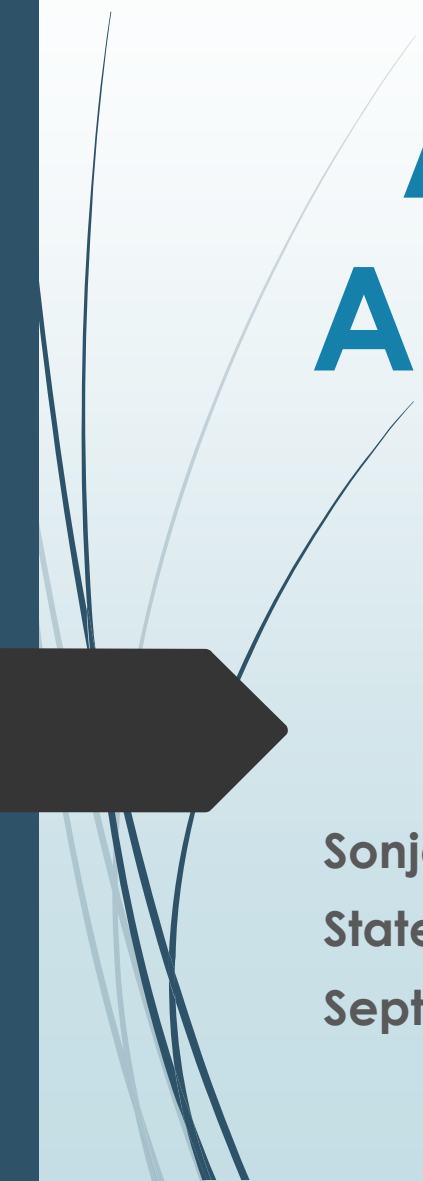



Understanding Alabama School Accounting System Coding



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The Purpose of Today's Presentation

- Provide an overview of the accounting system components and show the correlation between the accounting system and the uses of the data that is provided through the accounting system.
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Topics To Be Discussed

- System components
 - What do the numbers actually mean?
 - How do you choose an account number?
 - Why does it matter?
- File Components
- Critical Coding Edits
- Other Coding Information

Chart of Accounts

- A complete listing of coding components can be found in the Accounting Manual at www.alabamaachieves.org under Teachers & Administrators / LEA Accounting / Accounting Manual
 - Also available in Microsoft TEAMS.
- The accounting manual is continually updated.
- A new accounting manual should be printed annually to coincide with the preparation of the original budget.
- A list of changes (Accounting Manual Changes) is provided on the website.

The Components of the System

- XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX
- 27 digits
- 9 components

1.Fund Type/
Account Group
2.Account Type
3.Account Code
4.Object Code

5.Cost Center
6.Fund Source
7.Appropriation Year
8.Program Code
9.Special Use

1. Fund Types/Account Groups

XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX

➤ A. Fund Types

- Governmental fund types
 - 11 – General Fund
 - 12 – Special Revenue Fund
 - 13 – Debt Service Fund
 - 14 – Capital Projects Fund
- Proprietary fund types
 - 21 – Enterprise Fund
 - 22 – Internal Service Fund

➤ A. Fund Types

- Fiduciary fund types
 - 31 – Non-expendable Trust
 - 32 – Expendable Trust
 - 38 – Payroll Clearing
 - 39 – A/P Clearing
 - 40 – Other Agency
- B. Account Groups
 - 88 – General fixed assets
 - 89 – General long term debt

Governmental Fund Types

- These fund types are the segment of the system through which most school system expenditures are typically financed.
- The main focus is to record changes caused by receipt of revenue and expenditure of resources, not to determine net income or loss.

Governmental Fund Types

- Fund Type 11 - General Fund -
Accounts for all financial resources of the school system except those required to be accounted for in another fund type.
- Most State funds (Foundation program) and General Local funds are accounted for in Fund Type 11.

Governmental Fund Types

- Fund Type 12 - Special Revenue Fund - Accounts for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes except those required to be accounted for in some other fund type, such as capital projects or debt service.
- Most Federal funds and Local School Public funds are accounted for in Fund Type 12.

Governmental Fund Types

- Fund Type 13 - Debt Service Fund - Accounts for the accumulation of resources for the payment of general long-term debt, both principal and interest.
- Fund Type 14 - Capital Projects Fund - accounts for the financial resources used to acquire or construct major capital facilities other than those of proprietary and trust funds.
- Fleet Renewal (1320) and Capital Outlay (2120) must be included in either Fund Type 13 or 14.

Proprietary Fund Types

- Proprietary funds are used to account for school system activities that are similar to business operations in the private sector.
- The reporting focus is on determining net income, financial position and cash flows.
- The activity is intended to be self supporting.

Proprietary Fund Types

- Fund Type 21 - Enterprise Fund - Accounts for operations that are meant to be financed and operated similar to business operations.
- Fund Type 22 - Internal Service Fund - Accounts for operations that provide goods and services to other school system functions through user charges.

Fiduciary Fund Types

- Accounts for assets held by the school system in a trustee capacity for individuals, private organizations, other governmental units and/or other fund types.
- Includes non-expendable trust (31) and expendable trust (32) as well as agency funds such as clearing accounts.
- Non-public Local School funds are accounted for in Fund Type 32.

