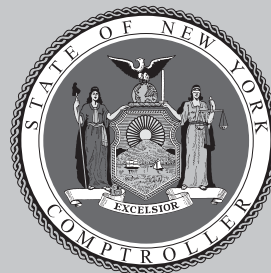




DIVISION OF
LOCAL GOVERNMENT AND SCHOOL ACCOUNTABILITY

School Districts

Accounting and Reporting Manual



Thomas P. DiNapoli

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Part I - Accounting and Reporting

Chapter 1 - Introduction

The Office of the State Comptroller (OSC) has compiled this manual as a comprehensive accounting/reporting guide for school district officials and others interested in accounting and financial reporting by school districts in New York State. It provides an overview of generally accepted governmental accounting and financial reporting principles, and OSC's interpretations of such principles, where pronouncements are silent or do not address problems common among school districts within New York State.

The basic responsibility for oversight of school districts by the State Comptroller is contained in the State Constitution and Article 3 of the General Municipal Law (GML). Among other things, the State Comptroller's responsibilities include: performing audits (GML, Sections 33, 34, 35), prescribing information to be included in annual financial reports (GML, Sections 30, 31, 32), prescribing a uniform system of accounts (GML, Section 36), and preparing an annual report to the State Legislature (GML, Section 37).

OSC has made a commitment to prescribe an accounting system which conforms to Generally Accepted Accounting Principles (GAAP). OSC prescribes a Uniform Systems of Accounts pursuant to General Municipal Law, Section 36. The System of Accounts provides for a standard chart of accounts and fund structure that is the basis for the annual financial reports (ST-3) required to be filed with the State Education Department (SED) and the State Comptroller. For additional information, please see the SED website at www.p12.nysed.gov/mgtserv/.

Generally Accepted Accounting Principles for Governmental Units

Generally Accepted Accounting Principles (GAAP) are uniform minimum standards of and guidelines to financial accounting and reporting. They are the framework within which financial transactions are recorded and reported resulting in financial statements that provide comparability between governmental entities, consistency between accounting periods and reliability for internal and external users of financial statements.

Since GAAP for local governments is not static but evolving, OSC is involved in such activities as monitoring and responding to proposed pronouncements; amending the Accounting Systems when appropriate in light of new or revised standards; and assisting local officials in understanding and implementing GAAP through conferences, workshops and seminars. This updated manual is an example of this activity.

A brief overview of the history of standard setting for private enterprises and for government is helpful in understanding the sources of GAAP for governments. The first formal efforts to establish GAAP for private enterprises began in 1930 in response to the financial difficulties experienced during the Great Depression. Over the years, the American Institute of Certified Public Accountants (AICPA) established GAAP. In 1973, the Financial Accounting Standards Board (FASB) was formed. Since 1973, FASB has prescribed GAAP for commercial and non-profit organizations.

FASB operates under the auspices of the Financial Accounting Foundation (FAF), an independent non-profit foundation.

GAAP for state and local governments were originally sponsored by the Municipal Finance Officers Association (MFOA), now known as the Government Finance Officers Association (GFOA), through a group known as the National Committee on Municipal Accounting (NCMA). After some years, this committee was replaced by another MFOA-sponsored group, the National Committee on Governmental Accounting, which itself was eventually expanded and renamed the National Council on Governmental Accounting (NCGA). The MFOA's guidance was incorporated into various editions of a publication that came to be known commonly as the "blue book." The first edition was published in 1934. The third edition published in 1968 inaugurated the format still used today in the current edition. In 1974, the AICPA issued their accounting and auditing guide, Audits of State and Local Governmental Units (ASLGU), which stated that the AICPA deemed the 1968 Blue Book to be GAAP for governmental units. In the late 1970's, partly in response to the fiscal crisis in New York City and several other cities, the NCGA began to issue statements and interpretations. Eventually, the NCGA decided that these pronouncements, rather than the blue book, should be authoritative. Consequently, later editions of the blue book are not GAAP, but merely illustrate what is common practice. As mentioned earlier, private-sector standard setting was eventually transferred from the AICPA to the FAF. Developments in the public sector took a very similar course. In 1984, the responsibility of setting GAAP for state and local governments was transferred from the NCGA to the Governmental Accounting Standards Board (GASB). Like the FASB, the GASB functions under the auspices of the FAF.

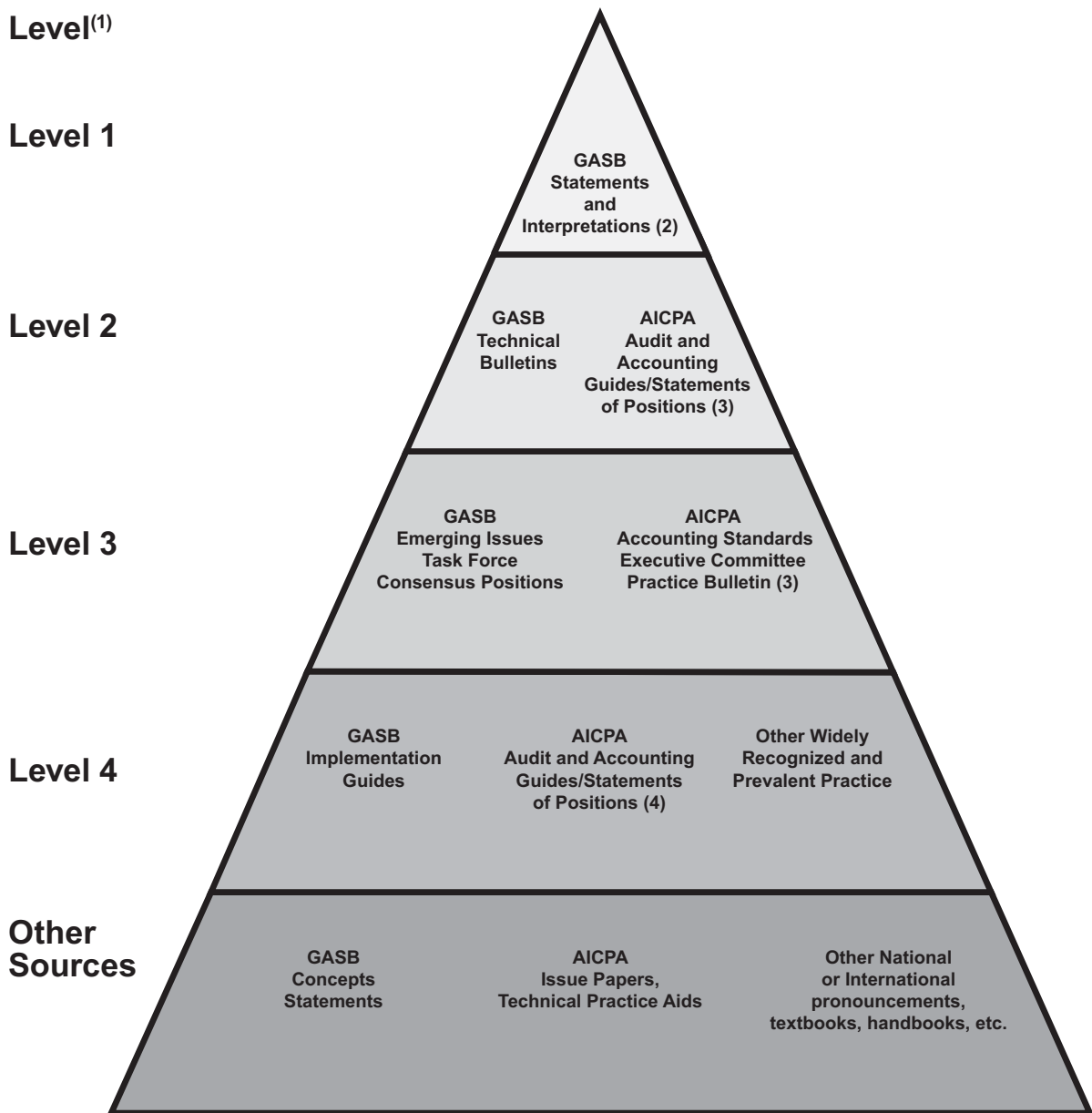
In short, the following have been the standard setting bodies for GAAP for state and local governments:

National Committee on Municipal Accounting	1934-1948
National Committee on Governmental Accounting	1948-1974
National Council on Governmental Accounting	1974-1984
Governmental Accounting Standards Board	1984-Present

The GASB is the highest, but not the sole, source of GAAP for state and local governments. When accounting issues are not covered by GASB guidance, guidance from the American Institute of CPAs (AICPA), Government Finance Officers Association (GFOA), the Financial Accounting Standards Board (FASB) and other sources is used following a prescribed order.

The following is the "hierarchy" of GAAP, as identified in GASB Statement No. 55, The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments:

GAAP Hierarchy



¹ All items at a given level enjoy the same authoritative status.

² GASB Statements and Interpretations are periodically incorporated in the Codification of Governmental Accounting and Financial Reporting Standards.

³ Must be specifically made applicable to state and local governmental entities and cleared by the GASB.

⁴ Must be specifically made applicable to state and local governmental entities and not cleared by the GASB.

Chapter 2 provides an explanation of the Basic Governmental Accounting Principles.

Chapter 2 - Basic Governmental Accounting Principles

GOVERNMENTAL ACCOUNTING PRINCIPLES

The following are basic principles of accounting and reporting applicable to fund based accounting for school districts as integrated in the GASB Codification of Governmental Accounting and Financial Reporting Standards.

1. Accounting and Reporting Capabilities
2. Fund Accounting Systems
3. Fund Types
4. Number of Funds
5. Reporting Capital Assets
6. Valuation of Capital Assets
7. Depreciation of Capital Assets
8. Reporting Long Term Liabilities
9. Measurement Focus and Basis of Accounting
10. Budgeting, Budgetary Control and Budgetary Reporting
11. Transfer, Revenue, and Expenditure Account Classification
12. Common Terminology and Classification
13. Interim and Annual Financial Reports

1. Accounting and Reporting Capabilities	
Purpose	Explains the requirements for accounting records and reporting
Principle	<p>A governmental accounting system must make it possible both:</p> <p style="padding-left: 40px;">(a) to present fairly and with full disclosure the funds and activities of the governmental unit in conformity with generally accepted accounting principles; and</p> <p style="padding-left: 40px;">(b) to determine and demonstrate compliance with finance-related legal and contractual provisions.</p>
<p>In New York State there are few, if any, provisions of general statutory law that conflict with GAAP. However, if conflict does exist, financial statements must be prepared in conformance with GAAP. This does not mean that two accounting systems should be maintained. Books of account should be maintained on a legal-compliance basis, but should include sufficient additional reports to permit GAAP-based reporting.</p>	

2. Fund Accounting Systems	
Purpose	Explains funds and their structure
Principle	<p>Governmental accounting systems should be organized and operated on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.</p>

3. Fund Types	
Purpose	Explains the types of funds
Principle	For school districts, there are two categories of funds used in governmental accounting: Governmental Funds and Fiduciary Funds.
<p>Governmental Funds account for most governmental functions.</p> <p>The General Fund accounts for all financial resources except those accounted for in another fund.</p> <p>Special Revenue Funds account for the proceeds of specific revenue sources that are restricted or committed to expenditure for a specific purpose. The School Food Service Fund is an example of a Special Revenue Fund.</p> <p>Capital Projects Funds account for financial resources to be used for the acquisition or construction of capital facilities and other capital assets.</p> <p>Debt Service Funds account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.</p> <p>Permanent Funds account for resources that are restricted to the extent that only earnings, not principal, may be used for purposes that benefit the government or its citizenry.</p> <p>Fiduciary Funds account for assets held by a governmental unit in a trustee or agent capacity.</p> <p>Agency Funds account for funds held purely in a custodial capacity.</p> <p>Private-Purpose Trust Funds account for all other trust arrangements under which principal and income benefit individuals, private organizations or other governments.</p>	
Supplemental schedules will be used in the ST-3 to account for non-current governmental assets and non-current governmental liabilities.	

4. Number of Funds	
Purpose	Explains the criteria upon which the number of funds is determined
Principle	School districts should establish and maintain those funds required by law and sound financial administration. Only the minimum number of funds consistent with legal and operating requirements should be established because unnecessary funds result in inflexibility, undue complexity, and inefficient financial administration.

5. Reporting Capital Assets	
Purpose	Clarifies requirements
Principle	At the fund financial statement level, capital assets are not reported in governmental funds. Governmental fund capital assets will be accounted for and reported in the schedule of Non-Current Governmental Assets.

6. Valuation of Capital Assets	
Purpose	Explains the requirements for recording capital assets
Principle	Capital assets should be accounted for at historical cost or, if the cost is not practicably determinable, at estimated cost. The cost of the capital asset should include ancillary charges necessary to place the asset into use. Donated capital assets should be recorded at their estimated fair value at the time of donation.

7. Depreciation of Capital Assets (Fund Financial Statements)	
Purpose	Explains the purpose and basis for depreciation
Principle	Depreciation of capital assets should not be reported in the accounts of governmental funds. Accumulated depreciation may be recorded in the schedule of Non-Current Governmental Assets.

8. Reporting Long-Term Liabilities	
Purpose	Clarifies requirements
Principle	At the fund financial statement level, long-term liabilities are not reported in governmental funds. Long-term liabilities will be accounted for and reported in the schedule of Non-Current Governmental Liabilities.

9. Measurement Focus and Basis of Accounting	
Purpose	Explains the accounting basis and its applicability to the various funds
Principle	For school districts, the modified accrual basis of accounting should be used in measuring financial position and operating results.
<p>Governmental fund revenues and expenditures should be recognized on the modified accrual basis. Revenues should be recognized in the accounting period in which they become available and measurable. Expenditures should be recognized in the accounting period in which the fund liability is incurred, if measurable.</p> <p>Fiduciary funds revenue and expenses should be recognized on the accrual basis of accounting.</p> <p>Transfers should be recognized in the accounting period in which the interfund receivable and payable arise.</p> <p><u>BOCES Settlements</u> - The amount of annual settlement (surplus or deficit) with BOCES shall be accrued on the books. A surplus will be recorded as a receivable (A440 Due from Other Governments) and credited to expenditures. A deficit will be recorded as an accrued liability (A601) and debited to expenditures.</p> <p><u>Tuition</u> - Amount due to a school district at the end of the fiscal year will be accrued if available to meet current commitments. If not available it will be recorded as a receivable (A440) and credited to A691 Deferred Revenues. Tuition due to other school districts will be charged to A522 Expenditures and credited to A631 Due to Other Governments</p>	

10. Budgeting, Budgetary Control and Budgetary Reporting	
Purpose	Clarifies requirements for budgets and their relationship to the accounting records
Principle	<ul style="list-style-type: none"> • An annual budget(s) should be adopted for every governmental unit. • The accounting system should provide the basis for appropriate budgetary control.
<p>In New York State, general statutory law requires political subdivisions to establish appropriations as a means of providing control over amounts that may be expended. In addition, revenues other than real property taxes must be estimated as a means of determining the amount of real property taxes to be levied. OSC requires budgets for funds classified as general, special revenue, capital projects and debt service. At a minimum, revenues must be controlled by source and expenditures by functional unit and basic object of expenditure. The books of accounts must establish budgetary control at the level of detail contained in the original budget and as modified by the governing board during the fiscal year. A school district should control expenditures for each budget line that it has established.</p>	

11. Transfers, Revenues and Expenditures Account Classification	
Purpose	Identifies the accounting classifications of transactions
Principle	Interfund transfers and proceeds of general long-term debt issues should be classified separately from fund revenues and expenditures.
Governmental fund revenue should be classified by fund and source. Expenditures should be classified by fund, function (or program), organization unit, activity, character, and principal classes of objects.	

12. Common Terminology and Classification	
Purpose	Provides the ability to compare planned and actual activities for all funds
Principle	A common terminology and classification should be used consistently throughout the budget, the accounts, and the financial reports of each fund.

13. Interim and Annual Financial Reports	
Purpose	Clarifies financial reporting requirements
Principle	Appropriate interim financial statements and other pertinent information should be prepared to facilitate management control of financial operations, board of education oversight, and, where necessary or desired, for external reporting purposes.
School districts are required to submit a financial report, the ST-3, to the Office of the State Comptroller and the State Education Department.	

Chapter 3 - Measurement Focus and Basis of Accounting

MEASUREMENT FOCUS

Although school districts maintain their accounting records on a modified accrual basis of accounting, which measures the flow of current financial resources, they must convert this financial information to the accrual basis of accounting, which measures the flow of economic resources, when preparing the district-wide financial statements subject to an independent audit (see Chapter 7).

