

# Elements of Local School Accounting I

AASBO Local School Certificate Program  
November 2023

# Elements of Local School Accounting I

## **Unit 6: Elements of Local School Accounting I**

- *Activity fund accounting concept*
- *Purpose and use of the financial reports of the school district*
- *Standardized accounting structure of local school district*
- *Classification of the two types of local school funds and their proper use and reporting*

# Elements of Local School Accounting I

## PART I

- Activity Fund Accounting
- Public and Non-Public Funds
- School Activities
- School Organizations

## PART II

- Chart of Accounts/Account Coding
- Utilizing Reports

# Activity Funds

- Activity funds are established to direct and account for monies used to support co curricular and extracurricular student activities at the local school level.
- Accounted for in the districts monthly and annual financial statements in:
  - Special Revenue Fund- Public
  - Expendable Trust Fund- Non-Public

**STATE OF ALABAMA**  
**DEPARTMENT OF EDUCATION**  
**LEA Budget System**  
**Combined Budget for Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental and Expendable Trust Funds**  
**Fiscal Year 2021, Fiscal Period 00**

	GOVERNMENTAL			FIDUCIARY		
	General	Special Revenue	Debt Service	Capital Projects	Expendable Trust	Total
<b>Revenues</b>						
State Sources	\$28,094,669.00	\$0.00	\$323,590.14	\$834,054.86	\$0.00	\$29,252,314.00
Federal Sources	\$1,500.00	\$7,793,947.00	\$0.00	\$0.00	\$0.00	\$7,795,447.00
Local Sources	\$18,343,632.00	\$1,012,500.00	\$0.00	\$4,926,206.00	\$529,253.00	\$24,811,591.00
Other Sources	\$195,000.00	\$123,000.00	\$0.00	\$0.00	\$0.00	\$318,000.00
<b>Total Revenues:</b>	<b>\$46,634,801.00</b>	<b>\$8,929,447.00</b>	<b>\$323,590.14</b>	<b>\$5,760,260.86</b>	<b>\$529,253.00</b>	<b>\$62,177,352.00</b>
<b>Expenditures</b>						
Instructional Services	\$26,715,382.00	\$3,672,976.00	\$0.00	\$275,000.00	\$171,546.00	\$30,834,904.00
Instructional Support Services	\$8,617,761.00	\$915,638.00	\$0.00	\$100,000.00	\$231,264.00	\$9,864,663.00
Operation & Maintenance Services	\$5,573,565.00	\$58,204.00	\$0.00	\$425,000.00	\$6,683.00	\$6,063,452.00
Auxiliary Services	\$1,794,977.00	\$3,074,195.00	\$0.00	\$0.00	\$21,157.00	\$4,890,329.00
General Administrative Services	\$1,468,623.00	\$121,535.97	\$0.00	\$45,000.00	\$0.00	\$1,635,158.97
Capital Outlay	\$832,000.00	\$0.00	\$0.00	\$2,868,000.00	\$0.00	\$3,700,000.00
Debt Service	\$0.00	\$0.00	\$3,459,608.14	\$428,175.00	\$0.00	\$3,887,783.14
Other Expenditures	\$1,582,013.00	\$1,021,887.03	\$0.00	\$0.00	\$64,296.00	\$2,668,196.03
<b>Total Expenditures:</b>	<b>\$46,584,321.00</b>	<b>\$8,864,436.00</b>	<b>\$3,459,608.14</b>	<b>\$4,141,175.00</b>	<b>\$494,946.00</b>	<b>\$63,544,486.14</b>
<b>Other Fund Sources (Uses)</b>						
Other Fund Sources:	\$286,523.97	\$673,669.00	\$3,294,539.15	\$0.00	\$0.00	\$4,254,732.12
Other Fund Uses:	\$825,098.00	\$119,669.00	\$0.00	\$3,294,539.15	\$0.00	\$4,239,306.15
<b>Total Other Fund Sources (Uses):</b>	<b>(\$538,574.03)</b>	<b>\$554,000.00</b>	<b>\$3,294,539.15</b>	<b>(\$3,294,539.15)</b>	<b>\$0.00</b>	<b>\$15,425.97</b>
<b>(Under) Expenditures and Other Fund Uses:</b>	<b>(\$488,094.03)</b>	<b>\$619,011.00</b>	<b>\$158,521.15</b>	<b>(\$1,675,453.29)</b>	<b>\$34,307.00</b>	<b>(\$1,351,708.17)</b>
<b>Beginning Fund Balance - October 1:</b>	<b>\$10,089,828.00</b>	<b>\$710,000.00</b>	<b>\$1,651,546.33</b>	<b>\$1,835,000.00</b>	<b>\$178,000.00</b>	<b>\$14,464,374.33</b>
<b>Ending Fund Balance - September 30:</b>	<b>\$9,601,733.97</b>	<b>\$1,329,011.00</b>	<b>\$1,810,067.48</b>	<b>\$159,546.71</b>	<b>\$212,307.00</b>	<b>\$13,112,666.16</b>

