Office of the New York State Comptroller

Division of
Local Government and School Accountability

FIRE DISTRICT

Accounting and Reporting Manual

Thomas P. DiNapoli • State Comptroller

For additional copies of this report contact:

Comptroller's Press Office
110 State Street, 15th floor
Albany, New York 12236
(518) 474-4015
or email us:
localgov@osc.state.ny.us

www.osc.state.ny.us

To be removed from our mailing list:
If you would like to have your name removed from our mailing list or if your present address has changed, contact the **Comptroller's Press Office at (518) 474-4015 or Office of the State Comptroller, 110 State Street, 15th Floor, Albany, NY 12236.**

March 2015

Table of Contents

Chapter 1– Introduction 1

Chapter 2– Funds 2

Chapter 3– Classification and Coding Structure 6

Chapter 4– Budgeting 10

Chapter 5– Financial Reporting 19

Chapter 6– Single-Entry Cash: Fire Districts 21

Chapter 7– Double-Entry Modified Accrual: Fire Districts 30

Chapter 8– Sample Journal Entries 44

Chapter 9– Account Code Definitions 56

Central Office Directory 77

Regional Office Directory 78

Chapter 1

Fire Districts in New York State

Fire districts are district corporations and political subdivisions of the State, distinct from the municipalities in which they are located. In general, fire districts are governed by an elected board of fire commissioners and are required to have a treasurer and secretary. The districts have the power to require the levy of taxes on real property and to borrow in their own names.

Fire districts should not be confused with fire companies, fire departments or fire protection districts. The fire company or companies within the district are usually volunteer fire companies incorporated under the provisions of the Not-for-Profit Corporation Law and constitute the fire department of the fire district which is headed by a chief. The fire district commissioners are authorized to adopt rules and regulations governing all fire companies and departments. Fire protection districts, on the other hand, comprise a geographical area of a town which is provided fire protection pursuant to a contract.

This Manual

The responsibility for oversight of fire districts by the State Comptroller is contained in the State Constitution, Article 3 of the General Municipal Law and the Town Law. Among other things, the State Comptroller's responsibilities include: performing audits, prescribing information to be included in annual financial reports and prescribing a uniform system of accounts for fire district accounting and reporting.

The Office of the State Comptroller (OSC) has compiled this manual as a comprehensive accounting and reporting guide for fire district officials and others interested in accounting and financial reporting by fire districts in New York State. The manual provides an overview of accounting and financial reporting principles to be used by fire districts to account for and report their financial activities.

Fire districts with $500,000 or more of revenues (excluding borrowings) are required to maintain their accounting records and report their financial activities on a double-entry modified accrual basis of accounting, and account for current assets, current liabilities and fund balances of the district. Revenues will be recognized in the accounting period in which they are available and measurable, and expenditures will generally be recognized in the accounting period in which the liability is actually incurred (See Chapter 6). Fire districts with less than $500,000 of revenues (excluding borrowings) may continue to maintain their accounting records and report their financial activities to OSC on a single-entry cash basis of accounting but will be required to report cash and fund balances for each of the districts' operating funds (See Chapter 5).

For additional information regarding fire districts, visit the State Comptroller's website at w**ww.osc.state.ny.us/localgov/firedist/index.htm**

Chapter 2

Funds

The Uniform System of Accounts for Fire Districts is prescribed for all fire districts in New York State. The System of Accounts provides for a standard chart of accounts and fund structure. This accounting system is intended to serve many purposes. Primarily, it should furnish fire district officials with an effective aid in financial management. It should also serve the taxpayers by providing a structure for comprehensive records of fire district operations and it should provide information for program planning and statistical analysis.

Fire District Funds

In government, moneys generated for specific purposes generally must be segregated in the accounting records and used only for those specific purposes. To help demonstrate that such moneys are used for the intended purposes, fire districts and all other local governments are required to use the fund accounting concepts specified in Generally Accepted Accounting Principles.

A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and fund balances, and charges therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

The funds available for use by fire districts are:

Code	Funds
A	General
H	Capital Projects
R	Reserve (cash basis only)
V	Debt Service
TA	Agency
TE	Private-Purpose Trust

Fire districts should establish and maintain only the minimum number of funds consistent with legal and operating requirements.

General Fund (A)

The General Fund is the major operating fund of a fire district and includes all revenues and expenditures not accounted for and reported in another fund.

Revenues are classified by source.

Expenditures are classified to separately show the amounts expended for personal services, capital outlay, contractual, debt service and other expenditures, and other special items for which a separate classification is desired.

Capital Projects Fund (H)

The Capital Projects Fund is used to account for and report financial resources that are restricted, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Separate accounting records must be maintained for each capital project and should contain sufficient information to track and report the project's complete financial history (i.e. resources received and expended).

The use of separate accounting records helps to ensure that debt proceeds related to capital expenditures are used for their intended purpose. Section 165.00 of the Local Finance Law requires that proceeds of these types of obligations be deposited in a separate bank account, and expended only for the object or purpose for which issued. This fund must also be used to account for construction projects financed, in whole or in part, from General Fund or Reserve Fund moneys.

Principal and interest payments on capital borrowings are paid from appropriations from the General Fund and not from the Capital Projects Fund, except when bond anticipation notes are redeemed from the proceeds of bonds. Interest on bond anticipation notes may be charged to the capital project if the board of commissioners authorizes it by resolution.

Reserve Funds (R, A)

In general, reserves are designed to segregate resources to provide for future contingencies and plan for major capital outlays, thereby reducing the need to rely on borrowing or outlays of current funds to finance such events.

The following reserve funds are established in accordance with General Municipal Law provisions: Repair Reserve (Section 6-d), Contingency and Tax Stabilization Reserve (Section 6-e), Capital Reserve (Section 6-g), Reserve for Payment on Bonded Indebtedness (Section 6-h), Mandatory Reserve (Section 6-l), Insurance Reserve (Section 6-n), Workers' Compensation Reserve (Section 6-j), Unemployment Insurance Reserve (Section 6-m), Employee Benefit Accrued Liability Reserve (Section 6-p) and Retirement Contribution Reserve (Section 6-r). For detailed information regarding these reserves, refer to our Local Government Management Guide entitled *Reserve Funds*.

When using the single-entry cash basis of accounting, a separate fund account must be maintained for each reserve (R). For the double-entry modified accrual basis of accounting, legally established reserves are accounted for in the General Fund (A).

Expenditures may be made only for the purpose for which the reserve was established. The limitation on expenditures in Section 176(18) of the Town Law does not apply to transfers to, or expenditures from most but not all, of these reserves.

The principal sources of revenue for these funds are budgetary appropriations. For districts using the cash-basis of accounting to comply with the law, the amount appropriated should be transferred from the General Fund to the Reserve Fund.

Any interest or earnings on deposits and investments of reserve moneys is credited to the reserve fund.

Debt Service Fund (V)

The Debt Service Fund is provided to account for and report financial resources that are restricted or assigned to expenditures for the payment of principal and interest on long-term debt. Financial resources that are being accumulated for principal and interest maturing in future years also should be reported in this fund. Debt Service Funds are not required unless segregation of resources is legally mandated. Resources legally required to be segregated include:

- Proceeds from sales of property on which debt is outstanding.
- State and Federal aid received for a project on which debt is outstanding.
- Interest earned on investment of proceeds of long-term debt which were not budgeted as a source of financing for the project.
- Unexpended proceeds of long-term debt.

Taxes levied for debt service may be credited directly to this fund or transferred from other funds. Proceeds from the sale of advance refunding bonds and the subsequent payment to the trustee bank must be recorded in this fund.

A single Debt Service Fund must be maintained; however, subsidiary records must be maintained for individual debt issuances.

Permanent Fund (PN)

A Permanent Fund is used to account for resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that benefit the local government.

Fiduciary Funds (TA, TE)

Fiduciary Funds are provided to account for moneys received by the fire district treasurer which must be held for purposes other than operation of the fire district or which must be paid to other governments or persons.

There are two Fiduciary Funds. The prefix "TA" is used to identify Agency Funds and the prefix "TE" is used to identify Private-Purpose Trust Funds.

Agency Funds (TA) account for assets held by the fire district as an agent for individuals, private organizations or other governments and/or other funds. Agency funds are custodial in nature, and do not involve measuring the results of operations. There is no operating statement, only a balance sheet.

Private-Purpose Trust Funds (TE) account for all other trust arrangements under which principal and income benefit individuals, private organizations or other governments. Transactions of TE funds are accounted for on an accrual basis.

Capital Assets and Long-Term Liabilities (K, W)

Non-Current Governmental Assets (K) – Accounts established to account for capital assets.

Non-Current Governmental Liabilities (W) – Accounts established to account for the unmatured general long-term debt and liabilities which are not recorded as liabilities in another fund.

Chapter 3

Classification and Coding Structure

Fire districts in New York State are required to use a standard system for classifying and coding accounting transactions.

Classification:

A classification of accounts is a systematic arrangement of accounts based upon a definite scheme. The purpose of classifying accounts is to provide a standard format for recording and reporting financial transactions which allows comparisons to be made with other fire districts or other financial periods. The classification system serves as a basis for budgeting, accounting and reporting, as well as for administrative control purposes, accountability to the Office of the State Comptroller and the general public, cost accounting, and the compilation of financial statistical data on the state level.

Coding:

Coding of accounts facilitates the classification of data on source documents and the posting of entries in the accounting records. It enables identification of transactions quickly and provides consistency in reporting. The coding system used in New York State is an alphanumeric system - a letter or combination of letters followed by a series of digits.

The alpha portion of each code, consisting of one or two letters, identifies the fund. The following funds are provided for fire districts in New York State:

Fund	Alpha Code
General	A
Capital Projects	H
Reserve - cash basis only	R
Debt Service	V
Permanent	PN
Agency	TA
Private-Purpose Trust	TE

The numeric portion of each code, which immediately follows the alpha portion, identifies general ledger, revenue and expenditure/expense accounts. The same account code number, where applicable, is used in all funds.

General ledger codes have three digits and are arranged in balance sheet order: assets, deferred outflows of resources, liabilities, deferred inflows of resources and fund equity.

100 – 499	Assets and Deferred Outflows of Resources
600 – 699	Liabilities and Deferred Inflows of Resources
800 – 999	Fund Equity

For example, 200 identifies the asset CASH in each fund. A200 identifies the asset CASH in the GENERAL FUND.

Revenue codes have four digits and are arranged by source (where the revenue originated):

1000 – 2999	Local Sources
3000 – 3999	State Sources
4000 – 4999	Federal Sources
5000 – 5999	Interfund Transfers and Proceeds of Obligations

Each category is further subdivided to better identify the revenue source. For example, 2401 identifies INTEREST AND EARNINGS in each fund. GENERAL FUND INTEREST AND EARNINGS would be classified A2401.

Expenditure codes have a minimum of 5 digits and are arranged by functional unit and object of expenditure. The term function refers to the primary classification and description of the purpose of the expenditure. The first four digits identify the function:

1000 – 1999	General Support
3000 – 3999	Fire Protection
9000 – 9099	Employee Benefits
9700 – 9799	Debt Service
9900 – 9999	Interfund Transfer

Each function is further subdivided to better classify the expenditure. For example, expenditure code 3410 in the Fire Protection function identifies expenditures incurred for firefighting and fire protection activities.

Expenditures should be further classified by character, that is, on the basis of the fiscal period they are presumed to benefit. The major character classifications are current, capital outlay and debt service. Character classifications may be accomplished by grouping the object classifications, discussed below, which are subdivisions of the character classification.

The object of the expenditure (the fifth digit in the code) is a secondary classification and identifies the item purchased or service obtained in order to carry out a function. The object is identified by the fifth digit:

.1	Personal Services
.2	Equipment and Capital Outlay
.4	Contractual and Other
.6	Debt Service Principal
.7	Debt Service Interest
.8	Employee Benefits
.9	Interfund Transfer
.0	Total for Reporting Purposes

Code 3410 from above can then be further classified as A3410.4 indicating a GENERAL FUND expenditure for CONTRACTUAL SERVICES for fire protection.

Basic Objects of Expenditure

The types of expenditures chargeable to basic objects of expenditure are indicated below. This list cannot possibly specify every type of expenditure which might be incurred, and should be considered a guide in classifying items not listed. If more detailed accounting information is desired, the fire districts may use this list as a guide to subdividing the basic objects of expenditure.