ST-3 and Fund Financial Statements	District-Wide Financial Statements
Flow of current financial resources	Flow of economic resources
Are there more or less resources that can be spent in the near future as a result of events and transactions of the period?	Will the district be better or worse off economically as a result of events and transactions of the period?
Increase in spendable resources - revenues or other financing sources	Events and transactions that improve economic position - revenues or gains
Decrease in spendable resources - expenditures and other financing uses	Events and transactions that diminish economic position - expenses or losses

Situations which illustrate the difference between the two measurement focuses are as follows:

1. Receipt of long-term debt proceeds	
ST-3 and Fund Financial Statements	District-Wide Financial Statements
Increase in spendable resources	Economic position not improved
DR Cash CR Other Financing Sources	DR Cash CR Bonds Payable

2. Repayment of principal on long-term debt	
ST-3 and Fund Financial Statements	District-Wide Financial Statements
Decrease in spendable resources DR Expenditure CR Cash	Economic position not diminished DR Bonds Payable CR Cash

3. Capital acquisition	
ST-3 and Fund Financial Statements	District-Wide Financial Statements
Decrease in spendable resources DR Expenditure CR Cash	Economic position not diminished DR Equipment CR Cash

4. Exhaustion of capital assets	
ST-3 and Fund Financial Statements	District-Wide Financial Statements
No effect on spendable resources Depreciation is not recognized	Economic position diminished DR Depreciation Expense CR Accumulated Depreciation

5. Deferrals and Amortization	
ST-3 and Fund Financial Statements	District-Wide Financial Statements
Decrease in spendable resources DR Expenditure CR Cash	Economic position diminished only by the expense for the benefited period DR Deferred Charge CR Cash DR Amortization Expense CR Deferred Charge (Expense allocated over entire period of benefit.)

BASIS OF ACCOUNTING

A school district's accounting basis determines when transactions and economic events are reflected in its financial statements.

Modified Accrual Basis:

Under the modified accrual basis of accounting, revenues and other financial resources are recognized when they become susceptible to accrual, that is when they become both measurable and available to finance expenditures of the current period. Each school district should adopt an availability period for all revenues, except real property taxes, which must have a 60 day availability period. Expenditures are recognized when the fund liability is incurred, with certain exceptions, such as principal and interest on long-term debt.

Accrual Basis:

Under the accrual basis of accounting, most transactions are recorded when they occur, regardless of when cash is received or disbursed.

ST-3 and Fund Financial Statements	District-Wide Financial Statements
Cash flow must occur within a short-enough period to affect current spendable resources. Revenues must be both measurable and available, and expenditures are generally recognized when they are expected to draw upon current spendable resources.	Revenue/gain or expense/loss recognized when they occur regardless of cash flow.

The following are examples to illustrate the effects of these differences:

1. Billing for services rendered	
ST-3 and Fund Financial Statements	District-Wide Financial Statements
DR Receivable CR Revenue CR Deferred Revenue Only the amount available to finance liabilities of the current period would be recognized as revenues.	DR Receivable CR Revenue Entire revenue recognized in the period in which service was provided. The timing of collections is not relevant.

2. Employees earn vacation leave that will be taken or paid out in the future	
ST-3 and Fund Financial Statements	District-Wide Financial Statements
No Expenditure Leave would be recognized as an expenditure to the extent it is expected to be liquidated with current spendable resources.	DR Expense CR Accrued Liability The liability has been incurred.

EQUITY	
The difference between assets and liabilities:	
ST-3 and Fund Financial Statements	District-Wide Financial Statements
Fund Balance Nonspendable Restricted Committed Assigned Unassigned	Net Assets Invested in capital assets, net of related debt Restricted Unrestricted

Chapter 4 - Funds and Supplemental Schedules

The following funds and supplemental schedules are available for use by school districts. School districts should establish and maintain only the minimum number of funds consistent with legal and operating requirements (See Chapter 2, Principle 4).

Governmental Funds:

General (A) - the principal operating fund and includes all operations not accounted for and reported in another fund.

Budgetary Accounts

Both the authorized financial plan, or budget, and the actual results realized during the fiscal year will be recorded. Accounts have been provided to record the budget and any modifications. The budgetary accounts are a self-balancing group of accounts. Control accounts will record the total of estimated revenues and the total amount authorized for expenditure (appropriations). Details of estimated revenues and appropriations will be maintained in subsidiary ledger accounts. An account has been provided which will show the amount of the fund balance appropriated to finance the current year's budget. Actual revenues and expenditures will not affect these accounts.

Proprietary Accounts

Accounts are provided to reflect the assets and liabilities of a district and display the results of operations in terms of revenue, expenditure and fund balance. Expenditures shall be maintained in a subsidiary ledger by functional unit and object and will reflect appropriations as modified, expenditures, encumbrances and unencumbered balances. Actual revenues shall be maintained in a subsidiary ledger which will also show the estimated revenues, and the balance to be realized.

School Store Fund (B) - a special revenue fund previously used to record transactions of stores maintained and operated by the board of education for the sale of textbooks and other school supplies.

This fund has been eliminated with implementation of GASB Statement 54. Transactions associated with this fund are now reported in the General Fund.

School Food Service Fund (C) - a special revenue fund used to account for and report transactions of the school district breakfast, lunch and milk programs. Real property taxes levied to subsidize the programs will be recorded in the General Fund and transferred to the School Food Service Fund when needed. All direct expenses of the school breakfast, lunch and milk programs will be paid from this fund. Budgetary and encumbrance accounting are required. Surplus foods received from the Federal government shall be entered in the records at market value. At the end of the fiscal year, a physical inventory of food must be taken and the value recorded in the accounting records.

Miscellaneous Special Revenue Fund (CM) - a special revenue fund used to account for and report those revenues that are restricted or committed to expenditures for specified purposes.

Special Aid Fund (F) - a special revenue fund used to account for and report special projects or programs supported in whole or in part by Federal funds or State-funded grants. A grant is defined as a contribution of cash or other assets from the State to be used or expended for a specific purpose or activity as opposed to an entitlement which is an amount to which a school district is entitled pursuant to an allocation formula contained in specific statutes and regulations. Entitlements will continue to be accounted for in the General Fund. State grants which are to be accounted for in the Special Aid Fund are those which may possess the following characteristics:

- The program is funded in whole or in part through a distribution of State funds where allocations are made on some basis other than a formula basis.
- Payments of State assistance are usually made on a current basis (i.e., revenue is usually received in the same fiscal year in which expenditures are made). There are exceptions, such as summer handicapped aid.
- An application or budget must be filed with and approved by the State and/or Federal government as a requirement prior to receipt of the funds or a separate expenditure report is required at the completion of the program.
- The funds are required to be expended for a specified purpose.

Federal or State aid for special projects will be credited directly to this fund. The local share, if any, shall be provided for in the General Fund and transferred to the Special Aid Fund. Revenues from other sources shall also be credited directly to this fund. All revenues should be identified with a particular project.

Public Library Fund (L) - a special revenue fund used to account for and report transactions of a library established and supported, in whole or in part, by real property taxes. The use of this fund assures compliance with Education Law §259, which provides that all moneys received from taxes or other public sources for library purposes shall be kept in a separate fund. In addition to the tax and other public moneys, the library may receive gift and endowment funds. These funds will be accounted for in a permanent fund or private-purpose trust fund, as appropriate.

Library moneys appropriated for capital projects shall be transferred to the Capital Projects Fund and expended upon authorization of the library trustees. Capital projects financed from the proceeds of obligations will be under the control of the governing board of the school district.

Grant or contract payments by the school district to a free association library or to a public library sponsored by another local government will not be recorded in this fund but will be made directly from the General Fund.

For the purposes of financial reporting, a decision will have to be made as to whether or not the library meets the criteria for inclusion in the reporting entity.

Permanent Fund (PN) - used to account for and report resources that are legally restricted to the extent that earnings, not principal, may be used for purposes that benefit the school district.

Capital Projects Fund (H) - used to account for and report financial resources that are restricted, committed, or assigned to expenditure for the acquisition or construction of capital facilities and other capital assets, such as equipment. Capital projects funds must be used if the acquisition or construction is financed in whole or in part from the proceeds of obligations, but may include funding from Federal, State and local sources.

Since capital projects are budgeted on an individual project basis, and since legal and contractual requirements will vary from one project or class of projects to another, an individual Capital Projects Fund should be established for each authorized project, as defined by SED project number. There will be instances in which several related projects combined under a single budgetary and/or debt authorization may be accounted for in a single fund. A common example of this situation would be a series of building improvements carried out over an extended period of time by a school district with funds provided by a single bond authorization and issue. However, a combined balance sheet for all capital projects will be presented in the financial statements.

The Board of Education's authorization of specific capital projects is required prior to their commencement as a means of ensuring that all legal aspects of the project are in order and that financial commitments will be met. Certain other requirements must be met before capital projects can be undertaken. One of these is authorization to issue bonds when a part or all of the fund resources are to be provided by borrowings. Referendum requirements, if any, must also be complied with.

There will be many instances in which the General Fund or a Special Revenue Fund will budget and expend its own resources for a capital purpose. So long as the resources in such cases are derived exclusively from the direct revenues of the particular fund and do not involve borrowing, such outlays may properly be accounted for in the fund involved without a separate Capital Projects Fund.

The liability for long-term obligations issued to finance a project will not be recorded in the Capital Projects Funds, but will be accounted for in the Non-Current Governmental Liabilities account. This includes the proceeds of bonds and capital notes. Proceeds of State or Federal aid received after completion of the project, which is restricted to payment of debt service, will be recorded in the Debt Service Fund.

Capital assets acquired through a Capital Projects Fund will be accounted for in the Non-Current Governmental Assets account.

The means of financing and the estimated cost of a project will be recorded in memorandum accounts similar to the entry for recording the annual budget in the General Fund. These estimates will not be closed until the completion of the project and also will not appear in the balance sheet.

The balance of obligations, accrued interest on obligations, earnings on investments and bond premiums (if the premiums are not used for the capital project) will be transferred to an operating or debt service fund for debt service payments.

Debt Service Fund (V) - used to account for and report the accumulation of resources that are restricted, committed, or assigned to expenditure for the payment of principal and interest on long-term debt. Debt service funds are required when segregation of resources is legally mandated, including:

- Proceeds from the sale of property on which debt is outstanding.
- Interest earned on the proceeds of long-term debt which was not budgeted as a source of financing for the project.
- Unexpended proceeds of long-term debt.

Taxes levied for debt service may be recorded directly in this fund or transferred from other funds. Unexpended balances of proceeds of borrowings for capital projects, interest and earnings from investing proceeds of obligations, and premium and accrued interest will be recorded here and held until appropriated for debt payments.

A single debt service fund will be maintained to account for and report the payment of long-term debt, however, subsidiary records should be maintained for individual debt issuances.

Fiduciary Funds:

Agency Fund (TA) - accounts for assets held by a school district as an agent for individuals, private organizations or other governments and/or other funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Private-Purpose Trust Fund (TE) - accounts for trust arrangements under which principal and income benefit individuals, private organizations or other governments. A scholarship is an example of a Private-Purpose Trust Fund.

Supplemental Schedules:

Non-Current Governmental Assets (K) - accounts for capital assets of a school district not accounted for through fiduciary funds. Amounts are reported in the ST-3 Report in the Supplemental Schedule SS-4.

Non-Current Governmental Liabilities (W) - accounts for the unmatured general long-term debt and liabilities of a school district which are not recorded as a liability in another fund. Amounts are reported in the ST-3 Report in the Supplemental Schedule SS-2.

Chapter 5 - Classification and Coding Structure

School 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 school districts or other financial periods. The classification system serves many purposes: a basis for budgeting, accounting, and reporting; administrative control; accountability to the Office of the State Comptroller, State Education Department, 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 school districts in New York State:

Fund	Alpha Code
Governmental Funds:	
General	A
Special Revenue Funds	
School Food Service Fund	C
Miscellaneous Revenue	CM
Special Aid Fund	F
Public Library	L
Capital Projects	H
Permanent	PN
Debt Service	V
Fiduciary Funds:	
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, followed by liabilities and fund equity.

100 – 499	Assets
600 – 699	Liabilities
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 did the revenue come from):

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.

GAAP requires revenues to be classified by fund and by source. Thus, 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 as to purpose (what was the purpose of the expenditure). The first four digits identify the function:

1000 – 1999	General Support
2000 – 2999	Instruction
5000 – 5999	Transportation
6000 – 8999	Community Service
9000 – 9099	Employee Benefits
9700 – 9799	Debt Service
9900 – 9999	Interfund Transfers

Each function is further subdivided to better classify the expenditure. For example, expenditure code 1325 in the General Support function identifies the Treasurer’s Office within the financial office of the school district.

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 and final 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

Code 1325 from above can then be further classified as 1325.4 indicating Contractual Services within the Treasurer’s Office.

GAAP requires expenditures to be classified by fund, function, character and object. Thus a General Fund expenditure for Contractual Services within the Treasurer’s Office is coded A1325.4.

The coding of expenditures may be expanded to include more detail such as department, location and/or activity accounting. This can be accomplished at the school district level by further expanding the object of expenditure code by adding additional digits. Coding available for use by school districts have specific expanded objects of expenditure depending on the fund, as follows:

General Fund	
Basic Objects of Expenditure	
.10	Teacher Salaries, Pre-Kindergarten
.11	Teacher Salaries, ½ Day Kindergarten
.12	Teacher Salaries, K-6
.13	Teacher Salaries, 7-12
.14	Substitute Teacher Salaries
.15	Instructional Salaries
.16	Noninstructional Salaries
.45	Materials and Supplies
.471	Tuition Paid to Public Districts in NYS (excluding Special Act Districts)
.472	Tuition - All Other
.473	Payments to Charter Schools
.48	Textbooks
.49	BOCES Services
Special Objects of Expenditure	
2610.46	School Library A/V Loan Program
2630.22	State-Aided Computer Hardware - Purchase
2630.46	State Aided Computer Software
5510.21	Purchase of Buses
9901.93	Transfer to School Food Service Fund
9901.95	Transfer to Special Aid Fund
9901.96	Transfer to Debt Service Fund
School Food Service Fund	
.16	Salaries
.401	Management Company Admin Service Fee
.402	Net Management Company Direct Expenses
.409	All Other Contractual
.41	Net Cost of Food Used
Special Aid Fund	
.15	Instructional Salaries
.16	Noninstructional Salaries
.21	Purchase of Buses
.45	Materials and Supplies

Special Aid Fund (Continued)	
.471	Tuition Paid to Public Districts in NYS (excluding Special Act Districts)
.472	Tuition - All Other
.473	Payments to Charter Schools
.48	Textbooks
.49	BOCES Services
Capital Funds	
Basic Objects of Expenditure	
.201	Superintendent of Construction or Clerk of Works
.210	Buses
.240	Contractual and Other (Including Architecture, Legal, Engineering, and Insurance)
.291	Land
.292	Buildings
.293	General Construction (Including HVAC, Plumbing, Electric, Site Improvement, and Utility Service)
Special Objects of Expenditure	
2110.200	Regular School - Furniture, Equipment, Textbooks
1621.200	Maintenance of Plant
9901.96	Transfer to Debt Service Fund

Employee benefits, including such items as the school district's share of social security, retirement and various types of insurance, may be recorded in two ways. The first method would be to use the Employee Benefits Codes (9000-9099) with the .8 object of expenditure. The alternative method would be to charge the employee benefits to the various functional units using the .8 object of expenditure.

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 6 - Budgeting

GASB has given authoritative guidance on the budget and budgetary accounting in Section 1700 of its Codification of Governmental Accounting and Financial Reporting Standards. The sources of this guidance are the National Council on Governmental Accounting (NCGA) Statement 1 and Interpretation 10, and GASB Statement 34.

NCGA Interpretation 10 (State and Local Government Budgetary Reporting) defines the appropriated budget as the expenditure authority created by the appropriation bills or ordinances that are signed into law and related estimated revenues, including all reserves, transfers, allocations, supplemental appropriations, and other legally authorized legislative and executive changes.

It sets forth the following statements of principle on budgeting and budgetary control:

1. An annual budget(s) should be adopted by every governmental unit.
2. The accounting system should provide the basis for appropriate budgetary control.
3. A common terminology and classification should be used consistently throughout the budget, the accounts and the financial reports of each fund or activity.

The budget is an essential ingredient in the financial planning, control and evaluation process of any government. Every governmental unit in New York State is either required to, or should, prepare an annual operating budget.

Simply stated, the budget is an estimated financial plan of a government which represents the spending authority for the various purposes of the government and the means of financing those proposed expenditures.

Legal Level of Control

School district budget form SBM-1 represents the minimum level of legal budgetary compliance to be entered into the formal accounting system of a district.

Budgetary Integration

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

Because statutory laws of the State of New York require staying within appropriated budgets, the accounting structure is designed to ensure and demonstrate compliance with the budget. To achieve this goal, appropriated budgets are integrated into the accounting system. “Integrating the budget” means the accounting system is specifically designed to provide ongoing and timely information on unrealized budgetary revenues, as well as remaining uncommitted balances of appropriations.

After their managerial control purpose has been served, during the year end closing process, the general ledger budgetary accounts are reversed. Therefore, the budgetary accounting process has no effect on the actual results of operations.

Accounting for the Budget

The range and method of budgetary practices are outside the scope of financial reporting standards. However, budgetary compliance is a dominant consideration in managing governments. The basis on which the budget is prepared should be consistent with the measurement focus of the particular fund.

The system prescribed by OSC provides for the integration of the budget into the accounting records to provide for the control of authorized expenditures.

A journal entry will be made for the general ledger accounts only. The debits and credits must equal and remain within the self-balancing group of budgetary accounts. Those accounts are as follows:

- 510 Estimated Revenues
- 511 Appropriated Reserves
- 530 Obligations Authorized
- 599 Appropriated Fund Balance
- 960 Appropriations
- 962 Budgetary Provisions for Other Uses

The subsidiary revenue and expenditure accounts support the totals in the general ledger. The budget will be posted to the subsidiary accounts directly from the actual budget. The following illustrates the above:

		Debit	Credit
7/1/xx	510 Estimated Revenues	xxxx	
	599 Appropriated Fund Balance	xxxx	
	960 Appropriations		xxxx

To record the adopted budget

Throughout the year the general ledger control account, “Appropriations” and the subsidiary appropriation accounts are used to control expenditures, keeping them within the authorized spending authority of the budget. The general ledger control account “Estimated Revenues” is used to record and summarize aggregated estimated revenues to ensure that revenues to support the appropriations are received, or on track to be received. Analysis of these accounts on a continuing basis will enable the budget officer to determine when the budget will have to be modified because original appropriations are insufficient or estimated revenues will not materialize.

