ACCOUNT CODING

Common Errors
ACCOUNT CODING

Common Errors and Why We Need Them Corrected:

- Data Quality
- Reconciliations
- PEIMS Fatal/Special Warnings
- Accurate W-2s
- Accurate 1099s
EXPENDITURE OBJECT CATEGORIES

- 6100 Payroll Costs
- 6200 Professional & Contracted Services
- 6300 Supplies & Materials
- 6400 Other Operating Expenses
- 6500 Debt Service
- 6600 Capital Outlay
6100 PAYROLL COSTS

This major classification includes the gross salaries or wages and benefit costs for employee services.

Example: Employee’s salary and benefits
6100 PAYROLL COSTS

- 6110 PROFESSIONAL PAY
  - R 6112 Salaries or Wages for Substitute Teachers
    - Function 11 in most cases
  - R 6119 Salaries - Teachers & Other Professional Personnel- (Coming from Employee Management/Salary Negotiation)
6100 PAYROLL COSTS

6120 SUPPORT PAY

- **R 6121** Extra Duty Pay/Overtime - Support Staff

- **R 6122** Substitutes for Support Personnel

- **R 6129** Wages for Support Personnel

Version 13
New Code 6122
6200 PROFESSIONAL AND CONTRACTED SERVICES

- This major account classification is used to record expenditures/expenses for services rendered to the school district by firms, individuals and other organizations
  - Example: Payment to the school district attorney
6200 PROFESSIONAL & CONTRACTED SERVICES

6210 PROFESSIONAL SERVICES

- **R 6211** Legal (Function 41 only)
- **R 6212** Audit (Function 41 only)
- **R 6213** Tax Appraisal & Collections (Appraisal costs moved to function 99)
- **R 6214** Lobbying

See Texas Ethics Commission for guidelines regarding definition
6200 PROFESSIONAL & CONTRACTED SERVICES

- **R 6219 Professional Services**
  - Expenditures for professional services rendered by personnel who are not on the payroll of the school district

**Now:**

- Aligns with definition of professional services in Gov’t Code 2254.002 –
  - Architects,
  - Engineers,
  - Land Surveying, etc.

- Use 6299 for most other professional services if not listed specifically under 6219
6200 PROFESSIONAL & CONTRACTED SERVICES

6230 EDUCATION SERVICE CENTER SERVICES

6239 Education Service Center Services

- Data Processing
- Staff development
- Media services
- Special education services
- Vocational education services
- Curriculum development
- Drug training
- Grant writing services
6200 PROFESSIONAL & CONTRACTED SERVICES

- 6240 CONTRACTED MAINTENANCE & REPAIR SERVICES

  - R 6249 Contracted maintenance & repair
  - Includes:
    - Normal upkeep, maintenance, and renovation contracts
    - Maintenance agreements
    - Software upgrades
Someone hired from outside your district to do the work – *Independent Contractors*

Maintenance agreements are for servicing the equipment...*not renting/leasing* the equipment

- Use 6269, Rentals-Operating Leases, for rental agreements
6200 PROFESSIONAL & CONTRACTED SERVICES

- 6250 UTILITIES
  - R 6259 Utilities
  - Use function 51 for all utilities
6200 PROFESSIONAL & CONTRACTED SERVICES

6260 RENTALS - OPERATING LEASES

- R 6269 Rentals - Operating Leases
  - Furniture
  - Computers
  - Vehicles, etc.
6200 PROFESSIONAL & CONTRACTED SERVICES

- 6290 MISCELLANEOUS CONTRACTED SERVICES
  - § R 6291 Consulting Services
    (new code in version 13)
    Re “best practice” consulting, performance analysis, strategy development, technology implementation
  - § R 6299 Miscellaneous contracted Services
6300 SUPPLIES AND MATERIALS

- Includes all expenditures for supplies and materials.