.1 Personal Services

- Treasurer
- Secretary
- Treasurer-Secretary
- Firefighter
- Janitor
- Vacation
- Temporary
- Overtime
- Sick Leave

.2 Equipment and Capital Outlay

- Furniture and Furnishings
- Office Equipment
- Power Lawn Mowers
- Two-Way Radios
- Addition to Fire Station
- Fire Apparatus
  - Pumper Truck
  - Hook and Ladder
  - Fire Hose

.4 Contractual Expenditures

- Office Supplies - Postage
- Travel Expense
  - Conventions
  - Fire Travel
  - Other Travel
- Association Dues
- Uniforms
- Drills, Parades, Inspections
- Election Expense
  - Rent of Voting Machines
  - Publication of Notice
  - Printing and Supplies
- Consultants
- Independent Accountant
- Insurance
  - Premium on Treasurer's Bond
  - Public Liability
  - Property Damage
  - Other Insurance
- Legal and Auditing Fees
- Fire Apparatus and Equipment
  - Repairs
  - Gasoline, Oil, Etc.
- Fire Alarm System
- Telephone
  - Maintenance
  - Other
- Maintenance of Wells
- Buildings and Grounds
  - Fuel, Light, Water
  - Repairs
  - Rent
  - Maintenance Supplies

.8 Employee Benefits

- State Retirement System
- Fire Retirement
- Local Pension Fund
- Hospital and Medical Insurance
- Life Insurance
- Workers' Compensation
- Social Security
- Disability Insurance

Control account codes are used to record the aggregate of debit and credit postings to a number of related accounts called subsidiary accounts. Control account codes have three digits. *Code 522 Expenditures* is used to record claims, vouchers and payrolls paid or accrued, including those of special reserves. *Code 980 Revenues* is used to record revenues, including those of special reserves.

Chapter 4

Budgeting

The board of fire commissioners is required annually to adopt a fire district budget setting detailed estimates of the amount of revenues to be received and expenditures to be made during the fiscal year for which the budget is proposed [Town Law, §181(1)]. However, care must be taken to stay within the district's statutory spending limitation. Pursuant to Section 176(18) of the Town Law, fire districts should annually calculate the district's statutory spending limitation to ensure that the district does not exceed the maximum amount which may be expended by the district without voter approval. To assist you in preparing the district's annual budget and calculating the district's statutory spending limitation, sample forms and worksheets are included on the following pages.

In 2011, legislation established a tax levy limit (tax cap) that affects all "local governments", including fire districts. Under this legislation, the real property taxes levied by fire districts (and other classes of local governments) generally cannot increase by more than 2 percent of the prior year levy, or the rate of inflation, whichever is less. However, the law allows local governments to levy an additional amount for excludable expenditures. Fire districts can override the tax cap by passing a resolution; with a vote of 60% of the total voting power of the board.

BUDGET PREPARATION

The board of fire commissioners must adopt a proposed budget and, subject to certain public hearing requirements, hold a public hearing on the proposed budget on the third Tuesday in October. The proposed budget must be adopted by resolution of the board of fire commissioners on or before the 21st day prior to the public hearing. At least five days prior to the date of the hearing, notice of the hearing must be published at least once in the fire district's official newspaper or in a newspaper having general circulation within the district[1]. Similarly, at least five days prior to the date of the hearing, a copy of the notice must be posted on the signboard maintained by the town clerk of each of the towns in which the fire district is located. The notice must also be posted on the municipal and/or fire district websites, if such websites exist. The notice must state the time and place where the hearing will be held, the purpose of the hearing, and that a copy of the proposed budget is available for inspection during office hours in the offices of the fire district secretary and the town clerk in each town in which the district is located. For a fire district that maintains a website, the notice of hearing must also state that the proposed budget is posted there as well.

After the public hearing, the board of fire commissioners can adopt changes, alterations, and revisions to the proposed budget. The budget must be adopted by November 4th and filed, along with the district's fund balance statement to the town clerk of each town in which the fire district is located by November 7th. Neither the town budget officer nor the town board may make changes to the fire district budget. The town budget officer is required to attach the adopted budget, to the annual town budget. The fire district budget, as attached to the annual town budget, will be sent to the county for the levy of taxes for fire district purposes. Joint fire districts must also file a certified copy with the clerk of each village in which the district is located. Once the budget is adopted, it becomes a public document that the district secretary must make available to the public. The district secretary is required to reproduce a sufficient number of copies for distribution to the public upon request, without charge.

[1] If the fire district has not designated an official newspaper.

ACCOUNTING FOR THE BUDGET

Budgetary accounting is a management control technique used to assist in controlling expenditures and tracking revenues. This technique is important, as the annual budget is a legal compliance standard against which the operations of government are evaluated.

The following are the budgetary accounts prescribed by OSC:

510	Estimated Revenues
511	Appropriated Reserves
521	Encumbrances
530	Obligations Authorized
599	Appropriated Fund Balance
960	Appropriations
962	Budgetary Provisions for Other Purposes

Separate accounts must be maintained for each appropriation, showing the amount appropriated, the amounts expended, and the unexpended balance. Expenditures can only be made, and contracts involving money can only be entered into, if an amount has been appropriated for the particular purpose and is either available for that purpose or has been authorized to be borrowed.

MODIFYING THE BUDGET

Fire district treasurers must notify the board of fire commissioners when it is probable that available money will not be sufficient to cover the amounts appropriated. The board may reduce appropriations in order to prevent a deficiency, but an appropriation cannot be reduced below the minimum amount required by law to be appropriated, and it cannot be reduced below outstanding and unpaid claims that are chargeable to the appropriation.

Subject to limitations in Town Law Section 181-a(4), the board of fire commissioners can make additional appropriations or increase existing appropriations through the following methods[2]:

- Transferring from the unexpended balance of other appropriations,
- Transferring from unassigned or assigned fund balance, as appropriate,
- Appropriating funds from unanticipated revenues,
- Borrowing pursuant to local finance law.

The rules described above do not apply to gifts that are required to be expended for particular purposes, and to property insurance proceeds that are used to repair or replace the property. These items can be appropriated by the board at any time for these purposes.

[2] The board cannot add or increase an appropriation to a capital reserve fund.

_____FIRE DISTRICT

20__ BUDGET SUMMARY

Total Appropriations (from page 13) $_____

Less:

Estimated Revenues (from page 14) $_____

Estimated Assigned Appropriated Fund Balance _____ _____

Amount to be Raised by Real Property Taxes $_____

TAX APPORTIONMENT

(to be used when fire district is in more than one town)

Town	Assessed Valuation (AV)	Equilization Rate (ER)	Full Valuation (AV÷ER)	Total Full Valuation Percentage (1)÷(2)	Apportioned Tax = (3) x Real Property Tax to be Raised
		%	(1)	_____%(3)	$ _____
		%	(1)	_____%(3)	_____
		%	(1)	_____%(3)	_____
Total			(2)	_____100%	$ _____ *

* Must agree with Budget Summary "Amount to be Raised by Real Property Taxes".

Town	Apportioned Tax
_____	$_____
_____	_____
_____	_____
_____	_____
Total Apportioned	$_____

I certify that the estimates were approved by the fire commissioners on _____.
(Date)

_____
Fire District Secretary

NOTE: File two certified copies of the adopted budget with the Town Budget Officer by November 7.

APPROPRIATIONS

	Actual Expenditures 20__	Budget as Modified 20__	Preliminary Estimate 20__	Adopted Budget 20__
Salary - Treasurer	$ _____	$_____	$_____	$_____
Salary - Other	_____	_____	_____	_____
Other Personal Services	_____	_____	_____	_____
A3410.1 Total Personal Services	$ _____	$_____	$_____	$_____
A3410.2 Equipment	_____	_____	_____	_____
A3410.4 Contractual Expenditures	_____	_____	_____	_____
A1930.4 Judgments and Claims	_____	_____	_____	_____
A9010.8 State Retirement System	_____	_____	_____	_____
A9025.8 Local Pension Fund	_____	_____	_____	_____
A9030.8 Social Security	_____	_____	_____	_____
A9040.8 Workers' Compensation	_____	_____	_____	_____
A9050.8 Unemployment Insurance	_____	_____	_____	_____
A9060.8 Hospital, Medical and Accident Insurance	_____	_____	_____	_____
A9085.8 Supp. Benefit Payments to Disabled Firefighters	_____	_____	_____	_____
A9710.6 Redemption of Bonds	_____	_____	_____	_____
A97__.6 Redemption of Notes	_____	_____	_____	_____
A9710.7 Interest on Bonds	_____	_____	_____	_____
A97__.7 Interest on Notes	_____	_____	_____	_____
A9901.9 Transfer to Other Funds	_____	_____	_____	_____
Totals	$ _____	_____	_____	_____*

* Transfer to Budget Summary, page 12

ESTIMATED REVENUES

		Actual Revenues 20__	Budget as Modified 20__	Preliminary Estimate 20__	Adopted Budget 20__
A2262	Fire Protection and Other Services to Other Districts and Governments	$ _____	$_____	$_____	$_____
A2401	Interest and Earnings	_____	_____	_____	_____
A2410	Rentals	_____	_____	_____	_____
A2660	Sales of Assets	_____	_____	_____	_____
A2701	Refunds of Expenditures	_____	_____	_____	_____
A2705	Gifts and Donations	_____	_____	_____	_____
	Miscellaneous (specify)	_____	_____	_____	_____
A2770	_____	_____	_____	_____	_____
A2770	_____	_____	_____	_____	_____
A3389	State Aid, Other Public Safety (specify)	_____	_____	_____	_____
A4389	Federal Aid, Other Public Safety (specify)	_____	_____	_____	_____
A5031	Interfund Transfers	_____	_____	_____	_____
	Totals	$_____	$_____	$_____	$_____*

* Transfer to Budget Summary, page 12

FIRE DISTRICTS WORKSHEET A
COMPUTATION OF STATUTORY SPENDING LIMITATION

Divide the assessed valuation of the real property subject to taxation by the fire district as shown on each assessment roll for the district completed in the second calendar year prior to that in which the expenditures are to be made, by the town equalization rate established for each roll by the State Office of Real Property Services.

(Example: For budget prepared in year 2 (current year) and taxes to be raised and expended in year 3 (next year), use assessment roll completed in year 1 (last year) divided by the town equalization rate established for this assessment roll. Note: A different equalization rate is established for each year's assessment roll.)