Encumbrances

Encumbrances are informally defined as “an appropriation that’s spoken for.” They are commitments related to unperformed executory contracts for goods or services. The encumbrance account does not represent a GAAP expenditure, only a commitment to expend resources. Likewise, the account,

“Reserve for Encumbrances,” is not synonymous with a liability account since the liability is recognized only when the goods are received or the services are performed.

The use of encumbrance accounting as a continuous and integral part of the accounting system enhances budgetary control. In a formal encumbrance system, each appropriation account should show the amount appropriated, the amount encumbered, the amount expended, and the unencumbered balance. The principal purpose of this requirement is to guard against the creation of liabilities in excess of the appropriations approved by the governing board. To record encumbrances, the account code to use is *521 Encumbrances*.

Before a purchase order or similar document is released to a supplier or contractor, it should be approved by the purchasing agent indicating the availability of appropriations. A copy should be filed with the purchasing agent and also with the unit initiating the order. If an appropriation balance is available, the chief fiscal officer will enter the encumbrance against the proper appropriation account. In those instances where a proposed commitment exceeds the available balance, the encumbrance should not be entered and the purchase order should be returned to the originating unit until such time as appropriate action is taken to amend the budget.

At the end of the fiscal year, the account 521 Encumbrances is closed to account 912 Unrestricted Fund Balance, and then allocated among the appropriate fund balance categories of restricted, committed or assigned for financial reporting purposes (districts may use the appropriate reporting codes directly for budgeting, accounting and reporting purposes). This serves to constrain fund balance for the potential liability of goods and services ordered. On the first day of the next fiscal year, the entry closing the encumbrance account (and subsequent allocation among fund balance) is reversed and the budget for the subsequent year is increased in a like amount to provide for the potential expenditures authorized in the previous year.

Budget Transfers and Supplemental Appropriations

Transfers – The school district is bound by limitation on budgetary transfers, whether operating under a contingent budget or passed budget.

1. Under any budget, transfers can only be made between contingent codes or from non-contingent to contingent codes. Transfers can never be made from contingent areas to non-contingent areas of budgets nor between non-contingent areas of the budget. Non-contingent expenditure codes cannot be increased absent voter authorization (which includes new equipment and subsidization of the school food service operations).
2. If operating under a contingent budget, a district is also bound by budget caps. SED maintains information on contingency budget caps at their website at www.p12.nysed.gov/mgtserv/budgeting. When operating under a contingent budget, a school district must be able to maintain an internal budgetary control system that allows for the sustained monitoring of appropriations and spending.

Supplemental Appropriations – The school district is limited in its ability to adjust its total spending subsequent to authorization.

1. No board may incur a liability in excess of the amount appropriated by a district meeting unless such board is specially authorized by law to incur such liability.

2. Generally, a school district cannot increase appropriations solely on the basis of the receipt of additional revenue. However, grants in aid received from the State or Federal government, gifts which are required to be spent for particular objects or purposes and insurance proceeds received for the loss, theft, damage or destruction of real or personal property, when proposed to be used or applied to repair or replace such property, may be appropriated by resolution of the board at any time for such objects or purposes.

Budgetary Reporting

Budget Status Report – The treasurer is required to render a report to the Board of Education at least quarterly (monthly in the event that a budget transfer has been made since the last report), for each fund including, at a minimum, the revenue and appropriation accounts required in the Annual School Budget form. This report should be presented to the Board of Education on a monthly basis (according to sections 2117(1) and 2122(6) of the New York State Education Law and section 170.2(p) of the Regulations of the Commissioner of Education), and include, at a minimum, the status of these accounts in at least the following detail:

Revenue Accounts

Estimated revenues

Amounts received to date of report

Revenues estimated to be received during balance of fiscal year

Overages and deficiencies

Appropriation Accounts

Original appropriations

Transfers and adjustments

Revised appropriations

Expenditures to date

Outstanding encumbrances

Unencumbered balances

Chapter 7 - 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 school district's financial information and the school district's numerous, varied users they are designed to serve. Some of these users include school boards and oversight bodies, investors, creditors, taxpayers, the State Education Department (SED) 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. Interim reports usually are prepared on the budgetary basis and often do not include statements reporting general capital assets or general long-term debt. It is highly unusual for internal reports to be prepared in accordance with GAAP.

External Reporting

Annual Financial Report – ST-3

General Municipal Law Section 30 requires every school district to annually make a report of its financial condition to the State Comptroller. School districts meet this requirement with the filing of their annual financial report (ST-3) with SED and OSC via the State Aid Management System (SAMS). The requirements for financial reporting prescribed in this manual are the basis for the ST-3.

The ST-3 includes fund financial statements, which are reported substantially in compliance with GAAP, and supplemental schedules, which are designed to meet specific needs of SED and OSC. Updates to the ST-3 are communicated by SED and are available on their website at <https://stateaid.nysed.gov/st3/>.

Audited Financial Statements

Section 2116-a of the New York State Education Law and Section 170.2(r) of the Regulations of the Commissioner of Education require each school district employing eight or more teachers to obtain an annual audit of its records by an independent Certified Public Accountant or an independent Public Accountant. All audits should be conducted in accordance with generally accepted auditing standards (GAAS) issued by the AICPA, and Government Auditing Standards (GAGAS), issued by the Comptroller General of the United States. A copy of the independently prepared audit report,

along with any written response to the report, must be filed with SED and OSC. The audited financial statements will include management’s discussion and analysis (MD&A), basic financial statements, (which includes government-wide financial statements, fund financial statements, and notes to the financial statements), and other required supplementary information.

Management’s Discussion and Analysis (MD&A)

Financial managers of governments are knowledgeable about transactions, events and conditions that are reflected in a government’s financial report and of the fiscal policies that govern its operations. These financial managers will share their insights in a required MD&A which will precede the basic financial statements. The MD&A will give readers an objective and easily readable analysis of the government’s overall financial performance for the year. The MD&A will also provide an analysis of the government’s overall financial position and results of the previous year’s operations to assist the user of the statements in assessing whether the government’s finances have improved or deteriorated. The analysis should explain significant variations in fund-based financial results and budgetary information and describe capital asset and long-term debt activity during the year. The MD&A will conclude with a description of currently known facts or conditions that are expected to have a significant effect on the government’s future financial position and operations.

District-Wide Financial Statements

The district-wide financial statements will be prepared using the economic resources measurement focus and the full accrual basis of accounting and include a statement of net assets and a statement of activities. Fiduciary activities will be excluded from the district-wide statements.

The statement of net assets should report all financial and capital resources, including capital assets and infrastructure, net of depreciation, and all liabilities, including long-term liabilities. The difference between a government’s assets and its liabilities are its net assets.

The statement of activities should be presented in a format that reports net revenues (expenses) of its individual functions. An objective of this format is to report the relative financial burden of each of the reporting government’s functions. General revenues, including property taxes, contributions, special and extraordinary items and transfers will be reported separately after the total net expenses of the government’s functions, ultimately arriving at the changes in net assets for the period.

Fund Financial Statements

Fund-based financial reporting in the basic financial statements focuses on major individual funds. Each major fund is reported individually. Data for all non-major governmental funds will be aggregated into a single “other” column. The district’s general fund will always be reported as a major fund. Other governmental funds should be reported as major funds based on the following criteria:

1. Total assets, liabilities, revenues or expenditures of the individual governmental fund are at least 10 percent of the corresponding total (assets, liabilities, revenues or expenditures) for all funds of that category, and
2. Total assets, liabilities, revenues or expenditures of the individual governmental fund are at least 5 percent of the corresponding total (assets, liabilities, revenues or expenditures) for all governmental funds combined.

In addition, any governmental fund that district officials believe is particularly important to the financial statement's user may be reported as a major fund.

Financial statements for governmental funds should be presented using the current financial resources measurement focus and the modified accrual basis of accounting and include a balance sheet and statement of revenues, expenditures and changes in fund balance. These are the same statements contained in the ST-3.

Districts will also be required to present a summary reconciliation to the district-wide financial statements.

Notes to the Financial Statements

The notes to the financial statements should communicate information essential for fair presentation of the basic financial statements that is not displayed on the face of the financial statements. As such, the notes form an integral part of the basic financial statements.

Disclosure in the notes is needed only when the information required to be disclosed is not displayed on the face of the financial statements. The notes should not be cluttered with unnecessary and immaterial disclosures. Attendant circumstances and materiality must be considered in assessing the propriety of the notes to the financial statements disclosures. Notes to the financial statements provide necessary disclosure of material items, the omission of which would cause the financial statements to be misleading.

Other Required Supplementary Information

Required supplementary information consists of schedules, statistical data, and other information that the GASB has determined are an essential part of financial reporting and should be presented with, but are not part of, the basic financial statements of a district. Other required supplementary information may include budgetary comparison schedules, information about the modified approach for reporting infrastructure assets, and the other postemployment benefits funding progress.

For additional information on audits of financial statements of school districts, please see the SED's Audit Reference Manual on their website at www.p12.nysed.gov/mgtserv/accounting/referencemanual/.

Federal Single Audits

The Federal Single Audit Act as amended requires school districts who expend \$500,000 or more in a year in Federal awards to have a Single Audit conducted in accordance with OMB Circular A-133. The audit report issued in conjunction with Circular A-133 generally must be submitted to the federal government, SED, and OSC within the earlier of 30 days after receipt of the report, or nine months after the end of the audit period. Corrective action plans for the major program findings for federal programs must be submitted with the audit report and corrective action plans for the financial statement findings must be submitted within 90 days of receipt of the audit report.

Chapter 8 - Sample Journal Entries

This chapter presents sample journal entries for school districts. Some entries, such as the opening and closing entries, may happen behind the scenes in your financial software program and would not have to be entered by the district. These samples do not represent all possible journal entries. If you are unable to find the necessary sample journal entry, contact the regional office that serves your local government for assistance.

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GENERAL FUND

OPENING ENTRY

1a

(All districts except city school districts)

		Debit	Credit
To record the opening entry of the General Fund as shown by records at the close of the preceding fiscal year:			
A200	Cash	\$103,600	
A220	Cash from Obligations	\$3,000	
A230	Cash, Special Reserves	\$12,000	
A231	Cash in Time Deposits, Special Reserves	\$38,000	
A380	Accounts Receivable	\$400	
	A389 Allowance for Receivables		\$100
A391	Due from Other Funds	\$12,000	
A440	Due from Other Governments	\$1,400	
A450	Investment in Securities	\$10,000	
A452	Investment in Securities, Special Reserves	\$40,000	
	A600 Accounts Payable		\$500
	A601 Accrued Liabilities		\$500
	A622 Budget Notes Payable		\$7,000
	A632 Due to State Teachers' Retirement System		\$120,000
	A690 Overpayments		\$100
	A691 Deferred Revenues		\$100
	A867 Reserve for Employee Benefits and Accrued Liabilities		\$50,000
	A912 Unrestricted Fund Balance		\$42,100
<p>NOTE: A912 Unrestricted Fund Balance is used for budgeting and accounting only, not for reporting purposes. It will be allocated to A913 Committed, A915 Assigned or A917 Unassigned Fund Balances for reporting purposes, as appropriate. Districts may use A913, A915 or A917 directly for budgeting and accounting purposes instead of A912.</p>			

1b
(City school districts only)

To record the opening entry of the General Fund as shown by records at the close of the preceding fiscal year:

		Debit	Credit
A200	Cash	\$103,600	
A220	Cash from Obligations	\$3,000	
A230	Cash, Special Reserves	\$12,000	
A231	Cash in Time Deposits, Special Reserves	\$38,000	
A260	Taxes Receivable, Overdue	\$18,000	
	A342 Allowance for Uncollectible Taxes		\$3,000
A380	Accounts Receivable	\$400	
	A389 Allowance for Receivables		\$100
A391	Due from Other Funds	\$12,000	
A440	Due from Other Governments	\$1,400	
A450	Investment in Securities	\$10,000	
A452	Investment in Securities, Special Reserves	\$40,000	
	A600 Accounts Payable		\$500
	A601 Accrued Liabilities		\$500
	A622 Budget Notes Payable		\$7,000
	A632 Due to State Teachers' Retirement System		\$120,000
	A690 Overpayments		\$100
	A691 Deferred Revenues		\$100
	A694 Deferred Tax Revenues		\$15,000
	A867 Reserve for Employee Benefits and Accrued Liabilities		\$50,000
	A912 Unrestricted Fund Balance		\$42,100

NOTE: A912 Unrestricted Fund Balance is used for budgeting and accounting only, not for reporting purposes. It will be allocated to A913 Committed, A915 Assigned or A917 Unassigned Fund Balances for reporting purposes, as appropriate. Districts may use A913, A915 or A917 directly for budgeting and accounting purposes instead of A912.

BUDGET ENTRY AND SUBSEQUENT MODIFICATIONS

2a

(Journal entries 2a, 2b and 2c have been separated into multiple entries for illustration purposes, they would normally be one combined entry.)

To record the annual budget for the General Fund as adopted by the board of education and approved by the district electorate:					
			Sub Account	Debit	Credit
A510	Estimated Revenues			\$1,490,000	
	A1001	Real Property Taxes	\$689,000		
	A3101	State Aid - Basic Formula	\$701,000		
	A - - - -	Various Revenues (Details in Subsidiary Ledger)	\$100,000		
A599	Appropriated Fund Balance			\$14,000	
	A960	Various Appropriations (Details in Subsidiary Ledger)	\$1,500,000		\$1,500,000
	A962	Budgetary Provision for Other Uses			\$4,000
		Budget Note	\$4,000		

2b

To budget for an addition to a reserve fund, in this case the Reserve for Employee Benefit Accrued Liability:					
			Sub Account	Debit	Credit
A510	Estimated Revenues			\$50,000	
	A1001	Real Property Taxes - Reserve for EBAL	\$50,000		
	A962	Budgetary Provision for Other Uses			\$50,000
		Reserve for EBAL	\$50,000		

2c

To budget for appropriation of funds from a reserve fund, in this case the Reserve for Employee Benefit Accrued Liability:				
		Sub Account	Debit	Credit
A511	Appropriated Reserves - Reserve for EBAL		\$50,000	
	A960 Appropriations			\$50,000
	A9089.8 Other Employee Benefits	\$50,000		
NOTE: The appropriation could be charged to A9089.8 or charged directly to the appropriate functional areas using the .1 or .8 object of expenditure.				

3a

To record the appropriation of unanticipated revenues from grants in aid, gifts or insurance proceeds to meet additional appropriations:				
		Sub Account	Debit	Credit
A510	Estimated Revenues		\$122,000	
	A2680 Insurance Recoveries	\$20,000		
	A2705 Gifts and Donations	\$2,000		
	A3262 Computer Software Aid	\$100,000		
	A960 Appropriations			\$122,000
	A - - - - Various Appropriations	\$122,000		

3b

To record the appropriation of fund balance to increase existing or to meet additional appropriations:				
		Sub Account	Debit	Credit
A599	Appropriated Fund Balance		\$10,000	
	A960 Appropriations			\$10,000
	A - - - - Various Appropriations	\$10,000		
NOTE: See Education Law §1718 for a more complete discussion of the situations when appropriations may be increased.				

4

To record a reduction of appropriations and estimated revenues whenever the board of education determines that the revenue will not equal the budget estimates:			
		Sub Account	
A960	Appropriations		Debit \$5,000
	A1620.4	Operation of Plant	\$5,000
	A510	Estimated Revenues	Credit \$5,000
	A1310	Day School Tuition from Individuals	\$5,000

5

To record a transfer between appropriations when the board of education determines the unencumbered balance of one appropriation is unneeded:			
		Sub Account	
A960	Appropriations		Debit \$3,000
	A1621.4	Maintenance of Plant	\$3,000
	A960	Appropriations	Credit \$3,000
	A2110.4	Teaching - Regular School	\$3,000

CURRENT AND OVERDUE REAL PROPERTY TAXES

6a

(All districts except city school districts)

To record the real property taxes levied for the General Fund budget and other levies:			
		Sub Account	
A250	Taxes Receivable, Current		Debit \$960,000
	A630	Due to Other Funds	\$20,000
	A631	Due to Other Governments	\$201,000
	A980	Revenues	Credit \$739,000
	A1001	Real Property Taxes	\$600,000
	A1001	Real Property Taxes - Reserve for EBAL	\$50,000
	A1085	School Tax Relief Reimbursement	\$89,000

NOTE: Real property taxes raised for the reserve should be segregated to be transferred into the reserve when funds are received.

6b (City school districts only)

		Sub Account	Debit	Credit
A250	Taxes Receivable, Current		\$976,000	
	A631	Due to Other Governments		\$221,000
	A342	Allowance for Uncollectible Taxes		\$1,000
	A694	Deferred Tax Revenues		\$15,000
	A980	Revenues		\$739,000
		A1001	\$600,000	
		A1001	\$50,000	
		A1085	\$89,000	

NOTE: Real property taxes raised for the reserve should be segregated to be transferred into the reserve when funds are received.