# Activity Funds

## **PUBLIC AND NON-PUBLIC FUNDS**

The funds maintained at the local schools can generally be divided into two major categories: public and non-public. Various factors must be considered in determining the proper classification, which affects the degree of expenditure restriction.

# Activity Funds

- Activity funds are established to direct and account for monies used to support co curricular and extracurricular student activities at the local school level.
- Generally **co curricular** activities are any kinds of school-related activities that directly add value to classroom instruction and curriculum. Co curricular activities involve a wide range of student clubs and organizations.
- **Extracurricular** activities encompass a wide variety of other district-directed activities, typified by organized sports and other nonacademic interscholastic competitions.

# Activity Fund Accounting

- Activity funds are unique to school districts. The distinction is based on the purpose of the funds, who controls the funds and how the funds are generated.
- The classifications which are commonly recognized are:
  - **district activity funds**
  - **student activity funds**
  - **parent support organizations funds**



# Activity Funds

- ***District activity funds*** -belong to the district, are used to support its co-curricular and extra-curricular activities and are administered by the school district. Approval for disbursing district activity fund monies, however, rests only with the school board (designee). In other words, the school district determines how district activity fund monies are spent and the district programs that receive support
- Athletics/School General Fund/Teacher Class Accounts

# Activity Funds

- District activity funds are considered public funds and reported in the district's Special Revenue Fund. That is district activity funds contains proceeds from revenue sources that are restricted to expenditures for specified purposes.
- Approval to spend money from these accounts' rests with the school principal or board designee.

# Activity Funds

- ***Student activity funds*** support activities that are based in student organizations. Students not only participate in the activities of the organization, but also are involved in managing and directing the organization's activities. An important distinction is that disbursing monies from the student activity fund may be subject to approval by the student organization and its sponsor, rather than by the district administrator
- Class of 2XXX/Art Club/SGA

# Activity Funds

- ***Student activity funds*** are normally classified as Non-Public Funds in most instances but could be Public Funds in some cases.
- The school principal or district designee is responsible for ensuring that the expenditures of these funds follow state and federal laws as well as board policies or procedures.

# Activity Funds

## ***Parent Support Organizations Funds-*** ( School Related Organizations)

- Affiliated organizations include groups such as Parent-Teacher Associations (PTAs), Parent-Teacher Organizations (PTOs), school foundations, and athletic booster clubs.
- All school sponsored activities must be under control of the school. However, booster/parent organizations are often formed to support the operations of these activities in a variety of ways.
- School districts and student groups are also increasingly benefited by affiliated organizations that support their activities.
- The school principal or district designee is responsible for ensuring that the activities and finances for these support organizations are in compliance with the district's policies and procedures as well as state and federal laws.

# Activity Funds

- ***Parent Support Organizations Funds*** are classified as Non-Public funds as the disbursing monies from the fund may be subject to approval by the parent support organization.
- Financial records may be included in the school accounting system and classified as non-public funds or may be maintained outside the school records depending on the board's policy . Additional procedures **should** be in place for those records maintained outside the local schools accounting system.
  - Note- Section 7 Manual- Financial Procedures for Local School Schools

# Activity Fund Accounting for Local Schools

- Historically, little attention has been given to accounting for activity funds in school districts. The nature of activity funds, however, makes them especially vulnerable to error, misuse, and fraud.
- In addition, activity funds often total to large sums of money, especially when capturing the amounts that flow through an educational organization in the form of school board funds, student-generated funds, receipts and disbursements related to athletics, and the numerous co curricular and extracurricular events sponsored by school districts today.