Account Groups

- Are not funds and do not report operations since they do not contain revenue and expenditure accounts.
- Simply lists the accumulated cost/values of fixed assets and obligations of long-term debt of the school system.
- Changes to these account groups are disclosed in the notes to the financial statements.
- 88 – General Fixed Assets
- 89 - General Long-term Debt

2. Account Type Component

XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX

- Used along with the account code to identify the five major account types
 1. Assets
 2. Liabilities
 3. Fund Equity
 4. Revenues
 5. Expenditures

2. Account Types

- Assets (1), Liabilities (2), and Fund Equity(3) account types appear on the balance sheet.
- Revenues (4) and Expenditures (5) account types appear on the operating statement.

3. Account Code Component

XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX

- Provides the ability to specify the specific balance sheet account, revenue source or function of expenditure.
- Balance sheet account ranges:
 - Assets 0100 - 0199
 - Liabilities 0200 - 0299
 - Fund equity 0300 - 0399

3. Account Code Component

- Revenue account codes are used when coding receipt of funds to identify the source of the funds received.
- Revenue account code ranges:
 - State funds 1000 - 2999
 - Includes foundation program funds, public school fund, any other state funds
 - Federal funds 3000 - 5999
 - Grouped according to the authorizing federal statute, such as IDEA, NCLB, USDA, etc.

3. Account Code Component

- Revenue account code ranges:
 - Local sources 6000 - 7999
 - Grouped by county taxes, district taxes, other types of revenue
 - Local school sources normally use 7000 - 7999
 - Other sources 8000 - 8999
 - Includes payments made on behalf of the school system and other revenues such as reimbursements and refunds.
 - Other financing sources 9000 - 9999
 - Includes indirect cost, proceeds of long-term debt, transfers in, and sale of fixed assets.

3. Account Code Component

- Function of expenditure code is used when coding expenditures of funds to identify the activity being performed for which a service or material object is acquired.
- Think of the function code as telling you what you are doing.
- The emphasis should be on the activity being performed, not the program receiving the benefit.

3. Account Code Component

- Function of expenditure ranges
 - Instructional Services (1100)
 - Instructional Support Services (2110 – 2390)
 - Operation & Maintenance Services (3100 – 3900)
 - Auxiliary Services (4110 – 4290)
 - General Administrative Services (6110 – 6910)
 - Capital Outlay – Real Property (7100 – 7900)
 - Debt Service – Long Term (8100 – 8900)
 - Other Expenditures (9110 – 9800)
 - Other Fund Uses (9910 – 9990)

3. Account Code Component

- If the expenditure is providing instructional services, use 1100.
 - Athletic expenses (i.e. coaching supplements, football helmets, etc.) are considered to be allowable instructional costs.
- Instructional support (2xxx) are services such as guidance, testing, professional development, and school administration.
- Auxiliary Services include transportation (41xx) & food service (42xx).
- Other Expenditures include adult/continuing education (91xx), non-public school (9200), and other non-regular day school expenditures.
- Specific codes are available for detailed types of services.

4. Object Code Component

XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX

- Object of expenditure code is used to identify the service or commodity obtained as the result of the expenditure.
- Think of the object code as telling you what you are receiving.

4. Object Code Component

- Object Code ranges
 - Salaries (010 – 199)
 - Certificated (010 – 099)
 - Support (101 – 199)
 - Benefits (210 – 290)
 - Purchased Services (310 – 399)
 - Materials and Supplies (410 – 499)
 - Capital Outlay (511 – 590)
 - Other Objects (611 – 704)
 - Other Fund Uses (910 – 969)

4. Object Code Component

- Object codes are grouped by major object groups to facilitate finding the proper code.
- Items with “*” are provided for systems who wish to use a greater level of detail than what is required by the state.
- Unless a code has an “*” next to it, you **MUST** use the lowest level of detail available.

5. Cost Center Component

XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX

- The cost center code is used to identify specific units for budgeting revenues and expenditures, accumulating transactions, and identifying financial resources designated for a particular unit.
- Most revenues do not have to be identified to a particular cost center. There are exceptions, such as local school revenues and CNP revenues.

5. Cost Center Component

- All school sites in the state have a state assigned cost center number.
- When possible, expenditures are to be charged directly to the appropriate cost center. If this is not feasible, cost center pools are available.
- Non-regular instructional costs should be charged to the cost center codes provided for these activities.

6. Fund Source Component

XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX

- This is the component of the system that is used to maintain fund accounting.
- The fund source tells you where you are getting the funds to finance the expenditure.
- Financial statements must be produced by fund source for accountability purposes, as well as to produce statements in accordance with GAAP.

6. Fund Source Component

- Fund Source ranges
 - State Sources (1110 – 2901)
 - Federal Sources (3210 – 5991)
 - Local Sources (6001 – 7910)
 - Other Sources (8001 – 8998)
 - Other Financing Sources (9010 – 9910)
- The fund source is also used to provide information regarding allowability of costs for various state and federal funds.

6. Fund Source Component

- Most fund sources have a corresponding revenue source, however, in some cases, such as local revenues and some state revenues, several revenue sources may be accounted for in one fund source.
- The accounting manual lists the appropriate fund type to be used with each fund source.

6. Fund Source Component

- ▶ When new fund sources are needed, please contact the ALSDE so that we can assign new numbers. This will allow for consistency among all systems.
- ▶ Award letters from the ALSDE for federal and state funds should contain revenue and fund source codes.
- ▶ If additional detail is needed, an unreserved code can be used by the LEA, but it must “rolled up” to an approved ALSDE code.