Town	Assessed Valuations (AV)	Equalization Rates (ER)	Full Valuations (AV/ER)
	$	%	$
	$	%	
	$	%	
	Total Full Valuations		$
Less First Million of Full Valuation			1,000,000
Excess Over First Million of Full Valuation			$
Multiply Excess by One Mill			x .001
Expenditures Permitted on Full Valuation Above $1,000,000			$
Add Expenditures Permitted on Full Valuation Below First $1,000,000			2,000
Statutory Spending Limitation for 20_____ (year 2)			$
Add Exclusions from Statutory Spending Limitation (Town Law, Section 176(18) (from Worksheet B)			
Add Spending Authorized by Voters in Excess of Statutory Spending Limitation (Town Law, Section 179) (Proposition Adopted on_____)			
Sum of Statutory Spending Limitation, Exclusions and Excess Spending Authorized by Voters			$
Less Budget Appropriations			
Statutory Spending Limitation Margin			$

FIRE DISTRICTS WORKSHEET B
EXCLUSIONS FROM STATUTORY SPENDING LIMITATION

1	Payments under contracts made pursuant to subdivisions 12 and 22 of Section 176 of the Town Law: Subdivision 12 - A contract for a supply of water and for furnishing, erecting, maintaining, caring for and replacing fire hydrants.	$
	Subdivision 22 - A contract for furnishing fire protection within the fire district, including emergency services and general ambulance services.	
2	Payments under a lease to provide a supply of water for fire fighting purposes made pursuant to Subdivision 12-a of Section 176 of the Town Law.	
3	Principal and interest on bonds, bond anticipation notes, capital notes and certain budget notes, and interest on certain tax anticipation notes.	
4	Compensation of paid fire district officers, fire department officers, firefighters and other paid personnel of the fire department, including fringe benefits.	
5	District's contribution to the New York State and Local Employees' Retirement System and the New York State and Local Police and Fire Retirement System.	
6	Payments made when participating in a county self-insurance plan under the Workers' Compensation Law.	
7	Insurance premiums and any payments required as a self-insurer, pursuant to Volunteer Firefighters' Benefit Law and Workers' Compensation Law, less the amount of certain recoveries of benefits and compensation.	
8	Payment required annually to fund service awards to volunteer firefighters made pursuant to Article 11-A of the General Municipal Law.	
9	Cost of blanket accident insurance to insure volunteer firefighters against injury or death resulting from bodily injuries suffered in the performance of their duties.	
10	Certain payments for the care and treatment of paid firefighters for disabilities incurred in performance of duty.	
11	District's contributions for Social Security.	
	Subtotal to carry forward (to next page)	$

FIRE DISTRICTS WORKSHEET B
EXCLUSIONS FROM STATUTORY SPENDING LIMITATION

	Subtotal carried forward: (from previous page)	$
12	Payment of principal and interest on tax anticipation notes for new fire districts.	
13	Payment of compromised claims and judgments under Subdivisions 28 and 30 of §176 of the Town Law.	
14	Cost of insurance secured to indemnify the fire district against liability arising out of ownership, use or operation of a motor vehicle owned by the fire district	
15	Payment of monetary awards to individuals pursuant to Subdivision 31 of §176 of the Town Law.	
16	Cost of fuel for the fire district's emergency vehicles, including fuel tax carryovers.	
17	Cost of annual independent audits required by Section 181-b (formerly Section 181-a) of the Town Law for fire districts with revenues of $300,000 or more.	
18	Appropriations to, or expenditures from, most reserve funds established pursuant to the General Municipal Law.	
19	District's contribution to the State's unemployment insurance fund for paid officers and employees	
20	Amounts received from fire protection, emergency reserve and general ambulance contracts	
21	Use of gift proceeds.	
22	Use of insurance proceeds received for the loss, theft, damage or destruction of real or personal property - when applied to repair or replace such property.	
23	Use of premiums from the sale of district obligations, the unexpended portion of the proceeds of fire district obligations, and the income (interest) and capital gains realized on the temporary investment of the proceeds of district obligations.	
Total Exclusions from Statutory Spending Limitation (to Worksheet A)		$

FIRE DISTRICTS WORKSHEET C

OTHER EXCLUSIONS FROM STATUTORY SPENDING LIMITATION BORROWING AND RESERVE FUNDS

1)	Use of the proceeds of bonds, bond anticipation notes, capital notes or certain budget notes.	$
2)	Expenditures from most reserve funds established pursuant to the General Municipal Law.	$
3)	Use of premiums from the sale of obligations, the unexpended portion of the proceeds of fire district obligations, and the income and capital gains from the investment of the proceeds of obligations.	$

NOTE: The items shown above also represent exclusions from the statutory spending limitation. However, the amounts associated with these items may not be available at budget preparation time. Therefore, this worksheet should be used during the fiscal year and at year's end to help determine if your district has stayed within legal requirements.

Chapter 5

Financial Reporting

Governmental accounting is concerned with the collection and analysis of a government's finances. This information has very little value if it cannot be communicated in a timely and effective manner. Financial reporting serves as the link between a fire district's financial information and the district's users they are designed to serve. Some of these users include the board of fire commissioners and oversight bodies, investors, creditors, taxpayers and OSC.

Internal Reporting

Internal reporting typically is designed to accomplish two goals:

- To allow management to monitor compliance with legal and contractual provisions applicable to the management of public funds.
- To provide management with information on current performance that it needs to make future financial plans.

Because internal reports are designed expressly to serve the needs of management, management is free to select whatever format or content it believes most relevant. It is highly unusual for internal reports to be prepared in accordance with GAAP.

Annual Financial Report - AUD

All fire districts in New York State are required to prepare and file an annual financial report, commonly referred to as the Annual Update Document (AUD), with the State Comptroller within 60 days after the close of each fiscal year. The AUD includes fund financial statements, notes to the financial statements and other supplemental schedules that inquire about financial-related issues of the district. The State Comptroller provides instructions for filing the report to all chief fiscal officers prior to the completion of the district's fiscal year.

Audited Financial Statements

Fire districts with annual revenues of $300,000 or more must obtain an independent audit annually. The audit must include, but is not limited to, the district's financial condition and resources, and such other things as the State Comptroller designates. A copy of the audit report must be given to the fire commissioners, the town board(s) of municipalities served by the fire district and OSC within 180 days of the end of the fiscal year audited.

Fire companies that contract with municipalities or fire districts to provide fire services and have revenues of more than $300,000, must also obtain an annual audit of revenues and expenditures in connection with such contract or contracts. The audit must indicate whether the fire company has filed IRS form 990, Return of Organization Exempt from Income Tax, and any report required pursuant to Section 30-a of the General Municipal Law (receipts and disbursements of foreign fire insurance premium tax moneys). If such filings are required, but not made, the audit must examine all revenues, expenditures and resources from any source. Upon completion of the audit, a certified copy must be provided to the fire company and the contracting municipality within 180 days of the end of the fiscal year.

Fire districts or fire companies with annual revenues of less than $300,000 may obtain independent audits, but are not required to do so. This threshold, however, does not exempt fire districts or fire companies from any statutory reporting requirements discussed above.

All fire district audits must be conducted in accordance with standards applicable to financial audits prescribed in the Government Auditing Standards (GAGAS) issued by the Comptroller General of the United States. OSC does not require that local governments fulfill their statutory filing requirements in accordance with Generally Accepted Accounting Principles (GAAP) and will continue to accept the annual financial reports with fund level statements in accordance with the Uniform System of Accounts (USA).

Fire Districts that prepare their financial statements in conformity with the USA, a regulatory basis of accounting prescribed by OSC, may have audits conducted in accordance with the AICPA's Statements on Auditing Standards. Those districts that have adopted GAAP reporting should continue to have their statements audited in accordance with GAGAS.

All fire company audits must be conducted in accordance with the AICPA Not-for-Profit Audit and Accounting Guide.

Length of Service Awards Program (LOSAP) Audits

If a district sponsors a LOSAP, they or the designated program administrator of the LOSAP must obtain an annual audit by an independent certified public accountant. A copy of the audit must be given to the program sponsor and to the State Comptroller. LOSAP audits must be completed within 270 days of the end of the sponsor's fiscal year. Due to other legislative requirements, fire districts may choose to fulfill this requirement by providing the appropriate service awards program note disclosure as part of the district's annual audited statements, which must be completed within 180 days of the end of the fiscal year.

Chapter 6

Single-Entry Cash: Fire Districts

The single-entry cash basis of accounting may be used by fire districts with less than $500,000 of revenues. Cash basis generally means that no financial transaction is recorded in the accounting records of the district unless cash has been received or disbursed. Cash is the only asset measured and reported in the financial statements. Districts are also required to report their cash and fund balance (they should be equal) on a balance sheet for each operating fund used by the districts. When the single-entry cash basis of accounting is used, reserve fund moneys will be reported in a separate fund (R) and not as part of the general fund.

The Chart of Accounts listed below and on the following pages show the balance sheet, revenue and expenditure accounts used under the single-entry cash basis of accounting.

Single-Entry Cash

***Balance Sheet - Chart of Accounts**

Account Code	Name of Account	Fund						
		A	R	H	V	PN	TA	TE
200	Cash	X		X	X	X	X	X
201	Cash in Time Deposits	X		X	X	X	X	X
210	Petty Cash	X						
230	Cash, Special Reserves		X					
231	Cash in Time Deposits, Special Reserves		X					
455	Securities & Mortgages			X			X	
461	Service Awards Program Assets						X	X
806	Not in Spendable Form	X		X	X			
807	Must Remain Intact	X		X	X	X		
878	Capital Reserve		X					
882	Reserve for Repairs		X					
899	Other Restricted Fund Balance	X	X	X	X	X		
914	Assigned Appropriated Fund Balance	X		X	X	X		
915	Assigned Unappropriated Fund Balance	X		X	X	X		
917	Unassigned Fund Balance	X		X	X	X		

Chart of Revenue Accounts

Account Code	Name of Account	Fund						
		A	R	H	V	PN	TA	TE
1001	Real Property Taxes	X						
1081	Other Payments in Lieu of Taxes (Specify)	X						
2262	Charges for Fire Protection and Other Services	X						
2401	Interest and Earnings	X	X	X	X	X		X
2410	Rentals of Real Property	X						
2660	Sale of Real Property	X	X					
2665	Sale of Equipment	X						
2680	Insurance Recoveries	X	X					
2690	Other Compensation for Loss	X						
2701	Refunds of Prior Years Expenditures	X		X				
2705	Gifts and Donations	X		X		X		X
2706	Grants from Local Governments	X	X	X				
2710	Premium & Accrued Interest on Obligations			X	X			
2770	Other Unclassified Revenue (Specify)	X	X	X				X
3004	State Aid - Reorganization & Efficiency Grants	X						
3089	State Aid – Other (Specify)	X						
3960	State Aid – Emergency Disaster Assistance	X		X				
4389	Federal Aid – Other Public Safety	X		X				
4960	Federal Aid – Emergency Disaster Assistance	X		X				
5031	Interfund Transfers	X	X	X	X			
5085	Redemption of Investments	X		X				
5710	Serial Bonds	X		X	X			
5720	Statutory Installment Bonds			X				
5730	Bond Anticipation Notes	X		X				
5731	BANs Redeemed From Appropriations			X				
5750	Budget Notes	X						
5760	Tax Anticipation Notes	X						
5770	Revenue Anticipation Notes	X						
5785	Installment Purchase Debt			X				
5789	Other Debt			X				
5791	Proceeds of Advance Refunding Bonds				X			
5792	Proceeds of Current Refunding Bonds				X			

Account Code	Name of Account	Fund						
		A	R	H	V	PN	TA	TE
1380.0	Fiscal Agent Fees				X			
1460.0	Records Management	X						
1930.0	Judgments and Claims	X						
1980.0	Payment of MTA Payroll Tax	X		X		X		X
1989.0	Other General Government					X		X
3410.0	Fire	X	X	X				
4540.0	Ambulance	X						
8760.0	Emergency Disaster Work	X						
9010.0	State Retirement System	X						
9015.0	Fire and Police Retirement System	X						
9025.0	Local Pension Fund	X						
9030.0	Social Security	X						
9040.0	Workers' Compensation	X						
9045.0	Life Insurance	X						
9050.0	Unemployment Insurance	X						
9055.0	Disability Insurance	X						
9060.0	Hospital and Medical Insurance	X						
9085.0	Supplemental Benefit Payment to Disabled Firefighters	X						
9089.0	Other Employee Benefits	X				X		X
9710.0	Serial Bonds	X		X	X			
9720.0	Statutory Installment Bonds	X		X	X			
9730.0	Bond Anticipation Notes	X		X	X			
9750.0	Budget Notes	X						
9755.0	Deficiency Notes	X						
9760.0	Tax Anticipation Notes	X						
9770.0	Revenue Anticipation Notes	X						
9785.0	Installment Purchase Debt	X						
9789.0	Other Debt	X			X	X		
9790.0	State Loans	X			X			
Interfund Transfers								
9901.0	Transfer to Other Funds	X	X	X		X		X
9905.0	Transfer to Capital Projects Fund	X						
9991.0	Payment to Escrow Agent (Advance Refunding Bonds)				X			

Fiduciary Funds Chart of Liability Accounts

Account Code	Name of Account
TA13	Service Awards (Program Administrator Retained)
TE13	Service Awards (Administered by Fire District)
TA17	Deferred Compensation
TA18	State Retirement
TA19	Disability Insurance
TA20	Group Insurance
TA21	New York State Income Tax
TA22	Federal Income Tax
TA23	Income Executions
TA24	Association and Union Dues
TA25	U.S. Savings Bonds
TA26	Social Security Tax
TA30	Guaranty and Bid Deposits
TA50	Foreign Fire Insurance Tax
TA85	Other Funds (Specify)
TA Agency TE Private-Purpose Trust	

