizing special/new curriculum materials, understanding and utilizing best teaching practices, and any other activity designed to improve teacher performance. All staff development costs for non-instructional staff should be charged to their function. Use this function for staff development that is instructionally related.
- 2300 Support Services - General Administration. Activities concerned with establishing and administering policy in connection with operating the district.

- 2310 Board of Education Services.** Activities of the legally elected or appointed body vested with responsibilities for educational planning and policy making. Use this function to record legal services.
- 2320 Executive Administration Services.** Activities associated with the overall general administrative or executive responsibility for the entire district.
- 2400 School Administration. Activities concerned with area wide supervisory responsibility. This function could include directors of districtwide instructional programs that have administrative responsibilities.
- 2410 Office of the Principal Services.** Activities concerned with directing and managing the operation of a particular school or schools. Included are the activities performed by the principal, assistant principals, and other assistants in general supervision of all operations of the school; evaluation of the staff members of the school; assignment of duties to staffmembers; supervision and maintenance of the school records and coordination of school instructional activities with instructional activities of the district. Expenditures for activities related to the coordination of student activities shall also be classified under this account. Clerical staffs for these activities are included.
- 2490 Other Support Services - School Administration.** Other school administration services which cannot be recorded under the preceding functions.
- 2500 Support Services - Business. Activities concerned with purchasing, paying, transporting, exchanging, and maintaining goods and services for the district. Included are the fiscal, operation and maintenance, and internal services for operating all schools.
- 2510 Direction of Business Support Services.** Activities concerned with directing and managing the business support services as a group.
- 2520 Fiscal Services.** Activities concerned with the fiscal operations of the district. This program area includes budgeting, receiving and disbursing, financial accounting, payroll, inventory control, and internal auditing.
- 2540 Operation and Maintenance of Plant Services.** Activities concerned with keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, buildings, and equipment in an effective working condition and state of repair. Activities which maintain safety in buildings, equipment and grounds are included.
- 2550 Student Transportation Services.** Activities concerned with the transportation of students between home and school, as provided by state law, including trips to school activities. Area Code 320 must be used with 2550 functions to designate Special Education costs. Charge insurance costs related to transportation to this function, including property and liability.
- 2570 Internal Services.** Activities concerned with buying, storing, and distributing supplies, furniture, and equipment; and those activities concerned with duplicating and printing for the district.

- 2600 Support Services - Central Activities. Other than general administration, which support each of the other instructional and supporting services programs. These activities include planning, research, development, evaluation, information, staff, statistical, and data processing services.
- 2610 Direction of Central Support Services.** Activities concerned with directing and managing the central support services as a group.
 - 2620 Planning, Research, Development, Evaluation Services, Grant Writing and Statistical Services.** Activities, on a system wide basis, associated with conducting and managing programs of planning, research, development, evaluation and grant writing for a district.
 - 2630 Information Services.** Activities concerned with writing, editing and other preparation necessary to disseminate educational and administrative information to pupils, staff, managers, or to the general public through direct mailing, the various news media, or personal contact.
 - 2640 Staff Services.** Activities concerned with maintaining an efficient staff for the district including such activities as recruiting and placement, staff transfers, health services, and staff accounting. Record costs of finger printing employees under this function.
 - 2660 Technology Services.** Activities concerned with all aspects of Technology which includes Computing and Data Processing Services such as networking and telecommunications costs like telephones. Use for major administrative technology expenditures as well as repair of administrative technology, central networking.
 - 2670 Records Management Services.** Activities concerned with retention and disposal of district records.
 - 2680 Interpretation and Translation Services.** Use for language and interpretation services not related to the acquisition of the English language.
 - 2690 Other Support Services - Central.** Central Services not classified above.
- 2700 Supplemental Retirement Program.** Costs associated with a supplemental retirement program provided to both current and prior employees by the district.

3000 Enterprise and Community Services

Activities concerned with operations that are financed and operated in a manner similar to private business enterprises where the stated intent is that the costs of providing goods and services to the students or general public are financed or recovered primarily through user charges and community programs.

- 3100 Food Services.** Activities concerned with providing food to students and staff in a school or 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.

- 3200 Other Enterprise Services.** Activities concerned with other Enterprise Services
- 3300 Community Services.** Activities which are not directly related to the provision of education for pupils in a 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 district for the community as a whole or in part. Additionally, this function is used to record college scholarship payments. Also use for non-instructional expenses related to historically underserved students.
- 3500 Custody and Care of Children Services.** Activities pertaining to the provisions of programs for the custodial care of children in residential day schools, or childcare 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 district.

4000 Facilities Acquisition and Construction

Activities concerned with the acquisition of land and buildings; major remodeling and construction of buildings and major additions to buildings; initial installation or extension of service systems and other built-in equipment; and major improvements to sites. Major capital expenditures, which are defined as capital expenditures that are eligible for general obligation bonding, are recorded here. Maintenance and upkeep of buildings are charged to 2540.