7. Appropriation Year Component

XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX

- Used to identify the grant/appropriation year that applies to the transaction.
 - 0 - Current year funds
 - 1 - Carryover funds
 - 2 – July to September Federal Appropriations
 - 9 – Prior Year State Appropriation Encumbrances

8. Program Code Component

XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX

- This is one of the most important components of the system.
- Allows the charging of expenditures directly to the benefiting program, such as elementary, secondary, vocational, or special education.
- If you consider the function as telling you what service you provided, then the program code tells you who or what you provided it to.

8. Program Code Component

- Grade-level and subject program codes are available if an LEA wishes to use that much detail.
- When it is impractical or impossible to identify the specific program(s) benefiting from a particular expenditure, program pools may be used.
- The use of pools should be limited because when the cost of programs is calculated, pooled costs cannot be easily included.

8. Program Code Component

- Program Code Ranges
 - Instructional Programs (1100 – 5900)
 - Regular Education (1100 – 1900)
 - Special Education (2200 – 2900)
 - Vocational/Technical Education (3500 – 3800)
 - Non-Regular Day School Instructional Programs (4110 – 5900)
 - Program Pools (8100 – 8699)
 - Non-Instructional Programs (9100 – 9992)

8. Program Code Component

► Examples:

- In a school which includes grades 6, 7, & 8, costs should be split, with the 6th grade charged to 1200 and 2300, and the 7th & 8th charged to 1500 and 2400.
 - This is important in the preparation of excess cost reports because you must meet the requirements based on these grade levels.
- The salaries for janitorial workers at a K-12 school. Since it would be impractical to charge the salaries to all the programs in this school, (kindergarten, elementary, secondary, special education, vocational education, and food services), use the operations and maintenance program pool.

9. Special Use Code

XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX

- Provides specific identification not provided within other components and allows for further subdivision of costs.
- State Dept. of Education 0001 – 0099
 - Classroom Instructional Support 0001- 0019
 - Matching 0020 – 0049
 - State Special Use 0050 – 0099
- LEA School System 0100-9999
 - LEA's Use 0100-6999
 - Local School Accounting Activity Codes 7000-7999
 - Interfund Receivable/Payable 8000-8999
 - Payroll Deduction Designator 9000-9999

9. Special Use Component

- The special use code is used when additional detail is needed.
- The default for this component is 0000, because it is the only component that is not required for all expenditures.

Function / Object / Program

XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX

- Function Codes – Describe the activities being performed. What is being done?
- Object Codes – Identify the service or commodity obtained. What are you paying for?
- Program Codes – A plan of activities or procedures designed to accomplish a predetermined objectives. Who or what you are providing it to?

Coding Revenue Transactions

- Only 5* components are REQUIRED for revenues:
 - Fund type
 - Account type
 - Revenue source
 - Fund source
 - Appropriation year
- *6 if CNP or Local School Revenue (Cost Center)

Coding Revenue Transactions

- ▶ Account Type 4.
 - ▶ XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX
- ▶ Choose the appropriate revenue source, then fund source.
 - ▶ XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX
- ▶ Use the information in the Accounting Manual to determine which fund type is used with the fund source chosen.
 - ▶ XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX
- ▶ Choose the correct appropriation year.
 - ▶ XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX

Coding Revenue Transactions

► Examples

► 11-4-1110-XXX-XXXX-1110-0-XXXX-XXXX

► Current Year Foundation Program Revenue

► 12-4-4110-XXX-XXXX-4110-1-XXXX-XXXX

► Carry-over Title I Revenue

► 11-4-6010-XXX-XXXX-6001-0-XXXX-XXXX

► Undesignated County Ad Valorem Tax

► 12-4-7110-XXX-0390-7101-0-XXXX-XXXX

► Public Funds – Admissions – Lanier High School

Coding Expenditure Transactions

- All components are REQUIRED except special use.
- All expenditures are account type 5.
 - XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX
- Determine the fund source to use to pay the expense.
 - XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX
- This will determine the fund type.
 - XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX

Coding Expenditure Transactions

- The function code will be selected by asking “what service is being performed?”
 - XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX
 - EX: instruction, administration, transportation, food service, etc.
- Choose the object code by asking “what is being received by this transaction?”
 - XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX
 - EX: personnel costs, benefits, materials and supplies, equipment, etc.

Coding Expenditure Transactions

- Select the cost center receiving the benefit of this expenditure.
 - XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX
 - If it is system-wide or non-instructional in nature, a cost center pool may be appropriate.
- Choose the appropriation year based on which year's appropriation is being used.
 - XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX

Coding Expenditure Transactions

- Determine the program code by asking “who is receiving the service or materials being provided?”
 - XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX
 - EX: grade level, special education, program pool, non-instructional
- Use a special use code if necessary.
 - XX-X-XXXX-XXX-XXXX-XXXX-X-XXXX-XXXX
 - Use special use codes to identify classroom instructional support items, matching expenditures, and other detail not provided earlier.