Single-Entry Cash

Schedule of Non-Current Governmental Assets and Liabilities

Account Code	Name of Account	Fund	
		K	W
		Non-Current Governmental Assets	Non-Current Governmental Liabilities
Assets			
101	Land	X	
102	Buildings	X	
103	Improvements Other Than Buildings	X	
104	Machinery and Equipment	X	
105	Construction Work in Progress	X	
Liabilities			
619	State Loans Payable		X
626	Bond Anticipation Notes Payable		X
628	Bonds Payable		X
637	Due to Employees' Retirement System		X
683	Other Post Employment Benefits		X
685	Installment Purchase Debt		X
686	Judgments and Claims Payable		X
687	Compensated Absences		X
689	Other Long-Term Debt		X
Totals			
129	Total Non-Current Governmental Liabilities		X
159	Total Non-Current Governmental Assets	X	

Single-Entry Cash

SAMPLE FORM CASH RECEIPTS

_____ Fire District

Date	Received From	Receipt No.	Acct. No.	General Funds	Agency Funds	Capital Projects Fund	Other Funds	Deposits	
								Amount	Date
Feb 10	Town of Arc	101	A1001	5,000.00				5,000.00	Feb 11
Mar 2	Town of Arc	102	A1001	5,000.00				5,000.00	Mar 3
Mar 5	Village of Arc	103	A2665	100.00				100.00	Mar 6
Mar 15	Town of Arc	104	A1001	7,198.00				7,198.00	Mar 16
	March Total			12,298.00				12,298.00	
Jun 30	General Fund	105	TA21		4.38				
Jun 30	General Fund	106	TA26		16.67				
	June Total				21.05			21.05	July 1
July 15	General Fund	107	TA26		16.67			16.67	July 18
Aug 15	Acme Bank	108	H5710			28,000.00		28,000.00	Aug 15
Nov 14	State Insurance Dept	109	TA50		154.00			154.00	Nov 15
Dec 12	Town of Arc	110	A2410	40.00					
Dec 12	Honest Insurance Co.	111	A2701	7.44				47.44	Dec 13
Dec 30	General Fund	112	TA21		4.38				
Dec 30	General Fund	113	TA26		16.67			21.05	Dec 30
Dec 30	Eugene Good	114	A2705	50.00				50.00	Dec 30
	December Total			97.44	21.05			118.49	
	Total for Year			17,395.44	212.77	28,000.00		45,608.21	

SAMPLE FORM CLASSIFICATION OF RECEIPTS

_____ Fire District

General Fund

Date 20___	Received From	Posting Ref.	A-1001 Real Property Taxes	A-2410 Rentals of Real Property	A-2660 Sale of Real Property	A-2701 Refund of Prior Years' Expenditures	Other	
							$	Account
Feb 28		CR 1	5,000.00					
Mar 31		CR 1	5,000.00					
Mar 31		CR 1			100.00			
Mar 31		CR 1	7,198.00					
Dec 31		CR 1		40.00				
Dec 31		CR 1				7.44		
Dec 31		CR 1					50.00	A2705
	Totals		17,198.00	40.00	100.00	7.44	50.00	

SAMPLE FORM CASH PAYMENTS

_____ Fire District

Date 20___	Payee or Reference	Check No.	General Fund	Agency Fund	Capital Projects Fund	Other Funds	Account No.
Jan 31	Abstract No. 1		1,202.00				
Feb 28	Abstract No. 2		2,217.22				
Mar 31	Abstract No. 3		534.88				
Apr 30	Abstract No. 4		1,148.00				
May 31	Abstract No. 5		305.54				
Jun 30	Abstract No. 6		478.52				
Jun 30	Payroll No. 1		1,750.00				
	June Total		2,228.52				
Jul 15	Agency Fund		16.67				
Jul 15	Social Security			33.34			TA26
Jul 15	State Tax Department			4.38			TA21
Jul 31	Abstract No. 7		1,722.03				
	July Total		1,738.70	37.72			
Aug 31	Abstract No. 8		257.34				
Sep 15	High Reach Snorkel Co.				28,000.00		H3410.2
Sep 30	Abstract No. 9		1,700.05				
Oct 31	Abstract No. 10		1,350.00				
Nov 30	Abstract No. 11		1,123.94				
Dec 31	Payroll No. 2		1,750.00				
Dec 31	Abstract No. 12		1,610.10				
	December Total		3,360.10				
	TOTAL FOR YEAR		**17,166.29**	**37.72**			

*Note: General Fund account numbers are listed on abstracts and not shown here. You may list all other payments on abstracts with the account numbers in which case account numbers would not be shown in the Cash Payments Book.

SAMPLE FORM CLASSIFICATION OF PAYMENTS

_____ Fire District

General Fund

Date 20___	Posting Reference	A3401.1 Personal Services	A3410.2 Equipment	A3401.4 Contractual & Other Expenses	Other	Account No.
Jan 31	Abstract No. 1		202.00	1,000.00		
Feb 28	Abstract No. 2			417.22	1,000.00	A9710.6
Feb 28	Abstract No. 2				60.00	A9710.7
Feb 28	Abstract No. 2				740.00	A9040.8
Mar 31	Abstract No. 3			534.88		
Apr 30	Abstract No. 4		200.00	698.00	250.00	A9055.8
May 31	Abstract No. 5			305.54		
Jun 30	Abstract No. 6		180.00	298.52		
Jun 30	Payroll No. 1	1,750.00				
Jul 15l	CD No. 1				16.67	A9030.8
Jul 31	Abstract No. 7		500.00	1,222.03		
Aug 31	Abstract No. 8			212.34	45.00	A9045.8
Sep 30	Abstract No. 9		800.00	900.05		
Oct 31	Abstract No. 10			1,350.00		
Nov 30	Abstract No. 11			1,123.94		
Dec 31	Payroll No. 2	1,750.00				
Dec 31	Abstract No. 12			1,610.10		
	TOTALS	**$3,500.00**	**$1,882.00**	**$9,672.62**	**$2,111.67**	

Chapter 7

Double-Entry Modified Accrual: Fire Districts

Fire districts with revenues of $500,000 or more are required to use the modified accrual basis of accounting, rather than the single-entry cash basis of accounting. The modified accrual basis is unique to governments.

Under this method of accounting, revenues and other financial resources are recognized when they become susceptible to accrual, which is when they become both measurable and available to finance expenditures of the current fiscal year. Measurable refers to the ability to quantify in monetary terms the amount of the revenue. Available means collectible within the current fiscal year or shortly after the fiscal year end to pay liabilities of the current year. Expenditures, with certain exceptions such as debt service payments, are recognized when the fund liability is incurred.

The measurement focus refers to what is measured and reported in the financial statements. The current financial resources measurement focus that fire districts use classifies assets as spendable resources such as cash and other assets that generally will be converted to cash or consumed during the applicable accounting period. Liabilities, such as accounts payable, are generally paid during the applicable accounting period or soon thereafter.

For reporting purposes, all reserve fund activity will initially be accounted for and reported in the general fund as opposed to the separate reserve fund used by districts using the single-entry cash basis of accounting.

Double-Entry Modified Accrual

Chart of General Ledger Accounts

Account Code	Name of Account	Fund					
		A	H	V	PN	TA	TE
Cash:							
200	Cash	X	X	X	X	X	X
201	Cash in Time Deposits	X	X	X	X	X	X
210	Petty Cash	X					
221	Cash for Tax Anticipation Notes	X					
222	Cash for Revenue Anticipation Notes	X					
223	Cash with Fiscal Agent			X			
225	Cash from Deficiency Note	X					
230	Cash, Special Reserves	X	X	X	X		X
231	Cash in Time Deposits, Special Reserves	X	X	X	X		X
Receivables:							
380	Accounts Receivable	X	X				
Due Froms:							
391	Due from Other Funds	X	X	X	X	X	
410	State and Federal, Other	X	X				
440	Due from Other Governments	X	X				
Inventory:							
445	Inventory	X					
Investments:							
450	Investment in Securities	X	X	X	X	X	X
451	Investment in Repurchase Agreements	X	X	X	X	X	X
452	Investment in Securities, Special Reserves	X	X		X		X
453	Investment in Repurchase Agreements, Special Reserves	X	X		X		X
455	Securities & Mortgages		X			X	
461	Service Award Program Assets					X	X
Prepaid Expenses:							
480	Prepaid Expenses	X					
Budget and Expenditures:							
510	Estimated Revenues	X	X	X	X		X
511	Appropriated Reserves	X					
521	Encumbrances	X					
522	Expenditures	X	X	X	X		X
530	Obligations Authorized	X					
599	Appropriated Fund Balance	X		X			

Chart of General Ledger Accounts (continued)

Account Code	Name of Account	Fund					
		A	H	V	PN	TA	TE
Liabilities:							
600	Accounts Payable	X	X		X		X
601	Accrued Liabilities	X	X				
620	Tax Anticipation Notes Payable	X					
621	Revenue Anticipation Notes Payable	X	X				
622	Budget Notes Payable	X					
624	Deficiency Notes Payable	X					
626	Bond Anticipation Notes Payable	X	X				
629	Bond Interest and Matured Bonds Payable	X		X			
630	Due to Other Funds	X	X	X	X	X	
631	Due to Other Governments	X					
637	Due to Employees' Retirement System	X					
651	Accrued Interest Payable			X			
687	Compensated Absences (Vacation and Sick Leave)	X					
688	Other Liabilities	X		X	X		X
690	Overpayments	X					
691	Deferred Inflow of Resources	X					
695	Deferred Tax Revenue – Reserve for Excess	X					

Chart of General Ledger Accounts (continued)

Account Code	Name of Account	Fund					
		A	H	V	PN	TA	TE
Fund Equity:							
806	Not in Spendable Form	X	X	X			
807	Must Remain Intact	X	X	X	X		
815	Unemployment Insurance Reserve	X					
827	Retirement Contribution Reserve	X					
867	Reserve for Employee Benefits and Accrued Liabilities	X					
878	Capital Reserve	X	X				
880	Contingency and Tax Stabilization Reserve	X					
882	Reserve for Repairs	X					
884	Reserve for Debt	X		X			
899	Other Restricted Fund Balance	X	X	X	X		
914	Assigned Appropriated Fund Balance	X	X	X	X		
915	Assigned Unappropriated Fund Balance	X	X	X	X		
917	Unassigned Fund Balance	X	X	X	X		
Budget and Revenues:							
960	Appropriations	X	X	X			
962	Budgetary Provision for Other Uses	X					
980	Revenues	X	X	X			

Chart of Revenue Accounts

Account Code	Name of Account	Fund				
		A	H	V	PN	TE
1001	Real Property Taxes	X				
1081	Other Payments in Lieu of Taxes (Specify)	X				
2262	Charges for Fire Protection and Other	X				
2401	Interest and Earnings	X	X	X	X	X
2410	Rental of Real Property	X				
2660	Sale of Real Property	X				
2665	Sale of Equipment	X				
2680	Insurance Recoveries	X				
2690	Other Compensation for Loss	X				
2701	Refunds of Prior Years Expenditures	X	X			
2705	Gifts and Donations	X	X		X	X
2706	Grants from Local Governments	X	X			
2710	Premium & Accrued Interest on Obligations		X	X		
2770	Other Unclassified Revenue (Specify)	X	X			X
3004	State Aid - Reorganization and Efficiency Grants	X				
3089	State Aid - Other (Specify)	X				
3960	State Aid - Emergency Disaster Assistance	X	X			
4389	Federal Aid - Other Public Safety	X	X			
4960	Federal Aid – Emergency Disaster Assistance	X	X			
5031	Interfund Transfers	X	X	X		
5710	Serial Bonds	X	X	X		
5720	Statutory Installment Bonds		X			
5730	Bond Anticipation Notes	X	X			
5731	BANs Redeemed from Appropriations		X			
5785	Installment Purchase Debt		X			
5789	Other Debt		X			
5791	Proceeds of Advance Refunding Bonds			X		
5792	Current Refunding Bonds			X		