7

To record collection of taxes:				
		Sub Account	Debit	Credit
A200	Cash		\$952,000	
	A250	Taxes Receivable, Current		\$951,000
	A980	Revenues		\$1,000
		A1090	\$1,000	

8a

(All districts except city school districts)

To record cancellation or reduction of erroneous taxes pursuant to court order, county treasurer rejection, or action of the board of education prior to the return of taxes by the collector in the current fiscal year:				
		Sub Account	Debit	Credit
A980	Revenues		\$1,000	
		A1001	\$1,000	
	A250	Taxes Receivable, Current		\$1,000

8b
(City school districts only)

Where a city school district has established an allowance for uncollectible taxes the entry will be:			
		Debit	Credit
A342	Allowance for Uncollectible Taxes	\$1,000	
	A250 Taxes Receivable, Current		\$1,000

9

To record transfer of current taxes to overdue status upon return to the city or county enforcement officer:			
		Sub Account	
		Debit	Credit
A260	Taxes Receivable, Overdue	\$14,280	
	20__ Levy	\$14,280	
	A250 Taxes Receivable, Current		\$14,000
	A980 Revenues		\$280
	A1090 Interest and Penalties on Real Property Taxes	\$280	

10
(All districts except city school districts)

To record payment by the county treasurer of taxes returned to the county for collection:			
		Sub Account	
		Debit	Credit
A200	Cash	\$23,420	
	A260 Taxes Receivable, Overdue		\$23,000
	A980 Revenues		\$420
	A1090 Interest and Penalties on Real Property Taxes	\$420	

11
(City school districts only)

To record receipt of taxes from enforcement officer upon collection or enforcement by the city or county (including interest added and collected by the enforcement officer):					
			Sub Account	Debit	Credit
A200	Cash			\$17,150	
	A260	Taxes Receivable, Overdue			\$16,000
		20__ Levy	\$4,000		
		20__ Levy	\$12,000		
	A980	Revenues			\$1,150
		A1090 Interest and Penalties on Real Property Taxes	\$1,150		

12
(City school districts only)

To record refund of current taxes:					
			Sub Account	Debit	Credit
A980	Revenues			\$500	
		A1001 Real Property Taxes	\$490		
		A1090 Interest and Penalties on Real Property Taxes	\$10		
	A200	Cash			\$500

NOTE: Refund may be charged to A694 Deferred Tax Revenue or A342 Allowance for Uncollectible Taxes. At the end of the year if these accounts are required to be adjusted (upward or downward) the offsetting entry would be "A980 Revenues - 1001 Real Property Taxes."

13
(City school districts only)

To record cancellation of overdue taxes:					
			Sub Account	Debit	Credit
A342	Allowance for Uncollectible Taxes			\$100	
	A260	Taxes Receivable, Overdue			\$100
		20__ Levy	\$50		
		20__ Levy	\$50		

NOTE: Cancellation may be charged to A694 Deferred Tax Revenues or A980 - 1001 if there are insufficient balances in A342. See prior journal entry for note on adjustment.

DEFERRED TAXES AND ALLOWANCES FOR UNCOLLECTIBLE TAXES

14

(City school districts only)

To record a transfer from Deferred Tax Revenues to A342 Allowance for Uncollectible Taxes for the additional amount of taxes estimated to be uncollectible:			
		Debit	Credit
A694	Deferred Tax Revenues	\$1,000	
	A342 Allowance for Uncollectible Taxes		\$1,000
NOTE: The entry for the current year's provision for uncollected taxes is shown in entry 6. If provision has not been made for an allowance or deferred revenue the charge would be to A980 Revenues -1001 Real Property Taxes.			

15

(City school districts only)

To record the amount of deferred tax revenue which becomes "available" as a revenue:			
		Sub Account	
		Debit	Credit
A694	Deferred Tax Revenues	\$17,770	
	A980 Revenues		\$17,770
	A1001 Real Property Taxes	\$17,770	

DEFERRED REVENUES – PLANNED BALANCE

16

(All districts except city school districts)

To record the portion of the opening entry of the General Fund as shown by records at the close of the preceding fiscal year for the amount raised in the prior year's tax levy to meet expenditures of the first 120 days for the current year:			
		Debit	Credit
A200	Cash	\$20,000	
	A692 Deferred Revenues - Planned Balance		\$20,000
NOTE: This entry for the use of the planned balance would be included with entry 1a.			

17

(All districts except city school districts)

To record at the beginning of the fiscal year the reclassification of revenue for the amount raised in the prior year's tax levy to meet expenditures of the first 120 days for the current year:				
		Sub Account	Debit	Credit
A692	Deferred Revenues - Planned Balance		\$20,000	
	A980 Revenues			\$20,000
	A1040 Appropriation of Planned Balance	\$20,000		

18

(All districts except city school districts)

To record the portion of the entry of the real property taxes levied in the General Fund for the amount raised in the current year's tax levy to meet expenditures of the first 120 days for the subsequent year:				
			Debit	Credit
A250	Taxes Receivable, Current		\$25,000	
	A692 Deferred Revenues - Planned Balance			\$25,000
NOTE: This entry for the raising of the planned balance would be included with entry 6a.				

REVENUES OTHER THAN REAL PROPERTY TAXES

19

To record receipt of cash revenues:				
		Sub Account	Debit	Credit
A200	Cash		\$90,000	
	A980 Revenues			\$90,000
	A - - - Various Revenues	\$90,000		

20

To record the accrual of Federal aid:				
		Sub Account	Debit	Credit
A410	Due from State and Federal		\$150,000	
	A980 Revenues			\$150,000
	A4289 Federal Aid - Other	\$150,000		

21

To record the disallowance of State or Federal Aid that results in a reduction in the amount to be received in current aid payments:				
		Sub Account	Debit	Credit
A522	Expenditures		\$25,000	
	A1989.4 Unclassified - Disallowed Aid	\$25,000		
	A410 Due from State and Federal			\$25,000

NOTE: The disallowance is recorded as an expenditure even if it occurs in a fiscal year subsequent to the year of the initial aid.

22

To record the disallowance of State or Federal Aid already received that results in the district repaying the disallowance:				
		Sub Account	Debit	Credit
A522	Expenditures		\$30,000	
	A1989.4 Unclassified - Disallowed Aid	\$30,000		
	A631 Due to Other Government			\$30,000

NOTE: The disallowance is recorded as an expenditure even if it occurs in a fiscal year subsequent to the year of the initial aid.

To record receipt of basic State aid totaling \$581,000, which includes \$545,700 in cash, and \$35,300 deducted from State aid to be used to liquidate the liability to the State Teachers' Retirement System (\$30,000 for General Fund, \$5,300 for other funds).

		Sub Account	Debit	Credit
A200	Cash		\$545,700	
	A980	Revenues		\$545,700
		A3101 Basic Formula Aid	\$520,700	
		A3102 Lottery Aid	\$20,000	
		A3260 Textbook Aid	\$5,000	
A391	Due From Other Funds		\$5,300	
		School Food Service Fund	\$300	
		Special Aid Fund	\$5,000	
A632	Due to the State Teachers' Retirement System		\$30,000	
	A980	Revenues		\$35,300
		A3101 Basic Formula Aid	\$35,300	

To record the receipt of cash from the School Food Service Fund and Special Aid Fund for their share of the retirement liability liquidated in entry 23:

		Sub Account	Debit	Credit
A200	Cash		\$5,300	
	A391	Due From Other Funds		\$5,300
		School Food Service Fund	\$300	
		Special Aid Fund	\$5,000	

ACCOUNTS RECEIVABLE

25

To record amounts receivable for continuing education tuition:				
		Sub Account	Debit	Credit
A380	Accounts Receivable		\$500	
	John Jones	\$250		
	Harry Smith	\$250		
A389	Allowance for Receivables			\$10
A980	Revenues			\$490
	A1315 Continuing Education Tuition	\$490		

26

To record amounts receivable for day school tuition provided to other districts:				
		Sub Account	Debit	Credit
A440	Due From Other Governments		\$1,700	
	Greentown School District	\$1,700		
A980	Revenues			\$1,700
	A2230 Day School Tuition - Other Districts	\$1,700		

27

To record collection of continuing education tuition:				
		Sub Account	Debit	Credit
A200	Cash		\$250	
	A380 Accounts Receivable			\$250
	Harry Smith	\$250		

28

To record collection of day school tuition from other districts:					
			Sub Account	Debit	Credit
A200	Cash			\$1,150	
	A440	Due from Other Governments			\$1,150
		Greentown School District	\$1,150		

29

To record an adjustment of accounts receivable reflecting a change in continuing education tuition costs, pursuant to action of the board of education:					
			Sub Account	Debit	Credit
A389	Allowance for Receivables			\$50	
	A380	Accounts Receivable			\$50
		John Jones	\$50		

30

To record an adjustment of accounts receivable reflecting a change in day school tuition costs, pursuant to action of the board of education:					
			Sub Account	Debit	Credit
A980	Revenues			\$50	
		A2230	Day School Tuition - Other Districts	\$50	
	A440	Due from Other Governments			\$50
		Greentown School District	\$50		

EXPENDITURES

31a

To record payment of salaries and reflect teachers' retirement expenditures. This entry will be made for each payroll period:					
			Sub Account	Debit	Credit
A522	Expenditures			\$85,000	
		A2110.13	Teacher Salaries, 7-12	\$75,400	
		A9XXX.8	Various Salary Withholdings	\$5,000	
		A9020.8	Teachers' Retirement	\$4,600	
	A200	Cash to TA Fund for Consolidated Payroll			\$80,400
	A632	Due to State Teachers' Retirement System			\$4,600

31b

At the same time a collateral entry is made in the TA fund:					
				Debit	Credit
TA200	Cash			\$80,400	
	TA10	Consolidated Payroll			\$80,400

32

To record transfers to the Capital Projects Fund as provided in the budget:					
			Sub Account	Debit	Credit
A522	Expenditures			\$105,000	
		A9950.9	Transfer to Capital Projects Fund	\$105,000	
	A200	Cash			\$105,000

33

To record other amounts expended from appropriations:					
			Sub Account	Debit	Credit
A522	Expenditures			\$500	
		A2110.4	Teaching - Regular School Contractual	\$500	
	A200	Cash			\$500

34

To record the cancellation of an erroneous check issued for a current expenditure:					
			Sub Account	Debit	Credit
A200	Cash			\$50	
	A522	Expenditure			\$50
		A2110.4	Teaching - Regular School Contractual	\$50	

35

To record a refund received for an overpayment of a current expenditure:					
			Sub Account	Debit	Credit
A200	Cash			\$25	
	A522	Expenditure			\$25
		A2110.4	Teaching - Regular School Contractual	\$25	

36

To record a refund received for an expenditure from a prior fiscal year:					
			Sub Account	Debit	Credit
A200	Cash			\$4,000	
	A980	Revenue			\$4,000
		A2701	Refund of Prior Year's Expenses - BOCES	\$4,000	

ENCUMBRANCES

NOTE: Account code 821 Reserve for Encumbrances is used for accounting during the year, but is no longer used for reporting purposes at year end. For year end reporting, outstanding encumbrances will be reported in the appropriate fund balance category (restricted, committed, assigned).

37

To record the issuance of a purchase order for business office supplies:					
			Sub Account	Debit	Credit
A521	Encumbrances			\$1,500	
		A1310.45	Business Administration Materials and Supplies	\$1,500	
A821	Reserve for Encumbrances				\$1,500

38a

To liquidate the encumbrance when the purchase order for business office supplies is filled or the encumbrance is no longer needed:					
			Sub Account	Debit	Credit
A821	Reserve for Encumbrances			\$1,500	
	A521	Encumbrances			\$1,500
		A1310.45	Business Administration Materials and Supplies	\$1,500	

38b

At the same time a collateral entry is made to record the expenditure when the purchase order for business office supplies is filled:					
			Sub Account	Debit	Credit
A522	Expenditures			\$1,400	
		A1310.45	Business Administration Materials and Supplies	\$1,400	
A600	Accounts Payable				\$1,400

NOTE: The amount of the expenditure may not be the same amount as originally encumbered from the purchase order. Always liquidate the entire encumbrance (as in Journal Entry 38a) and record the actual expenditure.

To record the closing of open encumbrances at the end of the fiscal year:

		Sub Account	Debit	Credit
A915	Assigned Unappropriated Fund Balance		\$11,000	
	A521 Encumbrances			\$11,000
	A - - - - Various	\$11,000		

NOTE: Encumbrances may be closed to restricted or committed fund balance codes if the funds that are encumbered came from a restricted or committed source.

40a

To reopen encumbrances on the first day of the fiscal year that were closed to fund balance at the end of the previous fiscal year:

		Sub Account	Debit	Credit
A521	Encumbrances		\$11,000	
	A - - - - Various	\$11,000		
	A915 Assigned Unappropriated Fund Balance			\$11,000

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

40b

At the same time a collateral entry is made to reopen appropriations for spending authority on the first day of the fiscal year:

		Sub Account	Debit	Credit
A599	Appropriated Fund Balance		\$11,000	
	A960 Appropriations			\$11,000
	A - - - - Various	\$11,000		

PETTY CASH ACCOUNTS

41

To record the establishment or increase of a Petty Cash Fund by the board of education:				
			Sub Account	
			Debit	Credit
A210	Petty Cash			\$100
		Slingerlands Principal	\$50	
		Elsmere Principal	\$50	
A200	Cash			\$100

42

To record the reimbursement of a Petty Cash Fund for audited expenditures:				
			Sub Account	
			Debit	Credit
A522	Expenditures			\$60
		A1310.4 Business Administration	\$40	
		A2110.4 Teaching - Regular School Contractual	\$20	
A200	Cash			\$60

43

To record the return of petty cash when a Petty Cash Fund is abolished or reduced by the board of education, or is returned:				
			Sub Account	
			Debit	Credit
A200	Cash			\$100
	A210	Petty Cash		\$100
		Elsmere Principal	\$50	
		Slingerlands Principal	\$50	

DUE FROM OTHER FUNDS

44

To record General Fund advances to other funds as authorized by the board of education:					
			Sub Account	Debit	Credit
A391	Due from Other Funds			\$10,000	
		Capital Fund	\$10,000		
	A200	Cash			\$10,000

45

To record the repayment of advances to other funds:					
			Sub Account	Debit	Credit
A200	Cash			\$10,000	
	A391	Due from Other Funds			\$10,000
		Capital Fund	\$10,000		

INVESTMENTS

46

To record the purchase of certificates of deposit:					
				Debit	Credit
A201	Cash in Time Deposits			\$50,000	
	A200	Cash			\$50,000

47

To record the purchase of \$49,000 in U.S. Treasury Bills including \$500 in accrued interest and commissions:					
			Sub Account	Debit	Credit
A450	Investment in Securities			\$49,500	
		U.S. Treasury Bills	\$49,500		
	A200	Cash			\$49,500

To record the sale of investments:				
		Sub Account	Debit	Credit
A200	Cash		\$49,750	
	A450	Investment in Securities		\$49,500
		U.S. Treasury Bills	\$49,500	
	A980	Revenues		\$250
		A2401 Interest and Earnings	\$250	

RESERVES

NOTE: See entries #2b and #2c for budgeting entries to fund a reserve and to appropriate a reserve in the budget. In addition, reserve revenue and expenditure entries are closed to the applicable reserve fund balance at year-end. Some school districts may choose to designate reserve accounts with the AR designation. See entries #81 and #82 for closing entries.

49a

To increase funds in the Reserve for Employee Benefit Accrued Liability using fund balance during the year or at fiscal year end:				
			Debit	Credit
A912	Unrestricted Fund Balance		\$50,000	
	A867	Reserve for Employee Benefit Accrued Liability		\$50,000

NOTE: A912 Unrestricted Fund Balance is used for budgeting and accounting only, not for reporting purposes. It will be allocated to A913 Committed, A915 Assigned or A917 Unassigned Fund Balances for reporting purposes, as appropriate. Districts may use A913, A915 or A917 directly for budgeting and accounting purposes instead of A912.

49b

At the same time a collateral entry is made to reclassify cash assets as Reserved for Employee Benefit Accrued Liability:				
			Debit	Credit
A230	Cash, Special Reserves		\$50,000	
	A200	Cash		\$50,000

50

To record the purchase of investments, including accrued interest, with reserve money:				
		Sub Account	Debit	Credit
A452	Investment in Securities, Special Reserves		\$25,050	
	U.S. Treasury Bonds	\$25,050		
A230	Cash, Special Reserves			\$25,050

NOTE: If funds were invested in certificates of deposit the above debit would be to A231 Cash in Time Deposits, Special Reserves.

51

To record interest earned on reserve investments:				
		Sub Account	Debit	Credit
A230	Cash, Special Reserves		\$750	
	A980 Revenues			\$750
	A2401 Interest and Earnings	\$750		

52

To record the sale of reserve investments:				
		Sub Account	Debit	Credit
A230	Cash, Special Reserves		\$5,050	
	A452 Investment in Securities, Special Reserves			\$5,000
	U.S. Treasury Bonds	\$5,000		
	A980 Revenues			\$50
	A2401 Interest and Earnings	\$50		

53

To record appropriation of Reserve for Employee Benefit Accrued Liability for payment of compensated absences:

		Sub Account	Debit	Credit
A511	Appropriated Reserves		\$10,500	
	A960 Appropriations			\$10,500
	A9089.8 Other Employee Benefits	\$10,500		

NOTE: The appropriation could be charged to A9089.8 or charged directly to the appropriate functional areas using the .1 or .8 object of expenditure.