- General supplies with a cost < $5,000 per unit.
  - Capitalization thresholds, defined by district, apply
6300 SUPPLIES & MATERIALS

- 6310 SUPPLIES & MATERIALS FOR MAINTENANCE & OPERATIONS

- R 6311 Gasoline and Other fuels for Vehicles (including buses)
6400 OTHER OPERATING COSTS

- This major classification is used to classify expenditures for items other than Payroll Costs, Professional and Contracted Services, Supplies and Materials, Debt Service and Capital Outlay that are necessary for the operation of the school district.

- Example: Employee travel reimbursement
6400 OTHER OPERATING COSTS

6410 TRAVEL, SUBSISTENCE & STIPENDS

- *R 6411 Travel & Subsistence - Employee Only*
  - Used to classify the cost of transportation, meals, room, and other expenses associated with traveling on official school business
6400 OTHER OPERATING COSTS

6411 Travel & Subsistence - Employee Only

- Travel expenses must conform to IRS and OMB Circular A-87 regulations

- Any travel reimbursed from state funds and federal funds that are received from the Texas Education Agency must comply with the general appropriations act

- May reimburse excess costs with local funds, according to local policy
6400 OTHER OPERATING COSTS

**R 6411 Travel & Subsistence - Employee Only** (continued)

- Employee travel also includes any registration fees associated with attending conferences, including seminars, in-service training, etc.

- Membership dues are not coded here. Dues were previously coded to 6499. Membership dues are coded to object code as of 2008-09 (6495).
6400 OTHER OPERATING COSTS

- 6410 TRAVEL, SUBSISTENCE & STIPENDS (continued)
- 6412 Travel & Subsistence – Students
  - Used to classify the cost of transportation (rental of vans, buses and other vehicles), meals, participation fees, room, and other expenses associated with students traveling for school sponsored events
6400 OTHER OPERATING COSTS

- **R 6419 Travel & Subsistence - *Non-Employees* (continued)**
- Used to classify the cost of transportation, meals, room and other expenses associated with traveling on official school business not specified elsewhere
- Expenditures for individuals not employed by the school district for allowances related to and/or for participation in organizational controlled or directed activities
- Examples of non-employees:
  - Parents
  - Board members
  - Other individuals not employed by the paying agency
- Includes registration fees associated with attending conferences, including seminars, in-service training, etc.
- Travel expenses must conform to IRS and OMB Circular A-87 regulations
  - Pay excess costs with local funds according to local policy
6490 MISCELLANEOUS OPERATING COSTS (continued)

- R 6494 Reclassified Transportation Expenditures
  - Costs other than those incurred for the purpose of Transporting students to and from school
    - Identification of these costs is required under Section 34.010, TEC
  - Expenses from various expenditure object codes for salaries, fuel, etc. in Function 34 should be reclassified to this, with the appropriate function assigned
    - Field trips (Function 11)
    - Extracurricular activities (Function 36)
6400 OTHER OPERATING COSTS

- **R6495 Dues**

- For dues paid to clubs, committees or other organizations such as TASBO, TASB, TASA, Lions Club, Rotary, Chamber of Commerce, etc.
6400 OTHER OPERATING COSTS

- **$6499 Miscellaneous Operating Costs**
  - Expenditures for all other operating costs not mentioned elsewhere
    - Fees (not associated with travel or dues)
    - Awards
    - Bid notices
    - Graduation Expenses—Function 11!
    - Food/refreshments for school-related meetings
    - Newspaper advertisements
6600 CAPITAL OUTLAY – LAND, BUILDINGS AND EQUIPMENT

- Used to classify expenditures for fixed assets
- Capital expenditures for assets with a cost of $5,000 or more per unit, and a useful life of more than one year
- Capitalization thresholds, defined by district, apply
6600 CAPITAL OUTLAY

- **6620 BUILDING PURCHASE, CONSTRUCTION OR IMPROVEMENTS**

- **R 6629 Building Purchase, Construction or Improvements**
  - Purchase of buildings
  - Materials, labor, etc., to construct new buildings
  - Expenditures for substantial alteration or remodeling of existing buildings
    - Must materially increase building life and/or usefulness
  - All associated fees
6600 CAPITAL OUTLAY