Coding Expenditure Transactions

► Examples

► 11-5-1110-010-0030-1110-0-1200-0000

► General Fund – Instructional – Teacher –
Bear Elementary – Foundation Program –
Current Year – Elementary Programs
Grades 1-6

► 12-5-2215-382-0300-4110-1-1500-0000

► Special Revenue – Instructional Staff
Development – In-State Travel – Goodwyn
Jr. High – Title I – Carryover – Secondary
Program Grades 7-12

► 11-5-6310-471-8600-6001-0-8600-0000

► General Fund – Fiscal Services – Office
Supplies – Cost Center Pool – Local Fund
Source – Current Year – Program Pool

Coding Expenditure Transactions

► Examples

► 12-5-3200-340-0200-7101-0-8300-000

► Special Revenue – Building Services –
Property Services – Dalraida Elementary -
Public Local School Fund Source –Current
Year – Program Pool

► 11-5-9910-920-9700-1110-0-9700-0034

► General Fund – Interfund Operating
Transfers Out – Operating Transfer Out –
Other Fund Uses – Foundation Program –
Current Year – Other Fund Uses –
Foundation Program Transfer to CNP

Why Does the Coding Matter?

- Automation of reports such as excess cost & special education maintenance of effort
 - Software has been developed to pull excess cost data directly from the GPFS file.
 - Will be looking at other reports and uses that can be automated as data becomes more consistent.
- Verification of indirect cost plans
- Answers to requests from legislators regarding how appropriated funds were used.

Why Does the Coding Matter?

- Submission of statewide reports to federal agencies
 - EX: National Public Education Finance Survey - used to compare and rank states on several education spending scales.
 - Current Expenditures per Student - determines the amount of federal funds awarded to the state and is used as the standard scale for comparing systems and states.

Why Does the Coding Matter?

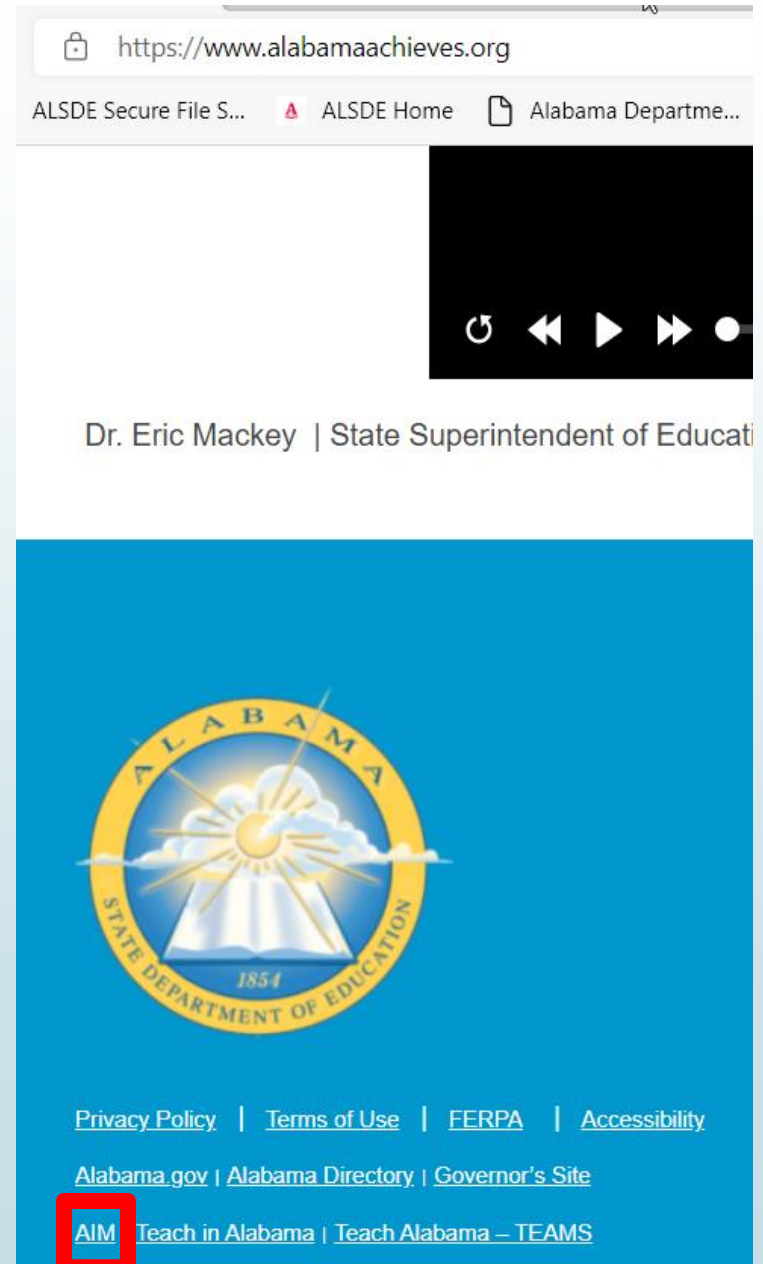
- Calculation of Mills Equivalent for the Report Card and the value of 10 mills for the Foundation Program.
- Report Card also includes information regarding percentages expended for major function groups.
- Determining the cost of the foundation program.

Why Does the Coding Matter?