- 4110 Service Area Direction.** Activities pertaining to directing and managing facilities acquisition and construction services.
- 4120 Site Acquisition and Development Services.** Activities pertaining to the initial acquisition of sites and improvements thereon.
- 4150 Building Acquisition, Construction, and Improvement Services.** Activities concerned with building acquisition through purchase or construction and building improvements. Initial installation or extension of service systems, other built-in equipment and building additions are included.
- 4180 Other Capital Items.** Activities concerned with major capital expenditures that are eligible for general obligation bonding like textbooks and technology.
- 4190 Other Facilities Construction Services.** Facilities construction activities which cannot be classified above.

5000 Other Uses

Activities included in this category are servicing the debt of a district, conduit-type transfers from one fund to another fund and apportionment of funds by ESD.

- 5100 Debt Service.** The servicing of the debt of a district. Categories of debt service are listed under objects.
- 5200 Transfers of Funds.** These are transactions which withdraw money from one fund and place it in another without recourse. Unless state law prohibits, revenues should be allocated between funds when received and recorded in the funds to which they belong, rather than placing them in the General Fund and later transferring them. (These are not

counted in local district totals of expenditures.) Interfund loans are not recorded here, but are handled through the balance sheet accounts.

5300 Apportionment of Funds by ESD or LEA. Apportionment of equalization funds and distribution of other funds by the educational service districts (flow-through dollars from ESDs to districts or other ESDs) or from an LEA acting as the fiscal agent for a grant distributed to other districts or other agencies.

5400 PERS UAL Bond Lump Sum Payment to PERS. The one time lump sum payment made to PERS following the issuance of a PERS UAL Bond.

6000 Contingencies (for budget only)

Expenditures which cannot be foreseen and planned in the budget process because of an occurrence of an unusual or extraordinary event. Use with Object 810 only.

7000 Unappropriated Ending Fund Balance

An estimate of funds needed to maintain operations of the school district from July 1 of the ensuing fiscal year and the time when sufficient new revenues become available to meet cash flow needs of the fund. No expenditure shall be made from the unappropriated ending fund balance in the year in which it is budgeted. Use with Object 820 only.

Expenditure Object Code Definitions

Object means the service or commodity obtained as the result of a specific expenditure. Seven major Object categories are identified and described in this handbook: (1) Salaries, (2) Employee Benefits, (3) Purchased Services, (4) Supplies and Materials, (5) Capital Outlay, (6) Other Objects, and (7) Transfers. These broad categories are subdivided to obtain more detailed information about objects of expenditures. A three-digit code number, if used makes it possible to search out detailed information. Following are definitions of the major categories and subcategories. Where the term "district" is used it means school district or educational service district.

100 Salaries

Amounts paid to employees of the 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 district.

- 110 Regular Salaries. Full-time, part-time, and prorated portions of the costs for work performed by employees of the district who are considered to be in positions of a permanent nature.
- 111 **Licensed Salaries.** Costs for work performed by regular licensed employees of the district. Include licensed coordinators and licensed employees in bargaining unit under this object.
- 112 **Classified Salaries.** Costs for work performed by regular classified employees of the district. Confidential staff may be coded to this object or 114 below or you may use a district defined code to track separately.
- 113 **Administrators.** Costs for work performed by regular administrative employees who manage, direct, or administer programs of the district. Administrators need not be licensed to be charged to 113.
- 114 **Managerial—Classified.** Costs for work performed by employees who supervise or manage programs of the district. Supervisors of non-licensed staff, e.g. food services, transportation are recorded under this object. Supervisors are usually not regular classified employees
- 115 **Sabbatical.** Amounts paid by the district to employees on sabbatical leave.
- 116 **Supplemental Retirement Stipends.** Costs for retired employees of the district who receive supplementary retirement payments from the district.
- 117 **Unused Leave.** Unused leave payments when an employee retires or terminates employment are allowable in the year of payment provided they are allocated as a general administrative expense to all activities of the governmental unit or component. The unused leave is specific to the executive level staff (Supt, Deputies or direct reports to the Deputy Superintendent) on an organization chart.

- 120 Nonpermanent Salaries. Full-time, part-time and prorated portions of the costs for work performed by employees of the district who are hired on a temporary or substitute basis to perform work in positions in either temporary or permanent nature.
 - 121 **Substitutes—Licensed.** Costs for work performed by substitute licensed employees of the district.
 - 122 **Substitute—Classified.** Costs for the work performed by substitute classified employees of the district.
 - 123 **Temporary—Licensed.** Salaries of temporary employees—full-time, part-time, and prorated portions of the costs for work performed by employees of the district who are hired on a temporary basis.
 - 124 **Temporary—Classified.** Costs for work performed by temporary classified employees.
- 130 **Additional Salary.** Money paid to employees of the 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 is a matter of state and local regulation or negotiated agreement. Includes additional pay for classified employee overtime and for activities such as coaching, supervision of extracurricular activities, extended contracts, etc. Object 130 should be used for all overtime.

200 Associated Payroll Costs

Amounts paid by the district on behalf of employees; these amounts are not included in the gross salary, but are over and above. Such payments are fringe benefit payments, and, while not paid directly to employees, nevertheless are part of the cost of salaries and benefits. Examples are: (1) group health or life insurance, (2) contributions to public employees' retirement system, (3) social security, (4) workers' compensation, and (5) unemployment insurance.