- **6630 FURNITURE & EQUIPMENT**
- \(\mathcal{R} \ 6631\) Vehicles
- \(\mathcal{R} \ 6639\) Furniture, Equipment & Software
- Both with \(\geq\) $5,000 & useful life of more than 1 year
  - District may elect to capitalize at lower limit (Object 6640)
- Includes
  - Telephone systems
  - Mainframe computers
  - High-capacity copiers
  - Site licenses, single use software, etc
6600 CAPITAL OUTLAY

- **6660 LIBRARY BOOKS & MEDIA**
  - **R 6669 Library Books & Media**
    - Expenditures for books and film
    - >1 Year useful life
    - Catalogued & controlled by the library
    - Meets the capitalization criteria of the district or is ≥ $5,000/per unit
  - Most are coded to Object 6329 Reading Materials
<table>
<thead>
<tr>
<th>Code</th>
<th>Program Intent</th>
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<tbody>
<tr>
<td>11</td>
<td>Basic Educational Services</td>
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<td>21</td>
<td>Gifted and Talented</td>
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<td>22</td>
<td>Career and Technology</td>
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<td>24</td>
<td>Accelerated Education</td>
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<tr>
<td>25</td>
<td>Bilingual Education and Special Language Programs</td>
</tr>
</tbody>
</table>
PROGRAM INTENT CODES

26  Non-disciplinary AEP Services
28  Disciplinary AEP Services
29  Disciplinary AEP Supplemental
30  Title I, Part A School-wide/Comp Ed
31  High School Allotment – Not available
91  Athletics and Related Activities
99  Undistributed
Approvals: By Principal, Business Office

What: Amounts within a Function:

From: 199 E 11 6399 00 XXX 0 11 310
To: 199 E 11 6411 00 XXX 0 11 310

When: Tuesdays and Thursdays
Approvals: By Principal, Business Office, School Board

What: Crosses Functions,
   From: 199 E 11 6399 00 XXX 0 11 310
   To: 199 E 23 6411 00 XXX 0 11 310

Due to Business Office: Check Business Calendar for Monthly Due date

When: Once a month after board approval
Purchase Orders required for supplies, materials, etc. using an approved vendor. Bid number needs to be on the purchase order.

Check Requests are ONLY for travel expenses that do not require a purchase order.
ACCOUNTS PAYABLE

- Documentation due Friday noon for the next week’s check run
- Only receive items that are in hand—Do NOT receive on items if they are back ordered/ separate shipment, etc.

- Three match required for check to be processed:
  - Purchase Order
  - Received online in the Skyward System
  - Valid Invoice, travel/hotel form, etc.

- Check outstanding purchase order list for Pos that should be closed out
Fiscal Year End

Last Check run for 2013-14 will be September 19\textsuperscript{th}. All invoices and travel charged to 2013-14 is due to the Business office by September 12\textsuperscript{th}.

Documents received after September 12\textsuperscript{th} will be charged to the new year 2014-15 budget.
To receive payment:

Out of District travel:
- Check Request and/or Purchase Order
- Travel Reimbursement Form—detailing dates and meals—do not combine!
- Conference/Brochure
- Signature Approvals and account code

In District travel:
- Mileage Log on the website – newly updated with drop down selections for district sites
PAYROLL

- All payroll checks must be processed through Payroll using budgeted funds
  - WHY? In order to ensure that all earnings are reported on their W-2s

- Employees may not be paid through Campus or Student Activity Funds
CAMPUS ACTIVITY FUNDS

- Expenditures follow same guidelines as budgeted funds

- Source of funds may be designated fundraisers, vending machines, picture commissions, etc.

- Must use approved vendors
Must have the documentation to verify Student Activity Status:
- Bylaws
- Agendas/Minutes for regular meetings
- Student Officers

Expenditures do not require the use of approved vendors
Faculty – Staff Funds

Expenditures do not require the use of approved vendors

Source of funds – contributions from faculty – cannot deposit vending commission into sunshine fund
August 6th – Be there or be Square!!

Report Training for all that you didn’t know to ask!

FINANCE ROUNDTABLES
Monthly starting in September—
Please check website for dates

Time Off through Employee Access
Coming to a Campus near You