Account Code	Name of Account	Fund				
		A	H	V	PN	TE
1380.0	Fiscal Agent Fees			X		
1460.0	Records Management	X				
1930.0	Judgments and Claims	X				
1980.0	Payment of MTA Payroll Tax	X	X		X	X
1989.0	Other General Government				X	X
3410.0	Fire	X	X			
4540.0	Ambulance	X				
8760.0	Emergency Disaster Work	X				
9010.0	State Retirement System	X				
9015.0	Fire and Police Retirement System	X				
9025.0	Local Pension Fund	X				
9030.0	Social Security	X				
9040.0	Workers' Compensation	X				
9045.0	Life Insurance	X				
9050.0	Unemployment Insurance	X				
9055.0	Disability Insurance	X				
9060.0	Hospital and Medical Insurance	X				
9085.0	Supplemental Benefit Payment to Disabled Firefighters	X				
9089.0	Other Employee Benefits	X			X	X
9710.0	Serial Bonds	X	X	X		
9720.0	Statutory Installment Bonds	X	X	X		
9730.0	Bond Anticipation Notes	X	X	X		
9750.0	Budget Notes	X				
9755.0	Deficiency Notes	X				
9760.0	Tax Anticipation Notes	X				
9770.0	Revenue Anticipation Notes	X				
9785.0	Installment Purchase Debt	X	X			
9789.0	Other Debt	X		X	X	X
9790.0	State Loans	X		X		
Interfund Transfers						
9901.0	Transfer to Other Funds	X	X		X	X
9950.0	Transfer to Capital Projects Fund	X				
9991.0	Payments to Escrow Agent (Advance Refunding Bonds)			X		

Fiduciary Funds Chart of Liability Accounts

Account Code	Name of Account
TA13	Service Awards (Program Administrator Retained)
TE13	Service Awards (Administered by Fire District)
TA17	Deferred Compensation
TA18	State Retirement
TA19	Disability Insurance
TA20	Group Insurance
TA21	New York State Income Tax
TA22	Federal Income Tax
TA23	Income Executions
TA24	Association and Union Dues
TA25	U.S. Savings Bonds
TA26	Social Security Tax
TA30	Guaranty and Bid Deposits
TA50	Foreign Fire Insurance Tax
TA85	Other Funds (Specify)

TA Agency
TE Private-Purpose Trust*

*Private-purpose trust funds require the reporting of revenues and expenses using the account codes from the appropriate Chart of Accounts.

Double-Entry Modified Accrual

Schedule of Non-Current Governmental Assets and Liabilities

Account Code	Name of Account	Fund	
		K	W
		Non-Current Governmental Assets	Non-Current Governmental Liabilities
Assets			
101	Land	X	
102	Buildings	X	
103	Improvements Other Than Buildings	X	
104	Machinery and Equipment	X	
105	Construction Work in Progress	X	
Accumulated Depreciation			
112	Buildings	X	
113	Improvements Other than Buildings	X	
114	Machinery and Equipment	X	
Liabilities			
619	State Loans Payable		X
626	Bond Anticipation Notes Payable		X
628	Bonds Payable		X
637	Due to Employees' Retirement System		X
683	Other Post Employment Benefits		X
685	Installment Purchase Debt		X
686	Judgments and Claims Payable		X
687	Compensated Absences		X
689	Other Long-Term Debt		X
Totals			
129	Total Non-Current Governmental Liabilities		X
159	Total Non-Current Governmental Assets	X	

SAMPLE FORM GENERAL JOURNAL

General FUND

Date 20___	Account and Explanation	Account No.	Debit	Credit
Jan. 2	Estimated Revenues	A510	17,438.00	
	Appropriations	A960		17,438.00
	To record budget for 20____			
	(See budget for details).			
Jan. 5	Expenditures	A522	1,050.00	
	Fire	A3410.2		
	Accounts Payable	A600		1,050.00
	To record an expenditure for the purchase of fire equipment.			
Jan. 31	Accounts Payable	A600	1,050.00	
	Cash	A200		1,050.00
	To record the actual payment to the vendor for fire equipment.			

Double-Entry Modified Accrual

SAMPLE FORM CASH RECEIPTS JOURNAL

General **FUND**

Page CR1

Date 20___	Received From	Receipt No.	Account Code	Debit 200 Cash	Debit Other	Credit 980 Revenues	Credit Other
Feb. 10	Town of Arc	101	A1001	5,000.00		5,000.00	
Mar. 2	Town of Arc	102	A1001	5,000.00		5,000.00	
Mar. 5	Village of Arc	103	A2660	100.00		100.00	
Mar. 15	Town of Arc	104	A1001	7,198.00		7,198.00	
	March Total			12,298.00		12,298.00	

SAMPLE FORM CASH DISBURSEMENTS JOURNAL

General FUND

Page CD1

Date 20___	Paid To	Check No.	Account Code	Credit 200 Cash	Credit Other	Debit 522 Expenditure	Debit Other
Jan. 31	Abstract No. 1			1,202.00		1,202.00	
Feb. 28	Abstract No. 2			2,217.22		2,217.22	

SAMPLE FORM GENERAL LEDGER

Account: Revenues **Acct. No.** A980

Date 2000	Explanation	Ref.	Debit	Credit	Balance
Feb. 28		CR1		5,000.00	5,000.00
Mar. 31		CR1		12,298.00	17,298.00

SAMPLE FORM SUBSIDIARY REVENUE LEDGER

Account: Real Property Taxes **Acct. No.** A1001

Date 20___	Explanation	Ref.	Estimated Revenue	Actual Revenues	Balance Unearned
Jan. 21		GJ1	17,198.00		17,198.00
Feb. 28		CR1		5,000.00	12,198.00
Mar. 31		CR1		12,198.00	-0-

SAMPLE FORM SUBSIDIARY APPROPRIATION - EXPENDITURE LEDGER

Account: Fire Protection - Contractual **Acct. No.** A3410.4

Date 20___	Payee/ Description	Ref.	Appropriations	Encumbrances	Expenditures	Unencumbered Balance
Jan. 2		GJ1	9,800.00			9,800.00
Jan. 5		GJ1		1,050.00		8,750.00
Jan. 31		GJ1		-1,050.00		9,800.00
Jan. 31		CD1			1,000.00	8,800.00

Chapter 8

Sample Journal Entries

Opening Entry

1 **To record the opening entry of the General Fund as shown by records at the close of the fiscal year 2013 (prior year):**

		Sub Account	Debit	Credit
A200	Cash		$203,000	
A230	Cash, Special Reserves		$25,800	
A380	Accounts Receivable		$1,200	
	A600 Accounts Payable			$6,000
	A912 Unrestricted Fund Balance			$224,000

Note: A912 Unrestricted Fund Balance is used for accounting only, not for reporting purposes. Amounts in this account should be allocated to either A915 Assigned Unappropriated Fund Balance or A917 Unassigned Fund Balance for reporting purposes, as appropriate.

Budget Entry and Subsequent Modifications

2 **To record the annual budget for the General Fund as adopted by the governing board for fiscal year 2014 (current year):**

		Sub Account		Debit	Credit
A510	Estimated Revenues			$510,000	
		A1001	Real Property Taxes	$485,000	
		A2660	Sale of Equipment	$20,000	
		A2705	Gifts and Donations	$5,000	
A599	Appropriated Fund Balance			$8,000	
	A960 Appropriations				$518,000
		A3410	Fire	$430,000	
		A9025	Local Pension Fund	$23,000	
		A9040	Workers' Compensation	$65,000	

Note: Opening budget entries would normally be recorded as one combined entry at the beginning of the district's fiscal year. Certain budget entries have been included throughout these journal entries for illustration purposes. See entries 14, 20a, 20b and 27 for more detail on budget entries related to encumbrances, reserves, and capital projects.

3a **To record authorized transfers between appropriations:**

		Sub Account		Debit	Credit
A960	Appropriations			$2,400	
		A9040	Workers' Compensation	$2,400	
	A960 Appropriations				$2,400
		A9025	Local Pension Fund	$2,400	

3b To record the appropriation of fund balance to increase existing or to meet additional appropriations:

			Sub Account	Debit	Credit
A599	Appropriated Fund Balance			$2,000	
	A960	Appropriations			$2,000
		A4540.4 Ambulance	$2,000		

3c To record the appropriation of unanticipated revenues to meet additional appropriations:

			Sub Account	Debit	Credit
A510	Estimated Revenues			$12,000	
		A2680 Insurance Recoveries	$3,500		
		A2705 Gifts and Donations	$5,000		
		A4960 Federal Aid - Emergency Disaster Assistance	$3,500		
	A960	Appropriations			$12,000
		A3410.4 Fire - Repairs	$12,000		

4 To record a reduction of appropriations and estimated revenues whenever the board of commissioners determines that the revenue will not equal the budget estimates:

			Sub Account	Debit	Credit
A960	Appropriations			$1,000	
		A3410.4 Fire - Repairs	$1,000		
	A510	Estimated Revenues			$1,000
		A4960 Federal Aid - Emergency Disaster Assistance	$1,000		

Real Property Taxes

Fire Districts that use the cash basis of accounting must use entry 6 to account for real property tax revenues. Fire Districts using modified accrual accounting may use either entries 5a & 5b or 6.

5a To record taxes levied for the purpose of the budget:

				Sub Account	Debit	Credit
A440	Due From Other Governments				$485,000	
	A980	Revenues				$485,000
		A1001	Real Property Taxes	$485,000		

5b To record receipt of tax moneys:

			Sub Account	Debit	Credit
A200	Cash			$485,000	
	A440	Due From Other Governments			$485,000

6 To record taxes levied for the purpose of the budget when cash is received:

				Sub Account	Debit	Credit
A200	Cash				$485,000	
	A980	Revenues				$485,000
		A1001	Real Property Taxes	$485,000		

Sample Journal Entries

Revenue Entries

Other Than Real Property Taxes

7 To record the receipt of cash donations:

				Sub Account	Debit	Credit
A200	Cash				$15,000	
	A980	Revenues				$15,000
		A2705	Gifts and Donations	$15,000		

8 To record amounts receivable from the sale of equipment:

				Sub Account	Debit	Credit
A380	Accounts Receivable				$18,500	
	A980	Revenues				$18,500
		A2660	Sale of Equipment	$18,500		

9 To record the receipt of cash for the sale of equipment which had been previously accrued:

		Sub Account	Debit	Credit
A200	Cash		$16,200	
	A380	Accounts Receivable		$16,200

10 To record the investment of funds in either certificates of deposit or time deposit accounts permitted by Section 11 of the General Municipal Law:

		Sub Account	Debit	Credit
A201	Cash in Time Deposits		$50,000	
	A200	Cash		$50,000

11 To record the redemption of certificates of deposit or time deposit accounts and interest earned on the investment:

				Sub Account	Debit	Credit
A200	Cash				$51,000	
	A201	Cash in Time Deposits				$50,000
	A980	Revenues				$1,000
		A2401	Interest and Earnings	$1,000		

Expenditures

12 To record an amount expended from appropriations:

			Sub Account	Debit	Credit
A522	Expenditures			$80,000	
	A3410.4	Fire - Repairs	$16,000		
	A9025.8	Local Pension Fund	$25,400		
	A9040.8	Workers' Compensation	$36,600		
	A4540.4	Ambulance	$2,000		
A600	Accounts Payable				$80,000

13 To record payment of invoice:

		Sub Account	Debit	Credit
A600	Accounts Payable		$80,000	
A200	Cash			$80,000

Encumbrances

14 **To increase the 2014 (current year) budget appropriations for fiscal year 2013 (prior year) encumbrances:**

		Sub Account	Debit	Credit
A599	Appropriated Fund Balance		$1,500	
	A960 Appropriations			$1,500
	A3410.4 Fire	$1,500		

Note: This entry has been separated from the opening budget entry (2) for illustration purposes. Normally these entries would be recorded as one combined entry.

15 **To reopen encumbrances from fiscal year 2013 (prior year):**

		Sub Account	Debit	Credit
A521	Encumbrances		$1,500	
	A3410.4 Fire	$1,500		
	A915 Assigned Unappropriated Fund Balance			$1,500

Note: Encumbrances may be reopened to restricted fund balance if the funds that were encumbered came from a restricted source.

16 **To record encumbrances for fiscal year 2014 for unfilled purchase orders:**

		Sub Account	Debit	Credit
A521	Encumbrances		$2,300	
	A3410.4 Fire	$2,300		
	A821 Reserve for Encumbrances			$2,300

Note: A821 Reserve for Encumbrances is used for accounting purposes during the year, but is no longer used for reporting purposes at year end. For year end reporting, outstanding encumbrances should be closed out to fund balance. See entry 19 for additional detail.