- 210 **Public Employees Retirement System.** District payments to the Public Employees Retirement System.
- 220 **Social Security Administration.** Employer's contribution to the Social Security/ Medicare (FICA) for employee retirement.
- 230 **Other Required Payroll Costs.**
- 240 **Contractual Employee Benefits.** Amounts paid by the district which are a result of a negotiated agreement between the Board of Directors and the employee groups. Examples of expenditures would be health insurance, long-term disability and tuition reimbursement. The district may assign account codes 241 through 249 for these expenditures. Include here payments/penalties in lieu of health insurance and penalties paid due to the choice not to offer benefits to employees (Affordable Care Act).
- 270 **Post Retirement Health Benefits (PRHB).** Post-retirement Health Benefits are costs of health insurance or health services not included in a pension plan for retirees and their spouses, dependents and survivors.

300 Purchased Services

Services which, by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.

- 310 Instructional, Professional and Technical Services.** Services which by their nature can be performed only by persons with specialized skills and knowledge. Included are the services of medical doctors, lawyers, consultants, teachers for the instructional area.
- 320 Property Services.** Services purchased to operate, repair, maintain, insure, and rent property owned and/or used by the district. These services are performed by persons other than district employees.
- 330 Student Transportation Services.** Expenditures to persons (not on the district payroll) or agencies for the purpose of transporting children. These include those expenditures to individuals who transport themselves or to parents who transport their own children. Expenditures for the rental of buses which are operated by personnel on the district payroll are not recorded here; they are recorded under Purchased Services— Rentals.
- 340 Travel.** Costs for transportation for all district personnel (including students), conference registration, meals, hotel, and other expenses associated with traveling on business for the district. Payments for per diem in lieu of meals and lodging and for car allowance also are charged here. Travel costs may be identified through use of the following sub-accounts at the option of the district. Use for travel costs incurred by district employees and students. Travel costs incurred by contracted professionals should be included in the cost of the service. Vehicles rented in lieu of reimbursing mileage to an employee should be charged to 340.
- 350 Communication.** Services provided by persons or businesses to assist in transmitting and receiving data or information. This category includes telephone and international data communications, postage machine rental and postage, fax and advertising. Expenditures for these services may be identified through the use of sub-accounts at the option of the district.
- 360 Charter School Payments.** Expenditures to reimburse Charter Schools for services rendered to students.
- 370 Tuition.** Expenditures to reimburse other educational agencies for services rendered to students. Use object 37X, if your district is paying another entity to provide the student's entire instructional program.
 - 371 Tuition Payments to Other Districts Within the State.** Conduit-type payments to districts, generally for tuition in the state for services rendered to students residing in the paying district. Where a governmental unit collects money from a non-operating district for the education of students from the non-operating district and pays it to an operating district, the non-operating district records such payments here.

- 372 Tuition Payments to Other Districts Outside the State.** Conduit-type payments to districts, generally for tuition outside the state for services rendered to students residing in the paying district. Where a governmental unit collects money from a non-operating district for the education of student from the non-operating district and pays it to an operating district the non-operating district records such payments here.
- 373 Tuition Payments to Private Schools.** Conduit-type payments to private schools, generally for tuition for students residing in the paying district.
- 374 Other Tuition.** Tuition payments which cannot be classified above. Record post-graduation scholarship payments here.
- 380 Non-instructional Professional and Technical Services.** Services which by their nature can be performed only by persons with specialized skills and knowledge. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, accountants, etc.
- 390 Other General Professional and Technological Services.**

400 Supplies and Materials

Amounts paid for material items of an expendable nature that are consumed, worn out, or deteriorated by use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances.

- 410 Consumable Supplies and Materials.** Expenditures for ALL supplies for the operation of a district, including freight and cartage. If such supplies are handled for resale to students, only the net cost of supplies is recorded here.
- 420 Textbooks.** Expenditures for prescribed books which are purchased for students or groups of students, and resold or furnished free to them. This category includes the costs of workbooks, textbook binding or repairs, as well as the net amount of textbooks which are purchased to be resold or rented. E-textbooks are considered curriculum and would be coded here.
- 430 Library Books.** Expenditures for regular or incidental purchases of library books available for general use by students, including any reference books, even though such reference books may be used solely in the classroom. Also recorded here are costs of binding or other repairs to school library books and e-library books.
- 440 Periodicals.** Expenditures for periodicals and newspapers. A periodical is any publication appearing at regular intervals of less than a year and continuing for an indefinite period.
- 450 Food.** Expenditures for food purchases related to 3100 Food Service only. Other food purchases should remain in object code 410.
- 460 Non-consumable Items.** Expenditures for equipment with a current value of less than \$5,000 or for items which are "equipment-like," but which fail one or more of the tests for classification as Object 541 or 542 (see object 540 definition). Examples might include hand held calculators, stacking chairs, etc. This object category could be used

when a district desired to treat these items as equipment for budgeting, physical control, etc., without either violating the state dollar threshold for capital equipment or combining these items with consumable supplies (Object 410–419).