- Research on funding and adequacy and equity issues:
 - How do different systems achieve varying results with similar amounts of funds?
 - Do differences in spending patterns affect student achievement?
- COMPLIANCE!!!!!!
 - Foundation Law
 - Program Compliance (Federal + State)
- Quicker Financial Statement approval

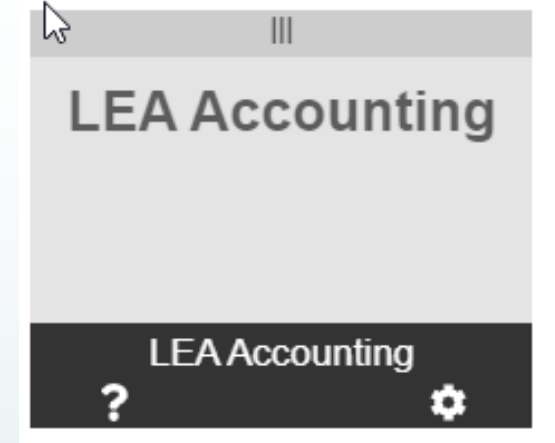
File Submission

- Data file must be uploaded to the ALSDE through AIM.



File Submission

- Select LEA Accounting Tile
- Select Upload
- Select Financial Upload



File Submission

- Select Processing Type
 - Pre-Process
 - Process
- Select Statement Type
 - Budget Original
 - Budget Amendment
 - Financial Statement
- Select Fiscal Year
- Select Fiscal Period
 - Original Budget – 00
 - Year-end Financial Statement – 12
 - Amendment - NOT 12
 - Edit corrections to an amendment should be made in the same period the amendment was originally submitted as. The corrected file should “write over” the unapproved amendment file.

Financial Upload

System

Processing Type

Statement Type

Fiscal Year

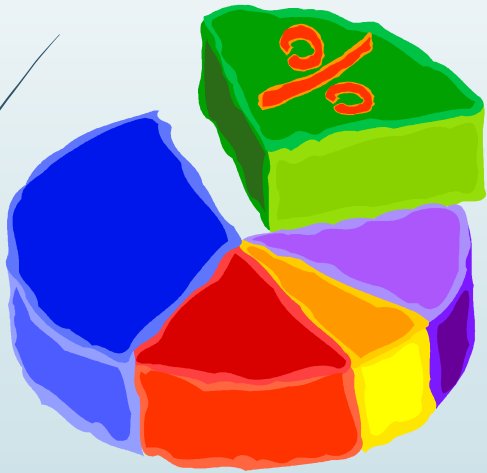
Fiscal Period

Please select your accounting file to upload:

Browse...

Submit

File Submission



■ Pre-Process

- File only reviewed for invalid coding and code combinations.
- File data is not uploaded to the ALSDE.
- Please do not pre-process a file after the due date.

File Submission

- Process - Two stage process
 - File reviewed for invalid codes and code combinations.
 - Critical coding edits must be corrected before the second stage will begin.
 - The file submitted after correcting critical coding edits may have additional critical edits after the business rule review.
 - File reviewed for business rules (those items in the desk review that are automated).

Monthly File Submission

- Files should be submitted through the AIM Portal and the required reports posted to your school systems website within 45 days of month end.
- When a financial statement with a fiscal period other than 12 is uploaded, the file is reviewed for coding combinations only.
- Helpful tips
 - An edit report is generated with the monthly submission. Correction of these edits during the year means fewer coding edits at year-end.
 - When critical edits are corrected, the component or combination creating the edit should be made inactive.

File Submission Edits

► Types of Errors

► Critical

- Must be corrected before the original budget, budget amendment or year-end financial statement file can be approved.
- Should be corrected prior to the review of file by ALSDE.

► Warning

- Possible error
- Do not ignore
- Explain

Coding Errors

**Invalid
Components**



**Invalid
Coding
Combination**

Invalid Components

- Account Type is not valid with the Account Code
- Account Code is invalid
- Invalid Object of Expenditure Code
- Invalid Cost Center Code
- Invalid Fund Source Code
- Invalid Program Code
- Check for valid Special Use Code

Invalid Components

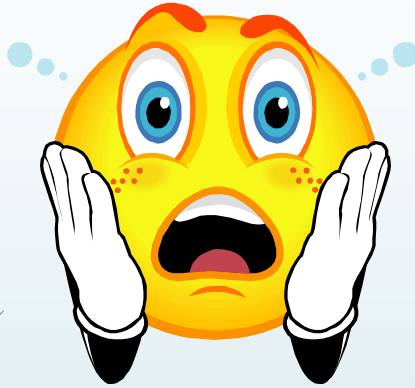
- Critical Edits stating a component is invalid indicates that the Account Code, Fund Source, etc. is not listed in the Accounting Manual.
- A complete listing of coding components can be found in the Accounting Manual at www.alabamaachieves.org under Teachers & Administrators / LEA Accounting / Accounting Manual
- If the additional detail is needed for LEA management purposes, components can be “rolled” into a valid SDE component.
- If a component or combination shows a zero balance, there may be a P.O. using that code.