17 **To liquidate encumbrances when the purchase order is filled:**

		Sub Account	Debit	Credit
A821	Reserve for Encumbrances		$1,500	
	A521 Encumbrances			$1,500
	A3410.4 Fire	$1,500		

Note: A821 Reserve for Encumbrances is used for accounting purposes during the year, but is no longer used for reporting purposes at year end. For year end reporting, outstanding encumbrances should be closed out to fund balance. See entry 19 for additional detail.

18 To record the purchase:

				Sub Account	Debit	Credit
A522	Expenditures				$2,300	
		A3410.4	Fire	$2,300		
	A200 Cash					$2,300

19 To close outstanding encumbrances at the end of the fiscal year 2014:

		Sub Account	Debit	Credit
A915	Assigned Unappropriated Fund Balance		$1,500	
	A521 Encumbrances			$1,500

Note: Encumbrances may be closed to restricted fund balance if the funds that were encumbered came from a restricted source.

Reserve Entries

20a **To fund a repair reserve in the adopted budget:**

		Sub Account	Debit	Credit
A510	Estimated Revenues		$10,000	
	A1001 Real Property Taxes	$10,000		
A962	Budgetary Provision for Other Uses (Repair Reserve)			$10,000

Note: This entry has been separated from the opening budget entry (2) for illustration purposes. Normally these entries would be recorded as one combined entry.

20b **To appropriate funds from a reserve in the adopted budget:**

		Sub Account	Debit	Credit
A511	Appropriated Reserves (Repair Reserve)		$12,000	
A960	Appropriations			$12,000
	A3410.4 Fire	$12,000		

Note: This entry has been separated from the opening budget entry (2) for illustration purposes. Normally these entries would be recorded as one combined entry.

21a **To use fund balance, either at year end or during the year, to fund the repair reserve:**

		Sub Account	Debit	Credit
A912	Unrestricted Fund Balance		$10,000	
A882	Reserve for Repairs			$10,000

Note: A912 Unrestricted Fund Balance is used for accounting only, not for reporting purposes. Amounts in this account should be allocated to either A915 Assigned Unappropiated Fund Balance or A917 Unassigned Fund Balances for reporting purposes, as appropriate.

21b **To classify assets as restricted:**

		Sub Account	Debit	Credit
A230	Cash, Special Reserve		$10,000	
A200	Cash			$10,000

22 **To record interest earned by reserve and restricted cash:**

		Sub Account	Debit	Credit
A230	Cash, Special Reserves		$300	
A980	Revenues			$300
	A2401 Interest and Earnings	$300		

23 **To record the amount expended from the appropriated reserve:**

		Sub Account	Debit	Credit
A522	Expenditures		$12,000	
	A3410.4 Fire	$12,000		
A230	Cash, Special Reserves			$12,000

Sample Journal Entries

Closing Entries

24 **To record the closing of operating revenues at the end of the fiscal year 2014:**

Sub Account		Debit	Credit
A980	Revenues	$519,800	
A912	Unrestricted Fund Balance		$519,500
A882	Reserve for Repairs		$300

Note: A912 Unrestricted Fund Balance is used for accounting only, not for reporting purposes. Amounts in this account should be allocated to either A915 Assigned Unappropriated Fund Balance or A917 Unassigned Fund Balance for reporting purposes, as appropriate.

25 **To record the closing of operating expenditures at the end of the fiscal year 2014:**

Sub Account		Debit	Credit
A912	Unrestricted Fund Balance	$82,300	
A882	Reserve for Repairs	$12,000	
A522	Expenditures		$94,300

Note: A912 Unrestricted Fund Balance is used for accounting only, not for reporting purposes. Amounts in this account should be allocated to either A915 Assigned Unappropriated Fund Balance or A917 Unassigned Fund Balance for reporting purposes, as appropriate.

26 **To close budgetary accounts at the end of the fiscal year 2014:**

Sub Account		Debit	Credit
A960	Appropriations	$543,000	
A962	Budgetary Provisions for Other Uses	$10,000	
A510	Estimated Revenues		$531,000
A511	Appropriated Reserves (Repair Reserve)		$12,000
A599	Appropriated Fund Balance		$10,000

Capital Projects Fund

27 To record the authorization of Capital Project #1 and the manner in which it will be financed:

		Sub Account		Debit	Credit
H510	Estimated Revenues			$150,000	
		H5710	Serial Bonds	$125,000	
		H5031	Interfund Transfer	$25,000	
	H960 Appropriations				$150,000

28 To record the amount appropriated from the general fund:

		Sub Account		Debit	Credit
H391	Due from Other Funds			$25,000	
	H980	Revenues			$25,000
		H5031	Interfund Transfer	$25,000	

29 To record transfer from the general fund:

		Sub Account	Debit	Credit
H200	Cash		$25,000	
	H391 Due from Other Funds			$25,000

30 To record the receipt of a temporary transfer from the general fund to pay some of the preliminary project costs:

		Sub Account	Debit	Credit
H200	Cash		$10,000	
	H630 Due to Other Funds			$10,000

31 To record the payment of project costs, such as engineering fees:

		Sub Account		Debit	Credit
H522	Project Expenditures			$6,000	
		H3410.2	Fire	$6,000	
	H200 Cash				$6,000

32 To record the receipt of the proceeds of bond anticipation notes:

		Sub Account	Debit	Credit
H200	Cash		$85,000	
	H626 Bond Anticipation Notes Payable			$85,000

33 To record payments to contractors for process payments for construction-in-progress (billing of $100,000 with 10 percent retainage to be withheld):

		Sub Account	Debit	Credit
H522	Expenditures		$90,000	
		H3410.2 Fire $90,000		
H200	Cash			$90,000

34 To record the receipt of treasury bills from a contractor, equal to the amount of retainage, as security for the release of the cash due to the contractor:

		Sub Account	Debit	Credit
H455	Securities and Mortgages		$10,000	
H200	Cash			$10,000

Note: GML allows fire districts to release the cash retained upon the request of the contractor and the contractor's replacement of the cash with bonds, notes, or other obligations guaranteed by the United States, New York State, or any political subdivision of New York State.

35a To record the sale of bonds:

		Sub Account	Debit	Credit
H200	Cash		$125,000	
H980	Revenues			$125,000
		H5710 Serial Bonds $125,000		

35b In addition to the entry above, the following entry will be made on the Schedule of Non-Current Governmental Liabilities:

		Sub Account	Debit	Credit
W129	Total Non-Current Government Liabilities		125,000	
W628	Bonds Payable			125,000

36a To record payment of BAN principal:

		Sub Account	Debit	Credit
H626	Bond Anticipation Notes Payable		85,000	
H200	Cash			85,000

36b If the BAN principal was paid from an appropriation in the general fund, the entry in the Capital Projects fund would be:

		Sub Account	Debit	Credit
H626	Bond Anticipation Note Payable		$85,000	
H980	Revenues			$85,000
		H5731 Bond Anticipation Notes Redeemed from Appropriations $85,000		

37 **To record the release of amounts due to contractors upon final approval of the project:**

		Sub Account	Debit	Credit
H522	Expenditures		$10,000	
		H3410.2 Fire $10,000		
H200	Cash			$10,000

Note: Credit would be to H455 if cash retained has been replaced by eligible securities. Interest earned on the obligations being retained is due to the contractor unless there is an agreement stating otherwise.

38 **To close project expenditures at the end of the fiscal year 2014:**

		Sub Account	Debit	Credit
H912	Fund Balance, Unrestricted		$106,000	
H522	Project Expenditures			$106,000

Note: A912 Unrestricted Fund Balance is used for accounting only, not for reporting purposes. Amounts in this account should be allocated to either A915 Assigned Unappropriated Fund Balance or A917 Unassigned Fund Balance for reporting purposes, as appropriate.

39 **To close project revenues at the end of the fiscal year 2014:**

		Sub Account	Debit	Credit
H980	Revenues		$150,000	
H912	Fund Balance, Unrestricted			$150,000

Note: A912 Unrestricted Fund Balance is used for accounting only, not for reporting purposes. Amounts in this account should be allocated to either A915 Assigned Unappropriated Fund Balance or A917 Unassigned Fund Balance for reporting purposes, as appropriate.

40 **To close the capital project authorization at conclusion of the project:**

		Sub Account	Debit	Credit
H960	Appropriations		$150,000	
H510	Estimated Revenues			$150,000

41 **To transfer the unexpended balance of the capital project to the Debt Service Fund:**

		Sub Account	Debit	Credit
H522	Expenditures		$44,000	
		H9901.9 Transfers, Other Funds $44,000		
H200	Cash			$44,000

Note: If the unexpended balance is required to be used to pay off the debt on the capital projects fund, it should be transferred to the Debt Service Fund. If not, it should be transferred to the General Fund.

Chapter 9

Account Code Definitions

Explanation of General Ledger Accounts

101 Land

The cost of land acquired by a district for its own use. If the land is purchased, the amount reported is to include the purchase price and incidental costs incurred to put the land in condition for its intended use, such as legal fees and excavating costs. For donated land, the district should report the land's fair market value at the time of acquisition.

Site improvements acquired with the land may be reported in this account, unless depreciation on such improvements is required.

102 Buildings

The cost of acquiring a building, or making additions and improvements to existing buildings by a district. The cost of fixtures permanently attached to the structure must also be reported in this account.

The cost of repairs and maintenance to a building should not be reported in this account. These costs should be recognized as an expense when incurred.

103 Improvements Other than Buildings (Optional)

The cost of site improvement with a limited life (where replacement will be required in the future). Such improvements may include paving, fencing, and landscaping.

104 Machinery and Equipment

The cost of machinery and equipment, including trade-in allowance. For donated machinery and equipment, the appraised value should be used.

105 Construction Work in Progress (Optional)

The costs made during the fiscal year on a building or other project that will not be completed at the close of the period.

112 Accumulated Depreciation – Buildings (Optional)

A contra-asset account for account 102- Buildings. If used, the individual property record cards must reflect the depreciation charge details.

113 Accumulated Depreciation – Improvements Other than Buildings (Optional)

A contra-asset account for account 103- Improvements Other than Buildings. If used, the individual property record cards must reflect the depreciation charge details.

114 Accumulated Depreciation – Equipment (Optional)

A contra-asset account for account 104- Machinery and Equipment. If used, the individual property record cards must reflect the depreciation charge details.

129 Total Non-Current Government Liabilities

Reflects the total amount of non-current liabilities reported on the Schedule of Non-Current Government Liabilities (W).

159 Total Non-Current Government Assets

Reflects the total amount of non-current assets reported on the Schedule of Non-Current Government Assets (K).

200 Cash

The total amount of cash held by the district, except for cash recorded in another cash account listed below. Segregation of cash in separate bank accounts is generally not required.

201 Cash in Time Deposits

Cash deposited and held in interest-bearing time deposit accounts or in time certificates of deposit.

210 Petty Cash

Cash maintained in a district's petty cash fund. The petty cash fund includes moneys set aside to make change or pay small obligations when the issuance of a formal voucher or check is not cost effective.

221 Cash for Tax Anticipation Notes

Cash set aside for the payment of tax anticipation notes. An analysis of the account should be maintained showing, separately, the cash applicable to each year of tax levy.

222 Cash for Revenue Anticipation Notes

Cash set aside for payment of revenue anticipation notes.

225 Cash for Deficiency Note

Cash set aside for payment of deficiency notes.

223 Cash with Fiscal Agent

Cash held by the fiscal agent for payment on principal and interest on outstanding obligations. The balance should agree with the balance in 629 Bond Interest and Matured Bonds Payable, and should be reconciled with the bank account.

230 Cash, Special Reserves

Cash held in special reserve funds that were established pursuant to General Municipal Law.

An analysis or a subsidiary account should be maintained to segregate the cash balance of each special reserve fund.

231 Cash in Time Deposits, Special Reserves

The portion of reserve fund cash that was deposited in interest-bearing time deposit accounts or in time certificates of deposit.

380 Accounts Receivable

Amounts owed to a district from private individuals or organizations for goods or services rendered (but not including amounts due from other funds or governments).

A subsidiary record should be maintained for each debtor.

This account should be reviewed monthly to determine if any charges are overdue. If they remain unpaid after diligent effort to collect, appropriate action should be taken to enforce payment.