54

To record authorized payments for compensated absences:

		Sub Account	Debit	Credit
A522	Expenditures		\$10,500	
	A9089.8 Other Employee Benefits	\$10,500		
	A230 Cash, Special Reserves			\$10,500

NOTE: The appropriation could be charged to A9089.8 or charged directly to the appropriate functional areas using the .1 or .8 object of expenditure.

TAX ANTICIPATION NOTES

55

To record the issuance of notes for which taxes are pledged (Local Finance Law §24.00):

			Debit	Credit
A200	Cash		\$100,000	
	A620 Tax Anticipation Notes Payable			\$100,000

56

To record the collection of pledged taxes required to be deposited in a separate bank account and held for payment of tax anticipation notes:				
			Debit	Credit
A221	Cash for Tax Anticipation Notes		\$10,000	
	A250 Taxes Receivable, Current			\$10,000

57

To record the redemption of tax anticipation notes from pledged cash:				
		Sub Account	Debit	Credit
A620	Tax Anticipation Notes Payable		\$100,000	
A522	Expenditures		\$1,250	
	A9760.7 Tax Anticipation Notes - Interest	\$1,250		
	A200 Cash			\$1,250
	A221 Cash for Tax Anticipation Notes			\$100,000

58

To record the renewal of a tax anticipation note:				
			Debit	Credit
A620	Tax Anticipation Notes Payable		\$100,000	
	A620 Tax Anticipation Notes Payable			\$100,000

REVENUE ANTICIPATION NOTES

59

To record the issuance of notes for which State aid is pledged (Local Finance Law §25.00):				
			Debit	Credit
A200	Cash		\$200,000	
	A621 Revenue Anticipation Notes Payable			\$200,000

60

To record the collection of pledged revenues required to be deposited in a separate bank account and held for payment of revenue anticipation notes:

		Sub Account	Debit	Credit
A222	Cash for Revenue Anticipation Notes		\$200,000	
	A980	Revenues		\$200,000
	A3101	Basic Formula	\$200,000	

61

To record the redemption of revenue anticipation notes from pledged cash:

		Sub Account	Debit	Credit
A621	Revenue Anticipation Notes Payable		\$200,000	
A522	Expenditures		\$2,500	
	A9770.7	Revenue Anticipation Notes - Interest	\$2,500	
	A200	Cash		\$2,500
	A222	Cash for Revenue Anticipation Notes		\$200,000

62

To record the renewal of a revenue anticipation note:

			Debit	Credit
A621	Revenue Anticipation Notes Payable		\$200,000	
	A621	Revenue Anticipation Notes Payable		\$200,000

BUDGET NOTES

63

To record the authorization of the board of education for the issuance of budget notes (Local Finance Law §29.00):					
			Sub Account	Debit	Credit
A530	Obligation Authorized			\$50,000	
	A960	Appropriations			\$50,000
	A2110.12	Teachers' Salaries K-3	\$50,000		

64

To record the issuance of a budget note:					
				Debit	Credit
A220	Cash from Obligations			\$50,000	
	A622	Budget Note Payable			\$50,000

65

To record the expenditure of proceeds of budget notes:					
			Sub Account	Debit	Credit
A522	Expenditures			\$7,000	
	A2110.12	Teachers' Salaries K-3	\$7,000		
	A220	Cash from Obligations			\$7,000

66

To record the redemption of a prior year note from unexpended balances of amounts borrowed and from other current resources:					
			Sub Account	Debit	Credit
A522	Expenditures			\$625	
		A9750.7	Budget Notes - Interest	\$625	
A622	Budget Notes Payable			\$50,000	
	A200	Cash			\$46,000
	A220	Cash from Obligations			\$4,625

NOTE: The resources required to make the principal payments on budget notes will be provided through the budgetary process by recording the required amount in account 962 Budgetary Provisions for Other Purposes (not 960 Appropriations). See entry #2a.

DEBT SERVICE

67

To pay principal and interest on serial bonds issued for bus purchases directly from the General Fund:					
			Sub Account	Debit	Credit
A522	Expenditures			\$33,650	
		A9712.6	Serial Bonds Principal - Bus Purchases	\$33,000	
		A9712.7	Serial Bonds Interest - Bus Purchases	\$650	
	A200	Cash			\$33,650

68

To record the transfer of principal and interest on serial bonds to the Debt Service Fund if debt is paid through the Debt Service Fund:					
			Sub Account	Debit	Credit
A522	Expenditures			\$33,650	
		A9901.96	Interfund Transfer	\$33,650	
	A200	Cash			\$33,650

OVERPAYMENTS AND DEFERRED REVENUES

69

To record amount received from an individual prior to the due date of day school tuition:					
			Sub Account	Debit	Credit
A200	Cash			\$100	
	A691	Deferred Revenue			\$100
		Harold Jones	\$100		

70

To transfer the deferred revenue to revenues on the due date:					
			Sub Account	Debit	Credit
A691	Deferred Revenues			\$100	
		Harold Jones	\$100		
	A980	Revenues			\$100
		A1310 Day School Tuition from Individuals	\$100		

71

To record an overpayment of day school tuition:					
			Sub Account	Debit	Credit
A200	Cash			\$50	
	A690	Overpayments			\$50
		John James	\$50		

72

To record the refund of overpayments:					
			Sub Account	Debit	Credit
A690	Overpayments			\$50	
		John James	\$50		
	A200	Cash			\$50

DUE TO OTHER FUNDS

73

(All districts except city school districts)

To record the amounts paid to other funds as provided in the tax levy (see entry #6a to show the initial recording of the liability when taxes are levied):				
		Sub Account	Debit	Credit
A630	Due to Other Funds		\$20,000	
	Library Fund	\$20,000		
A200	Cash			\$20,000

DUE TO OTHER GOVERNMENTS

74a

(All districts except city school districts)

To record the payments of amounts raised for other governments and institutions (see entry #6a to show the initial recording of the liability when taxes are levied):				
			Debit	Credit
A631	Due to Other Governments		\$201,000	
A200	Cash			\$201,000

74b

(City school districts only)

To record the payments of amounts raised for other governments and institutions (see entry #6b to show the initial recording of the liability when taxes are levied):				
			Debit	Credit
A631	Due to Other Governments		\$221,000	
A200	Cash			\$221,000

INVENTORY

**75
(Purchase Method)**

To record the purchase of supplies:				
			Sub Account	
A522	Expenditures			\$900
	A2110.45	Teaching - Regular School - Materials and Supplies	\$900	
	A200	Cash		\$900

**76
(Consumption Method)**

To record the purchase of materials and supplies for inventory:				
A445	Inventory			\$1,800
	A200	Cash		\$1,800

**77
(Consumption Method)**

To record the charge to a functional unit for materials and supplies withdrawn from inventory:				
			Sub Account	
A522	Expenditures			\$900
	A2110.45	Teaching - Regular School - Materials and Supplies	\$900	
	A445	Inventory		\$900

78
(Consumption Method)

To record the reduction of the inventory account when a physical inventory reveals that the book figure exceeds the actual stock on hand:					
			Sub Account	Debit	Credit
A522	Expenditures			\$50	
		A1989.4	Unclassified - Difference Physical and Book Inventory	\$50	
	A445	Inventory			\$50

NOTE: See entry #86 to allocate inventory to fund balance.

ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

79

To record unpaid claims and accrued expenditures at the close of the fiscal year:					
			Sub Account	Debit	Credit
A522	Expenditures			\$2,000	
		A - - - -	Various Expenditures	\$2,000	
	A600	Accounts Payable			\$1,000
	A601	Accrued Liabilities			\$1,000

80

To record payment of accounts payable and accrued liabilities:					
				Debit	Credit
A600	Accounts Payable			\$500	
A601	Accrued Liabilities			\$500	
	A200	Cash			\$1,000

CLOSING ENTRIES

NOTE: A912 Unrestricted Fund Balance is used for budgeting and accounting only, not for reporting purposes. It will be allocated to A913 Committed, A915 Assigned or A917 Unassigned Fund Balances for reporting purposes, as appropriate. Districts may use A913, A915 or A917 directly for budgeting and accounting purposes instead of A912.

81

To record the closing of the budgetary accounts at the end of the fiscal year. Since this group of accounts must always be in balance during the year, the closing entries simply reverse the existing balances:			
		Debit	Credit
A960	Appropriations	\$1,518,500	
A962	Budgetary Provision for Other Uses	\$54,000	
	A510 Estimated Revenues		\$1,535,000
	A511 Appropriated Reserves		\$10,500
	A530 Obligations Authorized		\$8,000
	A599 Appropriated Fund Balance		\$19,000

82

To record the closing of operating expenditures at the end of the fiscal year:			
		Debit	Credit
A912	Unrestricted Fund Balance	\$1,515,235	
	A522 Expenditures		\$1,515,235

83

To record the closing of operating revenues at the end of the fiscal year:			
		Debit	Credit
A980	Revenues	\$1,579,410	
	A912 Unrestricted Fund Balance		\$1,579,410

84

To record the closing of expenditures for the reserve for employee benefits accrued liability at the end of the fiscal year:				
		Sub Account	Debit	Credit
A867	Reserve for Employee Benefits and Accrued Liabilities		\$10,500	
	A522 Expenditures			\$10,500
	A9089.8 Other Employee Benefits	\$10,500		

NOTE: The appropriation could be charged to A9089.8 or charged directly to the appropriate functional areas using the .1 or .8 object of expenditure.

85

To record the closing of revenues for the reserve for employee benefits accrued liability at the end of the fiscal year:				
		Sub Account	Debit	Credit
A980	Revenues		\$50,800	
	A1001 Real Property Taxes - Reserve for EBAL	\$50,000		
	A2401 Interest and Earnings	\$800		
	A867 Reserve for Employee Benefits and Accrued Liabilities			\$50,800

NOTE: Some school districts may choose to designate reserve accounts with the AR designation.

To allocate inventory to the appropriate classification of fund balance (Consumption Method):

		Debit	Credit
A912	Unrestricted Fund Balance	\$850	
	A806 Not in Spendable Form - Inventory		\$850

To record the closing of encumbrances at the end of fiscal year refer to entry #39.

SCHOOL FOOD SERVICE FUND

NOTE: Many journal entries for School Food Service Fund transactions are similar to those shown in the General Fund. For transactions not illustrated here, refer to the General Fund Journal Entries. The entries in this section related to inventory assume the consumption method of reporting inventory. For the purchases method, see General Fund entry #75.

87

To record the opening entry of the School Food Service Fund as shown by the records at the close of the preceding fiscal year:			
		Debit	Credit
C200	Cash	\$1,950	
C410	State and Federal Aid Receivable	\$350	
C445	Inventory	\$2,000	
	C600 Accounts Payable		\$1,250
	C806 Not in Spendable Form - Inventory		\$2,000
	C899 Other Restricted Fund Balance		\$500
	C912 Unrestricted Fund Balance		\$550

NOTE: C912 Unrestricted Fund Balance is used for budgeting and accounting only, not for reporting purposes. It will be allocated to C913 Committed, C915 Assigned or C917 Unassigned Fund Balances for reporting purposes, as appropriate. Districts may use C913 or C915 directly for budgeting and accounting purposes instead of C912.

88

To reclassify opening food inventory as expenditures and Not in Spendable Form Fund Balance - Inventory to Unrestricted Fund Balance:			
		Sub Account	
		Debit	Credit
C522	Expenditures		
	C2860.41 Net Cost of Food Used	\$2,000	
	C445 Inventory		\$2,000
C806	Not in Spendable Form - Inventory	\$2,000	
	C912 Unrestricted Fund Balance		\$2,000

NOTE: For accounting and financial reporting purposes, all inventory is recorded as expenditures throughout the year. A physical inventory count is taken at fiscal year end to allocate fund balance to inventory. Inventory is still maintained throughout the year for operational purposes. See entry #96 for closing entry.

89

To record budget for School Food Service Fund:				
			Debit	Credit
C510	Estimated Revenues		\$207,500	
	C960	Appropriations		\$207,500

90

To record receipts of cash revenues:					
			Sub Account	Debit	Credit
C200	Cash			\$142,500	
	C980	Revenues			\$142,500
		C1440	Sale of Reimbursable Meals	\$141,500	
		C1445	Other Cafeteria Sales	\$1,000	

91

To record claims for State Aid:					
			Sub Account	Debit	Credit
C410	State and Federal Aid Receivable			\$50,000	
	C980	Revenues			\$50,000
		C3190	State Reimbursement	\$50,000	

92

To record downward adjustment of claims for State Aid:					
			Sub Account	Debit	Credit
C522	Expenditures			\$1,000	
		C2860.4	Other (Disallowance of Aid)	\$1,000	
	C410	State and Federal Aid Receivable			\$1,000

93

To record receipt of State Aid and charges deducted from State Aid for handling costs of surplus food:

		Sub Account	Debit	Credit
C200	Cash		\$48,800	
C522	Expenditures		\$200	
	C2860.41	Net Cost of Food Used	\$200	
	C410	State and Federal Aid Receivable		\$49,000

94

To record receipt of contributions from the General Fund:

		Sub Account	Debit	Credit
C200	Cash		\$5,000	
	C980	Revenues		\$5,000
	C5031	Interfund Transfer	\$5,000	

NOTE: If taxes are deposited directly to the School Food Service Fund, the subsidiary revenue account would be C1001 Real Property Taxes.

95

To record the receipt of surplus food from Federal government and the cost of handling, freight, etc.:

		Sub Account	Debit	Credit
C522	Expenditures		\$10,300	
	C2860.41	Net Cost of Food Used	\$10,300	
	C200	Cash		\$300
	C980	Revenues		\$10,300
	C4190	Federal Reimbursement - Surplus Foods	\$10,000	

To record the food inventory and the reallocation of fund balance as determined by actual physical inventory count at the close of the fiscal year for those using the Consumption Method:

			Sub Account	Debit	Credit
C445	Inventory			\$3,200	
	C522	Expenditures			\$3,200
		C2860.41	Net Cost of Food Used	\$3,200	
C912	Unrestricted Fund Balance			\$3,200	
	C806	Not in Spendable Form - Inventory			\$3,200

NOTE: Other closing entries would be similar to the entries in the General Fund, see entries #81-86.

SPECIAL AID FUND

The entries below illustrate the transactions for a NCLB (No Child Left Behind) Title I Basic Grant financed by Federal funds and assumes that the project extends over multiple fiscal years. The accounting treatment for projects financed by State funds or partly by Federal funds or State funds and partly by local money will be the same. When applicable, the local share will be accounted for as a General Fund interfund transfer and recorded under revenue code F5031 Interfund Transfers. All revenues should be identified with a particular project. As is the case with capital projects, each individual grant should be accounted for separately.

NOTE: Many journal entries for Special Aid Fund transactions are similar to those shown in the General Fund. For transactions not illustrated here, refer to the General Fund Journal Entries.

97

To record Project Budget:					
			Sub Account	Debit	Credit
F510	Estimated Revenues			\$500,000	
	F4126	Federal Aid - NCLB Title I Basic Grant	\$500,000		
	F960	Appropriations			\$500,000
		Curriculum Development and Supervision			
		F2010.15	Instructional Salaries	\$375,000	
		F2010.16	Noninstructional Salaries	\$25,000	
		F2010.4	Contractual	\$100,000	

98

To record a cash advance from the General Fund pending ACH advance payments of Federal Aid:					
				Debit	Credit
F200	Cash			\$100,000	
	F630	Due to Other Funds			\$100,000

99

To record expenditures:				
			Sub Account	
			Debit	Credit
F522	Expenditures		\$80,000	
		Curriculum Development and Supervision		
		F2010.15 Instructional Salaries	\$60,000	
		F2010.16 Noninstructional Salaries	\$4,000	
		F2010.4 Contractual	\$16,000	
F600	Accounts Payable			\$80,000

NOTE: The same entry will be made to record expenditures throughout the project.

100

To liquidate accounts payable:				
			Debit	Credit
F600	Accounts Payable		\$80,000	
	F200 Cash			\$80,000

101

To record the placement of encumbrances:				
			Sub Account	
			Debit	Credit
F521	Encumbrances		\$1,000	
		F2010.4 Curriculum Development and Supervision - Contractual	\$1,000	
F821	Reserve for Encumbrances			\$1,000

NOTE: Encumbrance entries would be the same as in the General Fund, see entries #37-40.

102

To record Federal funds ACH advanced payment wired to the General Fund:				
		Sub Account	Debit	Credit
F391	Due from Other Funds		\$200,000	
	F980 Revenue			\$200,000
	F4126 NCLB Title I Basic Grant	\$200,000		

103

To record payment of Federal funds from the General Fund:				
			Debit	Credit
F200	Cash		\$200,000	
	F391 Due from Other Funds			\$200,000

104

To return advance to General Fund:				
			Debit	Credit
F630	Due to Other Funds		\$100,000	
	F200 Cash			\$100,000

105

To record request for funds (FS-25):				
		Sub Account	Debit	Credit
F410	Due from State and Federal		\$100,000	
	F980 Revenue (or F691 Deferred Revenue)			\$100,000
	F4126 NCLB Title I Basic Grant	\$100,000		

NOTE: F691 Deferred Revenue is used if the district does not anticipate receiving payment within the district's revenue recognition period.

