Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
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# Missouri Financial Accounting Manual

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## For Fiscal Year 2027


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# State Requirements

## State Requirements for Public School Finance

Missouri statutes are very specific in certain areas of school finance. These laws prescribe the duties of the treasurer and secretary of the board of education, establish four funds which must be used in the accounting process, and place certain limits upon the use of revenue and expenditure transactions allowed in these funds. As a result, the utilization of available money is limited and the accounting process is similarly affected.

Section 165.011, RSMo. provides that all school monies must be accounted for within a framework of four funds:

- Teachers Fund
- Incidental Fund
- Capital Projects Fund
- Debt Service Fund

The Governmental Accounting Standards Board (GASB) statement of principle on fund accounting systems states, "Governmental accounting systems should be organized and operated on a fund basis." A fund is an independent fiscal and accounting entity with its own assets, liabilities and fund balance that are segregated to account for all financial transactions of specific activities of a local education agency's (LEA's) operations in accordance with special regulations, restrictions, or limitations. A fund type or account group may include many subfunds that are restricted in use to a specific phase of the activities. When subfunds are used, the revenue, expenditure and fund balance accounts within the fund type are divided by subfund to provide the separate accountability necessary to comply with the legal requirements of the various subfunds. Effective accounting control of a subfund does not require use of separate bank accounts.

Fund accounting, under Missouri statutes and under Generally Accepted Accounting Principles (GAAP), does not require school districts to maintain separate bank accounts for each fund. However, Section 165.011, RSMo. requires the Debt Service Fund to be maintained in a separate bank account. Other funds' accounting records must be constructed to demonstrate the propriety of segregated fund transactions.

In determining the number of funds appropriate for public school operations, the purposes and legal requirements of the various activities must be considered. GAAP recommends the minimum number of funds be consistent with legal requirements. This is due to the necessity of identifying expenditures with revenues for the various activities.

Through GASB, GAAP recognizes three types of funds: Governmental, Proprietary and Fiduciary. Within the Governmental Funds are a General Fund, Special Revenue Fund, Capital Projects Fund, Debt Service Fund and Permanent Funds. To comply with GAAP, Missouri statutory funds are incorporated within this structure as follows:

**Governmental Fund Types**

- General Fund
  - Incidental Fund
- Special Revenue Fund
  - Teachers Fund
- Capital Projects Fund
- Debt Service Fund

**Proprietary Fund Types** are used to account for a government's ongoing organizations and activities that are similar to businesses found in the private sector. These funds are considered self-supporting in that the services rendered by them are generally financed through user charges or on a cost reimbursement basis.

- School Food Service (potentially)

**Fiduciary Fund Types** are used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, and/or other governmental units.

- Student Activities (potentially)
- Scholarship Funds

## Fund Descriptions:

Chapter 165.011, RSMo. outlines the revenues and expenditures that are allowed in each of the four funds.

*The General (Incidental) Fund* is used to account for all financial resources except those required to be accounted for in another fund. This fund accounts for transactions involving local taxes; Foundation Program payments such as Basic Formula, Transportation, Early Childhood Special Education, Career Ladder, Educational Screening Entitlement/PAT and Vocational/At-Risk; along with various other transactions associated with federal projects.

*The Special Revenue (Teachers) Fund* is used to account for revenue sources legally restricted to expenditures for the purpose of teachers' salaries and benefits and tuition payments to other school districts.

*The Capital Projects Fund* is used to account for all facility acquisition, construction, lease purchase principal and interest payments and other capital outlay expenditures.

Expenditures for ordinary repairs to school property will **not** be made from the Capital Projects Fund. Capital expenditures are defined as expenses paid or incurred for the acquisition or repair of assets that will remain useful for more than one year. Examples of these expenditures would be the cost of acquisition, construction, or erection of buildings, remodeling or reconstruction of buildings and the furnishing thereof, and similar property having a useful life substantially beyond the current fiscal year. Expenses in this fund shall be capitalized and Internal Revenue Service guidelines will be used to determine the appropriateness of specific expense items in the Capital Projects Fund.

Examples of expenditures ***not*** allowed to be paid from the Capital Projects Fund are the costs of mending leaks, painting, plastering, custodian salaries, maintenance supplies and employee benefits.

Revenue placed in the Capital Projects Fund may come from the following sources:

- Tax rate set in the Capital Projects Fund
- Money received from Basic Formula Classroom Trust Fund
- Bond sale proceeds
- Net insurance recoupment for a capital loss
- Money received from the sale of capital assets including real estate, school houses, other buildings, furniture and equipment
- Interfund transfers
- Money received from any other source for buildings, equipment, lease purchase obligations, or other capital purposes

*The Debt Service Fund* is used to account for the resources accumulated for and the payment of long-term debt. Amounts in the Debt Service Fund are generated from the Debt Service Fund tax levy and are used solely to retire bonded debt. While paying agent fees are always a legitimate expense of the Debt Service Fund, other expenses associated with the issuance of bonds are paid from the various funds (depending on whether the bond issue is a new issue or a refunding issue).

The following bond-related fees may be paid from either the Capital Projects Fund or the General (Incidental) Fund for a new bond issue. For a refunding general obligation bond issue, these fees may be paid from the General (Incidental) Fund (Bond proceeds may not be placed in the General (Incidental) Fund.) or from the refunding bond proceeds in the Debt Service Fund per Section 108.140, RSMo.:

- Bonding attorney costs
- Costs of bond sales
- Registration fees
- Bond printing costs
- Other costs associated with issuing the bonds

*A Fiduciary (Student Activities) Fund* is used to account for monies held by the LEA in a trustee capacity for individual student groups. The school board is responsible for all student activity funds in the district. The primary criterion for determining how these funds should be classified should be "Who determines how the money is spent?" Thus, athletic funds would generally be classified as governmental funds, while funds for clubs and class activities generally would be included in fiduciary funds. Any student activity funds classified as governmental funds should be budgeted and controlled in the same manner as other governmental funds. To generate useful and complete management information for use at the local level, the number of subfunds should be limited where possible. The number of subfunds a school district may use is not restricted to the funds specified. School districts may utilize more funds than the minimum outlined above for local accounting requirements or to comply with GAAP. State reporting will typically consolidate these other funds into the General (Incidental) Fund for year-end reporting purposes. Examples of these subfunds include the School Food Service Fund and Student Activities Fund. School administrators and other personnel assigned duties pertaining to school finance should become familiar with Chapter 165, RSMo.

The multiple-fund-type system should be operated as a centralized system even though the financial transactions are recorded in separate funds. Although the identity of the assets making up each subfund is kept separate and distinct, only one system of books is needed to account for all fund types. It is important to remember that a fund is not synonymous with a bank account.

An area of special concern in a multiple-fund system is the interfund transactions that necessarily result in such a system. Five important principles should be observed in relation to interfund transactions:

- Interfund transactions should be limited.
- Interfund payables and receivables should not be built up when there is no intent or ability to settle such interfund obligations.
- Interfund transactions between two or more funds must be recorded by a balanced entry to each fund. Since each subfund is a separate set of balanced accounts, a debit to an account of one subfund cannot be balanced by a credit to an account of another subfund. In cases where two funds owe each other money, the receivable and payable within each fund should not be offset without more entries to both subfunds to remove the full amount of the payables and receivables from the statements.
- Interfund receivables and payables should not be viewed in the same manner as a receivable due from or to a source external to the LEA. The collection of the receivable from or payment of the payable to another subfund will not improve the overall cash position of the LEA.
- Interfund transactions are limited to those set forth in Section 165.011, RSMo. and the Missouri Department of Elementary and Secondary Education administrative policy. These are the allowed transfers:

    - Teachers Fund
    - Debt Service Balance
    - Transportation Calculated Cost

- Area Vocational-Technical Schools
- Grant Match
- DNR Energy Conservation Loan
- Food Services
- Student Activities
- $162,326 or 7% x SAT x WADA
- Capital Projects Fund Interest
- Unspent Bond Proceeds
- Capital Projects Unrestricted Funds
- FY06 Designated Levy or 5% SAT x WADA
- Lease Purchase prior 01/01/1997
- Guaranteed Energy Performance Savings Contract
- Excess Incidental Fund Balance

## Other Requirements

Chapter 162, RSMo. pertains to school districts in general but specifically deals with

- duties of the secretary and the treasurer of a board of education,
- bonding requirements for the secretary and the treasurer,
- reporting requirements for the treasurer and the secretary,
- compensation for the treasurer and the secretary, and
- requirements for providing special educational services.

Chapter 163, RSMo. pertains to issues relating to the calculation of state aid (definitions, requirements, eligibility, categorical, hold harmless, federal lands, Division of Youth Services) as well as correction of apportionment errors, Proposition C, transportation aid and minimum teacher salary. This chapter has a significant impact upon the fiscal affairs of a school district.

Chapter 164, RSMo. also has a great impact on school finance. Legal limitations of tax levies for operation of educational programs, requirements for voting levies, duties of district personnel concerning bond elections, limitations placed upon districts concerning maximum amount of bonded indebtedness, and various requirements concerning the issuance of revenue bonds, all of which have major implications for the fiscal operations of public schools, are delineated.

## Special Projects Funds

This section does not apply to any particular fund for state reporting purposes but is included to explain how reporting can be provided on project-to-date revenues, expenditures and fund balances as required for some federal programs. This requirement occurs when the program or project does not fall entirely within a fiscal year.

Each expenditure account (as defined in Section F, Function Code Descriptions and G, Expenditure Object Code Descriptions) and each revenue account (as defined in Section E, Revenue Object Code Descriptions) has amounts indicating “current year-to-date” and “prior year’s” totals. The “current year-to-date” amounts will be added to the “prior year’s” total at year-end, in effect, making the prior year amounts cumulative. The sum of the “prior year’s” amounts for all individual revenue accounts for a particular program or project is the project’s total revenues-to-date at year-end. Likewise, the sum of all “prior year’s” expenditure amounts is the project-to-date expenditures at year-end.

At fiscal year-end, the prior year’s amounts equal all project-to-date amounts. During the fiscal year, the project-to-date amounts can be manually computed by adding the prior year’s amounts to the current year-to-date figures.

Project-ending balances are simply the project-to-date revenues less the project-to-date expenditures. This allows recordkeeping at the local district to be consistent with federal reporting requirements. When these same “special project funds” are reported for state purposes, the fiscal year activity and balances will be reported within the General (Incidental), Special Revenue (Teachers), or Capital Projects Funds.

## Deposits of Public Funds to be Secured

Pursuant to Section 110.010, RSMo. the public funds of every school district which are deposited in any banking institution acting as a legal depositary of the funds under the statutes of Missouri shall be secured by the deposit of securities of the kind and character prescribed by Section 30.270, RSMo.

All local educational agencies (LEAs) must follow the requirements set forth in Section 110.010, RSMo, as Section 160.405, RSMo. requires them to be financially accountable and use practices consistent with the Missouri Financial Accounting Manual. Section 165.12.1 RSMo. further strengthens accountability by establishing audit requirements for all districts and LEAs. The Department of Elementary and Secondary Education’s (DESE) audit rule (5 CSR 30-4.030) sets forth more detailed audit requirements, including requiring audits to contain the schedule of selected statistics as specified annually by DESE. The schedule of selected statistics includes a requirement for auditors to test compliance with the provisions of Section 110.010, RSMo.

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# Federal Requirements

# Federal Requirements for Public School Finance

## Legal Requirements

Legal requirements concerning the various federal funds are defined within the Congressional Acts creating the funds. In addition, regulations and policies are formulated by both state and federal agencies to further guide the users of the funds.

## Regulations

Listing all of the legal requirements, regulations and policies regarding the various federal funds is outside the scope of this manual. However, to obtain information regarding the regulation of federal programs, reference should be made to

- state plans for the various programs (specific program details may be found on the Department of Elementary and Secondary Education’s (DESE) website),
- Missouri Code of State Regulations,
- regulations of the U.S. Secretary of Education,
- legislation that established the programs, and
- federal registers.