*"Financial Accounting for State and Local School Systems,"*

Chapter 8 Activity Fund Guidelines

National Center for Educational Statistics 2009 Edition

# Lines of Authority

- **Board of Education.** The board of education should adopt policies to govern the establishment and operation of all activity funds. The district's auditors should review these policies for sound accounting and reporting principles.
- **Superintendent.** The superintendent should be directly responsible to the board of education for administering all board policies.
- **Chief Financial Officer.** The chief financial officer should have overall responsibility for accounting for and reporting all funds, including district and student activity funds, to the board. The chief financial officer is also responsible for implementing and enforcing appropriate internal control procedures.
- **Principal.** The principal at each school site should be designated the activity fund supervisor for that school building. The activity fund supervisor has overall responsibility for the operation of all activity funds, including collecting and depositing activity fund monies; approving disbursements of student activity fund monies; and adequately supervising all bookkeeping responsibilities. The activity fund supervisor should be a signatory to all disbursements, including checks drawn on the activity fund.
- **SPONSORS.** The sponsor of each student organization is responsible for supervising all activities of the organization, including approving student activity fund transactions. Sponsors should be employees of the district and under the direct control of the activity fund supervisor.
- **Parent Support Organization Officers-** The officers of each support organization is responsible for the activities of the organization and assurances they follow their bylaws and established laws, regulations and board policies for the operations of the organization.



## General Policies for the Establishment and Operation of Activity Funds

- General policies relating to activity funds should be in writing and be distributed to all activity fund supervisors, sponsors, parent organizations and accounting personnel

# Activity Funds

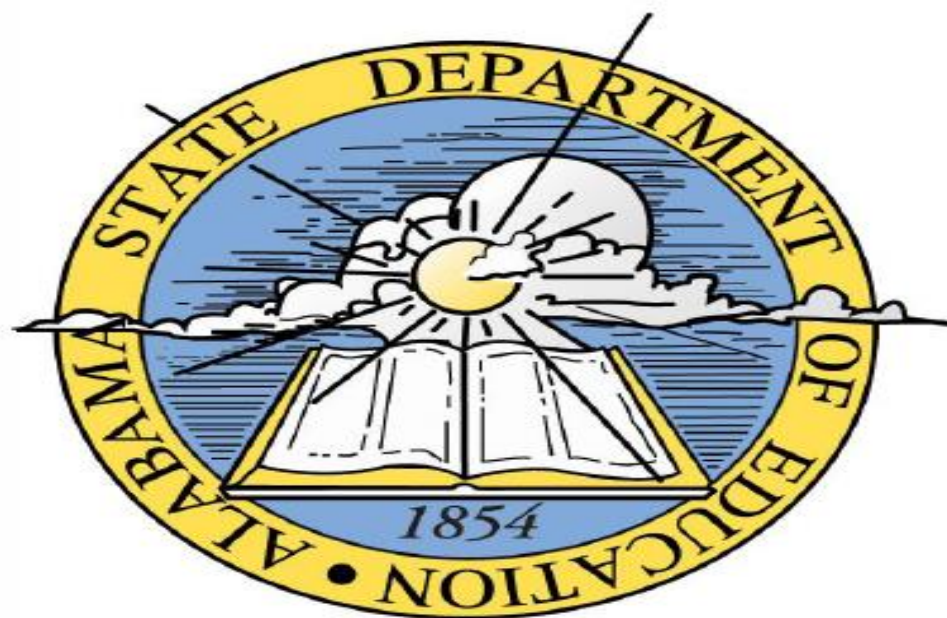
- Local board financial procedures dictates the creation of strong controls over activity funds, including assurances that all transactions are recorded and reported in district financial records.
- Proper lines of authority combined with strong control practices—such as segregation of duties, checks and balances, requirements for annual audits, and regular financial reporting—are the elements needed to protect against error and abuse.