106

To record receipt of Federal funds recognized above, including a disallowance of \$5,000:					
			Sub Account	Debit	Credit
F200	Cash			\$95,000	
F522	Expenditures			\$5,000	
	F1988.4	Unclassified Expenditures - Disallowance of Aid	\$5,000		
	F410	Due from State and Federal			\$100,000

107

Closing entries would be similar to the entries in the General Fund, see entries #81-86. The following entry would occur in the next fiscal year to record the unused appropriations authorized in the previous fiscal year:					
				Debit	Credit
F510	Estimated Revenues				
		(Original 2,000,000 - Received 1,900,000)		\$100,000	
	F960	Appropriations			
		(Original 2,000,000 - Spent 1,900,000)			\$100,000

CAPITAL PROJECTS FUND

NOTE: Many journal entries for Capital Projects Fund transactions are similar to those shown in the General Fund. For transactions not illustrated here, refer to the General Fund Journal Entries.

108

(All districts except city school districts)

To record the project authorization and financing for a senior high school addition:					
			Sub Account	Debit	Credit
H510	Estimated Revenues			\$1,800,000	
		H5710	Serial Bonds	\$1,600,000	
		H5031	Interfund Transfers (General Fund)	\$200,000	
H511	Appropriated Reserves (Capital)			\$400,000	
	H960	Appropriations			\$2,200,000
		H1620.293	General Construction	\$2,200,000	

109

(All districts except city school districts)

To record the encumbering of appropriations following the awarding of contracts:					
			Sub Account	Debit	Credit
H521	Encumbrances			\$2,200,000	
		H1620.293	General Construction	\$2,200,000	
	H821	Reserve for Encumbrances			\$2,200,000

110

To record the placement of the \$400,000 capital reserve moneys in the Capital Projects Fund:					
				Debit	Credit
H230	Cash, Special Reserves			\$400,000	
	H878	Capital Reserve			\$400,000

111

To record the General Fund contribution of \$200,000 and cash advance of \$400,000 prior to issuance of obligations:					
			Sub Account	Debit	Credit
H200	Cash			\$600,000	
	H630	Due to Other Funds (General Fund)			\$400,000
	H980	Revenues			\$200,000
		H5031	Interfund Transfers	\$200,000	

112

To record payments to contractors and retained percentages withheld. Restricted funds were used first:					
			Sub Account	Debit	Credit
H522	Expenditures			\$650,000	
		H1620.293	General Construction	\$650,000	
	H200	Cash			\$225,000
	H230	Cash, Special Reserves			\$360,000
	H605	Retained Percentages, Contracts Payable			\$65,000

113

To record issuance of bond anticipation notes:					
				Debit	Credit
H200	Cash			\$1,600,000	
	H626	Bond Anticipation Notes Payable			\$1,600,000

NOTE: Subsidiary records indentifying the purpose of the bond issue must be maintained.

114

To record repayment of the General Fund loan:			
		Debit	Credit
H630	Due to Other Funds	\$400,000	
	H200 Cash		\$400,000

115

To record investment of a portion of BAN proceeds in a certificate of deposit:			
		Debit	Credit
H201	Cash in Time Deposits	\$800,000	
	H200 Cash		\$800,000

116a

To record redemption of the certificate of deposit and interest earnings:			
		Debit	Credit
H200	Cash	\$810,000	
	H201 Cash in Time Deposits		\$800,000
	H630 Due to Other Funds (Debt Service Fund)		\$10,000

116b

(All districts except city school districts)

At the same time a collateral entry will be made in the Debt Service Fund:				
		Sub Account	Debit	Credit
V391	Due from Other Funds		\$10,000	
	V980 Revenues			\$10,000
	V2401 Interest and Earnings	\$10,000		

NOTE: This interest is restricted to payment of debt service on the BANs. It will be closed at year end to account V884 Reserve for Debt.

117a

To record issuance of serial bonds for the senior high school addition. Proceeds include a premium of \$3,000 and accrued interest of \$47,000:					
			Sub Account	Debit	Credit
H200	Cash			\$1,650,000	
	H630	Due to Other Funds (Debt Service Fund)			\$50,000
	H980	Revenues			\$1,600,000
		H5710	Serial Bonds	\$1,600,000	
NOTE: In this example the premium is to be used for debt service, therefore, both the premium and the accrued interest are transferred to the Debt Service Fund.					

117b

(All districts except city school districts)

At the same time a collateral entry will be made in the Debt Service Fund to record the premium and accrued interest on bonds issued for the senior high addition:					
			Sub Account	Debit	Credit
V391	Due from Other Funds			\$50,000	
	V651	Accrued Interest Payable			\$47,000
	V980	Revenues			\$3,000
		V2710	Premium on Obligations	\$3,000	

118

(All districts except city school districts)

To close the revenue accounts of the senior high school addition at the end of the fiscal year:					
				Debit	Credit
H980	Revenues			\$1,800,000	
	H912	Unrestricted Fund Balance			\$1,800,000
NOTE: A912 Unrestricted Fund Balance is used for budgeting and accounting only, not for reporting purposes. It will be allocated to A913 Committed, A915 Assigned or A917 Unassigned Fund Balances for reporting purposes, as appropriate. Districts may use A913, A915 or A917 directly for budgeting and accounting purposes instead of A912.					

119

(All districts except city school districts)

To close the expenditure accounts of the senior high school addition at the end of the fiscal year:			
		Debit	Credit
H912	Unrestricted Fund Balance	\$250,000	
H878	Capital Reserve	\$400,000	
	H522 Expenditures - Reserve Funds		\$400,000
	H522 Expenditures - Unrestricted Funds		\$250,000

NOTE: A912 Unrestricted Fund Balance is used for budgeting and accounting only, not for reporting purposes. It will be allocated to A913 Committed, A915 Assigned or A917 Unassigned Fund Balances for reporting purposes, as appropriate. Districts may use A913, A915 or A917 directly for budgeting and accounting purposes instead of A912.

120

(All districts except city school districts)

To transfer unneeded balance of the junior high school addition to the Debt Service Fund:				
		Sub Account	Debit	Credit
H522	Expenditures		\$100,000	
		H9901.96 Transfers to Debt Service Fund	\$100,000	
	H200 Cash			\$100,000

NOTE: If the unexpended balance is required to be used for debt service, it will be transferred to the Debt Service Fund (V884); if not it will be transferred to the General Fund (A884).

121

(All districts except city school districts)

To record principal payment made by the General Fund on a BAN issued to purchase a bus:				
		Sub Account	Debit	Credit
H626	Bond Anticipation Notes Payable		\$100,000	
	H980 Revenues			\$100,000
		H5731 Bond Anticipation Notes Redeemed from Appropriations	\$100,000	

PUBLIC LIBRARY FUND

NOTE: Journal entries for Library Fund transactions are similar to those shown in the General Fund. For transactions not illustrated here, refer to the General Fund Journal Entries.

OPENING ENTRY

122

(All districts except city school districts)

To record the opening entry of the Public Library Fund as shown by records at the close of the preceding fiscal year:				
		Sub Account	Debit	Credit
L200	Cash		\$3,600	
L210	Petty Cash		\$100	
L450	Investment in Securities		\$1,000	
	L899	Other Restricted Fund Balance		\$500
	L912	Unrestricted Fund Balance		\$4,200
<p>NOTE: A912 Unrestricted Fund Balance is used for budgeting and accounting only, not for reporting purposes. It will be allocated to A915 Assigned or A917 Unassigned Fund Balances for reporting purposes, as appropriate. Districts may use A915 or A917 directly for budgeting and accounting purposes instead of A912.</p>				

BUDGET ENTRY AND SUBSEQUENT MODIFICATIONS

123

(All districts except city school districts)

To record the annual budget for the Public Library Fund as adopted by the board of library trustees:				
		Sub Account	Debit	Credit
L510	Estimated Revenues		\$29,500	
		L1001	Real Property Taxes	\$20,000
		L - - - -	Various Revenues	\$9,500
L599	Appropriated Fund Balance		\$500	
	L960	Appropriations		\$30,000
		L - - - -	Various Appropriations	\$30,000

124

(All districts except city school districts)

To record transfers between appropriations upon determination by the library trustees that balances in some accounts are needed to supplement appropriations in other accounts: (Optional objects of expenditure are illustrated.)				
			Sub Account	
L960	Appropriations			Debit \$300
		L7410.429 Other Miscellaneous Library Materials	\$200	
		L7410.416 Bookbinding	\$100	
L960	Appropriations			Credit \$300
		L7410.2 Equipment and Other Capital Outlay	\$300	

125

(All districts except city school districts)

To record the appropriation of unanticipated revenues and fund balance to increase existing or meet additional appropriations:				
			Sub Account	
L510	Estimated Revenues			Debit \$500
		L - - - - Various Revenues	\$500	
L599	Appropriated Fund Balance			Debit \$500
L960	Appropriations			Credit \$1,000
		L - - - - Various Appropriations	\$1,000	

REVENUES

126

(All districts except city school districts)

To record the amount due from the General Fund for taxes levied for public library purposes:				
			Sub Account	
L391	Due from Other Funds			Debit \$20,000
		General Fund	\$20,000	
L980	Revenues			Credit \$20,000
		L1001 Real Property Taxes	\$20,000	

127

To record the receipt of cash from the General Fund:					
			Sub Account	Debit	Credit
L200	Cash			\$20,000	
	L391	Due from Other Funds			\$20,000
		General Fund	\$20,000		

128

To record receipt of revenues during the fiscal year:					
			Sub Account	Debit	Credit
L200	Cash			\$9,800	
	L980	Revenues			\$9,800
		L2082	Library Charges	\$1,325	
		L - - - -	Various Revenues	\$8,475	

EXPENDITURES

129

To record payment of salaries:					
			Sub Account	Debit	Credit
L522	Expenditures			\$11,360	
		L7410.141	Professional	\$7,000	
		L7410.142	Non-Professional	\$4,360	
	L200	Cash			\$11,360

130

To record amounts expended from appropriations:					
			Sub Account	Debit	Credit
L522	Expenditures			\$19,800	
		L7410.2	Equipment	\$7,800	
		L7410.410	Books	\$1,750	
		L9030.8	Social Security	\$280	
		L9950.9	Transfer to Capital Funds	\$1,000	
		L - - - -	Various Expenditures	\$8,970	
	L200	Cash			\$19,800

131

To record the voiding of a check issued for a current expenditure:					
			Sub Account	Debit	Credit
L200	Cash			\$50	
	L522	Expenditures			\$50
		L7410.429	Other Miscellaneous Library Materials	\$50	

132

To record a refund received due to an overpayment of a current expenditure:					
			Sub Account	Debit	Credit
L200	Cash			\$25	
	L522	Expenditures			\$25
		L7410.454	Insurance	\$25	

ENCUMBRANCES

133a

(All districts except city school districts)

To record on the first day of the fiscal year, the encumbrances closed to fund balance on the final day of the previous fiscal year:					
			Sub Account	Debit	Credit
L521	Encumbrances			\$500	
		L7410.410	Books	\$400	
		L7410.429	Other Miscellaneous Library Materials	\$100	
	L915	Assigned Unappropriated Fund Balance			\$500

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

133b
(All districts except city school districts)

At the same time a collateral entry is made to open the appropriations to authorize spending:

		Sub Account	Debit	Credit
L599	Appropriated Fund Balance		\$500	
	L960 Appropriations			\$500
	L7410.410 Books	\$400		
	L7410.429 Other Miscellaneous Library Materials	\$100		

DEBT SERVICE FUND

NOTE: Many journal entries for Debt Service Fund transactions are similar to those shown in the General Fund. For transactions not illustrated here, refer to the General Fund Journal Entries.

134

To record the annual budget on the first day of the fiscal year:					
			Sub Account	Debit	Credit
V510	Estimated Revenues			\$117,200	
	V1001	Real Property Taxes	\$67,200		
	V5031	Interfund Transfers	\$50,000		
	V960	Appropriations			\$117,200
	V1380.4	Fiscal Agent Fees	\$950		
	V9732.6	Serial Bonds - Bus Purchases - Principal	\$30,000		
	V9732.7	Serial Bonds - Bus Purchases - Interest	\$6,000		
	V9742.6	Capital Notes - Bus Purchases - Principal	\$75,000		
	V9742.7	Capital Notes - Bus Purchases - Interest	\$5,250		

135

To record revenue for the taxes due from the General Fund:					
			Sub Account	Debit	Credit
V391	Due from Other Funds			\$67,200	
	V980	Revenues			\$67,200
	V1001	Real Property Taxes	\$67,200		

136

To record transfers from operating funds:					
			Sub Account	Debit	Credit
V200	Cash			\$117,200	
	V391	Due from Other Funds			\$67,200
	V980	Revenues			\$50,000
	V5031	Interfund Transfers	\$50,000		

137

To record the payment of principal and interest on long-term debt:					
			Sub Account	Debit	Credit
V522	Expenditures			\$116,250	
		V9732.6	Serial Bonds - Bus Purchases - Principal	\$30,000	
		V9732.7	Serial Bonds - Bus Purchases - Interest	\$6,000	
		V9742.6	Capital Notes - Bus Purchases - Principal	\$75,000	
		V9742.7	Capital Notes - Bus Purchases - Interest	\$5,250	
	V200	Cash			\$116,250

138

To record payment of fees to paying agent:					
			Sub Account	Debit	Credit
V522	Expenditures			\$950	
		V1380.4	Fiscal Agent Fees	\$950	
	V200	Cash			\$950

139

To record payment of principal to state sinking fund and interest to bondholders:					
			Sub Account	Debit	Credit
V397	Deposits in State Sinking Fund			\$20,000	
V522	Expenditures			\$8,000	
		V9700.7	Term Bonds - Interest	\$8,000	
	V200	Cash			\$28,000

140

To record transfer of liability when payment is made to state sinking fund:				
		Sub Account	Debit	Credit
V522	Expenditures		\$20,000	
		V9700.6 Term Bonds - Principal	\$20,000	
	V623	Term Bonds Payable		\$20,000

141

To record the receipt of moneys which must be credited to a mandatory reserve:				
		Sub Account	Debit	Credit
V230	Cash, Special Reserves		\$50,000	
	V980	Revenues		\$50,000
		V3289 State Aid	\$50,000	

NOTE: Moneys required to be set aside in a mandatory reserve fund pursuant to General Municipal Law, §6-1 will be deposited directly into the Debt Service Fund.

142

To record the appropriation of a reserve:				
			Debit	Credit
V511	Appropriated Reserve		\$52,500	
	V960	Appropriations		\$52,500

143

To record the payment of principal and/or interest with reserve fund money:				
		Sub Account	Debit	Credit
V522	Expenditures		\$52,500	
		V9711.6 Serial Bonds - School Construction - Principal	\$50,000	
		V9711.7 Serial Bonds - School Construction - Interest	\$2,500	
	V230	Cash, Special Reserves		\$52,500

NOTE: A collateral entry would be made in the Non-Current Governmental Liabilities Account (W fund) to record the amount of debt liquidated.