Invalid Components – Program Codes

- A valid program code is required for expenditures.
- Do not use “0000” as the program code.
- Header program codes cannot be accepted (example 4100, 8200, 9500)
- Some program codes cannot be used because they are reserved for future use (example 1300 - 1499)

Coding Combination Errors



 Program Code is not valid with Function Code

 Object Code is not valid with Function Code





Object Code is not valid with Function Code

- Function 1 100 (Instruction) can NOT be used with object codes:
 - 312 (Staff Educational Services)
 - 412 (Staff Training Supplies)
 - 470 (General Supplies)
 - 471 (Office Supplies)
 - 479 (Other General Supplies)

Object Code is not valid with Function Code

Instructional

- Object Codes (411, 414, 419, 491) can NOT be used with Function Codes for
 - School Administrative Services (23xx)
 - Operation & Maintenance Services (3xxx)
 - General Administrative Services (6xxx)

Non-Instructional

- Object Codes (482, 489, 493) can NOT be combined with an Instructional function code (1100)

Object Code is not valid with Function Code

Non-capitalized vs. Capitalized Equipment



- Object Codes 430-439 should NOT be used (10/01/2003)
- Non-Capitalized Equipment < \$5,000 should be coded to Object Codes 49x
- Capital Outlay-Personal Property > \$5,000 should be coded to Object Codes 520-589



Object Code is not valid with Function Code

Non-capitalized vs. Capitalized Real Property

- Capital Outlay-Real Property > \$50,000 should be coded to Object Codes (51x) and Function Codes 7xxx
- Buildings & Land Improvements < \$50,000 should be coded to Object Codes 7xx and the appropriate Function Code (usually Operation & Maintenance (3xxx), but NOT 7xxx)



Object Code is not valid with Function Code

Items Available for Resale

- Object Code 478 (Items for Resale) should ONLY be used with Other Expenditures (9800) but is also allowable with Adult/Continuing Education (91xx).
- It can NOT be used with Instructional (1100) or Instructional Support (2xxx) function codes.
- Program Codes 4400 (School Sponsored Activities), 4500 (School Sponsored Athletics), or 9600 (Other Expenditures) are the most appropriate choices for Items for Resale.






Object Code is not valid with Function Code

- Object Code 481 (Testing Supplies) should ONLY be used with Instructional Support function codes (2xxx). It can NOT be used with Instructional (1100) or General Administration (6xxx) function codes
- Object Code 961 (Fines and Penalties) can ONLY be used with Function Codes 2310, 2390, 6xxx

Program Code is not valid with Function Code

Valid Pooled Program Code Combinations

Function Code Range	Pooled Program Code	Description
1100	8100-8199	Instructional Services
2110-2190	8210-8219	Student Support Services
2210-2290	8220-8229	Instructional Staff Support
2310-2390	8230-8239	School Admin Services
3100-3900	8300-8399	Operation & Maintenance
4110-4190	8410	Student Transportation
4210-4290	8420	Food Service Operations
6110-6910	8600-8699	General Admin Services



Program Code is not valid with Function Code

- Special Education program codes (2xxx) cannot be used with Transportation Function Codes other than 4130 (Special Education Transportation). Function Code 4130 cannot be used with Program Code 8410 (Student Transportation-Pool)
- Preschool program codes (4711 & 4712) cannot be used with Function 1100 (Instruction). These program codes are usually combined with Function 9140 (Preschool).

Program Code is not valid with Function Code

- Vocational Career Guidance and Counseling (program 3500) can ONLY be used with Student Support Services function codes (21xx) and Instructional Staff Support Services (22xx)
- Vocational Administration (program 3600) can ONLY be used with School Administrative Services (23xx), Vocational Transportation (function 4140) and General Administrative Services function codes (6xxx)
- Other Vocational Programs (program 3800) can only be coded with 1100 (Instruction) & 2xxx (Instructional Support), except it cannot be coded with
 - 2120 (Guidance & Counseling)
 - 2310 (Office of School Administration)



Program Code is not valid with Function Code

- Program code 4200 (Community Education Services)
 - Cannot be used with Function 1100 (Instruction).
 - Allowed with Function Codes 91xx (Adult/Continuing Education), & 93xx (Community Services).
- Program 4900 (Non-Public School) and Function Code 9200 (Non-Public School Programs) are usually the best combination

Program Code is not valid with Function Code

- Program 9100 (Capital Outlay) should be combined with Function 7xxx (Capital Outlay – Real Property)
- Program 9200 (Debt Service) should be combined with Function 8xxx (Debt Service-Long Term)



Program Code is not valid with Function Code

- Function 1100 (Instruction) can NOT be used with Non-Regular Day School Instructional Programs (4000-5999) except:
 - 43xx (Summer School)
 - 4400 (School Sponsored Activities)
 - 45xx (School Sponsored Athletics)
 - 4600 (At-Risk); explanation required
 - 4800 (Extended Day); explanation required



Program Code is not valid with Function Code

- School Administrative Services function codes (23xx) can NOT be used with
 - Vocational Education Programs (3xxx), except 3600 (Vocational Education Administration)
 - Non-Regular Day School Instructional Programs (4000-5999), except
 - 4300 (Summer School)
 - 4400 (School Sponsored Activities)
 - 45xx (School Sponsored Athletics)
 - 4600 (At-Risk)
 - 4711 (Preschool – Regular)



Program Code is not valid with Function Code

- Function 9800 (Other Expenditures) can ONLY be used with Program Codes 4400 (School Sponsored Activities), 4500 (School Sponsored Athletics), and 9600 (Other Expenditures)

Critical Edits

- Function 1100 (Instruction) is critical with Object:
 - 480 (Other Non-Instructional Supplies) – the Object could be 410 (Instructional Supplies)
 - 544 (Library / Media Equipment) – the Function could be 2220 (Educational Media Services)
 - 961 (Fines & Penalties) – the function should be 23xx (School Administration), 6xxx (General Administration), 91xx (Adult/Continuing Education), or 9800 (Other Expenditures)

NOTE: If the Object is correct, the Function can't be 1100.