*“Financial Accounting for State and Local School Systems,”*

Chapter 8 Activity Fund Guidelines

National Center for Educational Statistics 2009 Edition

# **FINANCIAL PROCEDURES FOR LOCAL SCHOOLS**



**ALABAMA DEPARTMENT OF EDUCATION**

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STATE BOARD OF EDUCATION  
STATE DEPARTMENT OF EDUCATION  
ADMINISTRATIVE AND FINANCIAL SERVICES  
ADMINISTRATIVE CODE

CHAPTER 290-2-5  
CHIEF SCHOOL FINANCE OFFICERS

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290-2-5-.01     Standards For Chief School Finance Officers.     A local board of education shall appoint a chief school finance officer that meets the qualifications and certification requirements established by the State Department of Education and Act No. 2006-196.

**Author:**     Dr. Ed Richardson

**Statutory Authority:**     Code of Ala. 1975, §16-3-13.

**History:**     **New Rule:**     Filed May 8, 2003; effective June 12, 2003.

**Amended:**     Filed November 9, 2006; effective December 14, 2006.

290-2-5-.02     Duties And Responsibilities Of Chief School Finance Officers.     The chief school finance officer is responsible for a financial management system that ensures the proper accountability for funds administered by a local board of education and its schools. The financial management system shall reflect the financial condition of the local board of education on a timely and accurate basis. The local board of education shall provide the resources necessary for the chief

school finance officer to operate an effective financial management system.

(a) An effective financial management system will require the chief school finance officer and other personnel to:

1. Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
2. Maintain a school payroll accounting system in accordance with applicable laws and regulations.
3. Prepare financial reports annually and at other times as requested by the local school superintendent, the local board of education, and other agencies.
4. Prepare reports as required by other agencies.
5. Maintain an adequate system of internal controls including property and inventory accounting.
6. Maintain a sound system of cash management.
7. Maintain a sound accounting system in the individual local schools.
8. Maintain a system of contracting and purchasing procedures.
9. Coordinate the preparation of the annual budget and any amendments as appropriate.
10. Maintain the financial operations of the child nutrition program and other special programs in accordance state and federal requirements.
11. Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations.
12. Perform other duties as may be assigned to the position by law, by the local school superintendent and local board of education, and by rules and regulations of the State Board of Education and the local government.

**Author:** Dr. Ed Richardson

# Financial Reports

Monthly financial reports reflecting accurate balances and activities of the accounts of the school will be reviewed and approved by the principal.

The local school bookkeeper should prepare a monthly financial report for each organization, showing the organization's cash receipts and disbursements. These reports approval by the principal should be submitted to the organization's sponsor or officers

Each organization should then compare the activity fund bookkeeper's report with their own records. Any discrepancies should be resolved immediately.