144

To record receivable from the Capital Projects Fund of the premium and accrued interest on a bond at the time of issue.				
		Sub Account	Debit	Credit
V391	Due from Other Funds		\$50,000	
	Capital Projects Fund	\$50,000		
V651	Accrued Interest Payable			\$47,000
V980	Revenues			\$3,000
	V2710 Premium on Obligations	\$3,000		

145

To record receipt of interest earned from investment of proceeds of long-term obligations in the Capital Projects Fund.				
		Sub Account	Debit	Credit
V230	Cash, Special Reserves		\$10,000	
V980	Revenues			\$10,000
	V2401 Interest and Earnings	\$10,000		

146

To record issuance and payment of advance refunding bonds:				
		Sub Account	Debit	Credit
V522	Expenditures		\$1,000,000	
	V9991.4 Payment to Escrow Agent	\$1,000,000		
V980	Revenues			\$1,000,000
	V5791 Proceeds of Advance Refunding Bonds	\$1,000,000		

Part II - Appendix

Appendix - School District Account Codes

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School District Account Codes

General Fund: Assets

Cash	A200
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Petty Cash	A210
Cash From Obligations	A220
Cash for Tax Anticipation Notes	A221
Cash for Revenue Anticipation Notes	A222
Cash With Fiscal Agent	A223
Cash, Special Reserves	A230
Cash in Time Deposits, Special Reserves	A231
Taxes Receivable, Current	A250
Taxes Receivable, Overdue	A260
Allowance for Uncollectible Taxes	A342
Accounts Receivable	A380
Allowance for Receivables	A389
Due From Other Funds	A391
Due From State and Federal	A410
Due From Other Governments	A440
Inventory of Materials & Supplies (Optional)	A445
Investment in Securities	A450
Investment in Repurchase Agreements	A451
Investment in Securities, Special Reserves	A452
Investment in Repurchase Agreements, Special Reserves	A453
Mortgages Receivable	A455
Prepaid Expenditures	A480

School District Account Codes

General Fund: Liabilities and Deferred Revenues

Accounts Payable	A600
Accrued Liabilities	A601
Tax Anticipation Notes Payable	A620
Revenue Anticipation Notes Payable	A621
Budget Notes Payable	A622
Bond Anticipation Notes Payable	A626
Bond Interest and Matured Bonds Payable	A629
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Due To State Teachers' Retirement System	A632
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Compensated Absences	A687
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Deferred Revenues	A691
Deferred Revenues - Planned Balance	A692
Deferred Revenues, Special Taxes, Suffolk Co.	A693
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School District Account Codes

General Fund: Fund Balance

Not in Spendable Form	A806
Must Remain Intact	A807
Workers' Compensation Reserve	A814
Unemployment Insurance Reserve	A815
Reserve for Retirement Contributions	A827
Reserve for Property Loss	A861
Reserve for Liability Claims	A862
Insurance Reserve	A863
Reserve for Tax Certiorari	A864
Reserve for Employee Benefits and Accrued Liabilities	A867
Reserve for Taxes Raised Outside Tax Limit (Cities Over 125,000)	A874
Capital Reserve	A878
Reserve for Repairs	A882
Mandatory Reserve	A884
Other Restricted Fund Balance	A899
Committed Fund Balance	A913
Assigned Appropriated Fund Balance	A914
Assigned Unappropriated Fund Balance	A915
Reserve for Tax Reduction	A916
Unassigned Fund Balance	A917

School District Account Codes

General Fund: Revenues

Local Sources	
Real Property Taxes (Excludes STAR Revenue)	A1001
Appropriation of Planned Balance	A1040
Appropriation of Special Taxes (Suffolk Co)	A1041
Federal Payments in Lieu of Taxes	A1080
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School Tax Reimbursement New York City	A1099
Tax On Consumer Utility Bills	A1111
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Gross Receipts Tax	A1130
Day School Tuition - Resident Nonveteran Postgrad Tuition (from Individuals)	A1310
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School Store Sales	A1450
Other Charges - Services (from individuals)	A1489
Data Processing for Other Districts and Governments	A2228
Day School Tuition - Other Districts in NYS	A2230
Summer School Tuition - Other Districts in NYS	A2232
Services Provided for BOCES Other Than Transportation	A2235
Health Services for Other Districts	A2280
Narcotic Control Service for Other Governments	A2290
Narcotic Control Service for BOCES	A2291
Transportation for Other Districts On Contract Buses	A2304
Transportation for Other Districts On District Owned or Operated Buses	A2304
Transportation for BOCES	A2308
Youth Services, Other Governments	A2350

School District Account Codes

General Fund: Revenues (continued)

Tuition from NYS for Native American Students who Reside on Reservations	A2389
Contractual Payments from NYS for Native American Student Transportation	A2389
Transportation Revenues for Non-resident Pre-K or DFY (Section 1709(25)(h) of Education Law)	A2389
Tuition - Districts in Other States	A2395
Other Misc Revenues – Districts in Other States	A2395
Interest and Earnings	A2401
Rental of Real Property, Individuals	A2410
Rental of Real Property, Other Governments	A2412
Rental of Real Property, BOCES	A2413
Rental of Equipment (Not Buses), Individuals	A2414
Rental of Equipment (Not Buses), Other Governments	A2416
Natural Gas Leases and Royalties	A2420
Rental of Buses	A2440
Rental (Not Buses), Other (Specify)	A2440
Commissions	A2450
Wind Power Host Community Fees	A2460
Forfeiture of Deposits	A2620
Sale of Scrap and Excess Materials	A2650
Minor Sales, Other (Specify)	A2655
Sale of Real Property	A2660
Sale of Equipment	A2665
Sale of Transportation Equipment	A2666
Sale of Instructional Supplies	A2670
Insurance Recoveries -Transportation Related	A2680
Insurance Recoveries - Other	A2680
Self Insurance Recoveries	A2683
Other Compensation for Loss	A2690
Reimbursement of Medicare Part D Expenditures	A2700
Refund of Prior Years Expenses - BOCES Services Approved for Aid	A2701
Refund of Prior Years Expenses - Contracted Transportation (Including BOCES)	A2702
Refund of Prior Years Expenses - District Owned Transportation	A2702
Refund of Prior Years Expenses - Other-Not Transportation	A2703

School District Account Codes

General Fund: Revenues (continued)

Refund of Prior Years Expenses - Tuition for Spec Act District Approved Private School Disabled	A2704
Gifts and Donations	A2705
Reimbursement of MTA Payroll Tax	A2730
Other Unclassified Revenues	A2770
Refund of Transportation Contract Expense for Advertising on School Buses	A2770
Interfund Revenues	A2801
State Sources	
Loss of Public Utility Valuation	A3017
Real Property Tax Administration	A3040
Records Management	A3060
Rail Infrastructure Investment Act	A3070
Basic Formula Aid - General Aids (Excludes Excess Cost) (Section 3609a Education Law)	A3101
Basic Formula Aid - Excess Cost Aids Only (Excludes Charter Schools) (Section 3609b Education Law)	A3101
Basic Formula Aid - Excess Cost Aids for Charter Schools (Section 3609b Education Law)	A3101
VL Lottery Grant (Section 3609f Education Law)	A3102
BOCES Aid (Section 3609d Education Law)	A3103
Tuition for Students with Disabilities (Chapters 47, 66 and 721)	A3104
Transportation for Students with Disabilities in an ICF (Chapter 721)	A3104
Sound Basic Education Aid	A3106
Textbook Aid (Including Textbook/Lottery Aid)	A3260
Special Aid for Small City School Districts	A3261
Computer Software/Hardware Aid	A3262
Library A/V Loan Program Aid	A3263
Small Government Assistance	A3265
Other State Aid (Specify)	A3289
Youth Programs	A3820
Emergency Disaster Assistance (NYS Emergency Management Office)	A3960
Federal Sources	
Federally Affected Areas Operating Aid	A4107
Federally Affected Areas - Students with Disabilities	A4108
ARRA Federal Fiscal Stabilization Grant	A4285
Other Federal Aid (Specify)	A4289

School District Account Codes

General Fund: Revenues (continued)

Medicaid Assistance-School Age-School Year Programs	A4601
Emergency Disaster Assistance (FEMA)	A4960
Interfund Transfers and Proceeds of Obligations	
Interfund Transfers (Other Than Debt Service)	A5031
Interfund Transfer for Debt Service	A5050
Term Bonds	A5700
Serial Bonds	A5710
Statutory Bonds	A5720
Bond Anticipation Notes	A5730
Capital Notes	A5740
Other Debt (Specify)	A5789

General Fund: Expenditures

General Support	
Board of Education	A1010.XX
District Clerk	A1040.XX
District Meeting	A1060.XX
Chief School Administrator	A1240.XX
Business Administration	A1310.XX
Auditing	A1320.XX
Treasurer	A1325.XX
Tax Collector	A1330.XX
Purchasing	A1345.XX
Fiscal Agent Fee	A1380.4
Legal	A1420.XX
Personnel	A1430.XX
Records Management Officer	A1460.XX
Public Information and Services	A1480.XX
Operation of Plant	A1620.XX
Maintenance of Plant	A1621.XX
Central Storeroom	A1660.XX
Central Printing and Mailing	A1670.XX
Central Data Processing	A1680.XX
Special Items	A1710.XX
Excess Insurance	A1722.4X
Unallocated Insurance	A1910.4
School Association Dues	A1920.4

School District Account Codes

General Fund: Expenditures (continued)

Judgment and Claims	A1930.4
Property Loss	A1931.4
Purchase of Land/Right of Way	A1940.4
Assessments on School Property	A1950.4
Refund on Real Property Taxes	A1964.4
Payments of MTA Payroll Tax	A1980.4
BOCES Administrative Costs	A1981.49
BOCES Capital Expenses	A1983.49
Unclassified	A1989.4
Instruction	
Curriculum Development and Supervision	A2010.XX
Supervision - Regular School	A2020.XX
Supervision - Special School	A2040.XX
Research, Planning, and Evaluation	A2060.XX
Inservice Training - Instruction	A2070.XX
Teaching - Regular School	A2110.XX
Program for Students with Disabilities School Age - School Year	A2250.XX
Occupational Education (Grades 9-12)	A2280.XX
Teaching - Special Schools	A2330.XX
School Library and Audiovisual	A2610.XX
Educational Television	A2620.XX
Computer Assisted Instruction	A2630.XX
Attendance Regular School	A2805.XX
Guidance Regular School	A2810.XX
Health Services Regular School	A2815.XX
Psychological Services Regular School	A2820.XX
Social Work Services Regular School	A2825.XX
Pupil Personnel Services Special Schools	A2830.XX
Co-Curricular Activities Regular School	A2850.XX
Interscholastic Athletics Regular School	A2855.XX
School Store	A2870.XX
Transportation	
District Transportation Services	A5510.XX
Garage Building	A5530.XX
Contract Transportation	A5540.4

School District Account Codes

General Fund: Expenditures (continued)

Public Transportation	A5550.4
Transportation from BOCES	A5581.49
Community Service	
Recreation	A7140.XX
Youth Program	A7310.XX
Civic Activities	A8060.XX
Census	A8070.XX
Employee Benefits	
State Retirement	A9010.8
Teachers' Retirement	A9020.8
Social Security	A9030.8
Workers' Compensation	A9040.8
Life Insurance	A9045.8
Unemployment Insurance	A9050.8
Disability Insurance	A9055.8
Hospital, Medical and Dental Insurance	A9060.8
Union Welfare Benefits	A9070.8
Other, (Specify)	A9089.8
Debt Service	
Term Bonds Principal - Public Library	AL9700.6
Term Bonds Principal- School Construction	A9701.6
Term Bonds Principal - Bus Purchases	A9702.6
Term Bonds Principal- BOCES Construction	A9703.6
Term Bonds Principal - Other (Specify)	A9700.6
Serial Bonds Principal- Public Library	AL9710.6
Serial Bonds Principal- School Construction	A9711.6
Serial Bonds Principal- Bus Purchases	A9712.6
Serial Bonds Principal- BOCES Construction	A9713.6
Serial Bonds Principal- Real Property Tax Refund	A9714.6
Serial Bonds Principal- Other (Specify)	A9710.6
Statutory Bonds Principal - Public Library	AL9720.6
Statutory Bonds Principal - School Construction	A9721.6
Statutory Bonds Principal - Bus Purchases	A9722.6
Statutory Bonds Principal- BOCES Construction	A9723.6
Statutory Bonds Principal- Real Property Tax Refund	A9724.6
Statutory Bonds Principal - Other (Specify)	A9720.6
Bond Anticipation Notes Principal - Public Library	AL9730.6

School District Account Codes

General Fund: Expenditures (continued)

Bond Anticipation Notes Principal- School Construction	A9731.6
Bond Anticipation Notes Principal - Bus Purchases	A9732.6
Bond Anticipation Notes Principal - BOCES Construction	A9733.6
Bond Anticipation Notes Principal - Other (Specify)	A9730.6
Capital Notes Principal- Public Library	AL9740.6
Capital Notes Principal- School Construction	A9741.6
Capital Notes Principal- Bus Purchases	A9742.6
Capital Notes Principal- BOCES Construction	A9743.6
Capital Notes Principal - Real Property Tax Refund	A9744.6
Capital Notes Principal-Other (Specify)	A9740.6
Installment Purchase Debt Principal - Bus Purchases	A9787.6
Installment Purchase Debt Principal- State Aided Computer Hardware	A9785.6
Installment Purchase Debt Principal- Other (Specify)	A9785.6
Other Debt Principal (Specify)	A9789.6
Term Bonds Interest- Public Library	AL9700.7
Term Bonds Interest- School Construction	A9701.7
Term Bonds Interest - Bus Purchases	A9702.7
Term Bonds Interest- BOCES Construction	A9703.7
Term Bonds Interest- Other (Specify)	A9700.7
Serial Bonds Interest- Public Library	AL9710.7
Serial Bonds Interest- School Construction	A9711.7
Serial Bonds Interest- Bus Purchases	A9712.7
Serial Bonds Interest- BOCES Construction	A9713.7
Serial Bonds Interest - Real Property Tax Refund	A9714.7
Serial Bonds Interest - Other (Specify)	A9710.7
Statutory Bonds Interest - Public Library	AL9720.7
Statutory Bonds Interest - School Construction	A9721.7
Statutory Bonds Interest- Bus Purchases	A9722.7
Statutory Bonds Interest- BOCES Construction	A9723.7
Statutory Bonds Interest- Real Property Tax Refund	A9724.7
Statutory Bonds Interest - Other (Specify)	A9720.7
Bond Anticipation Notes Interest - Public Library	AL9730.7
Bond Anticipation Notes Interest - School Construction	A9731.7
Bond Anticipation Notes Interest - Bus Purchases	A9732.7
Bond Anticipation Notes Interest- BOCES Construction	A9733.7

School District Account Codes

General Fund: Expenditures (continued)

Bond Anticipation Notes Interest- Real Prop Tax Refund	A9734.7
Bond Anticipation Notes Interest- Other (Specify)	A9730.7
Capital Notes Interest- Public Library	AL9740.7
Capital Notes Interest- School Construction	A9741.7
Capital Notes Interest - Bus Purchases	A9742.7
Capital Notes Interest- BOCES Construction	A9743.7
Capital Notes Interest - Real Property Tax Refund	A9744.7
Capital Notes Interest - Other (Specify)	A9740.7
Budget Notes Interest	A9750.7
Tax Anticipation Notes Interest	A9760.7
Revenue Anticipation Notes Interest	A9770.7
Installment Purchase Debt Interest- Bus Purchases	A9787.7
Installment Purchase Debt Interest- State Aided Computer Hardware	A9785.7
Installment Purchase Debt Interest- Other (Specify)	A9785.7
Other Debt Interest (Specify)	A9789.7
Interfund Transfer	
Transfer To School Food Service Fund	A9901.93
Transfer To Special Aid Fund	A9901.95
Transfer To Debt Service Fund	A9901.96
Transfer To Capital Funds	A9950.9

School District Account Codes

Special Aid Fund: Assets

Cash	F200
Cash in Time Deposits	F201
Accounts Receivable	F380
Due From Other Funds	F391
Due From State and Federal	F410
Prepaid Expenditures	F480
Other Assets (Specify)	F489

Special Aid Fund: Liabilities

Accounts Payable	F600
Accrued Liabilities	F601
Due To Other Funds	F630
Due To Other Governments	F631
Due To State Teachers' Retirement System	F632
Due To Employees' Retirement System	F637
Compensated Absences	F687
Other Liabilities (Specify)	F689

Special Aid Fund: Fund Balance

Other Restricted Fund Balance	F899
Assigned Appropriated Fund Balance	F914
Assigned Unappropriated Fund Balance	F915
Unassigned Fund Balance	F917

Special Aid Fund: Revenues

Reimbursement of Medicare Part D Expenditures	F2700
DOH-Chapter 428-Early Intervention Program	F2770
Section 4410 - 12 Month Preschool Programs	F2770
Other Local Revenues	F2770
Interfund Revenues	F2801
Employment Preparation Education Aid	F3281
Section 4408 - School Age July/August Program	F3289
Other State Aid	F3289
NCLB Title I Migrant Education	F4110
NCLB Title I Basic Grant	F4126
NCLB Title V Innovative Program Strategies	F4128

School District Account Codes

Special Aid Fund: Revenues (continued)

NCLB Title IV Safe & Drug Free Schools	F4129
Individuals W/ Disabilities Education Act (IDEA)	F4256
Vocational Education	F4277
Federal Fiscal Stabilization Grant - Teacher Centers and Mentor Intern Program	F4285
Federal Education Jobs Fund	F4287
Other Federal Aid (Specify)	F4289
Medicaid Assistance	F4601
Workforce Investment Act	F4791
Interfund Transfers - Special Education (Section 4408 only)	F5031
Interfund Transfers	F5031

Special Aid Fund: Expenditures

Operation of Plant	F1620.XX
Maintenance of Plant	F1621.XX
Indirect Cost (Undistributed)	F1988.4
Unclassified Expenditures (Specify)	F1988.4
Curriculum Development and Supervision	F2010.XX
Supervision - Regular School	F2020.XX
Supervision - Special School	F2040.XX
Research, Planning, and Evaluation	F2060.XX
Inservice Training - Instruction	F2070.XX
Teaching - Regular School	F2110.XX
Program for Students with Disabilities School Age - School Year	F2250.XX
Program for Students with Disabilities - DOH - Chapter 428 - Early Intervention Program	F2251.XX
Program for Students with Disabilities - Preschool - 12 Month (Section 4410 Education Law)	F2252.XX
Program for Students with Disabilities School Age - July/August (Section 4408 Education Law)	F2253.XX
Teaching - Special Schools	F2330.XX
Employment Preparation Education	F2340.XX
Pre-Kindergarten Program (Do Not Include Students with Disabilities)	F2510.XX
School Library and Audiovisual	F2610.XX
Educational Television	F2620.XX
Computer Assisted Instruction	F2630.XX

School District Account Codes

Special Aid Fund: Expenditures (continued)

Attendance Regular School	F2805.XX
Guidance Regular School	F2810.XX
Health Services Regular School	F2815.XX
Psychological Services Regular School	F2820.XX
Social Work Services Regular School	F2825.XX
Pupil Personnel Services Special Schools	F2830.XX
District Transportation Services	F5510.XX
Summer Transportation Services Students with Disabilities	F5511.XX
Contract Transportation	F5540.4
Public Transportation	F5540.4
Summer Contract Transportation	F5541.4
Summer Public Transportation	F5541.4
Transportation Services from BOCES	F5581.49
Summer Transportation Services from BOCES	F5582.49
Workforce Investment Act	F6293.XX
Work Training	F6320.XX
Work Study	F6322.XX
Civic Activities	F8060.XX
Transfers to Other Funds	F9901.9