470 Computer Software. Expenditures for published computer software. Include licensure and usage fees for software here. The Cloud is considered software and would be coded here.

480 Computer Hardware. Expenditures for non-capital computer hardware, generally of value not meeting the capital expenditure criterion. An iPad or e-reader needed to access e-textbooks is considered hardware and would be coded here.

500 Capital Outlay

Expenditures for the acquisition of fixed assets or additions to fixed assets. They are expenditures for land or existing buildings; improvements of grounds; construction of buildings; additions to buildings; remodeling of buildings; initial equipment; additional equipment; and replacement of equipment.

510 Land Acquisition. Expenditures for the purchase of land.

520 Buildings Acquisition. Expenditures for acquiring buildings and additions, either existing or to be constructed, except for bus garages (See Object 562). Included are expenditures for installment or lease payment (except interest) which have a terminal date and result in the acquisition of buildings, except payments to public school—housing authorities or similar agencies. Expenditures for major permanent structural alterations and the initial or additional installation of heating and ventilating systems, electrical systems, plumbing systems, fire protection systems, and other service systems in existing buildings are included also.

530 Improvements Other Than Buildings. Expenditures for the initial and additional improvement of sites and adjacent ways after acquisition by the district. Improvement consists of such work as grading, landscaping, seeding, and planting of shrubs and trees; constructing new sidewalks, roadways, retaining walls, sewers and storm drains; installing hydrants; initial surfacing and soil treatment of athletic fields and tennis courts; furnishing and installing for the first time, fixed playground apparatus, flagpoles, gateways, fences, and underground storage tanks which are not parts of building service systems; and demolition work. Special assessments against the district for capital improvement such as streets, curbs, and drains are also recorded here.

540 Depreciable Equipment. Expenditures for the initial, additional, and replacement items of equipment, except for buses and capital bus improvements (See object 564). An equipment item is a movable or fixed unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles that meets all of the following conditions:

1. It has an anticipated useful life of more than 1 year.
2. It is of significant value, measured as original cost or estimated market value. The current value threshold is \$5000. The federal value criterion currently is also \$5,000.
3. It retains its original shape and appearance with use.

4. It is nonexpendable; that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it than to replace it with an entirely new unit.
5. It does not lose its identity through incorporation into a different or more complex unit or substance.

Additional information related to GASB 34 requirements can be found in the Special Instructions for Recording Expenditures under the section entitled GASB Statement 34 Reporting Requirements at the beginning of Chapter 3.

550 Depreciable Technology. Expenditures for computer hardware, related equipment, and other capital outlay for technology. See object 540 for definition of capital outlay.

562 Bus Garage Purchases. The purchase of a garage or garage improvements used for student transportation. All purchases using this code must also be listed on the Bus and Garage Depreciation Schedule and Mileage Report. All others should be reported under 520 Building Acquisitions.

564 Bus and Capital Bus Improvements. The purchase of buses and capital bus improvements e.g. handicap lift. All purchases using this code must also be listed on the Bus and Garage Depreciation Schedule and Mileage Report. All others should be reported under 540 Equipment.

590 Other Capital Outlay. Expenditures for all other Capital Outlay not classified above.

600 Other Objects

Amounts paid for goods and services not otherwise classified above. This includes expenditures for the retirement of debt, the payment of interest on debt, payments to a housing authority, and the payment of dues and fees.

610 Redemption of Principal. Expenditures which are from current funds to retire bonds, and principal portion of contractual payments for capital acquisitions.

620 Interest. Expenditures from current funds for interest on serial bonds, short-term loans and interest included in contractual payments for capital acquisitions. Sub-accounts may be used to record separately these different kinds of interest.

621 Regular Interest. Expenditures for all interest, excluding bus garage, bus and capital bus improvement interest.

622 Bus Garage, Bus and Capital Bus Improvement Interest. Only record expenditures for bus garage, bus and capital bus improvement interest here.

630 Unrecoverable Bad Debt Write-Off.

640 Dues and Fees. Expenditures or assessments for membership in professional or other organizations or associations or payments to a paying agent for services rendered.

- 650 Insurance and Judgments.** Insurance to protect school board members and their employees against loss due to accident or neglect.
- 660 Depreciation (Used for Enterprise and Internal Service Funds Only).** 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. Land is not depreciated.
- 670 Taxes, Licenses and Assessments.** This includes taxes, licenses and assessments paid to a government body and penalties assessed for lack of health benefits for eligible employees (Affordable Care Act).
- 680 PERS UAL Lump Sum Payment to PERS.** The one time lump sum payment made to PERS following the issuance of a PERS UAL Bond. (Use only with 5400 function.)
- 690 Grant Indirect Charges.** Charges made to a grant to recover charges made to administration.

700 Transfers

This object category does not represent a purchase; rather it is used as an accounting entity to show that funds have been handled without having goods and services rendered in return. Included here are transactions for interchanging money from one fund to the other and for transmitting flow-through funds to the recipient (person or agency).