## General Requirements

Generally, the following requirements are inherent in federal programs:

- Each revenue source requires separate and identifiable accounting records.
- Federal Acts providing revenues contain a uniform provision that such revenues will not be commingled with other state and federal funds so as to lose their identity to a particular granting act.
- LEAs may not use revenue from federal sources to reduce or replace program effort.
- Federal funds generally require separate identification and reporting within the LEA’s audit report.
- Local and state revenues used for matching federal expenditures also require separate identification and accountability.

## Fund Accounting

Federal funds shall be incorporated within the fund structure identified by Generally Accepted Accounting Principles (GAAP) and by Missouri statutes. Separation from local and state transactions shall be maintained by the usage of a unique project code on all such federally related transactions. The DESE divisions administering the programs will assist LEAs in obtaining information regarding the federal programs.

## Federal Program Accounting Characteristics

With increasing amounts of federal financial support for public education, it is very important that the accounting system be designed to ensure compliance with the laws and regulations related to funding for the various purposes designated. Such an accounting system should be integral to a school district’s/charter schools’ overall accounting system rather than being maintained as “a separate set of books”.

Two critical elements in federal project accounting are the beginning and ending dates of the projects. These are important for the following reasons:

- The project period for a program may or may not coincide with the state or federal fiscal year (July 1 to June 30 or October 1 to September 30, respectively). Additionally, the project period may overlap two or more state or federal fiscal years. Also, two or more projects from the same program may be operating simultaneously.
- The funding period for some federally supported programs may include a "carryover" provision in which allocations of funds that are unused during the project period may be used for approved purposes during a subsequent period.
- The application, budget and program forms must be approved by the local board of education prior to expenditure transactions by the LEA. If a subsequent audit reveals expenditures charged against the project prior to the approval date, such expenditures will be disallowed by DESE for project reimbursement. Similarly, encumbrances may not be incurred subsequent to the ending date of the specified project.

## Project Budgets

The project budget is one means of ensuring that funds will be expended to accomplish specific objectives. Both DESE and the LEA view the budget as a control instrument and a benchmark against which actual expenditures can be compared each month or quarter.

Since the budget for a project plays such an important role, it is necessary that the LEA follow these steps:

- Applications and project budgets must be approved by DESE or, in some cases, by the U.S. Department of Education. Such budgets may be amended from time to time and submitted to these agencies for approval. In no event shall transactions covered by the proposed amendment be made until approval of the amendment is received by the LEA.
- Encumbrances or expenditures may not exceed line item amounts in the approved budget and/or amendments except where regulations permit and under no circumstances shall total encumbrances and expenditures exceed the total amount of the project budget.

## Project Expenditures

With the exception of schoolwide federal programs, the key to successful project accounting is avoiding the commingling of funds. Therefore, a source of funds code should be used on <u>all</u> transactions for a particular project. The following points must be observed in accounting for project expenditures:

- Federal project monies are always used for designated purposes, and program funds must be used only for those purposes.
- The LEA may not make expenditures from project funds until such goods or services have been received. Evidence must be on file indicating that this requirement has been met.
- Amounts may not be expended from project funds on an arbitrary basis. Requisitions, itemized invoices, or other acceptable itemized documents that show purposes and amounts must support costs. Monies may not be transferred from project funds to general operating funds simply because the funds have been budgeted.

## Project Reporting

The LEA is required to report summaries of financial transactions to DESE. These reports may be quarterly, semi-annually, or annually, in accordance with project requirements. These reports often serve to substantiate payments made on an advance basis by DESE to ensure that the project is functioning and off to a good fiscal start. The final payment to the school district/charter school is based upon DESE's receipt and approval of the LEA's final report.

The district's/charter schools' independent auditor and DESE personnel shall have access to all information relating to a federal project.

Evidentiary material supporting the journals and ledgers must be preserved at least five years or until all audit exceptions are resolved. Such evidence should include, but is not necessarily limited to

Salary Records

- employment contracts
- service records supporting years of experience
- college transcripts supporting degrees and teaching fields
- individual earnings records, master file and payroll journal presented in such a manner as to identify amounts paid from specific projects
- required certificates, permits or licenses
- schedules, itineraries or job descriptions
- time and effort records

Other Fiscal Evidence

- purchase orders and contracts
- itemized invoices, receipts and statements
- receiving reports signed by responsible district/charter school personnel
- travel claims

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# Accounting Concepts and Definitions

## General

This section provides an overview of the accounting principles and basis of accounting for this manual. Presenting a summary of this information in advance of the examination of the expenditure, revenue and general ledger accounts helps establish a system philosophy applicable to this accounting manual.

## Basis of Accounting

The "basis of accounting" refers to the point in time when revenues, expenditures or expenses (as appropriate), and the related assets and liabilities are recognized in the accounts and reported in the financial statements. School districts/charter schools in Missouri typically operate under the cash, modified cash or modified accrual basis of accounting.

## Cash Accounting

The cash basis of accounting is the most elementary form of accounting and is typically used by individuals, small businesses and school districts/charter schools. Under the cash basis, revenues are recorded when received, and expenditures are recorded when monies are paid.

The virtue of cash accounting is its simplicity. As accounting is not performed until monies are received or spent, the relationship of revenues and expenses to the accounting period in question is dependent on the actual flow of cash. This system makes no provision for noncash transactions; therefore, the accounting reports may provide inadequate information for control purposes and may limit analysis of the financial condition of the entity.

The modified cash basis of accounting is the cash basis of accounting that incorporates modifications "having substantial support." A modification having substantial support is not clearly defined. However, these modifications are frequently made to recognize certain transactions on an accrual basis and, thereby, represent transactions that would be reported by an entity following Generally Accepted Accounting Principles (GAAP). The modifications, however, should not be considered illogical (e.g., recognizing revenues on the accrual basis and expenses on the cash basis). Districts/charter schools need to work with their independent auditors to resolve any questions or issues relating to the modified cash basis of accounting.

## Accrual Accounting

Accrual accounting is a system whereby revenues are recognized when earned and expenditures are recognized in the period incurred, without regard to the time of receipt or payment of cash. This method of accounting allows a more accurate evaluation of operations during a given fiscal period. Accrual accounting may be based on one of two methods: full accrual or modified accrual.

The term "full accrual" is sometimes employed and can have one of two meanings. Either an extensive <u>number</u> of categories in both revenues and expenditures are accrued and/or this activity is <u>continuous</u> (daily) rather than periodic. Increasing the degree of complexity of financial reporting creates an associated cost in the posting, recording and balancing of more accounts. Full accrual is typically used in enterprise and agency funds, as a number of major items that are considered expenses in a full costing system (such as depreciation) need to be recognized.

Modified accrual accounting falls between the cash basis and the full accrual basis and is the most common accrual basis used by school districts/charter schools. In modified accrual accounting, most revenues and expenditures may be handled on a "cash" basis for daily processing and converted to an accrual basis by periodic adjustments. The determination of how frequently the adjustments will be made is a value judgment that depends on the significance of the items, the purposes for the accounting, the need to reflect the operations of the enterprise and the associated cost and complexity of the system.

Since the resulting reports are produced at the end of an accounting period, some adjustments can best be made as they happen (daily) and others only at the end of the accounting period.

The primary components of any accounting system are

- properly matching the revenues and expenditures of an accounting period,
- properly comparing actual revenues to budgeted revenues of an accounting period, and
- properly comparing actual expenditures to budgeted expenditures of an accounting period.

## Double-Entry Accounting System

For the proper recording, balancing and control of accounting transactions, every local education agency (LEA) **shall** employ the double-entry accounting system. Such systems **may** be on a cash basis, and nothing herein shall be construed as requiring any school district/charter school to change from a cash basis of accounting. The principle of the double-entry accounting system is that for every entry made to the debit side of a fund account or accounts, an entry or entries for a corresponding amount will be made to the credit side of an account or accounts within the same fund. The debits must always equal the credits.

## Rules of Debit and Credit for Double-Entry Accounting Systems

| **Assets** | | = | **Liabilities** | | + | **Fund Balance** | |
|---|---|---|---|---|---|---|---|
| Debit For Increase | Credit For Decrease | | Debit for Decrease | Credit for Increase | | Debit for Decrease | Credit for Increase |

| **Revenues** | | **Expenses** | |
|---|---|---|---|
| Debit for Decrease | Credit for Increase | Debit for Increase | Credit for Decrease |

## Normal Account Fund Balances

| | | |
|---|---|---|
| Assets | - | Debit |
| Liabilities | - | Credit |
| Fund Balance | - | Credit |
| Revenues | - | Credit |
| Expenses | - | Debit |

## Daily Adjustments

Daily adjustments are primarily related to cash disbursements and cash receipts. It is recommended that these adjustments be made daily for the simple reason that it is easier to maintain control of these adjustments if done continuously. No additional work is involved in performing this activity as the transactions occur. The major types of adjustments on a daily basis include investments, inventory, cash advances and encumbrances.

## Investments

A purchase of an investment requires a disbursement of cash. This disbursement does not represent an expense of the organization but an exchange of one asset (cash) for another asset (investment). Redemption of the investment principal also does not represent income to the organization but merely an exchange of assets.

## Inventory

A school district/charter school should maintain an inventory system. The purchase of inventory is an exchange of assets, and should not be expensed or charged against the budget until it is shipped from the central warehouse to the department requisitioning the item. If a district/charter school does not capitalize an inventory item, it should be expensed at the time of purchase.

## Cash Advances

Cash advances are disbursements in advance of the actual expenditure and in themselves do not represent an expenditure. The expenditure occurs when the actual spending of the cash advance takes place.

## Encumbrances (Issuance of Purchase Orders)

Encumbrances are contracts and other non-salary commitments that are evidenced by the issuance of a purchase order.

## End-of-Period Adjustments

Certain other accrual adjustments to record revenue and expenditure items into the proper accounting period are required. These adjustments are not done daily but at the end of an accounting period.

The accounting period may be monthly for items included in monthly budgeted revenue and expenditure reports and annually for all others.

## Payrolls

Payroll periods typically do not coincide with accounting periods. Therefore, at the end of the accounting period, some payroll expense will be accrued. An adjustment is required to allocate the payroll cost to the proper accounting period.

It is recommended that payrolls be accrued monthly as payroll costs amount to a substantial portion of any district's/charter schools' budget. Payrolls **may** be accrued on the basis of the daily pay rate. However, payrolls <u>shall</u> be accrued at year-end. Additionally, the district/charter school may need to accrue fringe benefits associated with the payroll.

Districts/charter schools on a cash basis may accomplish the same result by writing payroll checks for the tenth through the twelfth month on June 30. Salary amounts earned but unpaid for the current fiscal year are recorded as expenditures as of that date. Individual payroll checks would then be distributed in the appropriate month. Cash flow and compliance with other statutory expenditure requirements may force a district/charter school to look carefully at how this procedure will impact the district/charter school.

## Prepaids

Certain costs are sometimes paid in advance. Per Governmental Accounting Standards Board (GASB), expenditures for insurance and other similar services extending over more than one accounting period need not be allocated between or among accounting periods but may be accounted for as expenditures in the period of acquisition.

## Receivables

Receivables represent items (revenues) recorded in the current accounting period that has not yet been received. The anticipated amount of current and delinquent property taxes to finance the budget of a particular fiscal period and the revenue produced from these taxes should be recognized in the fiscal period for which it was levied. The revenue must be due and receivable within the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal period. If, because of unusual circumstances, the facts justify a period greater than 60 days, the district/charter school should disclose the period being used and the facts that justify it (per GASB).

## Accounts Payable

Accounts payable represent items (expenditures) charged to the current accounting period that have not been paid.

## Reserve for Encumbrances

This account is used for items properly charged to the current accounting period, but which are not paid or recognized as accounts payable as of the end of an accounting period.