Warnings Edits

- Function 1100 (Instruction) & Function 2190 (Other Student Support Services) / Object 393 (Food Services) & 461 (Purchased Food)
 - Should not be with program 1xxx. See slide 95 regarding Coding Suggestions for Food.
 - OK with program 45xx (Athletics), if the explanation is feeding athletes before games.

Warnings Edits

- Function 1100 (Instruction) / Object 394 (Printing & Binding)
 - OK if the explanation is yearbook class or workbook preparation.
- Function 1100 (Instruction) / Object 395 (Insurance Services)
 - OK with program 1603 (Drivers Education), if this cost is to insure the cars used in the drivers education class.
 - OK with program 45xx (Athletics)

Acceptable Payroll Coding Combinations



Object Code 010 (Regular Teacher)



- Should be used with salaries related to the teacher's contract duties, regarding the education of children
- Additional duties performed by certified teachers should be coded with object 191 (Supplements); 197 or 198 (Coaching); or 199 (Other Compensation)



Objects 021 – 035 (Principals & Assistant Principals)

- Allowed with Functions 2310-2390 (School Administration) and 6110-6910 (General Administration)
- Objects 021 & 022 (Principals N-6 or N-12) can also be used with 9140 (Preschool), but an explanation will be required.




Object 083 (Consulting Teacher) & 084 (Reading Coach)

- Consulting Teacher – An individual who provides assistance to regular teachers through conferences, demonstrations, research, etc.
- Reading Coach – An individual who serves as an ARI/ARFI Building Reading Coach, Regional Reading Coach, or Regional Principal Coach



Object 083 (Consulting Teacher) & 084 (Reading Coach)

- 
- If the job duties involve educating children, Function 1100 (Instruction) should be used
 - If the job duties involve educating teachers, Function 2210-2290 (Instructional Staff Support Services) should be used
 - If the job duties involve coordinating the activities of Federal Funds, object 081 (Coordinator / Director) or 088 (Coordinator / Asst Coordinator of Special Education) would be more appropriate.



Resource Teacher vs. Consulting Teacher

- Object 011
(Resource Teacher)

- An individual who works with small groups of children in special situations, including both enrichment & remediation

- Object 083
(Consulting Teacher)

- A person who provides assistance to regular teachers through conferences, demonstrations, research, etc.

Object 086 (Psychometrist)

- This object code indicates the testing of students to determine their needs, or the evaluation of the status of a child's abilities.
- If the job duty is to teach the children, object 010 (Regular Teacher) would be more appropriate.

Object 101 (Instruction Assistant)

- Allowed with 1100 (Instruction); 9110-9190 (Adult / Community Education); and 9200 (Non-Public Schools)
 - Can also be used with Function 2160 (Work Study Services), but an explanation will be required
- Object Code 109 (Other Assistant) is allowed with all function codes except 9800 (Other Expenditures).
- Object Code 104 (Student Assistant/Student Tutor) is allowed with Functions 1100-2390; 3200 (Building Services); 3400 (Equipment Services); 4110-4190 (Transportation); 4210 (CNP); 6110-6910 (General Administration); 9110-9190 (Adult / Continuing Education); and 9200 (Non-Public Schools)



Object 116 (Chief School Finance Officer)

- Allowed only with General Administrative Services (6110 – 6910) function codes.
- Every system has a CSFO, but every system has only one CSFO.



Supplements & Other Compensation vs. Stipends

- Stipends (Object 192) are an incentive payment to participate in something, usually professional development
- Supplements (Object 191), Head Athletic Coach (Object 197), Assistant Athletic Coach (Object 198), and Other Compensation (Object 199) are payments for duties in addition to the employee's regular contract



General Administration vs. Instructional Services & Instructional Support Services

- Salaries coded to Function 6110-6910 (General Administration) are for “activities concerned with establishing and administering policies for operating the school system”.
- If the employee is working with students or teachers, their salary should be coded to Function 1100-2390



Other Coding Suggestions

Education Media Software

- Avoid function 2220 (Education Media) / object 414 (Instructional Software).
- Use function 1100 (Instruction) if the software is checked out and used in the classroom by the classroom teachers.
- If the software is reference material, which remains in the library, code to object 425 (Reference Materials) and combine with 2220 function
- If the software is non-instructional software used for the organizational or operational purposes of the library, code to object 482 (Non-Instructional Software) and combine with function 2220

Other Coding Suggestions

Food



- Object 393 (Food Services) and 461 (Purchased Food) are used with food products purchased for the purpose of consumption.
 - Pregame meals – Function 1100 (Instruction) / Object 393 (Food Services) / Program 4500 (School Sponsored Athletics)
- Object 393 (Food Services) and 461 (Purchased Food) should NOT be used with food products purchased for the purpose of classroom instruction.
 - Flour for a cooking class – Function 1100 (Instruction) / Object 411 (Classroom Supplies) / Program 1500 (Grade 7-12) or 3700 (Consumer & Homemaking)

Other Coding Suggestions

Summer School



- Program 4300 (Summer School) or 4301 (Summer School – Targeted Assistance) should be used to indicate summer school programs
- Function 1100 (Instruction) should be used with summer school activities for which the students receive academic credit.
- Function 9130 (Extended Day) should be used for summer school activities for which the students do not receive academic credit (usually tutoring).