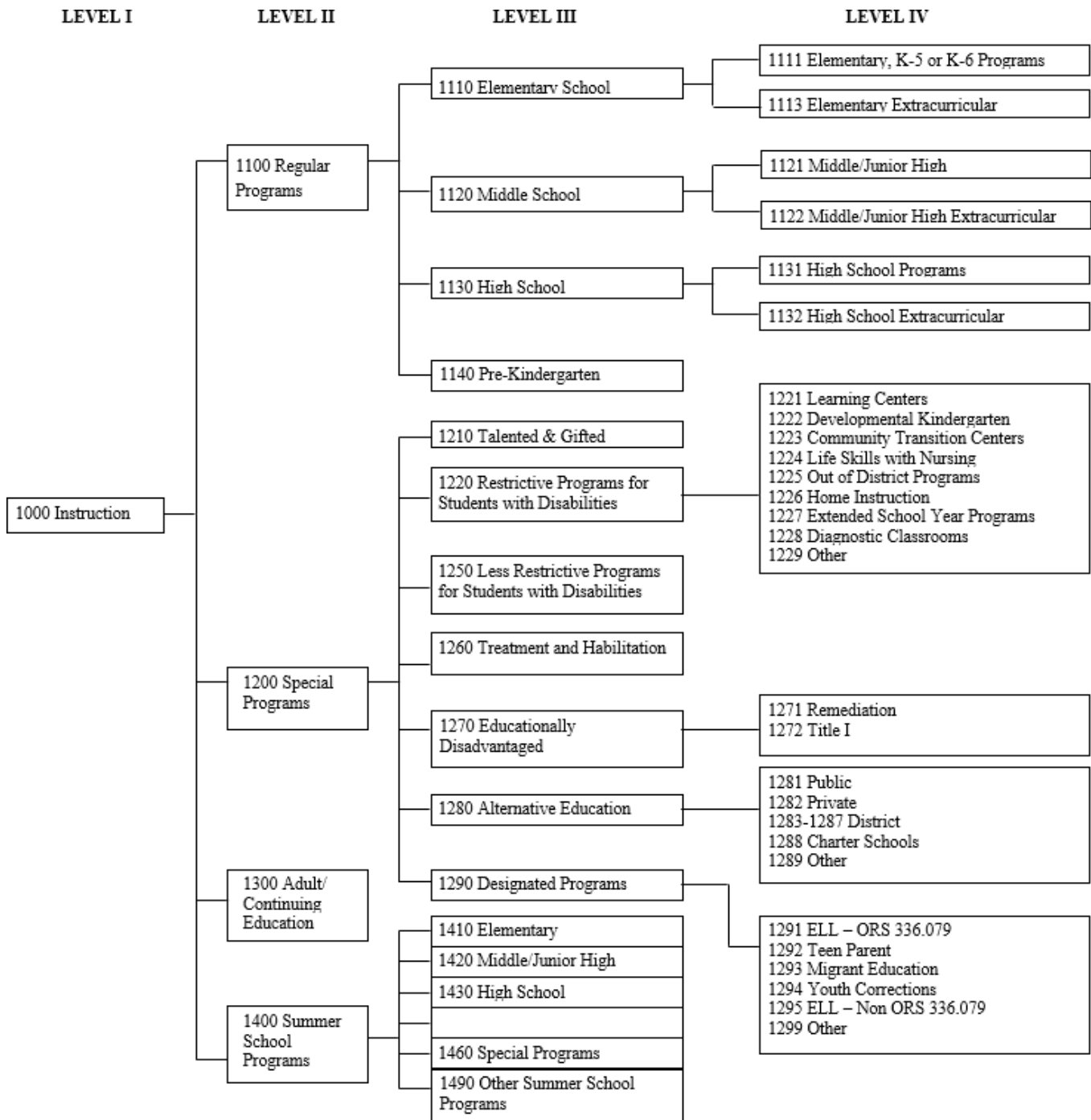
- 710 Fund Modifications.** This category represents transactions of conveying money from one fund to another. Generally, this takes the form of payments from the General Fund to some other fund and should be so recorded. They are not recorded as expenditures. (Use only with 5200 function.) See page 28 Transfers to Other Funds for more detail.
- 720 Transits.** This category represents transactions which are transit or flow-through means to convey money to the recipient (person or agency). This includes transactions which place grants-in-aid, special grants (stipends), and tuition and transportation for other district use, in the hands of the user. (Use only with 5300 function.)
- 790 Other Transfers.** This category is to be used for those transfer transactions which cannot be identified in the above classifications.

