

# 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



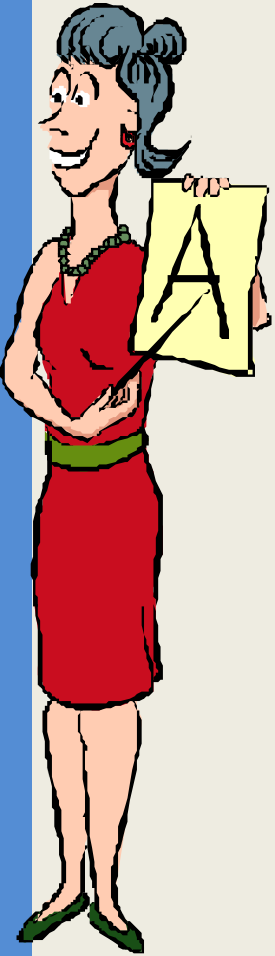
# 6100 PAYROLL COSTS

- 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**



# 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

### ■ *R* 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



# 6249 CONTRACTED MAINTENANCE & REPAIR

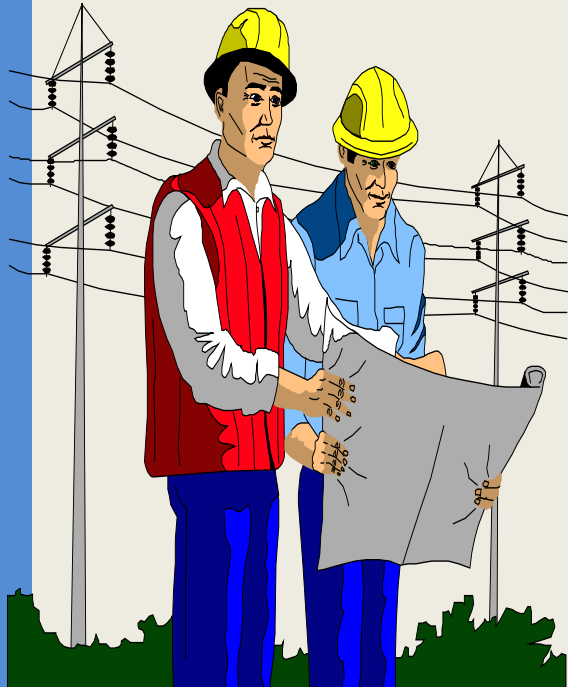
- Someone hired from outside your district to do the work – *Independent Contractors*
- Maintenance agreements are for servicing the equipment...not renting/leasing the equipment
  - Use 6269, Rentals-Operating Leases, for rental agreements

# 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.



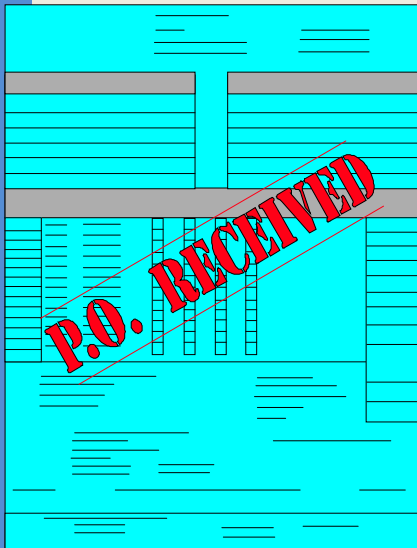
# 6200 PROFESSIONAL & CONTRACTED SERVICES