## Standard Costs (Internal Operations)

There are several major areas where it is necessary and practical to attribute costs to the ultimate users (expense accounts or centers) even though the costs to the district/charter school for such goods and services have been commingled with other costs. This accounting technique (or cost proration) requires the establishment of a "price" to the user that will, in total for all users, reflect the user's share of the total expense of the supporting activity. These include the following categories:

- Inventory - The initial cost of items held in inventory will provide a measure of expense allocation upon the issuance of supplies and materials from inventory to a specific using expense center.
- Printing (In-House) - This activity combines both direct material costs and labor services that should be charged to the using expense center as its fair share for goods and services rendered.
- Data Processing Services (Internal) – Districts/charter schools that have their own electronic data processing (EDP) system will allocate costs for <u>direct</u> services to instructional activities so as to reflect these costs in the applicable programs (<u>not</u> administrative support).
- Maintenance and Repair Services - Direct and indirect maintenance costs should be charged to other programs such as keyboarding instruction for computer repair costs on instructional computers. Conversely, non-maintenance activities (such as vocational instruction) may incur costs that should be charged back to maintenance and operation for material or services performed.
- Construction and Remodeling - Costs incurred by a district/charter school that result in an addition to physical assets or a capital improvement must be charged to capital expenditures. These costs, such as those incurred by a carpenter shop to construct built-in storage units, should increase capital expenditures and reduce operating costs.

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# Financial Reporting System

## General Principles and Philosophy

Certain principles and philosophies have prevailed in the definition of the Financial Reporting System described in this manual. This section enumerates those principles and serves as a general introduction to the accounts and reports covered in the manual.

The following principles dictate the approach to the Financial Reporting System and establish the framework for the accounting and reporting system concepts.

## Reporting Standards

This principle recognizes that there is a greater need for detailed information on the local level than at the state or federal level. Therefore, the reporting standards required by the Department of Elementary and Secondary Education (DESE) will ***not*** call for the same level of detail as that necessary to manage a local school district/charter school. The inclusion of a large number of codes in this manual provides LEAs with local options befitting their unique style of business management. These options are contained within an overall mandatory framework which, when aggregated at the state level, will ensure comparability. Reporting to building principals responsible for campus budgets is possible within this system. However, a more summarized basis is preferred for the superintendent and school board, and further summarization occurs when the same data are communicated to the patrons of the school district/charter school.

## Decentralized Budgeting Capabilities

The reporting system should have the capability of providing a greater span of decision-making responsibility and authority within the district/charter school. This manual and the accounts structure make no attempt to require or mandate such decentralized decision-making, as this is a responsibility of the local district/charter school. If the district/charter school desires to involve administrators, department heads, etc., in the responsibility for expense control, system capabilities should exist to do so.

This principle also recognizes the differences in the content of decision-making information at the local level and at the state and federal levels. The level of detail necessary to make decisions or evaluate previous decisions is naturally much more detailed within or between departments within a school district/charter school than what needs to be reported to the state. Conversely, if all the details were reported to the state by all the school districts/charter schools, the volume of data would be so overwhelming that it would be unnecessarily costly and may actually obliterate “information”.

For example, to provide budgetary control in areas such as salaries, the detail of substitute salaries, premium pay, extra assignment compensation, etc., are needed at the local level. Data in these categories would be relatively meaningless at the state level. Therefore, the salary information is aggregated in only two (different) classifications for state reporting purposes.

## Modularity of Data

Financial reporting is simply an accounting summation of a large number of individual transactions. Therefore, it is important that each transaction have, within its account description, adequate information that can be reported or identified in more than one way.

For example, an audiovisual aid purchased for use in a social sciences course at Stanley Senior High, authorized under a Title VI - ESEA project, should carry all that information in the account defining that expenditure. Reporting can then relate that expenditure either to audiovisual aids, to expenditures for Stanley High, to expenditures for the social science programs, to Title VI - ESEA expenditures, or any combination of these categories.

This principle also honors the concept of classifying and recording data once and using the data many times in many ways.

## Accounting Systems

The objectives of any accounting system are to link revenues, expenditures and current financial status for an accounting period with a reasonable amount of accuracy. The system established in this manual assists in the presentation of fair and comparable financial data for all districts/charter schools in the state.

## Direct-Cost Reporting

With a larger number of accounts available, direct-cost reporting is more attainable; that is, a larger number of individual expenditures can be wholly attributed to a wider selection of possible programs or activities. Conversely, with some items such as salaries, reporting for the spectrum of activities that a teacher or support personnel may be assigned increases with the availability of accounts.

The intention is to prorate or allocate very few items (before reporting to the state). These items will have well-defined rules to establish uniformity of application.

Cost allocations may be made at the district/charter school or at the state level subsequent to required reporting. These cost allocations will be made on a very simplified basis, either on the basis of financial or statistical information reported about an organizational unit or within the financial system itself.

The emphasis on direct-cost reporting accomplishes two things. It enables the post-report segregation of direct and indirect costs on a known basis. This requires a one-time-only determination of where a given cost fits best. It also reduces the interdistrict variants in reported costs. When one of multiple cost allocation methods is used to distribute indirect costs and is reported as a "program" cost, costs may differ more in appearance than they do in reality. By the same token, costs that appear to be equal may, in reality, be very dissimilar.

The intent is to minimize the commingling of cost accounting with this reporting system. With the greater availability of more accurate unallocated and direct costs, the second priority of single or multiple attributions to a program is made possible.

## Auditing Financial Information Reported

The account structure and reporting requirements are used for local decision-making for report purposes, the biennial audit, the annual financial report and other programmatic information supplied to DESE.

All of these should be reported under the same basis of accounting. By revising the chart of accounts and the reporting standards to more closely reflect the daily operations and the certified audit of those operations, adjustments, as reflected by the audit, must be used to correct any financial information reported to the state.

This accounting manual provides a basis for integrating and consolidating reporting requirements.

## Balance Sheet Reporting

Use of general ledger accounts and the preparation of balance sheets for reporting by fund are encouraged as a management tool for analysis of the district's/charter schools' financial condition by fund. Balance sheet preparation should not be a once-a-year activity completed by the auditor certifying the accounting records.

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# Accounting Code Overview

## Code Structure

The overall account code structure is designed to standardize account coding across all district/charter schools. It creates a common language for use in controlling, recording, accumulating and reporting the activities of the school districts/charter schools, as well as, allowing for a common uniform record system to allow reporting of financial data in the Annual Secretary of the Board Report (ASBR).

This account code structure is designed to satisfy many uses by segmenting the code into several dimensions. Each dimension has a set of descriptors that permits the retrieval of information in whole or in part to answer commonly asked questions. In addition, revenues and expenditures can be aggregated using one or more dimensions of the account code. The code structure described is the minimum required and the availability of additional coding fields will vary between vendors.

The code ranges of the basic system are illustrated below:

| Code Structure | | | | | | |
|---|---|---|---|---|---|---|
| Fund Type | Function Code | Object Code | Location Code | Source of Funds | Project Code | Dollar Amount |
| 3 Digits | 4 Digits | 4 Digits | 4 Digits | 1 Digit | 5 Digits | Various |

### Fund Code – 3 Digits

The Fund Code consists of two basic elements: the first two digits indicate the type of fund and the last digit indicates the fiscal year. For example, in Fund 120 the first digit indicates that the purpose of this fund is General (Incidental) Fund. The second digit indicates the operating subfund of the General (Incidental) Fund. The third digit indicates that it is for the 2019-2020 fiscal year.

### Function Code – 4 Digits

The Function Code describes the action, purpose, or program for which activities are performed. Function Code descriptions and a complete list of Function Codes can be located in Section F, Function Code Descriptions.

### Object Code – 4 Digits

The Object Code describes how the service or commodity was obtained as a result of a specific expenditure. Object Code descriptions and a complete list of Object Codes can be located in Section G, Expenditures Object_ Code Descriptions.

### Location Code – 4 Digits

The Location Code refers to individual campuses within a district/charter school and individual components within the administration, school service, and maintenance and operation divisions. The district/charter school must use DESE's core data building codes to distinguish separate campuses where student data is reported. The district/charter school may assign other codes that it wishes for its other operational or "cost" units. Further examples and suggestions related to these other uses are found in Section H, Location Codes.

### Source of Funds – 1 Digits

The Source of Funds Code is used to identify a subset of revenue used to fund a specific expenditure. Districts must assign a Source of Funds Code to expenditures funded by each type of revenue. Further information related to Source of Funds can be located in Section J, Source Codes.

### Project Code – 5 Digits

The Project Code is used to identify an expenditure paid for with a specific source of revenue or part of a specific grant. The Project Code may also be used to aggregate costs across subfunds, such as teachers' salaries and supplies to construct the reports necessary for various granting agencies. When used to identify a federal project, the source of funds/project code may also be associated with accounts receivable, accounts payable, and fund balance accounts pertaining to that project. With the exception of the cash account, a balance sheet for the project may be drawn from the general ledger utilizing this code dimension. The district/charter school must use DESE's assigned Project Codes as listed in Section I, Project Codes for the project codes that will be collected in the Annual Secretary of the Board Report (ASBR).

## Fund Codes

| Class | Detail | ASBR Fund | Fund Title |
|---|---|---|---|
| 10X | | 1 | **General (Incidental) Fund -** The purpose of this fund is to account for all transactions having to do with the operations of the school district's/charter schools' regular programs, except those required to be accounted for in another fund. |
| | 11X | 1 | **Payroll Subfund -** This subfund is an interim fund only and shall not appear on end-of-year financial statements as a separate entity, but will be merged with the General (Incidental) Fund. The use of this subfund is optional and is used mainly by larger districts. |
| | 12X | 1 | **Operating Subfund -** This subfund comprises the bulk of the school district/charter school revenues and expenditures in the General (Incidental) Fund and includes all transactions not addressed within one of the separate subfunds. |
| 20X | | 2 | **Special Revenue (Teachers) Fund -** The purpose of this fund is to account for revenue sources legally restricted for expenditures for salaries and benefits for teachers and tuition payments to other districts/charter schools, private schools, etc. |

| Class | Detail | ASBR Fund | Fund Title |
|---|---|---|---|
| 30X | | 3 | **Debt Service Fund -** The purpose of this fund is to account for all transactions affecting the value of the unpaid principal of bond issues, value of cash on deposit in the fund, the value of any temporary investments, the amount of current interest and principal requirements of long-term debt and paying agent fees. |
| 40X | | 4 | **Capital Projects Fund -** The purpose of this fund is to account for all facility acquisition, construction, lease purchase principal and interest payments and all other capital outlay expenditures. |
| | 41X | 4 | **Bond Proceeds' Capital Outlay Subfund -** This subfund comprises a school district's capital outlay expenditures paid for with proceeds from the sale of bonds. |
| | 42X | 4 | **Regular Capital Outlay Subfund -** This subfund comprises the bulk of a school district's/charter schools' annual capital outlay transactions, whether for routine capital outlay purchases, lease purchase principal and interest payments, or facility acquisition and construction paid from annual revenues and/or fund balances. |
| 50X | | 1 | **Food Service/Enterprise Fund -** This fund is an interim fund only for those districts/charter schools operating a federally funded school lunch program consisting of local meal receipts, state matching money and federal food service funds. This is an enterprise activity with a unique set of general ledger accounts designed to determine profit and loss in a manner similar to commercial enterprises. This fund may require support from the General (Incidental) Fund. This fund will be merged with the General (Incidental) Fund for state reporting purposes. |
| 60X | | 1 | **Student Activities/Trust Fund -** This is an interim fund only and includes all student activity transactions not identified in other funds and all athletic activities that are not a part of the regular instructional program. This fund must be merged with the General (Incidental) Fund for final state reports. At the LEA's option, fund 60X may be subdivided to use 61X for student activities and 62X for athletics. |
| 70X | | 1 or N/A | **Internal Service Fund -** This fund is used only by certain large districts/charter school to accomplish intradistrict billing of common services. If this is ***not*** a duplication of General (Incidental) Fund expenditures then it must be merged with the General (Incidental) Fund for final state reports. |
| 80X | | N/A | **Capital Assets Account Group -** This set of non-revenue, non-expenditure accounts will account for specific pieces of property (capital assets), such as equipment, land and buildings, acquired by the other funds. This account group is of a continuing running-total type updated at the end of each fiscal year. |
| 90X | | N/A | **General Long-Term Debt Account Group -** This set of non-revenue, non-expenditure accounts are used to record unmatured general long-term liabilities such as bond issues and lease purchase agreements. An approved bond register can be the source of data for the records in this account group. |

*(NOTE: Smaller school districts/charter schools may not use all of the above funds or subfunds. Larger districts/charter schools funds may need to use all of the outlined above plus the project codes described in Section I, Project Code Description.)*

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# General Ledger Account Descriptions

## Uniform Classification of Accounts

A uniform classification of accounts is essential for recording financial information in a consistent manner. It makes it possible to compile data in such form that the data can be compared with similar data of prior periods or other LEAs of like characteristics. Also, it allows the district to summarize its data as required by the Department of Elementary and Secondary Education (DESE).