	RECEIPTS	RECEIPTS	PAYMENTS	MONTH	BALANCE	BALANCE	BALANCE		
	<u>THIS MON</u>	<u>TO DATE</u>	<u>THIS MON</u>	<u>PAYMENTS</u>	<u>OPERATION</u>	<u>BEGIN</u>	<u>CURRENT</u>	<u>ENC</u>	<u>ACT</u>
				<u>TO DATE</u>	<u>PYA TO DATE</u>	<u>OF YEAR</u>	<u>MTD</u>		
0000 Default Activity Value	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**TOTAL** Default Activity								0.00	
1020 ART CLASS	0.00	828.00	642.61	1,784.52	-956.52	3,032.16	2,075.64	0.00	2,075.64
1030 Business & Finance Academy	0.00	0.00	0.00	0.00	0.00	545.38	545.38	0.00	545.38
1040 SPECIAL ED SERVICES	0.00	0.00	0.00	0.00	0.00	35.60	35.60	0.00	35.60
1060 Ag Class	0.00	60.00	0.00	74.68	-14.68	651.27	636.59	0.00	636.59
1140 Band--uniforms	0.00	254.31	0.00	0.00	254.31	100.00	354.31	0.00	354.31
1150 9th grade Academy, P	0.00	0.00	0.00	332.50	-332.50	380.00	47.50	0.00	47.50
**TOTAL** Fees		1,142.31	642.61	2,191.70	-1,049.39	4,744.41	3,695.02	0.00	3,695.02
2010 GENERAL (PRINCIPAL S)	2,085.91	17,970.76	2,563.72	25,864.36	-7,893.60	31,058.01	23,164.41	0.00	23,164.41
2040 GENERAL INSTRUCTIONAL ACCOUNT	0.00	0.00	0.00	48.96	-48.96	626.13	577.17	0.00	577.17
**TOTAL** General	2,085.91	17,970.76	2,563.72	25,913.32	-7,942.56	31,684.14	23,741.58	0.00	23,741.58
3011 FFA CHAPTER	0.00	0.00	0.00	0.00	0.00	217.87	217.87	0.00	217.87
3021 PTO, NP	0.00	0.00	0.00	14.15	-14.15	14.15	0.00	0.00	0.00
3031 NATIONAL HONOR SOCIETY	0.00	0.00	0.00	0.00	0.00	359.75	359.75	0.00	359.75
3041 Bulldog Ambassadors	0.00	0.00	0.00	0.00	0.00	58.45	58.45	0.00	58.45
3051 STUDENT GOVERNMENT ASSOCIATIO	0.00	1,580.35	0.00	1,648.56	-68.21	301.24	233.03	0.00	233.03
3061 Diamond Dolls,NP	0.00	0.00	0.00	0.00	0.00	10.00	10.00	0.00	10.00
3071 Junior Beta Club	0.00	0.00	0.00	0.00	0.00	6.54	6.54	0.00	6.54
3121 ART CLUB	0.00	5.00	0.00	0.00	5.00	762.94	767.94	0.00	767.94
3190 THEATRE	0.00	0.00	0.00	0.00	0.00	300.76	300.76	0.00	300.76
3220 FUTURE BUSINESS LEADERS OF AM	0.00	0.00	0.00	0.00	0.00	169.94	169.94	0.00	169.94
3230 SCIENCE CLUB	0.00	0.00	0.00	472.60	-472.60	472.60	0.00	0.00	0.00
**TOTAL** Clubs		1,585.35		2,135.31	-549.96	2,674.24	2,124.28	0.00	2,124.28
4011 JUNIOR CLASS PROM FUND	0.00	3,324.00	0.00	2,368.80	955.20	1,866.14	2,821.34	0.00	2,821.34
4051 SENIOR GRADUATION FUND	0.00	5,625.00	176.12	6,689.47	-1,064.47	4,099.68	3,035.21	0.00	3,035.21
4110 JOURNALISM/YEARBOOK FUND	0.00	3,400.00	0.00	4,372.16	-972.16	3,341.26	2,369.10	0.00	2,369.10
4120 PawPrint Press	0.00	0.00	0.00	0.00	0.00	263.15	263.15	0.00	263.15
**TOTAL** Classes		12,349.00	176.12	13,430.43	-1,081.43	9,570.23	8,488.80	0.00	8,488.80
5021 Scholar Bowl, N	0.00	0.00	0.00	0.00	0.00	341.56	341.56	0.00	341.56
5040 VOCATIONAL FUND	0.00	487.00	0.00	910.00	-423.00	1,177.78	754.78	0.00	754.78
5051 FACULTY CHEER FUND	0.00	972.60	0.00	824.93	147.67	166.23	313.90	0.00	313.90
5110 PRINCIPAL ACTIVITY FUND	0.00	695.70	957.22	1,299.68	-603.98	1,752.82	1,148.84	0.00	1,148.84