## ■ 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

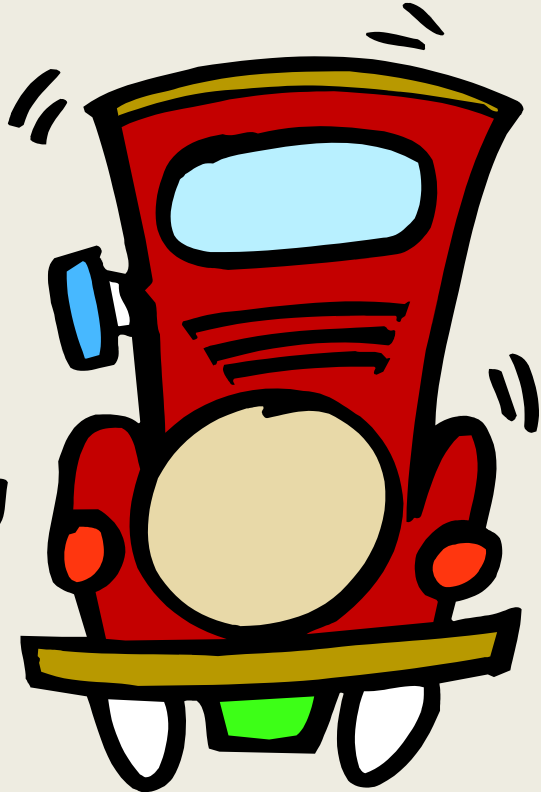


# 6300 SUPPLIES AND MATERIALS

- 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

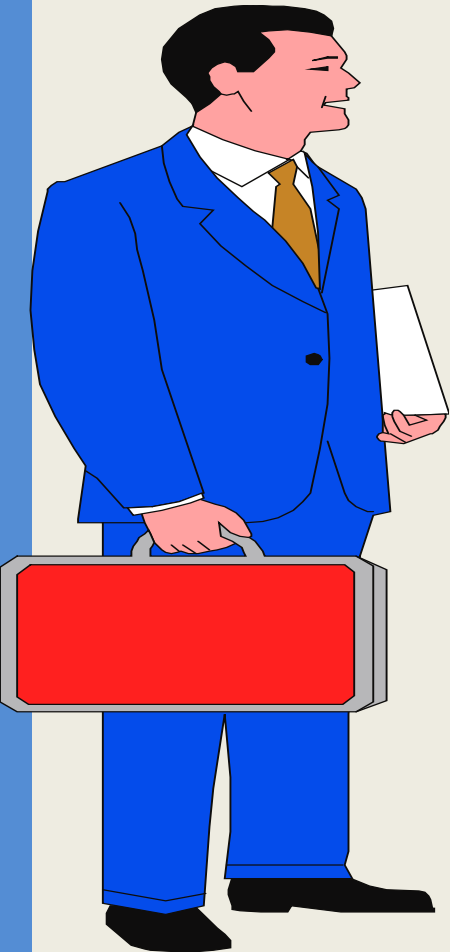
- **R 6411 Travel & Subsistence - Employee Only**
  - Used to classify the cost of transportation, meals, room, and other expenses associated with traveling on official school business

# 6400 OTHER OPERATING COSTS

## **R 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)
- **R 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**

# 6400 OTHER OPERATING COSTS

## ■ 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

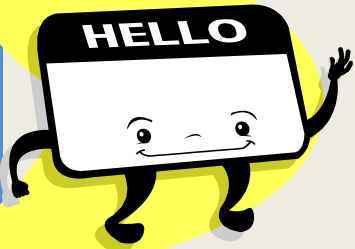
- Identification of these costs is required under Section 34.010, TEC
- Expenses from various expenditure object codes for salaries, fuel, etc. in Function 34 should be reclassified to this, with the appropriate function assigned
  - Field trips (Function 11)
  - Extracurricular activities (Function 36)



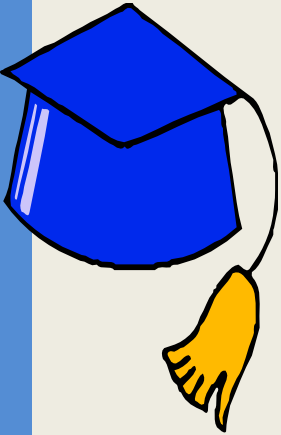
# 6400 OTHER OPERATING COSTS

- **R 6495 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



- **R 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

### ■ **R 6631 Vehicles**

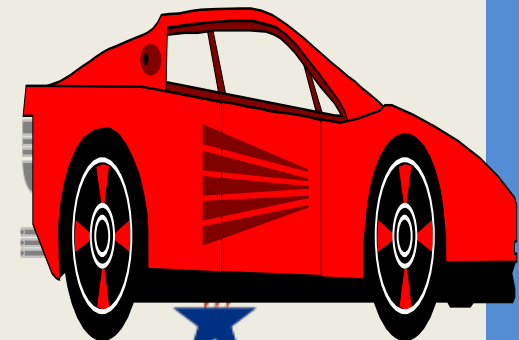
### ■ **R 6639 Furniture, Equipment & Software**

■ Both with  $\geq$  \$5,000 & useful life of more than 1 year

- District may elect to capitalize at lower limit (Object 6640)

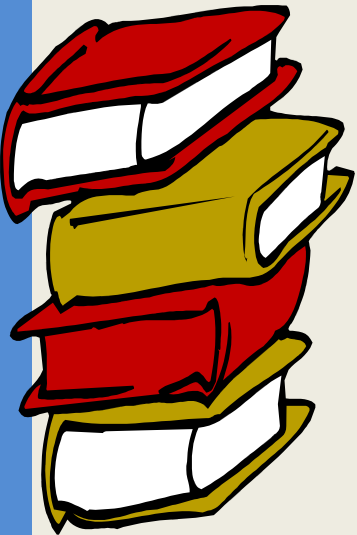
### ■ Includes

- 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  $\geq$  \$5,000/per unit
- Most are coded to Object 6329 Reading Materials



# PROGRAM INTENT CODES

- 11 Basic Educational Services**
- 21 Gifted and Talented**
- 22 Career and Technology**
- 23 Services to Students with Disabilities  
(Special Education)**
- 24 Accelerated Education**
- 25 Bilingual Education and Special  
Language Programs**

# 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**



# BUDGET TRANSFERS

**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**

# BUDGET AMENDMENTS

**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**

# PURCHASING

- 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

# ACCOUNTS PAYABLE

## Fiscal Year End

Last Check run for 2013-14 will be September 19<sup>th</sup>. All invoices and travel charged to 2013-14 is due to the Business office by September 12<sup>th</sup>.

Documents received after September 12<sup>th</sup> will be charged to the new year 2014-15 budget.

# TRAVEL

## 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



# STUDENT ACTIVITY FUNDS

- **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**

# SUNSHINE FUNDS

- 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

# QUESTIONS

**August 6<sup>th</sup> – 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**