## General Ledger Accounts

A general ledger shall be maintained by each LEA. The general ledger accounts permit the recording and accumulation of transactions occurring over a period of time that are then reported for a month or for a fiscal year. Since these accounts include more than revenue and expenditure transactions, they permit a meaningful display of the total financial status of each fund and the resources of the district as a whole. Code numbers are used to further detail these areas. Class codes (codes ending in zero) are for subtotaling purposes only and are **not used for posting transactions.** Subclass codes (codes ending in zero) are for subtotaling purposes only and are **not used for posting transactions.** Detail codes are used to post transactions.

In the same manner as revenue object codes and expenditure object codes, the general ledger codes occupy the same field position in the coding structure and also consist of four digits. The account classification is always the first digit in this four-digit group. Please observe that general ledger codes never have a function code attached.

| Code: Class | Code: Subclass | Code: Detail | Description |
|---|---|---|---|
| 1000 | | | **Assets -** All asset accounts will be designated by account numbers 1100 through 1999. |
| 1100 | | | **Cash and Temporary Investments** |
| | 1110 | | **Cash** |
| | | **1111** | **Cash in Banks -** This account is debited with all cash receipts, and offset by a credit to another cash account, investment account, receivable account, revenue, deferred revenue, or nonrevenue account. Credits to this account arise from disbursements or the return of checks previously deposited. |
| | 1120 | | **Cash** |
| | | **1121** | **Payroll Bank Account -** This account is debited with the amount of the net payroll (gross payroll less employee deductions) or the gross payroll depending on the basis selected by the LEA and is offset by a credit to Cash in Banks (GL account 1111). Credits to this account arise from the issuance of payroll checks.<br><br>This account is used primarily in large districts running a clearing-type payroll subfund. Small districts generally run all payroll through Cash in Banks (GL account 1111). |
| | 1130 | | **Imprest Funds** |
| | | **1131** | **Change Funds - Cash -** A sum of money set aside for the purpose of providing cash register change. Debits to this account record the amount of cash assigned to the change fund and are offset by a credit to Cash in Banks (GL account 1111). |

| Class | Code Subclass | Detail | Description |
|---|---|---|---|
| | | **1131** | **Change Funds - Cash -** A sum of money set aside for the purpose of providing cash register change. Debits to this account record the amount of cash assigned to the change fund and are offset by a credit to Cash in Banks (GL account 1111). |
| | | **1132** | **Petty Cash -** A sum of money set aside for the purpose of paying small obligations for which the issuance of a formal voucher and check would be too expensive and time-consuming. Debits to this account record the amount of cash assigned to the petty cash fund and are offset by a credit to Cash in Banks (GL account 1111).<br><br>Credits arise when the amount of cash assigned is reduced and deposited in Cash in Banks (GL account 1111). The expenditures from this fund will be recorded when the warrant is prepared for periodic reimbursement or replenishment of the fund. |
| | 1140 | | **Temporary Investments -** This account is debited with the cost of securities purchased and the transfer of cash from Cash in Banks (GL account 1111) to time deposits. Credits to this account arise from retirement, sale, or maturity of the investment. |
| | | **1141** | **Savings Accounts** |
| | | **1142** | **Certificates of Deposit** |
| | | **1143** | **US Treasury Bills -** Includes service charges. |
| | | **1149** | **Other Investments -** Includes service charges. |
| | 1150 | | **Restricted Cash** |
| | | **1151** | **Restricted Cash -** This account is used for the amount of state aid that is directly deposited into a trustee account through the MO Health and Educational Facilities Authority (MOHEFA) Direct Deposit Program. This account is also used to record transactions relating to crossover refunding bonds. |
| 1200 | | | **Accounts Receivable -** Receivables due for outlays made and expected revenues are charged to the 1200 series of accounts. The offset is a credit to the fund balance or revenue account. The following accounts are included in this classification. |
| | 1210 | | **Local Accounts Receivable** |
| | | **1211** | **Property Taxes Receivable - Current -** The uncollected portion of current taxes, which a school district has levied and that has become due. |
| | | **1212** | **Property Taxes Receivable - Delinquent -** The uncollected portion of the prior year’s taxes. |

| Class | Code Subclass | Detail | Description |
|---|---|---|---|
| | | **1213** | **Allowance for Uncollectible Taxes (Credit) -** A provision for that portion of taxes receivable that is estimated will not be collected. The account is shown on the balance sheet as a deduction from Property Taxes Receivable - Current (GL account 1211) and Property Taxes Receivable - Delinquent (GL account 1212) in order to arrive at the net amount of taxes receivable. |
| | | **1214** | **Financial Institution Taxes Receivable** |
| | | **1215** | **M & M Surtax Receivable** |
| | | **1216** | **In Lieu of Tax Receivable** |
| | | **1217** | **City Sales Tax Receivable** |
| | 1220 | | **County Accounts Receivable** |
| | | **1221** | **State Assessed Railroad & Utility Tax Receivable** |
| | 1230 | | **State Accounts Receivable** |
| | | **1231** | **State Accounts Receivable** |
| | 1240 | | **Federal Accounts Receivable** |
| | | **1241** | **Federal Accounts Receivable** |
| | 1260 | | **Non-Current Accounts Receivable** |
| | | **1261** | **Non-Current Accounts Receivable** |
| | | **1262** | **Bad Check Receivable** |
| | 1290 | | **Receivables Due From Other Funds -** The balances in these accounts represent amounts due from other funds. This group of accounts should be cleared to zero as of June 30. |
| | | **1291** | **Payroll Subfund** |
| | | **1292** | **Operating Subfund** |
| | | **1293** | **Food Service/Enterprise Fund** |
| | | **1294** | **Student Activities/Trust Fund** |
| | | **1295** | **Special Revenue (Teachers) Fund** |
| | | **1296** | **Debt Service Fund** |

| Class | Code Subclass | Detail | Description |
|---|---|---|---|
| | | **1297** | **Capital Projects Fund** |
| 1300 | | | **Inventories -** The balances in these accounts represent the cost of items purchased for future use that are on hand at the end of a reporting period. Inventory purchases are debited to the inventory account. Requisitions from inventory are credited to the inventory account. |
| | 1310 | | **Inventories - Supplies and Materials** |
| | | **1311** | **Warehouse Inventory** |
| | | **1312** | **Postage Inventory** |
| | | **1315** | **Inventory for Resale -** Building of vocational houses should be debited to this account and reflected as an asset until sold. When the project is sold, this account is credited for an amount equal to the cost. Any profit or loss is charged to the proper revenue or expense account. |
| | | **1316** | **Inventory - Food** |
| | | **1317** | **Inventory - Donated Commodities -** This account is only used by a district that contracts with a Food Service Management Company. |
| | | **1319** | **Other Inventories** |
| 1400 | | | **Other Current Assets -** These accounts are debited with any items that are properly chargeable to the operations of an expenditure account. Credits to these accounts arise from journal entries recording period charges and are offset by a debit to an expenditure account. |
| | 1410 | | **Other Current Assets** |
| | | **1411** | **Prepaid Expenditures -** Expenditures entered in these accounts are for benefits not yet received. Prepaid expenditures differ from deferred charges in that they are spread over a shorter period of time than deferred charges and are regularly recurring costs of operations. Examples of prepaid expenditures are prepaid rent, prepaid interest and prepaid insurance premiums. |
| | | **1412** | **Ticket Value Account -** The full sales value of tickets on hand in the school office are reflected in this account. This account is always offset by Deferred Income (GL account 2211). |

| Class | Code Subclass | Detail | Description |
|---|---|---|---|
| 1500 | | | **Capital Asset Inventory -** These accounts are charged with the cost of capital assets and are offset by a credit to the respective reserve account. Credits to class 1500 accounts result from retirement or disposition of the assets, with the offset being a debit to the respective reserve account. |
| | 1510 | | **Land** |
| | | **1511** | **Land** |
| | 1520 | | **Buildings** |
| | | **1521** | **Buildings and Remodeling** |
| | 1530 | | **Construction In Progress** |
| | | **1531** | **Construction In Progress** |
| | 1540 | | **Equipment** |
| | | **1541** | **Furniture** |
| | | **1542** | **Classroom Instructional Apparatus** |
| | | **1543** | **Vehicles** |
| | | **1544** | **School Buses** |
| | | **1545** | **Audiovisual Equipment** |
| | | **1546** | **Data Processing/Technology Equipment** |
| | | **1549** | **Other** |
| 1600 | | | **Debt** |
| | 1610 | | **Reserved Amounts for Future Payment of Bond Principal** |
| | | **1611** | **Reserved Amounts for Future Payment of Bond Principal -** As bonds are sold, this account is debited with the entire amount necessary to retire the bonds, the offset being a credit to Bonds Payable - Future Years (GL account 2711). |
| | 1620 | | **Reserved Amounts for Payment of Bond Interest Future Coupon Maturities** |
| | | **1621** | **Reserved Amounts for Payment of Bond Interest Future Coupon Maturities -** This account is debited with the entire amount of interest payable on outstanding bonds. The offset is a credit to Bond Interest Payable - Future Coupon Maturities (GL account 2731). |

| Class | Code Subclass | Detail | Description |
|---|---|---|---|
| | 1630 | | **Reserved Amounts for Payment of Accrued Interest** |
| | | **1631** | **Reserved Amounts for Payment of Accrued Interest -** This account is debited with the entire amount of accrued interest received upon the issuance of a bond. The offset is a credit to Accrued Bond Interest Payable (GL account 2142). |
| | 1640 | | **Reserved Amounts for Payment of Loans** |
| | | **1641** | **Reserved Amounts for Payment of Loans -** This account is debited with the entire amount of loan proceeds. The offset is a credit to Loans Payable (GL account 2121). |
| 1900 | | | **Deferred Outflows of Resources** |
| | | **1911** | **Deferred Outflows of Resources** – A consumption of net assets by the LEA that is applicable to a future reporting period. |
| 2100 | | | **Current Payables** |
| | 2110 | | **Accounts Payable** |
| | | **2111** | **Accounts Payable - General -** This account represents actual liabilities for goods and services received, with the offset being a debit to an expenditure account. |
| | | **2115** | **Retained Percentage On Construction -** Liabilities occurring on construction contracts for that portion of the work which has been completed but part of the liability has not been paid pending final inspection, the lapse of a specified time period, or both. The unpaid amount is usually a stated percentage of the contract price. |
| | 2120 | | **Loans Payable** |
| | | **2121** | **Loans Payable -** This account is credited for the proceeds from loans, with the offset being a debit to Amounts Available for Payment of Loans (GL account 1641). |
| | 2130 | | **Bonds Payable** |
| | | **2131** | **Bonds Payable - Current Year -** This account is credited as bonds become currently payable. The offset is a debit to Bonds Payable - Future Years (GL account 2711). When bonds are redeemed, this account is debited with a corresponding credit to Amounts to be Provided for Payment of Bond Principal (GL account 1611). |
| | 2140 | | **Bond Interest Payable** |
| | | **2141** | **Bond Interest Payable - Current Year -** This account is credited as bond interest becomes currently payable. The offset is a debit to Bond Interest Payable - Future Coupon Maturities (GL account 2731). When the bond interest is paid, this account is debited with a corresponding credit to Amount to be Provided for Payment of Bond Interest - Future Coupon Maturities (GL account 1621). |