Other Coding Suggestions

Other Expenditures

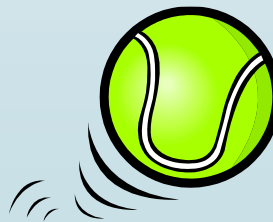
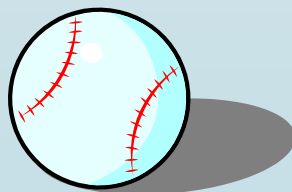
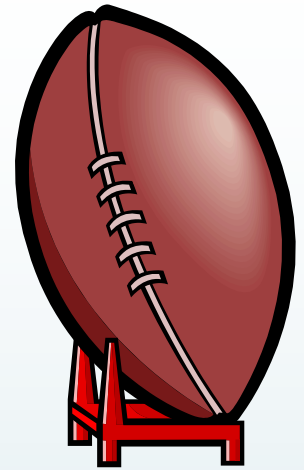
- Do not lump expenditures under function 9800 (Other Expenditures). Only use function 9800 when no other function code applies.
- Only function codes 1000 through 6999 are included when calculating current expenditures per pupil. This is the most common benchmark for comparing systems and states.

ATHLETIC CODES



Athletic Object Codes

- 197 (Head Athletic Coach)
- 198 (Assistant Athletic Coach)
- These object codes are to be used for the portion of pay related to coaching.

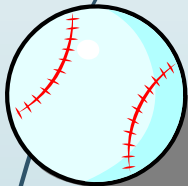
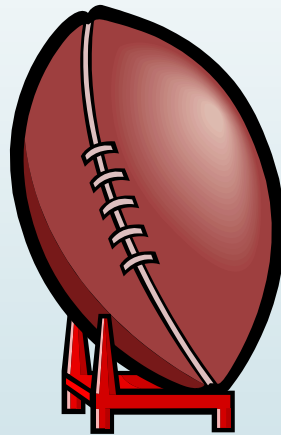


Calculating Coaches Pay

- Supplements – The dollar amount should be coded to Object 197 or 198 / Program 45xx
- Contract Extensions
 - The \$ amount of the school system's salary schedule should be coded to Object 010 / Program 1xxx
 - The difference between \$ amount in 010 and the total amount of the contract should be coded to Object 197 or 198 / Program 45xx
- Pay for teaching duties is program code 1xxx
- Pay for coaching duties is program code 45xx
- Pay for Athletic Directors remains program code 4500, with object 197
- If an individual coaches multiple sports, break pay out the best you can
- FTE remains with object 010

Athletic Program Codes

- 4501 (Baseball)
- 4502 (Basketball)
- 4503 (Football)
- 4504 (Golf)
- 4505 (Soccer)
- 4506 (Softball)
- 4507 (Tennis)
- 4508 (Volleyball)
- 4509 (Wrestling)
- 4510 (Other Sports)



Athletic Codes

- ALSDE is requiring the detail program codes to be used for salaries and benefits only, it is the school system's decision to use them for non-payroll athletic expenditures.

Where to Get More Information

- www.alabamaachieves.org under Teachers & Administrators / LEA Accounting / Accounting Manual
 - A complete listing of coding components can be found in the Accounting Manual
 - An excel spreadsheet of coding combinations can be found in the Coding Guidance
 - Documents and guidance for Budgets and Financial Statement submissions can be found in the Budget and Financial Statement
- A preprocess of the budget or financial statements will compare coding in the accounting system to a database of allowable coding combinations.



Where to Get More Information

ACCOUNTING MANUAL

Title	Description
Accounting Manual	Accounting Manual
Accounting Manual Changes	Accounting Manual Changes

ACCOUNTING MANUAL – VALID CODE / CODE COMBINATIONS

Title	Description
2022 Code Domain Tables	2022 Code Domain Tables
2022 Combination Tables	2022 Combination Tables
2021 Code Domain Tables	2021 Code Domain Tables
2021 Combination Tables	2021 Combination Tables
2020 Code Domain Tables	2020 Code Domain Tables
2020 Combination Tables	2020 Combination Tables

Where to Get More Information

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Where to Get More Information

Alabama State Department of Education
Administrative and Financial Services

07/12/21

Accounting Manual Changes

Date of Change	Component	Code	Description	Action
07/21/21	Special Use Code	0068	ARPA Summer Enrichment	Add
07/21/21	Special Use Code	0069	ARPA Afterschool Programs	Add
07/21/21	Revenue Code	4295	ARPA – ALSDE Reservation	Name Change
07/21/21	Fund Source	4295	ARPA – ALSDE Reservation	Name Change
07/12/21	Revenue Code	1132	TEAMS (2021 – 340&349)	Add
07/12/21	Fund Source	1132	TEAMS (2021 – 340&349)	Add
05/26/21	Revenue Code	1131	Teacher Stabilization Program-Act 2021-342	Add
05/26/21	Fund Source	1131	Teacher Stabilization Program	Add
05/10/21	Revenue Code	4288	Homeless I	Add
05/10/21	Fund Source	4288	Homeless I	Add
05/10/21	Revenue Code	4289	Homeless II	Add

Where to Get More Information

- For additional information, contact your system's team accountant