		RECEIPTS	RECEIPTS	PAYMENTS	MONTH	BALANCE	BALANCE	BALANCE		
		THIS MON	TO DATE	THIS MON	PAYMENTS	OPERATION	BEGIN	CURRENT	ENC	ACT
					TO DATE	PYA TO DATE	OF YEAR	MTD		
5120	SIGN FUND	0.00	0.00	0.00	0.00	0.00	107.00	107.00	0.00	107.00
5140	TEXTBOOK FUND	0.00	0.00	0.00	0.00	0.00	562.25	562.25	0.00	562.25
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**TOTAL**	Accomodations		2,155.30	957.22	3,034.61	-879.31	4,107.64	3,228.33	0.00	3,228.33
6010	ATHLETICS - FOOTBALL	3,736.14	28,298.07	2,556.39	28,817.08	-519.01	15,922.16	15,403.15	0.00	15,403.15
6020	ATHLETICS - VOLLEYBALL	595.00	2,178.94	401.08	1,189.02	989.92	3,310.33	4,300.25	0.00	4,300.25
6030	ATHLETICS - BASKETBALL	4,714.57	32,368.64	0.00	21,557.52	10,811.12	6,065.59	16,876.71	0.00	16,876.71
6040	ATHLETICS - BASEBALL	117.80	2,767.80	325.00	4,969.21	-2,201.41	5,349.16	3,147.75	0.00	3,147.75
6050	ATHLETICS - SOFTBALL	7,347.33	14,229.33	-100.00	7,108.41	7,120.92	2,189.46	9,310.38	0.00	9,310.38
6051	Soccer	287.00	1,400.00	0.00	510.00	890.00	2,261.45	3,151.45	0.00	3,151.45
6052	Archery	0.00	0.00	0.00	10.00	-10.00	10.00	0.00	0.00	0.00
6060	Girls Basketball,P	0.00	10,140.68	0.00	9,162.75	977.93	3,144.19	4,122.12	0.00	4,122.12
6070	WEIGHTLIFTING	0.00	300.00	0.00	264.79	35.21	0.00	35.21	0.00	35.21
6080	ATHLETICS - TRACK	0.00	767.00	0.00	0.00	767.00	366.25	1,133.25	0.00	1,133.25
6090	Equipment--Weightlifting	0.00	0.00	0.00	0.00	0.00	553.77	553.77	0.00	553.77
6100	Sports Boosters N	60.00	14,466.97	0.00	14,556.00	-89.03	328.36	239.33	0.00	239.33
6200	Athletic Boosters	691.00	8,526.47	551.06	8,272.08	254.39	4,622.24	4,876.63	0.00	4,876.63
6500	Rec League	0.00	34.00	0.00	0.00	34.00	362.22	396.22	0.00	396.22
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**TOTAL**	Athletics	17,548.84	115,477.90	3,733.53	96,416.86	19,061.04	44,485.18	63,546.22	0.00	63,546.22
7010	JROTC	0.00	1,057.00	0.00	1,711.85	-654.85	3,971.68	3,316.83	0.00	3,316.83
7021	VARSITY CHEERLEADERS	677.98	5,472.94	201.24	1,954.20	3,518.74	4,204.55	7,723.29	0.00	7,723.29
7041	BAND FUND	0.00	0.00	0.00	0.00	0.00	104.93	104.93	0.00	104.93
7051	Band-Public	653.00	19,637.26	1,337.61	18,049.90	1,587.36	1,268.05	2,855.41	0.00	2,855.41
7061	Band-Honors, NP	0.00	0.00	0.00	0.00	0.00	187.36	187.36	0.00	187.36
7141	JR VARSITY CHEERLEADERS	243.00	3,049.19	68.88	1,269.09	1,780.10	2,788.21	4,568.31	0.00	4,568.31
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**TOTAL**	Student Activities	1,573.98	29,216.39	1,607.73	22,985.04	6,231.35	12,524.78	18,756.13	0.00	18,756.13
8010	LIBRARY	0.00	266.25	0.00	0.00	266.25	1,669.94	1,936.19	0.00	1,936.19
8030	Library (Class of 1958)	0.00	0.00	0.00	0.00	0.00	176.17	176.17	0.00	176.17
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**TOTAL**	Other		266.25				1,846.11		0.00	
		-----	-----	-----	-----	-----	-----	-----	-----	-----
COST CENTER TOTALS: 0040		21,208.73	180,163.26	9,680.93	166,107.27	14,055.99	111,636.73	125,692.72	0.00	125,692.72