| Class | Code Subclass | Detail | Description |
|---|---|---|---|
| | | **2142** | **Accrued Bond Interest Payable -** This account is credited with the amount of accrued interest received upon the issuance of a bond. The offset is a debt to Amounts Available for Payment of Accrued Interest (GL account 1631). |
| | 2150 | | **Payroll Deductions and Withholdings -** All payroll withholdings credited to this account, with the offset being a debit to an expenditure account. |
| | | **2151** | **Federal Income Tax** |
| | | **2152** | **Old Age, Survivors and Disability Insurance (OASDI, "Social Security" Tax)** |
| | | **2153** | **Medicare Tax** |
| | | **2155** | **Missouri Income Tax** |
| | | **2156** | **Group Health and Life Insurance** |
| | | **2157** | **Credit Union** |
| | | **2158** | **Teacher Retirement** |
| | | **2159** | **Non-Teacher Retirement** |
| | | **2161** | **Other Deductions (Garnishments, Bankruptcy, Etc.)** |
| | | **2162** | **Tax Sheltered Annuity** |
| | 2170 | | **Accrued Wages Payable** |
| | | **2171** | **Accrued Wages Payable -** This account is used to record the liabilities for services received in the current accounting period that will not be paid until a later period. The offset is to an expenditure account. This account is debited when the checks are issued. |
| | | **2172** | **Special Termination Benefits** – These are benefits offered for a short period of time to employees in connection with their termination of employment. Special termination benefits are often used as an inducement for early retirement or to address budgetary problems. |
| | 2180 | | **Due To Other Funds -** The balance in these accounts represents amounts billed to a fund by another fund. This group of accounts should be cleared to zero by June 30. |
| | | **2181** | **Payroll Subfund** |
| | | **2182** | **Operating Subfund** |
| | | **2183** | **Food Service/Enterprise Funds** |

| Class | Code Subclass | Detail | Description |
|---|---|---|---|
| | | **2184** | **Student Activities/Trust Funds** |
| | | **2185** | **Special Revenue (Teachers) Fund** |
| | | **2186** | **Debt Service Fund** |
| | | **2187** | **Capital Projects Fund** |
| 2200 | | | **Deferred Income** |
| | | **2211** | **Deferred Income -** This account represents revenues that are not considered earned income of the current accounting period. As the income becomes earned, this account is debited with a corresponding credit to the appropriate revenue account. |
| 2300 | | | **Reserve for Protested Taxes** |
| | | **2311** | **Reserve for Protested Taxes -** This account represents monies paid under protest and released to the LEA that may have to be refunded after full dispensation. |
| 2700 | | | **Bonded Debt Payable** |
| | 2710 | | **Bonds Payable - Future Years** |
| | | **2711** | **Bonds Payable - Future Years -** The liability for outstanding bonds is recorded in this account. It is credited for the face amount of bonds sold with a corresponding debit to Amounts to be Provided for Payment of Bond Principal (GL account 1611). As bonds become currently payable, this account is debited and Bonds Payable - Current Year (GL account 2131) is credited. |
| | 2730 | | **Bond Interest Payable - Future Coupon Maturities** |
| | | **2731** | **Bond Interest Payable - Future Coupon Maturities -** As bonds are sold, this account is credited for the amount of interest to be paid to maturity with a corresponding debit to Amounts to be Provided for Payment of Bond Interest Future Coupon Maturities (GL account 1621). When interest becomes currently payable, this account is debited with a corresponding credit being made to Bond Interest Payable - Current Year (GL account 2141). |
| 2800 | | | **Pension Liability** |
| | | **2811** | **Pension Liability -** The amount of the actuarial deficiency to be contributed over a period exceeding one year in length. This only applies to the Kansas City and St. Louis City School Districts. |

| Class | Code Subclass | Detail | Description |
|---|---|---|---|
| 2900 | | | **Deferred Inflows of Resources** |
| | | **2911** | **Deferred Inflows of Resources** – An acquisition of net assets by the district that is applicable to a future reporting period. A deferred inflow of resources should be recognized when resources are received or recognized as a receivable before (a) the period for which property taxes are levied or (b) the period when the resources are required to be used. When an asset is recorded in district should report a deferred inflow of resources until such time as the revenue becomes available. |
| 3000 | | | **Fund Balances and Reserves** |
| 3100 | | | **Fund Balance** |
| | 3110 | | **Fund Balance/Fund Net Position -** This account balance represents total assets less the combination of liabilities and reserves. Credits to this account arise from journal entries to record estimated revenues, and at the end of the year, to close credit balances in appropriation and revenue accounts. Debits arise from journal entries recording appropriations, and at the end of the year, to close debit balances in the appropriation and estimated revenue accounts. Some portions of the fund balance may be restricted as to the use as noted in GL account 3412 **-** Restricted Fund Balance. |
| | | **3111** | **Beginning Fund Balance** |
| | | **3112** | **Ending Fund Balance** |
| 3300 | | | **Indirect Cost and Casualty/Loss Clearing Accounts** |
| | 3310 | | **Allowance for Indirect Costs** |
| | | **3311** | **Allowance for Indirect Costs -** This account is used when applying approved indirect cost rates related to federal and other approved projects. |
| | 3320 | | **Casualty/Loss Clearing Account** |
| | | **3321** | **Casualty/Loss Clearing Account -** This account is credited when insurance proceeds are received as the result of a covered loss (fire, storm, flood, vandalism and other capital outlay insurance claims) and debited when payments are made for covered loss repairs. Net receipts, as a result of the covered loss, are recorded as revenue in Net Insurance Recovery (revenue code 5631) at the termination of the repair/replacement project. Net expenditures are recorded as any other regular expenditure. If the district is a cash basis district this account must be zeroed out at the end of the fiscal year and the balance shown appropriately as revenue or expenditure. If the district is an accrual district this account may only retain a balance at the end of the fiscal year if the district expects to receive the revenue/expenditure within 60 days of the end of the fiscal year. If insurance proceeds are received for a wrecked school bus that was totaled, do **NOT** use this code. Instead, code the proceeds to 5641, Sale of School Buses. |

| Class | Code Subclass | Detail | Description |
|---|---|---|---|
| 3400 | | | **Net Position** |
| | | **3411** | **Nonspendable Fund Balance -** The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. This would include items not expected to be converted to cash, including inventories and prepaid amounts. It may also include the long-term amount of loans and receivables, as well as property acquired for resale and the corpus (principal) of a permanent fund. |
| | | **3412** | **Restricted Fund Balance -** The restricted fund balance classification should be reported when legally enforceable constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation. |
| | | **3413** | **Committed Fund Balance -** The committed fund balance classification reflects specific purposes pursuant to constraints imposed by formal action at the district's highest level of decision making authority (generally the governing board). Such constraints can only be removed or changed by the same form of formal action. |
| | | **3414** | **Assigned Fund Balance -** The assigned fund balance classification reflects amounts that are constrained by the district's *intent* to be used for specific purposes, but meet neither the restricted nor committed forms of constraint. Also, the assigned fund balance classification is the residual classification for the special revenue, debt service, capital projects, and/or permanent funds after nonspendable, restricted, and committed balances have been identified (unless the residual amount is negative, which would require presentation as unassigned fund balance). |
| | | **3415** | **Unassigned Fund Balance -** The unassigned fund balance classification is the residual classification, for the general fund only, after nonspendable, restricted, committed, and assigned balances have been identified. It is also used to report the residual amount for all *other* governmental funds after nonspendable, restricted, and committed balances have been identified, if the residual amount is negative. |
| | | **3416** | **Net Investment in Capital Assets -** This account is used to record the component of net position invested in capital assets, net of related debt, that represents total capital assets less accumulated depreciation less debt directly related to capital assets. This account is to be used only in proprietary funds and entity-wide statements. |
| | | **3417** | **Restricted Net Position -** This account is used to record the component of net position that represents net assets legally restricted by sources internal or external to the organization. This account is to be used only in proprietary funds and entity-wide statements. |
| | | **3418** | **Unrestricted Net Position -** This account is used to record the component of net position that represents net position not classified in accounts 3118 and 3119. This account is to be used only in proprietary funds and entity-wide statements. |

| Class | Code Subclass | Detail | Description |
|---|---|---|---|
| 4000 | | | **Encumbrance Reserves** |
| | 4110 | | **Fund Balance Reserved for Encumbrances -** This is an offset to Encumbrances - Control (GL account 6020). At year-end, it is treated as a real (proprietary) account. |
| | | **4111** | **Fund Balance Reserved for Encumbrance - Current Year** |
| | | **4112** | **Fund Balance Reserved for Encumbrances - Prior Year** |
| | | **4121** | **Fund Balance Reserved for Encumbrances - Payroll Reserve** |
| 5000 | | | **Revenues** |
| | 5010 | | **Estimated Revenues and Noncash Revenues - Control** |
| | | **5011** | **Estimated Revenues and Noncash Revenues - Control -** This account is debited at the beginning of the fiscal year for the amount of revenues anticipated. The offset is a credit to Fund Balance (GL account 3111). At the end of the fiscal year, this account is credited when Realized Revenues and Noncash Revenues - Control (GL account 5020) is closed to it, and then the net balance of GL account 5010 is closed to fund balance. |
| | 5020 | | **Realized Revenues and Noncash Revenues - Control** |
| | | **5021** | **Realized Revenues and Noncash Revenues - Control -** This account is credited for the total revenue and noncash revenue realized (including any accrued amounts) during the period. The postings to the Budget Analysis Ledger detail revenue accounts must be equal to this total revenue control account. The offset is a debit to cash or a receivable account. At the end of the period, this account is closed to Estimated Revenues and Noncash Revenues - Control (GL account 5011). |
| 6000 | | | **Appropriations, Encumbrances, Expenditures** |
| | 6010 | | **Appropriations - Control** |
| | | **6011** | **Appropriations - Control -** This account is credited at the beginning of the period for the amount of budgeted expenditures. The offset is a debit to Fund Balance (GL account 3111). At the end of the period, this account is debited when Encumbrances - Control (GL account 6021) and Expenditures - Control (GL account 6031) are closed to it, and then the net balance of this GL account 6011 is closed to fund balance. |
| | 6020 | | **Encumbrances - Control** |
| | | **6021** | **Encumbrances - Control -** This account is debited for the amounts encumbered and credited for encumbrances liquidated during the period. The postings to the Budget Analysis Ledger detail expenditure accounts for amounts encumbered (debits) and liquidated (credits) must equal the total debits and credits to this Encumbrance Control account. At the end of the fiscal year, this account is closed as an offset to Fund Balance Reserved for Encumbrances (GL account 4111). |

6030 **Expenditures - Control**

**6031** **Expenditures - Control -** This account is debited for the total actual expenditures (including any accrued amounts) during the period. The postings to the Budget Analysis Ledger detail expenditure accounts must be equal to this Expenditures Control account. At the end of the fiscal year, this account is closed to Appropriations - Control (GL account 6011).

Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION

# Revenue Object Codes

# Quick Reference

## Revenue Object Identification

The following alphabetical listing of revenues may be used as a quick reference for locating individual revenue object codes. Also, indicated are grants or revenue titles that have been combined with and are transmitted, with another revenue code, from the Department of Elementary and Secondary Education (DESE) to school districts/charter schools. This listing is followed by revenue object code descriptions and placement by fund.

| Title | Revenue Code | Location Code Required |
|---|---|---|
| | | |
| 21st Century Community Learning Centers/Afterschool | 5459 | |
| | | |
| **A** | | |
| | | |
| Accelerated Schools | 5397 | |
| Accountability Grants, Title I Part A | 5451 | |
| Accrued Interest on Bonds Sold | 5142 | |
| Activity Income, Other Pupil | 5179 | Yes |
| Ad Valorem, Taxes, Current Year | 5111 | |
| Ad Valorem, Taxes, Delinquent | 5112 | |
| Adjustment, Prior Period | 5195 | |
| Admissions - Student Activities | 5171 | Yes |
| Adult Education & Literacy (AEL) | 5436 | |
| Adult Education & Literacy (AEL) | 5337 | |
| Adult/Continuing Education Tuition | 5123 | |
| After-School Snack Program | 5448 | |
| Afterschool Programs (21st CCLC) | 5459 | |
| Afterschool Programs (SAC) | 5472 | |
| AP Exam Fee Reimbursement - Lottery | 5397 | |
| AP/IB Exam Fee Reimbursement | 5497 | |
| Area Career Center Construction | 5397 | |
| Area Career Center Fees From Other LEAs | 5821 | Yes |
| Assessment Substitute Payment - Federal | 5497 | |
| Assessment Substitute Payment - State | 5397 | |
| Assistive Technology Reimbursement | 5437 | |
| | | |
| **B** | | |
| | | |
| Basic Formula - Classroom Trust Fund | 5319 | |
| Basic Formula - State Monies | 5311 | |

| | | |
|---|---|---|
| Bill Back for Excess Cost/Residential (Public) Placement | 5369 | |
| Bonds Sold, Premium | 5143 | |
| Bonds, Refunding | 5692 | |
| Bonds, Sale of | 5611 | |
| Bookstore Sales | 5172 | Yes |
| Breakfast Program, School | 5446 | |
| | | |
| **C** | | |
| | | |
| Capital Lease Proceeds | 5671 | |
| Career Education EL Civics Grant | 5436 | |
| Career Education Family Lit/ESL Grant | 5337 | |
| Career Education, Perkins Grant | 5427 | |
| Career Ladder/Excellence in Education Act | 5317 | |
| Charter Schools (Federal Charter School Program) | 5497 | |
| Child Care Development Block Grant | 5472 | |
| Child Care Development Fund | 5472 | |
| Chromebook Insurance Proceeds | 5198 | |
| City Sales Tax | 5117 | |
| Classroom Trust Fund (Basic Formula) | 5319 | |
| Clearing Accounts, Net Receipts | 5196 | |
| Community Services | 5181 | |
| Community Services Grant | 5497 | |
| Concentrated Animal Feeding Operations, Penalty | 5232 | |
| Concession Revenue | 5174 | |
| Contracted Ed. Services From Other LEAs | 5831 | |
| Cooperative Fees, Special Education (Including OT & PT Fees) | 5811 | Yes |
| County Revenue, Other | 5237 | |
| County Stock Insurance Fund | 5222 | |
| CTE Base and Performance Grant | 5332 | |
| CTE Enhancement Grant | 5332 | |
| CTE GAMM Project | 5332 | |
| CTE Incentive Payment | 5332 | |
| CTE Mentoring Payment | 5332 | |
| CTE Program Improvement Grant--Agriculture | 5332 | |
| CTE Program Improvement Grant--Business, Marketing, and IT | 5332 | |
| CTE Program Improvement Grant--Family Consumer Sciences | 5332 | |
| CTE Program Improvement Grant--Health Sciences | 5332 | |
| CTE Program Improvement Grant--Skilled Technical Sciences | 5332 | |
| CTE Program Improvement Grant--Technology and Engineering | 5332 | |
| CTE Substitute Payment - Federal | 5427 | |
| CTE Substitute Payment - State | 5332 | |
| CTE Technical Centers That Work Grant | 5332 | |
| Curriculum Substitute Payment - Interface | 5397 | |

| | | |
|---|---|---|
| Curriculum Substitute Payment - Title II | 5497 | |
| | | |
| **D** | | |
| | | |
| Delinquent Ad Valorem Taxes | 5112 | |
| Delinquent M & M Surtax | 5115 | |
| Delinquent, Title I | 5451 | |
| Department of Health Food Service Program | 5481 | |
| Direct Therapy Services Revenues - School District Reimbursement | 5412 | |
| Domestic Insurance Company Tax | 5222 | |
| Donations | 5192 | |
| Dual Credit – From State University or State of Missouri | 5397 | |
| | | |
| | | |
| | | |
| Early Child Parents as Teachers | 5324 | |
| Early Childhood Special Education | 5442 | |
| Early Childhood Special Education | 5314 | |
| Early Retiree Reinsurance Program Revenue (ERRP) | 5497 | |
| Earnings From Temporary Deposits | 5141 | |
| Earnings on Investments | 5141 | |
| ECSE - Current Year - State | 5314 | |
| ECSE - Current Year - Federal | 5442 | |
| ECSE - Prior Year | 5314 | |
| ECSE Transportation Amounts Rec'd From Other LEAs | 5843 | |
| Education for the Disadvantaged, Title I Part A | 5451 | |
| Educational & Screening Program - State | 5324 | |
| Educational Services From Other LEAs, Con. | 5831 | Yes |
| EL Civics Grant | 5436 | |
| eMINTS Grant | 5397 | |
| Energy Credit | 5198 | |
| Energy Loan | 5366 | |
| EPA Grant (School Bus) | 5497 | |
| E-Rate Refund (Previous Year) | 5195 | |
| E-Rate Refund (Current Year) | 5198 | |
| Escheats, Fines, Overplus, Etc. | 5211 | |
| Excellence in Education Act/Career Ladder | 5317 | |
| Excess Cost/Residential (Public) Placement | 5369 | |
| **F** | | |
| | | |
| Family Lit/ESL Grant | 5337 | |
| Farm to School Grant | 5497 | |
| Federal Charter Schools Program Grant | 5497 | |
| Federal Emergency Management (FEMA) | 5477 | |

| | | |
|---|---|---|
| Federal Flood Control | 5231 | |
| Federal Forest | 5231 | |
| Federal Mineral | 5231 | |
| Federal Other | 5497 | |
| Federal Properties | 5231 | |
| Federal Revenue, Other | 5497 | |
| FEMA Funds | 5477 | |
| Financial Institution Taxes (Intangible) | 5114 | |
| Fines, Escheats, Overplus, Etc. | 5211 | |
| Food Service | 5333 | |
| Food Service - Federal | 5445 | |
| Food Service - Non-Program Food Sales | 5165 | |
| Food Service, Department of Health | 5481 | |
| Food Truck Revenue | 5165 | |
| Fresh Fruit and Vegetable | 5449 | |
| | | |
| **G** | | |
| | | |
| Get the Lead Out Grant | 5397/5497 | |
| Gifts | 5192 | |
| Grant for Dual Credit | 5397 | |
| | | |
| **H** | | |
| | | |
| Head Start | 5483 | |
| Health (Dept.) Food Service Programs | 5481 | |
| Health/METS Grant | 5397 | |
| High Need Fund - Special Education | 5381 | |
| Homeless Education | 5463 | |
| | | |
| **I** | | |
| | | |
| IDEA Entitlement Funds, Part B IDEA | 5441 | |
| IDEA-619 Preschool Grant | 5442 | |
| Impact Aid | 5411 | |
| Impact Aid, Restricted Purpose | 5486 | |
| Improving the Academic Achievement of the Disadvantaged, Title I, ESEA | 5451 | |
| In Lieu of Tax | 5116 | |
| Insurance Fund, County Stock | 5222 | |
| Insurance Recovery (Net) | 5631 | |
| Intangible Tax (Financial Institution Taxes) | 5114 | |
| Interest | 5141 | |
| Interest - QSCB Bond Interest Reimbursement | 5497 | |
| | | |

| K | | |
|---|---|---|
| Kindergarten Entry Assessment | 5497 | |
| Kindergarten Payment | 5311 | |
| **L** | | |
| | | |
| Lease Proceeds, Capital | 5671 | |
| Literacy & Adult Education – State | 5337 | |
| Loan Proceeds – Loans greater than 12 months | 5661 | |
| Local Food for Schools (LFS) Program | 5497 | |
| Local Records Preservation Grant | 5397 | |
| Local Revenue, Miscellaneous | 5198 | |
| Local Tax Effort | 5831 | Yes |
| Locally Assessed Railroad and Utility Tax | 5111 | |
| Lunch Payment Donations | 5192 | |
| Lunch Program, School | 5445 | |
| | | |
| **M** | | |
| | | |
| M & M Surtax | 5115 | |
| MAP Substitute Reimbursement | 5397 | |
| MAP Substitute Reimbursement | 5497 | |
| Math and Science Partnerships | 5465 | |
| Math Initiative Payments | 5397 | |
| Medicaid | 5412 | |
| Membership Dues & Fees, Student Organ. | 5173 | Yes |
| Migrant, Title I, ESEA | 5452 | |
| Milk Program, Special | 5447 | |
| Mineral - Federal | 5231 | |
| Miscellaneous Local Revenue | 5198 | |
| Missouri Quality Pre-K (MOQPK) – LEA Grant | 5338 | |
| Missouri School District Administrative Claiming (Medicaid) | 5412 | |
| Missouri School District Medicaid Reimbursement for Direct Services | 5412 | |
| MOCAP Tuition Reimbursement | 5397 | |
| MO Dept of Nat. Res. Energy Loan | 5366 | |
| MO Elementary Science Connections Grant | 5465 | |
| MO Preschool Program | 5382 | |
| MSIP Reimbursement | 5397 | |
| | | |
| **N** | | |
| | | |
| National School Lunch Program | 5445 | |
| National School Lunch Program Equipment Grant | 5444 | |

| | | |
|---|---|---|
| Net Insurance Recovery | 5631 | |
| Net Receipts From Clearing Accounts | 5196 | |
| Network of High School With Results | 5397 | |
| Non-Disabled Transportation Fees Received From Other LEAs | 5841 | |
| | | |
| **O** | | |
| | | |
| Other County Revenue | 5237 | |
| Other Federal Revenue | 5497 | |
| Other Non-Current Revenue | 5691 | |
| Other Property Sale | 5651 | |
| Other Pupil Activity Income | 5179 | Yes |
| Other State Revenue | 5397 | |
| Overplus, Fines, Escheats, Etc. | 5211 | |
| | | |
| **P** | | |
| | | |
| Paycheck Protection Grant | 5497 | |
| PD - Project Success | 5397 | |
| PDC | 5397 | |
| Pell Grants | 5484 | |
| Penalties and Interest for Delinquent Taxes | 5141 | |
| Penalty Paid by Concentrated Animal Feeding Operations | 5232 | |
| Perkins – Pathways for Teachers Grant | 5427 | |
| Perkins Grant - Postsecondary | 5427 | |
| Perkins Grant - Secondary | 5427 | |
| Petty Cash Fund, Miscellaneous | 5174 | |
| Pre-K – Missouri Quality Pre-K (MOQPK) – LEA Grant | 5338 | |
| Pre-Kindergarten Tuition Received from Parents | 5182 | Yes |
| Premium on Bonds Sold | 5143 | |
| Preschool Enhancement Grant | 5497 | |
| Preschool Grant - IDEA-619 | 5442 | |
| Preschool, MO Project | 5382 | |
| Preschool, Project Tuition | 5182 | Yes |
| Prior Period Adjustment | 5195 | |
| Private Car Tax | 5221 | |
| Professional Development, Teacher and Principal Quality - Title II, Part A, ESEA | 5465 | |
| Project Lead the Way Grant | 5332 | |
| Project Success - PD | 5397 | |
| Property Sale, Other | 5651 | |