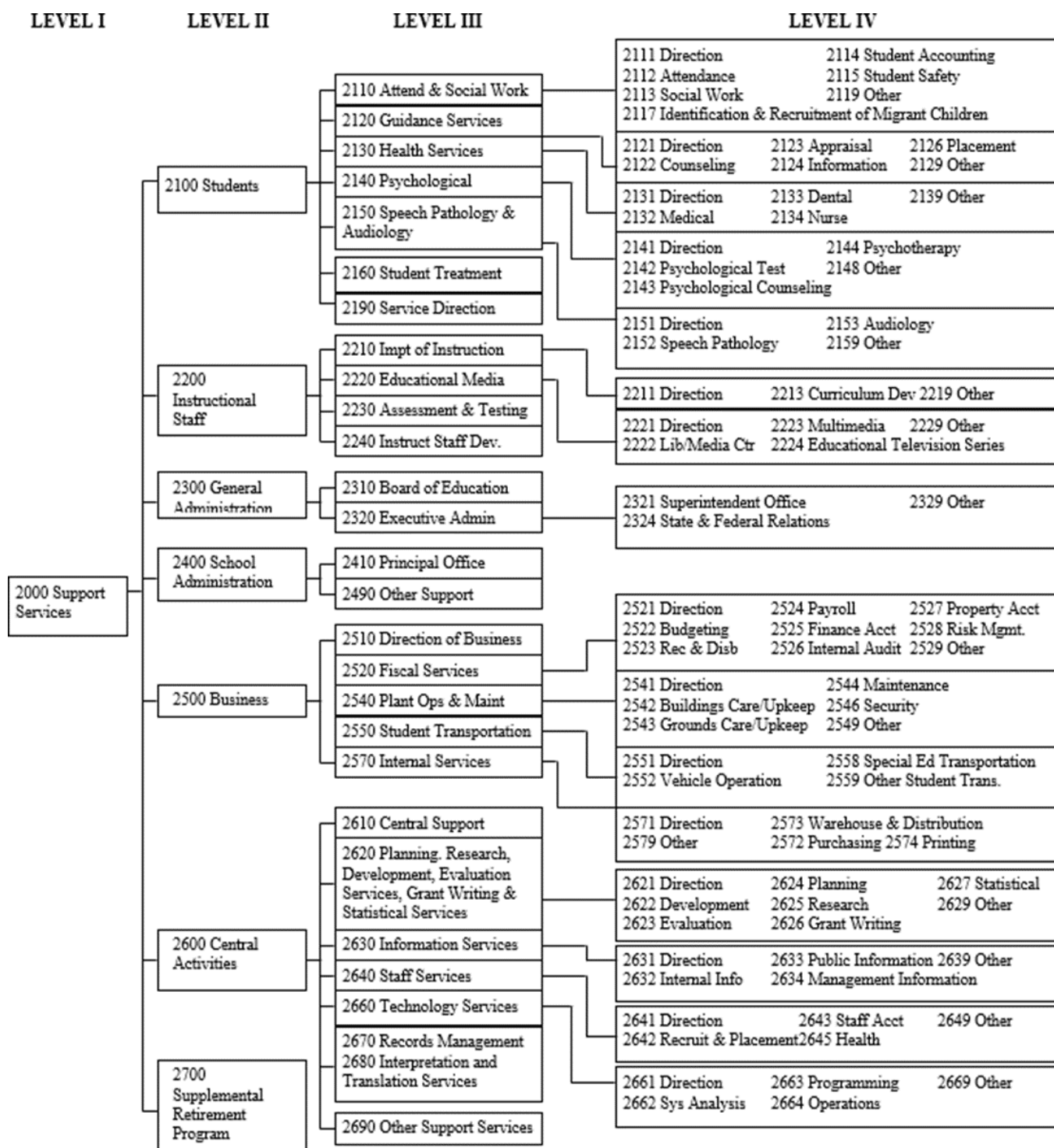
800 Other Uses of Funds

- 810 Planned Reserve.** Amounts set aside for operating contingencies for expenditures which cannot be foreseen and planned in the budget because of the occurrence of some unusual or extraordinary event.
- 820 Reserved for Next Year.**