School District Account Codes

School Food Service Fund: Assets

Cash	C200
Cash in Time Deposits	C201
Petty Cash	C210
Accounts Receivable	C380
Due From Other Funds	C391
Due From State and Federal	C410
Inventory of Materials & Supplies	C445
Surplus Food Inventory	C446
Purchased Food Inventory	C446
Other (Specify)	C489

School Food Service Fund: Liabilities

Accounts Payable	C600
Accrued Liabilities	C601
Due To Other Funds	C630
Due To Other Governments	C631
Due To Employees' Retirement System	C637
Compensated Absences	C687
Other (Specify)	C689

School Food Service Fund: Fund Balance

Not in Spendable Form	C806
Other Restricted Fund Balance	C899
Assigned Appropriated Fund Balance	C914
Assigned Unappropriated Fund Balance	C915
Unassigned Fund Balance	C917

School Food Service Fund: Revenues

Sale of Reimbursable Meals (Total)	C1440
Other Cafeteria Sales	C1445
Interest and Earnings	C2401
Sale of Equipment	C2665
Compensation for Loss	C2690
Reimbursement of Medicare Part D Expenditures	C2700
Refunds of Prior Years Expenditures	C2701

School District Account Codes

School Food Service Fund: Revenues (continued)

Gifts and Donations	C2705
Misc. Revenues from Local Sources (Specify)	C2770
State Reimbursement	C3190
Federal Reimbursement (Excl Surplus Food)	C4190
Federal Reimbursement - Surplus Food Only	C4190
Summer Food Service Program for Children	C4192
Transfer From General Fund	C5031

School Food Service Fund: Expenditures

School Food Service	C2860.XX
State Retirement	C9010.8
Teachers' Retirement	C9020.8
Social Security	C9030.8
Workers' Compensation	C9040.8
Life Insurance	C9045.8
Unemployment Insurance	C9050.8
Disability Insurance	C9055.8
Hospital, Medical and Dental Insurance	C9060.8
Interfund Transfers	C9901.9

School District Account Codes

Public Library Fund: Assets

Cash	L200
Cash in Time Deposits	L201
Petty Cash	L210
Accounts Receivable	L380
Due From Other Funds	L391
Investment in Securities	L450
Other (Specify)	L489

Public Library Fund: Liabilities

Accounts Payable	L600
Accrued Liabilities	L601
Due To Employees' Retirement System	L637
Compensated Absences	L687
Other (Specify)	L689

Public Library Fund: Fund Balance

Other Restricted Fund Balance	L899
Assigned Appropriated Fund Balance	L914
Assigned Unappropriated Fund Balance	L915
Unassigned Fund Balance	L917

School District Account Codes

Public Library Fund: Revenues

Real Property Taxes	L1001
Library Services for Free Assoc. Libraries	L2080
Library Charges	L2082
Library Services, Other Governments	L2360
Interest and Earnings	L2401
Rental of Real Property	L2410
Rental of Real Property, Other Governments	L2412
Commissions	L2450
Sales of Scrap and Excess Materials	L2650
Sales of Equipment	L2665
Sales of Instructional Supplies	L2670
Insurance Recoveries	L2680
Other Compensation for Loss	L2690
Reimbursement for Medicare Part D Expenditures	L2700
Refunds of Prior Years Expenditures	L2701
Gifts and Donations	L2705
Library System Grant	L2760
Unclassified Revenues (Specify)	L2770
State Aid for Libraries	L3840
Federal Aid for Libraries	L4840
Interfund Transfers	L5031

Public Library Fund: Expenditures

Public Library	L7410.XX
State Retirement	L9010.8
Social Security	L9030.8
Workers' Compensation	L9040.8
Life Insurance	L9045.8
Hospital, Medical and Dental Insurance	L9060.8
Other (Specify)	L9089.8
Transfers To Other Funds	L9901.9
Transfer To Capital Projects Funds	L9950.9

School District Account Codes

Debt Service Fund: Assets

Cash	V200
Cash in Time Deposits	V201
Cash With Fiscal Agent	V223
Cash, Special Reserves	V230
Cash in Time Deposits, Special Reserves	V231
Accounts Receivable	V380
Due From Other Funds	V391
Deposits in State Sinking Fund	V397
Investment in Securities	V450
Investment in Repurchase Agreements	V451
Investment in Securities, Special Reserve Funds	V452
Investment in Repurchase Agreements, Special Reserve Funds	V453
Other (Specify)	V489

Debt Service Fund: Liabilities

Term Bonds Payable	V623
Bond Interest and Matured Bonds Payable	V629
Due To Other Funds	V630
Accrued Interest Payable	V651
Other (Specify)	V689

Debt Service Fund: Fund Balance

Reserve for Debt	V884
Assigned Appropriated Fund Balance	V914
Assigned Unappropriated Fund Balance	V915
Unassigned Fund Balance	V917

Debt Service Fund: Revenues

Interest and Earnings	V2401
Sale of Real Property	V2660
Premium on Obligations	V2710
Interfund Transfer From General Fund (A9901.96)	V5031
Interfund Transfers, Other (Specify)	V5032
Proceeds of Advanced Refunding Bonds	V5791

School District Account Codes

Debt Service Fund: Expenditures

Fiscal Agent Fees	V1380.4
Debt Service: Principal	
Term Bonds - Public Library	VL9700.6
Term Bonds - School Construction	V9701.6
Term Bonds - Bus Purchases	V9702.6
Term Bonds - BOCES Construction	V9703.6
Term Bonds - Other (Specify)	V9700.6
Serial Bonds - Public Library	VL9710.6
Serial Bonds - School Construction	V9711.6
Serial Bonds - Bus Purchases	V9712.6
Serial Bonds - BOCES Construction	V9713.6
Serial Bonds - Refund of Real Property Taxes	V9714.6
Serial Bonds - Other (Specify)	V9710.6
Statutory Bonds - Public Library	VL9720.6
Statutory Bonds - School Construction	V9721.6
Statutory Bonds - Bus Purchases	V9722.6
Statutory Bonds - BOCES Construction	V9723.6
Statutory Bonds - Refund of Real Property Taxes	V9724.6
Statutory Bonds - Other (Specify)	V9720.6
Bond Anticipation Notes - Public Library	VL9730.6
Bond Anticipation Notes - School Construction	V9731.6
Bond Anticipation Notes - Bus Purchases	V9732.6
Bond Anticipation Notes - BOCES Construction	V9733.6
Bond Anticipation Notes - Other (Specify)	V9730.6
Capital Notes - Public Library	VL9740.6
Capital Notes - School Construction	V9741.6
Capital Notes - Bus Purchases	V9742.6
Capital Notes - BOCES Construction	V9743.6
Capital Notes - Refund of Real Property Taxes	V9744.6
Capital Notes - Other (Specify)	V9740.6
Installment Purchase Debt - Bus Purchases	V9787.6
Installment Purchase Debt - State Aided Computer Hardware	V9785.6
Installment Purchase Debt - Other (Specify)	V9785.6
Other Debt (Specify)	V9789.6
Total Principal	V9798.6

School District Account Codes

Debt Service Fund: Expenditures (continued)

Debt Service: Interest	
Term Bonds - Public Library	VL9700.7
Term Bonds - School Construction	V9701.7
Term Bonds - Bus Purchases	V9702.7
Term Bonds - BOCES Construction	V9703.7
Term Bonds - Other (Specify)	V9700.7
Serial Bonds - Public Library	VL9710.7
Serial Bonds - School Construction	V9711.7
Serial Bonds - Bus Purchases	V9712.7
Serial Bonds - BOCES Construction	V9713.7
Serial Bonds - Real Property Taxes	V9714.7
Serial Bonds - Other (Specify)	V9710.7
Statutory Bonds - Public Library	VL9720.7
Statutory Bonds - School Construction	V9721.7
Statutory Bonds - Bus Purchases	V9722.7
Statutory Bonds - BOCES Construction	V9723.7
Statutory Bonds - Refund of Real Property Taxes	V9724.7
Statutory Bonds - Other (Specify)	V9720.7
Bond Anticipation Notes - Public Library	VL9730.7
Bond Anticipation Notes - School Construction	V9731.7
Bond Anticipation Notes - Bus Purchases	V9732.7
Bond Anticipation Notes - BOCES Construction	V9733.7
Bond Anticipation Notes - Real Property Tax Refund	V9734.7
Bond Anticipation Notes - Other (Specify)	V9730.7
Capital Notes - Public Library	VL9740.7
Capital Notes - School Construction	V9741.7
Capital Notes - Bus Purchases	V9742.7
Capital Notes - BOCES Construction	V9743.7
Capital Notes - Refund of Real Property Tax	V9744.7
Capital Notes - Other (Specify)	V9740.7
Installment Purchase Debt - Bus Purchases	V9787.7
Installment Purchase Debt - State Aided Computer Hardware	V9785.7
Installment Purchase Debt - Other (Specify)	V9785.7
Other Debt (Specify)	V9789.7
Total Interest	V9798.7
Interfund Transfers	V9901.9
Payment to Escrow Agent (Advanced Refunding Bonds)	V9991.4

School District Account Codes

Capital Projects Fund: Assets

Cash	H200
Cash in Time Deposits	H201
Cash for Revenue Anticipation Notes	H222
Cash Special Reserves	H230
Accounts Receivable	H380
Due From Other Funds	H391
Due From State and Federal	H410
Due From Other Governments	H440
Investment in Securities	H450
Investment in Securities, Special Reserve	H452
Other (Specify)	H489

Capital Projects Fund: Liabilities

Accounts Payable	H600
Accrued Liabilities	H601
Retained Percentages, Contracts Payable	H605
Revenue Anticipation Notes Payable	H621
Bond Anticipation Notes Payable	H626
Due To Other Funds	H630
Other (Specify)	H689

Capital Projects Fund: Fund Balance

Capital Reserve Balance	H878
Other Restricted Fund Balance	H899
Assigned Unappropriated Fund Balance	H915
Unassigned Fund Balance	H917

School District Account Codes

Capital Projects Fund: Revenues

Interest and Earnings	H2401
Insurance Recoveries	H2680
Gifts and Donations	H2705
Other Miscellaneous (Specify)	H2770
State Sources, EXCEL Aid	H3297
State Sources, Other (Specify)	H3297
Federal Sources, (Specify)	H4297
Interfund Transfer from General Fund	H5031
Interfund Transfers, Other (Specify)	H5031
Term Bonds	H5700
Serial Bonds	H5710
Statutory Installment Bond	H5720
Bond Anticipation Notes	H5730
Bond Anticipation Notes Redeemed from Appropriations	H5731
Capital Notes	H5740
Installment Purchase Debt	H5785
Other Debt	H5789

Capital Projects Fund: Expenditures

Buildings	H1620.292
General Construction (Incl HVAC, Plumbing, Electric, Site Imp, & Utility & Service)	H1620.293
Maintenance of Plant	H1621.200
Land	H1940.291
Regular School Furniture, Equipment, Textbooks	H2110.200
Superintendent of Construction or Clerk of Works	H2110.201
Contractual and Other (Incl Architecture, Legal, Engineering, and Insurance)	H2110.240
Buses	H5510.210
Transfers to General Fund	H9901.9
Transfers to Debt Service Fund	H9901.96

School District Account Codes

Agency Fund: Assets

Cash	TA200
Cash in Time Deposits	TA201
Accounts Receivable	TA380
Due from Other Funds	TA391
Investment in Securities	TA450
Investment in Repurchase Agreements	TA451
Securities and Mortgages	TA455
Accrued Interest On Securities Acquired	TA456
Personal Property	TA457
Real Property	TA458
Cash and Securities with Deferred Compensation Plan Provider	TA460
Other (Specify)	TA489

Agency Fund: Liabilities

Consolidated Payroll	TA10
Deferred Compensation	TA17
State Retirement	TA18
Disability Insurance	TA19
Group Insurance	TA20
New York State Income Tax	TA21
Federal Income Tax	TA22
Income Executions	TA23
Association and Union Dues	TA24
U.S. Savings Bonds	TA25
Social Security Tax	TA26
Teachers' Retirement Loan	TA27
New York City Income Tax	TA28
Employee Annuities	TA29
Guaranty and Bid Deposits	TA30
Court Order Deposits	TA36
Student Deposits	TA38
Former District Monies	TA70
Due To Other Funds	TA630
Other Liabilities (Specify)	TA85

School District Account Codes

Permanent Fund: Assets

Cash	PN200
Cash in Time Deposits	PN201
Cash, Special Reserves	PN230
Cash in Time Deposits, Special Reserves	PN231
Investment in Securities	PN450
Investment in Repurchase Agreements	PN451
Investment in Securities, Special Reserves	PN452
Investment in Repurchase Agreements, Special Reserves	PN453
Other (Specify)	PN489

Permanent Fund: Liabilities

Accounts Payable	PN600
Other Liabilities	PN688

Permanent Fund: Fund Balance

Must Remain Intact	PN807
Other Restricted Fund Balance	PN899
Assigned Appropriated Fund Balance	PN914
Assigned Unappropriated Fund Balance	PN915
Unassigned Fund Balance	PN917

Permanent Fund: Revenues

Interest and Earnings	PN2401
Gifts and Donations	PN2705
Other (Specify)	PN2770

Permanent Fund: Expenditures

Personal Services	PN2989.1
Contractual and Other	PN2989.4

School District Account Codes

Miscellaneous Special Revenue Fund: Assets

Cash	CM200
Cash in Time Deposits	CM201
Cash, Special Reserves	CM230
Cash in Time Deposits, Special Reserves	CM231
Investment in Securities	CM450
Investment in Repurchase Agreements	CM451
Investment in Securities, Special Reserves	CM452
Investment in Repurchase Agreements, Special Reserves	CM453
Other (Specify)	CM489

Miscellaneous Special Revenue Fund: Liabilities

Accounts Payable	CM600
Other Liabilities	CM688

Miscellaneous Special Revenue Fund: Fund Balance

Other Restricted Fund Balance	CM899
Committed Fund Balance	CM913
Assigned Appropriated Fund Balance	CM914
Assigned Unappropriated Fund Balance	CM915
Unassigned Fund Balance	CM917

Miscellaneous Special Revenue Fund: Revenues

Interest and Earnings	CM2401
Gifts and Donations	CM2705
Other (Specify)	CM2770

Miscellaneous Special Revenue Fund: Expenditures

Personal Services	CM2989.1
Contractual and Other	CM2989.4

School District Account Codes

Private Purpose Trust Fund: Assets

Cash	TE200
Cash in Time Deposits	TE201
Cash, Special Reserves	TE230
Cash in Time Deposits, Special Reserves	TE231
Investment in Securities	TE450
Investment in Repurchase Agreements	TE451
Investment in Securities, Special Reserves	TE452
Investment in Repurchase Agreements, Special Reserves	TE453
Other (Specify)	TE489

Private Purpose Trust Fund: Liabilities

Accounts Payable	TE600
Other Liabilities	TE688

Private Purpose Trust Fund: Net Assets

Restricted for Other Purposes	TE923
Non Restricted for Other Purposes	TE924

Private Purpose Trust Fund: Revenues

Interest and Earnings	TE2401
Gifts and Donations	TE2705
Other (Specify)	TE2770

Private Purpose Trust Fund: Expenditures

Personal Services	TE2989.1
Contractual and Other	TE2989.4

School District Account Codes

Statement of Non-Current Governmental Assets

The Statement of Non-Current Governmental Assets does not constitute a fund, but is a supplementary self-balancing schedule reported on the ST-3. Assets reported should mirror those reported in the district-wide statement of net assets on the District's audited financial statements.

Land	K101
Buildings	K102
Improvements Other Than Buildings	K103
Equipment	K104
Construction Work in Progress	K105
Infrastructure	K106
Other Capital Assets	K107
Accumulated Depreciation-Buildings	K112
Accumulated Depreciation-Improvements Other Than Buildings	K113
Accumulated Depreciation-Equipment	K114
Accumulated Depreciation-Infrastructure	K116
Accumulated Depreciation-Other Capital Assets	K117
Total Non-Current Governmental Assets	K159

Statement of Non-Current Governmental Liabilities

The Statement of Non-Current Governmental Liabilities does not constitute a fund, but is a supplementary self-balancing schedule reported on the ST-3. Liabilities reported should mirror those reported in the district-wide statement of net assets on the District's audited financial statements.

Term Bonds Payable	W623
Bond Anticipation Notes Payable	W626
Capital Notes Payable	W627
Bonds Payable	W628
Due to State Teachers' Retirement System	W632
Due to Employees' Retirement System	W637
Other Post Employment Benefits (OPEB)	W683
Installment Purchase Debt	W685
Judgements and Claims Payable	W686
Compensated Absences	W687
Other Long-term Debt (Specify)	W689
Total Non-Current Governmental Liabilities	W129

USEFUL LINKS

OSC Publications – www.osc.state.ny.us/localgov/pubs/index.htm

OSC Accounting Bulletins – www.osc.state.ny.us/localgov/pubs/releases/index.htm

SED Accounting and Auditing Information – www.p12.nysed.gov/mgtserv/accounting/

Governmental Accounting Standards Board (GASB) – www.gasb.org/

OSC Contact Information – www.osc.state.ny.us/contact.htm

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