| | | |
|---|---|---|
| Proposition C (Sales Tax) | 5113 | |
| Protested M & M Surtax | 5115 | |
| Protested State Assessed Railroad and Utility Taxes | 5221 | |
| Protested Taxes | 5111 | |
| Public Placement | 5369 | |
| Pupil Activity Income (Other) | 5179 | Yes |
| | | |
| **R** | | |
| | | |
| Readers for the Blind | 5371 | |
| Refugee Children’s Improvement Grant | 5497 | |
| Refunding Bonds | 5692 | |
| Regular Day Tuition (K-12) Rec’d from Individuals | 5121 | Yes |
| Rentals | 5191 | |
| Reserve Officer Training Corps (ROTC) | 5418 | |
| Residential (Public) Placement/Excess Cost | 5369 | |
| Rural Education Initiative - Title VI, Part B | 5492 | |
| Rural Low Income Grant - Title VI Part B | 5492 | |
| | | |
| **S** | | |
| | | |
| Sale of Bonds | 5611 | |
| Sale of Property/Equipment/Supplies | 5651 | |
| Sale of School Buses | 5641 | |
| Sales to Adults (Food Service) | 5161 | |
| Sales to Pupils (Food Service) | 5151 | |
| School Age Community | 5472 | |
| School Based Social Worker | 5497 | |
| School Breakfast Program | 5446 | |
| School Bus Sale | 5641 | |
| School District Administrative Claiming | 5412 | |
| School District Reimbursement (Direct Therapy Services) Revenues | 5412 | |
| School District Trust Fund (Proposition C) | 5113 | |
| School Food Snack Payment | 5448 | |
| School Food State Payment | 5333 | |
| School Improvement, Title I Part A | 5451 | |
| School Milk Payment | 5447 | |
| School Safety Grant | 5384 | |
| Science Connections Grant, MO Elementary | 5465 | |
| SEMA Funds | 5372 | |

| | | |
|---|---|---|
| Sheriff's Sales | 5211 | |
| SIG | 5451 | |
| Small Schools Grant | 5325 | |
| Snack Program, After School | 5448 | |
| Special Education Cooperative Fees | 5811 | Yes |
| Special Education - High Need Fund | 5381 | |
| Special Education - High Need Fund | 5437 | |
| Special Education MO Model Districts | 5438 | |
| Special Education Part B Entitlement | 5441 | |
| Special Education SET Training | 5437 | |
| Special Education SPDG | 5438 | |
| Special Education SWIS | 5437 | |
| Special Education Transition | 5437 | |
| Special Education, Early Childhood - Federal | 5442 | |
| Soft Drink Machine Gross Revenue | 5174 | |
| Special Milk Program | 5447 | |
| State Assessed Railroad and Utility Taxes | 5221 | |
| State Emergency Management (SEMA)Funds | 5372 | |
| State Revenue, Other | 5397 | |
| Stock Insurance Fund, County | 5222 | |
| Student Activities, Admissions | 5171 | Yes |
| Student Organization Member Dues and Fees | 5173 | Yes |
| Student Parking fee | 5198 | |
| Students with Disabilities Fees Received From Other LEAs | 5842 | |
| Substitute Reimbursement, Map | 5397 | |
| Substitute Reimbursement, Map | 5497 | |
| Success Link | 5397 | |
| Summer Food Service Program | 5481 | |
| Summer Food Service Program Sales to Pupils and Adults | 5165 | |
| Summer School Tuition (K-12) - Rec'd From Individuals | 5122 | Yes |
| Summer School Tuition (K-12) - Rec'd From Other LEAs | 5812 | Yes |
| Supper Food Service Program Rec'd From DOH | 5481 | |
| Surtax (M & M) | 5115 | |
| | | |
| **T** | | |
| | | |
| Tax, City Sales | 5117 | |
| Tax, In Lieu of | 5116 | |
| Taxes (Intangible), Financial Institution | 5114 | |
| Taxes, Current, Ad Valorem | 5111 | |

| | | |
|---|---|---|
| Taxes, Delinquent (Ad Valorem only) | 5112 | |
| Teacher and Principal Quality and Prof. Development, Title II, Part A, ESEA | 5465 | |
| Teacher Baseline Salary Grant | 5341 | |
| Teaching & Learning Conference Payments | 5397 | |
| Teaching and Learning Institute Scholarship - PD | 5397 | |
| Technology Training Support Grant | 5397 | |
| Temporary Deposits, Earnings On | 5141 | |
| Temporary Direct Deposit Revenue | 5691 | |
| TIF Surplus | 5116 | |
| Title I | 5451 | |
| Title I School Improvement (a) | 5451 | |
| Title I.C. | 5452 | |
| Title I.D. - LEA | 5451 | |
| Title I.D. – State Agency | 5451 | |
| Special Education Coop Development | 5437 | |
| Title II.A | 5465 | |
| Title II.B | 5465 | |
| Title III LEP | 5462 | |
| Title IV. A Student Support and Academic Enrichment | 5461 | |
| Title IV.B Twenty-First Century Community Learning Center | 5459 | |
| Title V.B, SRSA | 5492 | |
| Title V.B, Rural Low –Income School | 5492 | |
| Title V.B, Rural Education Achievement Program (REAP) | 5492 | |
| Title V.B, Rural Low –Income School | 5492 | |
| Transportation (State Aid) | 5312 | |
| Transportation Amounts Rec'd From Other LEAs for Disabled Transportation | 5842 | |
| Transportation Amounts Rec'd From Other LEAs for Non-Disabled Transport. | 5841 | |
| Transportation Amounts Rec'd From Other LEAs for ECSE Transportation | 5843 | |
| Transportation Fees From Patrons | 5131 | |
| Tuition From Other LEAs Regular Term | 5811 | Yes |
| Tuition From Other LEAs Summer School | 5812 | Yes |
| Tuition, Adult Education (Post-Secondary) | 5123 | |
| Tuition, Pre-School | 5181 | |
| Tuition, Regular Day, (K-12) | 5121 | Yes |
| Tuition, Summer School | 5122 | Yes |
| Twenty-First Century Community Learning Centers/Afterschool | 5459 | |
| | | |
| **U** | | |
| | | |
| Unclaimed Tax Surplus | 5211 | |

| | | |
|---|---|---|
| U.S. Treasury interest subsidy | 5497 | |
| Utility Tax, State Assessed | 5221 | |

| | | |
|---|---|---|
| **V** | | |
| | | |
| Vending Machine Gross Revenue | 5174 | |
| VICC | 5198 | |
| Vocational Rehabilitation | 5478 | |
| Vocational Resale | 5651 | |
| Volkswagen Settlement (School Bus) | 5397 | |
| Voluntary Interdistrict Choice Corporation | 5198 | |
| | | |
| **W** | | |
| | | |
| Wallace Foundation Grant | 5497 | |
| Wonder Years Grant | 5397 | |
| | | |
| **Y** | | |
| | | |
| Youth Risk Behavior Survey | 5497 | |

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# Revenue Object Codes

## Revenues

Revenues will be recorded on a gross basis. This policy will result in showing per revenue account the amount of all revenue received from all sources (i.e., local, state, federal). It will give adequate revenue information within the classification of accounts for budgeting, accounting and reporting purposes.

The revenue object code identifies the source of revenue and occupies the identical field in the code structure as the expenditure object codes. The revenue codes are, however, differentiated by the account classification code five (5) which precedes each revenue account while a six (6) precedes each expenditure object code. It may be noted that a revenue transaction will not have a function code; this field is zero filled or left blank. Code numbers in the **Class** column and middle (subclass) column ending in zero are for subtotaling purposes only and are ***not*** used for posting transactions.

**Apportionment of Tax Revenue**: Tax revenues in Current Taxes (revenue code 5111), Delinquent Taxes (revenue code 5112), TIF Surplus (revenue code 5116), County Stock Insurance Fund (revenue code 5222) and Federal Properties (revenue code 5231) should be apportioned into each fund according to the **adjusted** tax levy and must be carried to six decimal places rounded back to five.

## Local Revenue Sources (Source Code 1)

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| 5000 | | | **Revenues** | *Not for posting transactions.* | |
| 5100 | | | **Revenues from Local Sources** | *Not for posting transactions.* | |
| | 5110 | | **Taxes** | *Not for posting transactions.* | |
| | | **5111** | **Taxes, Current Ad Valorem**<br>Amounts derived from taxing real and personal property within the district for the current year. Includes protested taxes received in the current fiscal year. Includes released protested taxes for the current year.<br><br>Includes amounts generated from locally assessed railroad and utility property. | Placed in each fund in the same proportion as the fund tax levy is to the total adjusted tax levy. The apportionment must be carried to six decimal places rounded back to five. | No |
| | | **5112** | **Taxes, Delinquent Ad Valorem**<br>Amounts derived from prior years' ad valorem taxes. Delinquent taxes received after June 30 for the prior year and delinquent taxes received with no tax year indicated. Receipt of prior year (delinquent) M & M Surtax should be coded to 5115. | Placed in each fund on the same basis as receipts from current taxes, except where the previous years' obligations of the district would be affected by such distribution. Then the delinquent tax shall be distributed according to the tax levies established for the years in which the obligations were incurred. The apportionment must be carried to six decimal places rounded back to five. | No |

Expenditures Paid from these revenue sources should be coded with the following source codes:
1 – Local Revenue, 2 – County Revenue, 3 – State Revenue, 4 – Federal Revenue

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| | | **5113** | **School District Trust Fund (Proposition C)**<br>Amounts received from the state from a one-cent state sales tax. One-half of the total received is used to roll back the current tax levy unless a simple majority of voters has voted to forego all or part of the reduction per Section 164.013, RSMo. | No less than 75 percent of one-half of the funds received shall be placed in the Special Revenue (Teachers) Fund and the remaining percent placed in the General (Incidental) Fund. | No |
| | | **5114** | **Financial Institution Taxes (Intangible)**<br>Taxes levied on the intangible assets of financial institutions such as banks or savings and loan associations. | Placed at the discretion of the local board per Section 165.011, RSMo. | No |
| | | **5115** | **M & M Surtax**<br>Replacement tax on commercial real estate to replace revenue lost with the elimination of the merchants and manufacturing businesses' inventory tax (137.073 and 137.074, RSMo). This includes the surtax on State Assessed Railroad and Utilities, as well as protested and delinquent M & M Surtax. M & M is collected only on commercial real property assessed valuation. | Placed at the discretion of the local board per Section 165.011, RSMo. | No |
| | | **5116** | **In Lieu of Tax**<br>Amounts received for property taken off the tax rolls. Includes payments in lieu of taxes (PILOT).<br><br>Includes TIF Surplus. | In Lieu of Tax: placed at the discretion of the local board per Section 165.011, RSMo.<br><br>TIF Surplus: Placed in each fund in the same proportion as the fund tax levy is to the total adjusted tax levy. The apportionment must be carried to six decimal places rounded back to five. | No |
| | | **5117** | **City Sales Tax**<br>Amounts received from a city voted sales tax. | Placed at the discretion of the local board. | No |

Expenditures Paid from these revenue sources should be coded with the following source codes:
1 – Local Revenue, 2 – County Revenue, 3 – State Revenue, 4 – Federal Revenue