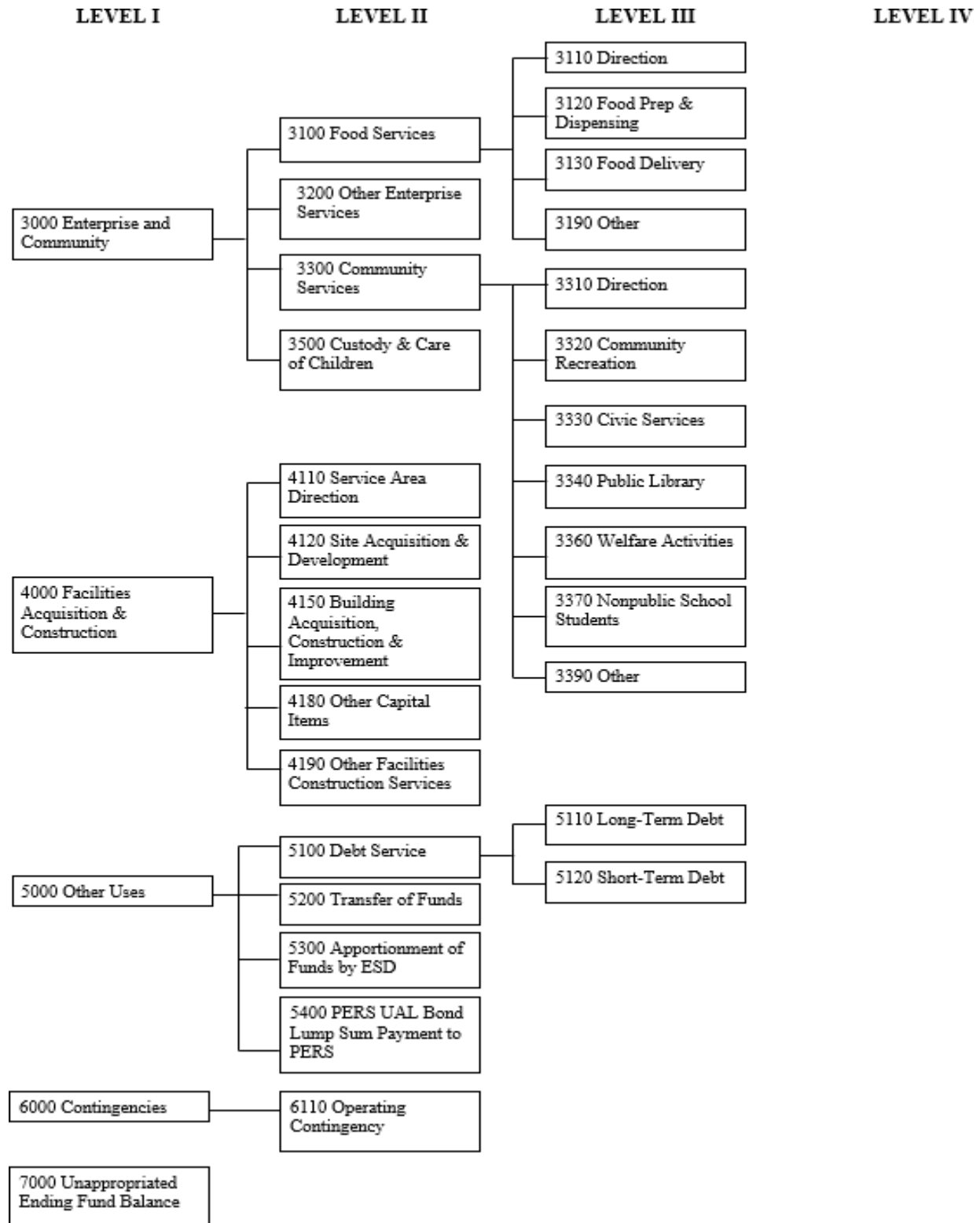
Expenditure Function Code Structure Charts