391 Due from Other Funds

Amounts owed to a particular fund by another fund. An analysis of this account, or subsidiary accounts, will be maintained to show the amounts due from each fund.

410 Due from State and Federal

Amounts due to a district (such as aid or reimbursement) from the State or Federal government. Adjustments to this account should be supported by correspondence from the agencies concerned.

440 Due from Other Governments

Amounts due from other governments, other than the State or Federal government. Subsidiary accounts should be maintained.

445 Inventory

Bulk purchases made by a district. The balance represents the value of materials in inventory.

450 Investment in Securities

Investments in securities, other than certificates of deposit, special time deposits, repurchase agreements and securities purchased from reserve funds.

A subsidiary record should be maintained detailing the specifics of each investment.

451 Investment in Repurchase Agreements

Investments in repurchase agreements for all moneys other than those of special reserves. A repurchase agreement is entered into when a district purchases securities from a financial institution and in return the financial institution promises to repurchase the securities at the purchase price plus interest at a future date.

Any excess over the purchase price will be credited to 980 Revenues - 2401 Interest and Earnings.

452 Investment in Securities, Special Reserves

Investments of special reserve moneys in securities other than certificates of deposit, special time deposits and repurchase agreements.

Any excess over the purchase price will be credited to 980 Revenues - 2401 Interest and Earnings.

453 Investment in Repurchase Agreements, Special Reserves

Investments of special reserve moneys in repurchase agreements.

Any excess over the purchase price will be credited to 980 Revenues - 2401 Interest and Earnings.

455 Securities & Mortgages

The value of securities and mortgages held by the fiscal officer.

461 Service Award Program Assets

Assets held by the district or program administrator for a service award program established pursuant to General Municipal Law, Article 11-A.

Adjustments to this account may be made during the year or at fiscal year's end.

480 Prepaid Expenses

Payment made by a district in advance for goods and services.

510 Estimated Revenues

A budgetary account a district must use to record and summarize budgetary revenues, not actual revenues, expected to be received in the current fiscal year.

511 Appropriated Reserves

A budgetary account a district must use to record the amount of special reserves appropriated in the current year's budget. An analysis of the account should be maintained to segregate the amounts appropriated from each special reserve.

521 Encumbrances

The balance in this account represents the total outstanding encumbrances; the details will be maintained in the subsidiary appropriation ledger.

Encumbrances are obligations in the form of purchase orders or contracts. They are not expenditures or liabilities, but represent the estimated amount of expenditures likely to result if the purchase order/ contracts are completed.

Before year-end closing, the balance should agree with the balance of 821 Reserve for Encumbrances.

522 Expenditures

A control account a district must use to record all expenditures made during the year. Details of this account must be maintained in the subsidiary appropriation-expenditure ledger.

530 Obligations Authorized

A budgetary account a district must use to record the amount of obligations authorized to finance appropriations of the current year.

599 Appropriated Fund Balance

A budgetary account a district must use to record the amount of fund balance appropriated in the current year's budget.

600 Accounts Payable

Amounts a district owes to private individuals, firms or corporations for goods or services received.

601 Accrued Liabilities

This account is used at the close of the fiscal year to accrue the liability for payroll expenditures chargeable to the current fiscal year, but not due and payable until the following fiscal year.

Expenditures for which vouchers or bills have been received should be credited to 600 Accounts Payable, 630 Due to Other Funds, or 631 Due to Other Governments according to the character of the vendor (i.e., commercial, interfund or other government).

619 State Loans Payable

Amounts owed to New York State for loans that were received by a district.

620 Tax Anticipation Notes Payable

The balance in this account reflects the face value of outstanding notes issued in anticipation of the collection of taxes levied against real property. A note register must be maintained pursuant to Local Finance Law, §163.00.

621 Revenue Anticipation Notes Payable

The balance in this account reflects the face value of outstanding notes issued in anticipation of collection of revenue other than real property taxes. A note register must be maintained pursuant to Local Finance Law, §163.00.

622 Budget Notes Payable

The balance in this account reflects the face value of outstanding notes issued to finance unanticipated expenditures. A note register must be maintained pursuant to Local Finance Law, §163.00.

624 Deficiency Notes Payable

The balance in this account reflects the face value of outstanding notes issued to finance a deficiency in any fund where actual revenues were less than the amount estimated in the budget. A note register must be maintained pursuant to Local Finance Law, §163.00.

626 Bond Anticipation Notes Payable

The balance in this account reflects the face value of outstanding notes issued for which bonds have been authorized. A note register must be maintained pursuant to Local Finance Law, §163.00.

628 Bonds Payable

The balance in this account reflects the face value of bonds outstanding. A note register must be maintained pursuant to Local Finance Law, §163.00.

629 Bond Interest and Matured Bonds Payable

This account should reflect any unpaid principal and interest on mature bonds. The balance in this account should agree with the balance in account 223 Cash with Fiscal Agent.

630 Due to Other Funds

Amounts owed to a particular fund by another fund. An analysis of this account should be maintained to identify the amount due to each fund.

631 Due to Other Governments

Amounts owed to other government units. A subsidiary record should be maintained to show the liability to each unit of government.

637 Due to Employees' Retirement System

Amounts owed to the New York State and Local Retirement System and the New York State Police and Fire Retirement System.

651 Accrued Interest Payable

Interest costs that have been incurred but are not due until a later date.

683 Other Post Employment Benefits

Post employment benefits, other than pensions, a district expects to pay.

685 Installment Purchase Debt

Amounts due for installment purchase debt.

686 Judgments and Claims Payable

Amounts due as a result of judgments or court decisions.

687 Compensated Absences

Absences, such as vacation or sick leave, for which a district expects to pay its employees.

Unless sick leave vests, it is not required to include the value of accumulated sick leave. Vested rights are those for which the employer has an obligation to make payment even if an employee terminates; thus, they are not contingent on an employee's future service.

688 Other Liabilities

This account may be used to record any other current liabilities that are not represented in the above categories.

689 Other Long-Term Debt (Specify)

This account may be used to record other long-term debt that is not represented in any of the above categories. For example, a non-cancelable operating lease of more than one year should be reported in this account.

690 Overpayments

This account is used to record overpayments.

691 Deferred Inflow of Resources

Assets acquired by a district that are applicable to a future reporting period.

695 Deferred Tax Revenue – Reserve for Excess

The amount of real property tax revenue that a district must place in a reserve pursuant to Chapter 97 of the Laws of 2011.

806 Not in Spendable Form

The portion of fund balance that is inherently nonspendable in the current year because of its form. Examples include prepaid items, inventory, and non-financial assets held for resale.

807 Must Remain Intact

The portion of fund balance that is inherently nonspendable in the current year because it must remain intact. An example includes the principal amount of an endowment.

815 Unemployment Insurance Reserve

The portion of fund balance reserved for reimbursements to the State Unemployment Insurance Fund. This reserve would only be used if a district has elected to use the benefit reimbursement method.

821 Reserve for Encumbrances

This account is no longer active for AUD reporting purposes; however, districts may still use this for accounting purposes during the year to track the amount of outstanding encumbrances. At year-end, any balance in the account should be closed out to fund balance.

827 Retirement Contributions Reserve

The portion of fund balance reserved for future payments of retirement contributions.

867 Reserve for Employee Benefits and Accrued Liabilities

The portion of fund balance reserved for payment of any accrued "employee benefit" due to an employee on termination of the employee's services.

878 Capital Reserve

The portion of fund balance reserved to finance the cost of construction, reconstruction, or acquisition of future capital improvements.

880 Contingency and Tax Stabilization Reserve

The portion of fund balance reserved to finance unanticipated revenue loss or unanticipated expenditures chargeable to the general fund portion of the annual budget.

882 Reserve for Repairs

The portion of fund balance reserved to pay for certain repairs to capital improvements or equipment. The type of repairs must not be recurring.

884 Reserve for Debt

The portion of fund balance reserved for moneys that are legally restricted for payment of debt service.

899 Other Restricted Fund Balance

The portion of fund balance that is subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through enabling legislation, other than that already captured in reserve codes.

912 Unrestricted Fund Balance

The portion of fund balance that is neither nonspendable nor restricted. Districts cannot use this account for AUD reporting purposes. At year-end, the balance in this account must be closed out to either 915 Assigned Unappropriated Fund Balance or 917 Unassigned Fund Balance.

914 Assigned Appropriated Fund Balance

The portion of fund balance that has been appropriated into the ensuing years' annual budget.

915 Assigned Unappropriated Fund Balance

The portion of fund balance that the Board of Commissioners have established an intended use of the moneys.

917 Unassigned Fund Balance

The portion of fund balance that has not been restricted, or assigned.

960 Appropriations

This is a budgetary account a district must use to record and summarize all budgetary actions of the governing board. It will not be used to record actual expenditures.

962 Budgetary Provision for Other Purposes

This is a budgetary account a district must use to record taxes levied for purposes other than current operations, such as a repair reserve, or to redeem a current liability, such as budget notes.

980 Revenues

This is a control account a district uses to record all revenues received during the year. Details of this account must be maintained in the subsidiary ledger.

Explanation of Revenue Accounts

1001 Real Property Taxes

Real property taxes received for fire district purposes. If the fire district is in two or more towns, the amount of taxes from each town should be itemized in reporting.

1081 Other Payments in Lieu of Taxes (Specify)

Payments received in lieu of real property taxes, such as voluntary payments by exempt property owners.

2262 Charges for Fire Protection and Other Services

Revenue received pursuant to a contract to provide for protection, emergency or general ambulance service outside the fire district.

2401 Interest and Earnings

Interest received on bank deposits and interest on earnings on investments.

2410 Rentals of Real Property

Revenue received from the rental of fire district property.

2660 Sale of Real Property

Cash proceeds received from the sale of a capital asset. (Note: if the capital asset is a "capital improvement" as defined in Section 6-c of the General Municipal Law, and the capital improvement was financed with bonds or notes which were outstanding on the date of the sale, then Section 6-l of the General Municipal Law may require the proceeds of the sale to be deposited in a mandatory reserve fund for the purpose of retiring the obligations.)

2665 Sale of Equipment

Revenues received from the sale of surplus equipment.

2680 Insurance Recoveries

Revenues received from insurance and insurance carriers because of a district's economic loss sustained from unexpected events.

2690 Other Compensation for Loss

Revenues received from an institution other than the district's insurance carrier for damages to property.

2701 Refunds of Prior Year's Expenditures

Refunds of expenditures, recovery of overpayment and rebate on insurance from expenditures made in a prior year. Refunds received in the current year should be recorded in the appropriation account that was originally charged.

2705 Gifts and Donations

Amounts received as gifts and donations from private sources.

2706 Grants from Local Governments

Grants received from another local government.

2710 Premium & Accrued Interest on Obligations

Revenues received due to an adjustment in the interest rate that reflects the difference between the present value and the face amount of an obligation when the former is greater than the latter.

2770 Other Unclassified Revenue (Specify)

Revenues received from sources in which a specific code has not been provided. Entries must be itemized and explained in reporting.

3004 State Aid – Reorganization & Efficiency Grants

Revenues related to reorganization and efficiency grants received from the State, including, but not limited to, Local Government Re-Organization Grants, Citizen Empowerment Tax Credits, Local Government Efficiency Grants, and Local Government Performance and Efficiency Programs.

3089 State Aid – Other (Specify)

Aid received from the State for general government purposes not related to reorganization and efficiency grants or emergency disaster relief.

3960 State Aid – Emergency Disaster Assistance

Revenues received from the State for emergency disaster assistance.

4305 Federal Aid – Civil Defense

Revenues received from the federal government for civil defense purposes.

4389 Federal Aid - Other

Aid received from the federal government for general government purposes.

4960 Federal Aid – Emergency Disaster Assistance

Revenues received from the federal government for emergency disaster assistance.

5031 Interfund Transfers

Contributions received from other funds.

5085 Redemption of Investments (Single-Entry Cash Only)

Proceeds from the sale of investments. Interest and earnings on investments should be credited to account 2401 Interest and Earnings.

5710 Serial Bonds

Proceeds from the issuance of serial bonds.

5720 Statutory Installment Bonds

Proceeds from the issuance of statutory installment bonds.