RUN DATE: 10/19/2020  
 RUN TIME: 06:30AM

MCAI BUDGETARY ACCOUNTING SYSTEM  
 BUDGET ANALYSIS REPORT

Page 2 of 5  
 GLBARP

THRU FISCAL YEAR-PERIOD-MONTH: 2020-12-September

Description	2019 <u>BUDGET</u>	2019 <u>ACTUAL</u>	2020 <u>BUDGET</u>	2020 <u>YTD ACT</u>	2020 <u>YTD ENC</u>	% OF <u>BUD</u>	<u>VAR</u>
Ed-C-Func-Obj-C-Clr-SFnd-Y-Prog-Spec							
INSTRUCTION-EQUIP REPAIR & MAINT							
12-5-1100-341-0040-7101-0-1500-0000	0.00	128.84	0.00	531.60	0.00	0.00	-531.60
INSTRUCTION-EQUIP MAINT AGREEMENTS							
12-5-1100-342-0040-7101-0-1500-0000	5,100.00	5,014.94	4,500.00	7,129.17	0.00	158.43	-2,629.17
INSTRUCTION-LEASES							
12-5-1100-344-0040-7101-0-1500-0000	4,590.00	5,377.66	4,000.00	3,790.11	0.00	94.75	209.89
INSTRUCTION, RENTAL-LAND & BLDG							
12-5-1100-346-0040-7101-0-1500-0000	0.00	800.00	800.00	267.00	0.00	33.38	533.00
INSTRUCTION, POSTAGE							
12-5-1100-364-0040-7101-0-1500-0000	102.00	0.00	0.00	0.00	0.00	0.00	0.00
INSTRUCTION-IN-STATE							
12-5-1100-382-0040-7101-0-1500-0000	5,714.00	6,186.24	4,900.00	1,207.05	0.00	24.63	3,692.95
INSTRUCTION-INSURANCE SERVICES							
12-5-1100-395-0040-7101-0-1500-0000	0.00	411.00	0.00	0.00	0.00	0.00	0.00
INSTRUCTION, INSURANCE SERVICES							
12-5-1100-395-0040-7101-0-4500-0000	1,224.00	1,161.50	1,000.00	1,110.00	0.00	111.00	-110.00
INSTRUCTION, ATHLETIC OFFICIALS							
12-5-1100-397-0040-7101-0-4500-0000	16,194.00	14,231.00	14,000.00	12,477.00	0.00	89.12	1,523.00
INSTRUCTION, OTHER PURCHASED SERV							
12-5-1100-399-0040-7101-0-1500-0000	5,234.00	7,835.00	7,600.00	6,420.50	0.00	84.48	1,179.50
INSTRUCTION, OTHER PURCHASED SERV							
12-5-1100-399-0040-7101-0-4500-0000	2,040.00	650.00	500.00	475.00	0.00	95.00	25.00
INSTRUCTION-STUDENT CLASSRM SUPP							
12-5-1100-411-0040-7101-0-1500-0000	9,540.00	24,286.05	8,300.00	9,055.67	0.00	109.10	-755.67
INSTRUCTION, STUDENT CLASSRM SUPP							
12-5-1100-411-0040-7101-0-4500-0000	10,692.00	16,117.65	12,600.00	10,681.66	0.00	84.78	1,918.34
INSTRUCTION, INSTRUCTIONAL SOFTWA							
12-5-1100-414-0040-7101-0-4500-0000	1,000.00	1,300.00	1,200.00	1,585.79	0.00	132.15	-385.79
INSTRUCTION, ATH. & PE ED. SUPP.							
12-5-1100-415-0040-7101-0-4500-0000	38,460.00	48,360.09	28,700.00	33,663.02	0.00	117.29	-4,963.02
INSTRUCTION-LIBRARY BOOKS							
12-5-1100-422-0040-7101-0-8100-0000	300.00	0.00	0.00	0.00	0.00	0.00	0.00
INSTRUCTION-OTH BOOKS/PERIODICAL							
12-5-1100-429-0040-7101-0-1500-0000	0.00	48.75	0.00	0.00	0.00	0.00	0.00
INSTRUCTION-INSTRUCTIONAL EQUIP.							
12-5-1100-491-0040-7101-0-1500-0000	0.00	1,850.00	0.00	11,965.00	0.00	0.00	-11,965.00
INSTRUCTION-NON-CAPAUDIO/VIDEO							
12-5-1100-494-0040-7101-0-1500-0000	0.00	2,756.00	0.00	0.00	0.00	0.00	0.00
INSTRUCTION, REGISTRATION FEES							
12-5-1100-623-0040-7101-0-1500-0000	1,530.00	1,195.00	2,000.00	364.92	0.00	18.25	1,635.08

# Activity Fund Accounting for Local Schools

## **Sources :**

*“Financial Accounting for State and Local School Systems,”*  
National Center for Educational Statistics 2009 Edition

# Elements of Local School Accounting I

- Public and Non-Public Funds
- School Activities
- School Organizations

# Activity Fund Accounting for Local Schools

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