1000



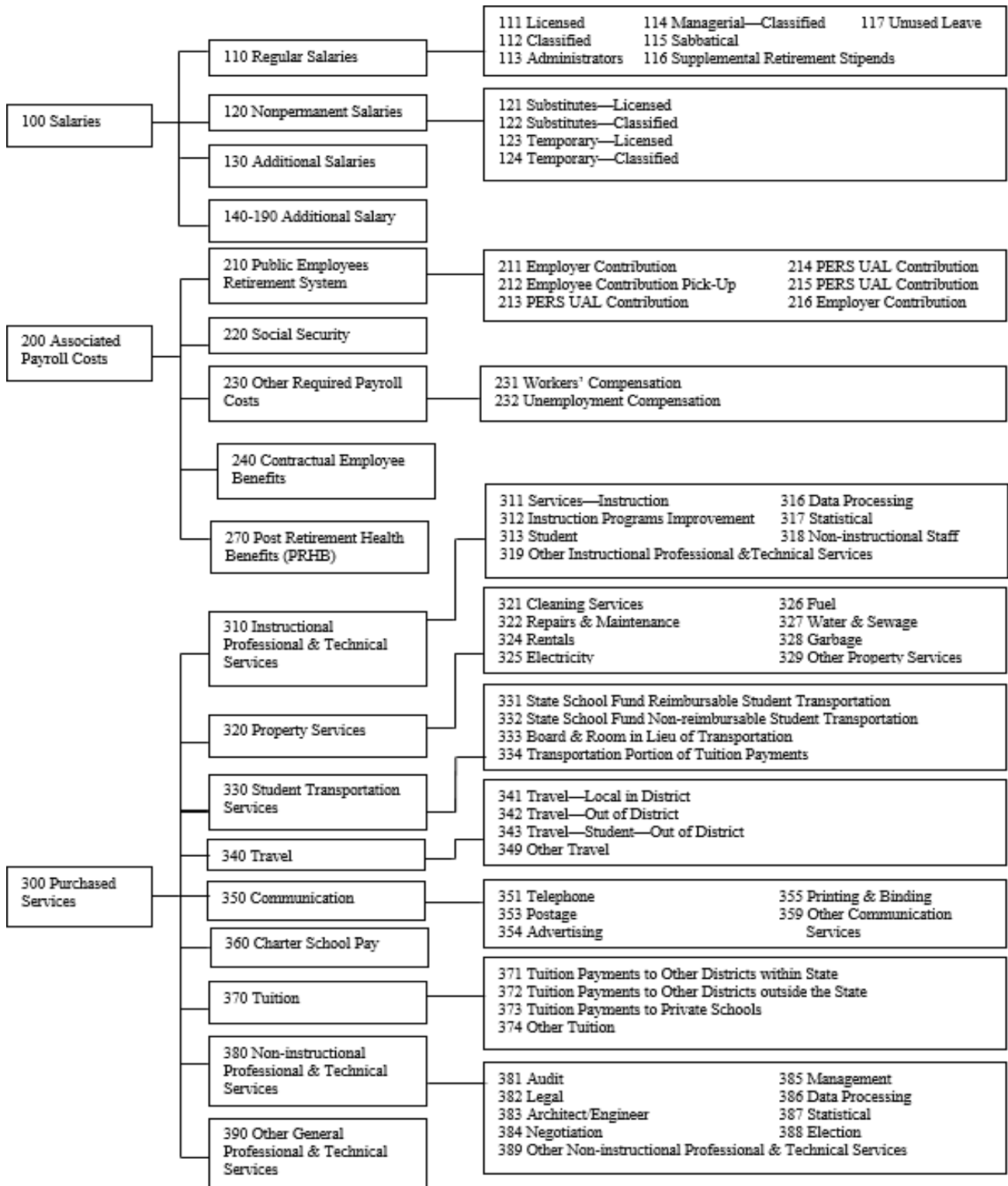


3000 - 7000

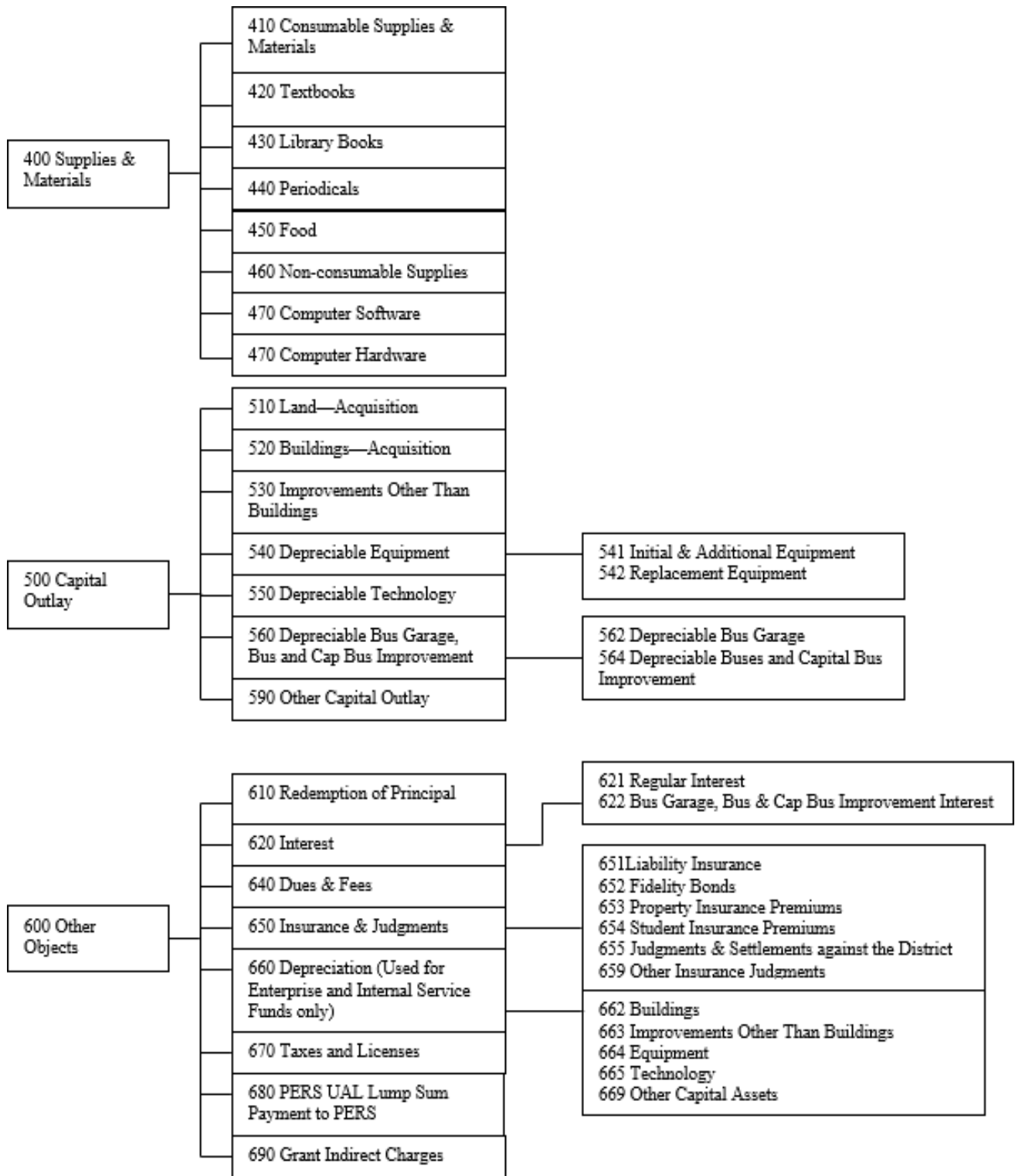


Expenditure Object Code Structure Charts

100 - 300



400 - 600



700 - 800