5730 Bond Anticipation Notes

Proceeds from the issuance of bond anticipation notes. These notes may be issued only when bonds have been authorized. The proceeds of the notes may be expended only for the purposes for which the bonds were authorized, or to pay debt service on the notes.

5731 BANS Redeemed for Appropriations

This account represents other financing sources in the Capital Projects Fund and should be used to record the liquidation of Capital Projects Fund liability when the payment of a BAN principal is made from the General Fund (i.e. when the expenditure for the principal payment is recorded in the General Fund).

5750 Budget Notes (Single-Entry Cash Only)

Proceeds from budget notes issued.

5760 Tax Anticipation Notes (Single-Entry Cash Only)

Proceeds from tax anticipation notes issued.

5770 Revenue Anticipation Notes (Single-Entry Cash Only)

Proceeds from revenue anticipation notes issued.

5785 Installment Purchase Debt

Proceeds from installment purchase debt.

5789 Other Debt

Proceeds from other types of debt that are not reported in any other account.

5791 Proceeds of Advance Refunding Bonds

Proceeds of refunding bonds that are issued in advance of the actual redemption of the old debt. These proceeds are placed in an escrow account pending the call date or maturity date of the old debt.

5792 Proceeds of Current Refunding Bonds

Proceeds of refunding bonds that are used to redeem old debt.

Explanation of Appropriation Accounts

1380.0 Fiscal Agent Fees

Fees, such as debt issuance costs, paid to a bank acting as a fiscal agent.

1460.0 Records Management

Charges related to the records management function, such as equipment and contractual items.

1930.0 Judgments and Claims

Expenses for settlement of judgments and claims.

1980.0 Payment of MTA Payroll Tax

Expenditures made for the payment of the Metropolitan Commuter Transportation Mobility Tax. This expenditure may only affect those districts located in Dutchess, Nassau, Orange, Putnam, Rockland, Suffolk, and Westchester County.

1989.0 Other (Specify)

Charges for other general support expenditures. Each expenditure should be explained.

3410.0 Fire Protection

This account should be charged with expenditures incurred for firefighting and fire protection activities.

Record in H3410.2 apparatus, equipment, construction or purchase of buildings and land purchased from the proceeds of bonds, bond anticipation notes or capital notes and from moneys transferred from the General Fund.

4540.0 Ambulance

The costs for providing general ambulance services.

8760.0 Emergency Disaster Work

Expenditures incurred in connection with a federal or State emergency disaster assistance program.

9010.0 State Retirement System*

9015.0 Fire and Police Retirement System*

9025.0 Local Pension Fund*

9030.0 Social Security*

9040.0 Workers' Compensation*

9045.0 Life Insurance*

9050.0 Unemployment Insurance*

9055.0 Disability Insurance*

9060.0 Hospital and Medical Insurance*

9085.0 Supplemental Benefits Payment to Disabled Firefighters*

9089.0 Other Employee Benefits*

* Expenditures paid by a district on behalf of its employees. Districts should charge their share of the related expenditures to these accounts. Do not include deductions from employee's wages and salaries.

9710.0 Serial Bonds

Expenditures made for principal and interest payments on serial bonds.

9720.0 Statutory Installment Bonds

Expenditures made for principal and interest payments on bonded debt.

9730.0 Bond Anticipation Notes

Expenditures made for principal and interest payments on bond anticipation notes (BANs). BANs redeemed from bond proceeds should be recorded in the Capital Projects Fund.

9750.0 Budget Notes

Expenditures made for principal and interest payments on budget notes.

9755.0 Deficiency Notes

Expenditures made for principal and interest payments on deficiency notes.

9760.0 Tax Anticipation Notes

Expenditures made for principal and interest payments on tax anticipation notes.

9770.0 Revenue Anticipation Notes

Record the payment of principal and interest on the various types of notes when the district uses the single-entry cash method of accounting. For districts using the double- entry modified accrual basis, only the payment of interest will be recorded here. The note principal will be recorded against the general ledger liability account.

9785.0 Installment Purchase Debt

Expenditures made for principal and interest payments on installment purchase contracts.

9789.0 Other Long-Term Debt

Expenditures made for principal and interest payments for other long-term debt (authority loans, etc.).

9790.0 State Loans

Expenditures made for principal and interest payments on State loans.

9901.0 Transfer to Other Funds

Charge authorized transfers to the General Fund though this account.

9950.0 Transfer to Capital Projects Fund

Charge authorized transfers to the Capital Projects Fund though this account.

9991.0 Payment to Escrow Agent (Advance Refunding Bonds)

Payments made to a fiscal agent for defeasance of bonds.

Explanation of Fiduciary Funds

TA(E)13 Service Awards

When a program administrator is retained, the accounts are handled as agency funds with TA designations. When the program is administered by the fire district, the accounts are handled as a private-purpose trust. As such, the accounts will be designated as TE.

TA17 Deferred Compensation

The balance in this account represents amount of cash and securities held by Deferred Compensation Plan Providers.

TA18 State Retirement

The balance in this account represents payroll deductions pending remittal to the State for normal contributions, loan repayments, and arrears payments.

TA19 Disability Insurance

The balance of this account represents amounts accumulated for payment of disability insurance contracts.

TA20 Group Insurance

The balance of this account represents amounts accumulated for payment of group insurance contracts.

Appropriate subsidiary accounts will be required to identify the amounts applicable to each type of group insurance contract.

TA21 New York State Income Tax

The balance of this account represents payroll deductions pending remittance to the State. Support detail will be maintained on each person's earnings record showing deductions for the payroll period.

TA22 Federal Income Tax

This account is not required to be used when payroll deductions are deposited immediately in a bank to the credit of the Federal government. It will be used when direct payment is made to the Internal Revenue Service, or when deposits are made to the credit of the Federal government for two or more payrolls.

The balance will represent payroll deductions pending remittance to the Internal Revenue Service, or subsequent transmittal to a designated depository. Supporting detail will be maintained on each person's earnings record showing deductions for each payroll period.

TA23 Income Executions

The balance of this account represents deductions from earnings for garnishees pending remittance to the sheriff or other officer.

Subsidiary records are required to identify the amounts deducted with the related executions. Fees for filing an execution or for modifying or vacating an execution will be credited directly to revenue in the General Fund.

TA24 Association and Union Dues

The balance of this account represents payroll deductions for dues pending remittance to the association or organization of civil service employees.

Supporting detail will be maintained on each person's earnings record showing deductions for each payroll period.

TA25 U.S. Savings Bonds

The balance of this account represents payroll deductions for the purchase of U.S. Savings Bonds pending the purchase of such bonds. A subsidiary account will be maintained for each officer or employee showing the detail of deductions credited to their account, disbursements made therefrom and the balance remaining.

TA26 Social Security Tax

This account is not required to be used when payroll deductions are deposited immediately in a bank to the credit of the Federal government. It will be used when direct payment is made to the Internal Revenue Service, or when deposits are made to the credit of the Federal government for two or more payrolls.

The balance of this account represents payroll deductions and the local share pending remittance to the Internal Revenue Service, or subsequent transmittal to a designated repository. Supporting detail will be maintained on each person's earnings record showing deductions for each payroll period.

TA30 Guaranty and Bid Deposits

The balance will represent the aggregate of amounts held by the fiscal officer on bids and guarantees. Subsidiary detail will be maintained to identify the amount held from each depositor for each purpose. Cash and securities should be separately recorded and identified in both the control and subsidiary accounts.

TA50 Foreign Fire Insurance Tax

The source of these funds may be the Town Supervisor, the N.Y.S. Insurance Department or Foreign or Alien Fire Insurance Corporations. This money may only be used for the benefit of the firefighters and must be paid over to the treasurer of the fire company.

TA85 Other Funds (Specify)

This account should be used to record any other type of fiduciary fund that does not fit into any of the categories mentioned above.

Division of Local Government and School Accountability

Central Office Directory

Andrew A. SanFilippo, Executive Deputy Comptroller

(Area code for the following is 518 unless otherwise specified)

Executive 474-4037
Gabriel F. Deyo, Deputy Comptroller
Nathaalie N. Carey, Assistant Comptroller

Audits, Local Government Services and Professional Standards 474-5404
(Audits, Technical Assistance, Accounting and Audit Standards)

Local Government and School Accountability Help Line ..... (866) 321-8503 or 408-4934
(Electronic Filing, Financial Reporting, Justice Courts, Training)

New York State Retirement System

Retirement Information Services
Inquiries on Employee Benefits and Programs 474-7736

Bureau of Member and Employer Services ..... (866) 805-0990 or 474-1101
Monthly Reporting Inquiries 474-1080
Audits and Plan Changes 474-0167
All Other Employer Inquiries 474-6535

Division of Legal Services

Municipal Law Section 474-5586

Other OSC Offices

Bureau of State Expenditures 486-3017

Bureau of State Contracts 474-4622

Mailing Address for all of the above:	**Office of the State Comptroller,** **110 State St., Albany, New York 12236** email: **localgov@osc.state.ny.us**

Division of Local Government and School Accountability

Regional Office Directory

Andrew A. SanFilippo, Executive Deputy Comptroller

Gabriel F. Deyo, Deputy Comptroller (518) 474-4037
Nathaalie N. Carey, Assistant Comptroller

Cole H. Hickland, Director • **Jack Dougherty**, Director
Direct Services (518) 474-5480

BINGHAMTON REGIONAL OFFICE - H. Todd Eames, Chief Examiner
State Office Building, Suite 1702 • 44 Hawley Street • Binghamton, New York 13901-4417
Tel (607) 721-8306 • **Fax** (607) 721-8313 • **Email:** Muni-Binghamton@osc.state.ny.us
Serving: Broome, Chenango, Cortland, Delaware, Otsego, Schoharie, Sullivan, Tioga, Tompkins counties

BUFFALO REGIONAL OFFICE – Jeffrey D. Mazula, Chief Examiner
295 Main Street, Suite 1032 • Buffalo, New York 14203-2510
Tel (716) 847-3647 • **Fax** (716) 847-3643 • **Email:** Muni-Buffalo@osc.state.ny.us
Serving: Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming counties

GLENS FALLS REGIONAL OFFICE - Jeffrey P. Leonard, Chief Examiner
One Broad Street Plaza • Glens Falls, New York 12801-4396
Tel (518) 793-0057 • **Fax** (518) 793-5797 • **Email:** Muni-GlensFalls@osc.state.ny.us
Serving: Albany, Clinton, Essex, Franklin, Fulton, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Warren, Washington counties

HAUPPAUGE REGIONAL OFFICE – Ira McCracken, Chief Examiner
NYS Office Building, Room 3A10 • 250 Veterans Memorial Highway • Hauppauge, New York 11788-5533
Tel (631) 952-6534 • **Fax** (631) 952-6530 • **Email:** Muni-Hauppauge@osc.state.ny.us
Serving: Nassau, Suffolk counties

NEWBURGH REGIONAL OFFICE – Tenneh Blamah, Chief Examiner
33 Airport Center Drive, Suite 103 • New Windsor, New York 12553-4725
Tel (845) 567-0858 • **Fax** (845) 567-0080 • **Email:** Muni-Newburgh@osc.state.ny.us
Serving: Columbia, Dutchess, Greene, Orange, Putnam, Rockland, Ulster, Westchester counties

ROCHESTER REGIONAL OFFICE – Edward V. Grant Jr., Chief Examiner
The Powers Building • 16 West Main Street – Suite 522 • Rochester, New York 14614-1608
Tel (585) 454-2460 • **Fax** (585) 454-3545 • **Email:** Muni-Rochester@osc.state.ny.us
Serving: Cayuga, Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Yates counties

SYRACUSE REGIONAL OFFICE – Rebecca Wilcox, Chief Examiner
State Office Building, Room 409 • 333 E. Washington Street • Syracuse, New York 13202-1428
Tel (315) 428-4192 • **Fax** (315) 426-2119 • **Email:** Muni-Syracuse@osc.state.ny.us
Serving: Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence counties

STATEWIDE AUDIT - Ann C. Singer, Chief Examiner
State Office Building, Suite 1702 • 44 Hawley Street • Binghamton, New York 13901-4417
Tel (607) 721-8306 • **Fax** (607) 721-8313

New York State
Office of the State Comptroller
Division of Local Government and School Accountability
110 State Street, 12th Floor • Albany, New York 12236