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| | 5120 | | **Tuition** | *Not for posting transactions.* | |
| | | **5121** | **Regular Day School Tuition (K-12) Received from Individuals**<br>Amounts received for over-age and non-legally assigned students attending regular-day school in the district/charter school. Regular term tuition received from other LEAs is coded to 5811. | Placed in the General (Incidental) and Special Revenue (Teachers) Funds at the discretion of the local board per Section 165.011, RSMo. | Yes |
| | | **5122** | **Summer School Tuition (K-12) Received from Individuals**<br>Amounts received for resident and non-resident students attending summer school in the district/charter school and for which state aid will **not** be claimed. Summer school tuition received from other LEAs is coded to 5812. | Placed in the General (Incidental) and Special Revenue (Teachers) Funds at the discretion of the local board per Section 165.011, RSMo. | Yes |
| | | **5123** | **Adult/Continuing Education Tuition - Post-Secondary**<br>Amounts received for resident and non-resident students attending adult education classes in the district/charter school. | Placed in the General (Incidental) and Special Revenue (Teachers) Funds at the discretion of the local board per Section 165.011, RSMo. | No |
| | 5130 | | **Transportation** | *Not for posting transactions.* | |
| | | **5131** | **Transportation Fees From Patrons**<br>Amounts received from parents or other local sources for transportation of students in the district/charter school. Transportation amounts received from other districts/charter schools is coded to 5841 or 5842, as appropriate. | General (Incidental) Fund | No |
| | 5140 | | **Earnings on Investments** | *Not for posting transactions.* | |
| | | **5141** | **Earnings From Temporary Deposits**<br>Interest earnings from **all** deposits and investments. Also includes penalties and interest from delinquent and protested taxes. | Placed in the fund in which the principal earned interest (i.e., allocated based on each fund's balance as a percentage of the total invested). | No |

Expenditures Paid from these revenue sources should be coded with the following source codes:
1 – Local Revenue, 2 – County Revenue, 3 – State Revenue, 4 – Federal Revenue

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| | | **5142** | **Accrued Interest on Bonds Sold** Amounts received as accrued interest from the sale of bonds. When bonds are sold at a date later than the nominal issue date of the bonds, the selling price often includes, in addition to the principal of the bonds, an amount representing the interest that has accrued on the bonds since the nominal issue date. | Debt Service Fund | No |
| | | **5143** | **Premium on Bonds Sold** An amount received when the sale of bonds is **higher** than the par value of the bonds. (Example: Bond par value is $1,000. Bonds are sold for $1,010. There is a $10 premium.) Record the total premium on all bonds sold. | Debt Service Fund | No |
| | 5150 | | **Food Service - Programs/Pupils** | *Not for posting transactions.* | |
| Project Codes | | **5151** | **Sales to Pupils - Reimbursable School Meals** Amounts received from pupils for the sale of reimbursable meals served under the National School Lunch Program and School Breakfast Programs and Special Milk Program milk sales and After-School Snack Program sales. | General (Incidental) Fund | No |
| | 5160 | | **Food Service - Programs/Adults** | *Not for posting transactions.* | |
| Project Codes | | **5161** | **Sales to Adults for Adult Meals – Non-Program Food Sales** Amounts received from adults for the sale of meals served under the National School Lunch and Breakfast Programs. | General (Incidental) Fund | No |
| Project Codes | | **5165** | **Nonreimbursable Meal Sales – Non-Program Food Sales** Amounts received from the sale of extra milk, a la carte, snack bar, extra entrée vending, banquets, etc. Include revenue received from pupils or adults during operation of for summer food service programs paid with Department of Health Food Program revenues (5481). Also includes revenues received from operating a food truck. | General (Incidental) Fund | No |

Expenditures Paid from these revenue sources should be coded with the following source codes:
1 – Local Revenue, 2 – County Revenue, 3 – State Revenue, 4 – Federal Revenue

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| | 5170 | | **Enterprise Sources** | *Not for posting transactions.* | |
| | | **5171** | **Admissions - Student Activities** Amounts received from patrons and students for a school-sponsored activity. | Placed in the operating funds at the discretion of the local board. | Yes |
| | | **5172** | **Bookstore Sales** Amounts received from patrons and students from the operation of a bookstore or sale of supplies. | Placed in the operating funds at the discretion of the local board. | Yes |
| | | **5173** | **Student Organization Membership Dues and Fees** Amounts received from students for school organization membership dues and fees. | Placed in the operating funds at the discretion of the local board. | Yes |
| | | **5174** | **Revenue From Enterprise Activities** Revenue from vending machines, soft drink machines, miscellaneous district petty cash funds and so on, not related to the regular food service program. These revenues are normally associated with activities at the building level that generate incremental local revenues for building/program/staff use, but may include revenue that benefits the general operations of the district. | Placed in the operating funds at the discretion of the local board. | No |
| | | **5179** | **Other Pupil Activity Income** All other revenue from pupil activities not listed above. | Placed in the operating funds at the discretion of the local board. | Yes |
| | 5180 | | **Community Services** | *Not for posting transactions*. | |
| | | **5181** | **Community Services** Revenues from activities performed by the LEA as community services, not directly related to providing an education for pupils. Includes local dollars from parents for school age childcare and daycare. | Placed by fund according to expenditures for such services. | No |

Expenditures Paid from these revenue sources should be coded with the following source codes:
1 – Local Revenue, 2 – County Revenue, 3 – State Revenue, 4 – Federal Revenue

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| | | **5182** | **Preschool Tuition**<br>Local dollars received for preschool students' tuition/scholarships including Missouri Preschool Project tuition/scholarships. Includes summer school PK tuition. | Placed in the General (Incidental) and Special Revenue (Teachers) Funds at the discretion of the local board per Section 165.011, RSMo. | Yes |
| | 5190 | | **Other Revenue From Local Sources** | *Not for posting transactions.* | |
| | | **5191** | **Rentals**<br>Revenue from rental of school facilities or other property owned by the school district/charter school. | Placed in the General (Incidental) Fund or Capital Projects Fund at the discretion of the local board. | No |
| Project Codes | | **5192** | **Gifts/Donations**<br>Amounts received from philanthropic or private organizations, individuals, or other sources for which no repayment or special service to the contributor is expected. | Placed in the fund where it can be expended to meet the purpose for which it was donated and accepted per Section 165.011, RSMo. | No |
| | | **5195** | **Prior Period Adjustment**<br>Recovery of items previously expended in a prior fiscal year. This also includes prior year accounts payable adjustments after final liquidation and refunds of bond issuance costs. | Placed in any fund according to type of initial action. | No |
| | | **5196** | **Net Receipts From Clearing Accounts**<br><br>At the end of the accounting period, the excess of gross receipts over gross expenditures of revolving funds and clearing accounts under the jurisdiction and control of the board of education when such funds are available for general expenditure by the local board. | Placed in any fund according to type of initial action. | No |
| | | **5198** | **Miscellaneous Local Revenue**<br>All other revenues from local sources not covered by the above local revenue codes. Includes the receipt of payments from the Voluntary Interdistrict Choice Corporation (VICC). | Placed in any fund or funds at the discretion of the local board. | No |

Expenditures Paid from these revenue sources should be coded with the following source codes:
1 – Local Revenue, 2 – County Revenue, 3 – State Revenue, 4 – Federal Revenue

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|

## County Revenue Sources (Source Code 2)

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| 5200 | | | **Revenue From County Sources** | *Not for posting transactions.* | |
| | 5210 | | **Court Related - County** | *Not for posting transactions.* | |
| | | **5211** | **Fines, Escheats, Overplus, Etc.**<br><br>Amounts received from the county school fund. All fines passing through the office of the county clerk or circuit clerk. Includes sheriff's sales (foreclosure sale surplus) and unclaimed tax surplus/overplus surtax per Section 140.230, RSMo. Forfeitures are paid to the state rather than the district per Section 166.131, RSMo. Penalties and interest from delinquent and protested taxes should be coded to 5141. | Special Revenue (Teachers) Fund | No |
| | 5220 | | **Tax Collected by County for the LEA** | *Not for posting transactions.* | |
| | | **5221** | **State Assessed Railroad and Utility Taxes**<br>Amount derived from county average levy for school purposes, capital project purposes and other purposes (debt service) on the assessed valuation of railroad and utility properties as assessed by the state. This includes private car tax as well as delinquent and protested State Assessed Utility Tax. (Does not include amounts generated from locally assessed railroad and utility property, which should be coded to Current Taxes, Revenue Code 5111). | Amount received for other purposes is placed in the Debt Service Fund. Amount received for capital project purposes is placed in the Capital Projects Fund. Amount received for school purposes is placed in the General (Incidental) and Special Revenue (Teachers) Funds in proportion to the adjusted tax levy in those two funds. | No |
| | | **5222** | **County Stock Insurance Fund**<br>Proceeds of taxes paid by domestic insurance companies on premiums written per Section 148.330 (4), RSMo. | Placed in each fund in the same proportion as the fund tax levy is to the total adjusted tax levy. The apportionment must be carried to six decimal places rounded back to five. | No |
| | 5230 | | **<u>Other County Revenue</u>** | *Not for posting transactions.* | |

Expenditures Paid from these revenue sources should be coded with the following source codes:
1 – Local Revenue, 2 – County Revenue, 3 – State Revenue, 4 – Federal Revenue

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| | | **5231** | **Federal Properties**<br>Amounts received from federal properties through the county per Section 12.070, RSMo. These payments are based on revenue transmittals through the state treasurer to each county from the United States Departments of Agriculture and Interior for forest management services/mineral leasing receipts per Section 2506 of the National Energy Bill.<br><br>Also includes receipts paid through the county per Section 12.080, RSMo, as received from any federal department for leases of federal land subject to the Flood Control Act (33 U.S.C.A.) of 1928, as amended. | Placed in each fund in the same proportion as the fund tax levy is to the total adjusted tax levy. The apportionment must be carried to six decimal places rounded back to five. | No |
| | | **5232** | **Penalties Paid by Concentrated Animal Feeding Operations.** | Special Revenue (Teachers) Fund. | No |
| | | **5237** | **Other County Revenue**<br>Revenue received through the county not specified above. | Placed in the operating funds at the discretion of the local board. | No |
| | | | **State Revenue Sources (Source Code 3)** | | |
| 5300 | | | **Revenue From State Sources** | *Not for posting transactions.* | |
| | 5310 | | **Foundation Formula, State Aid** | *Not for posting transactions.* | |
| | | **5311** | **Basic Formula - State Monies**<br>Amounts received from the State Foundation Formula (the calculated **apportionment** amount plus or minus prior year corrections). Excludes Classroom Trust Fund and Federal Budget Stabilization Fund. | No less than 75 percent of the funds received shall be placed in the Special Revenue (Teachers) Fund and the remaining percent placed in the General (Incidental) Fund. Section 163.031, RSMo. | No |
| | | **5312** | **Transportation**<br>Amounts received from the state for transportation of school children. | Placed in the General (Incidental) Fund. Section 163.031, RSMo. | No |

Expenditures Paid from these revenue sources should be coded with the following source codes:
1 – Local Revenue, 2 – County Revenue, 3 – State Revenue, 4 – Federal Revenue

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| | | **5314** | **Early Childhood (3 & 4 Year Old) Special Education (ECSE)**<br>Amounts received from the state to provide for early childhood special education programs (ECSE). Federal revenues received for this program should be coded to Early Childhood Special Education, revenue code 5442. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| Project Codes | | **5317** | **Career Ladder/Excellence in Education Act**<br>Amounts received from the state for the career ladder salary supplement. | Placed in the Special Revenue (Teachers) Fund. Section 163.031, RSMo. | No |
| | | **5319** | **Basic Formula - Classroom Trust Fund**<br>Amounts received from the gaming portion of funding for the State Foundation Formula. | Placed at the discretion of the local board except amounts received above 2009-2010 amounts shall only be placed in General (Incidental) or Special Revenue (Teacher) fund per Section 163.043, RSMo. | No |
| Project Codes | | **5324** | **Educational and Screening Program**<br>Amounts received from the state for Early Childhood Screening or Parent Education programs per Sections 163.031 and 167.332, RSMo. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board. Section 163.031 RSMo. | No |
| | | **5325** | **Small Schools Grant**<br>Amounts received from the state for small schools per Section 163.044, RSMo. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board. Section 163.031 RSMo. | No |
| | 5330 | | **State Revenue** | *Not for posting transactions.* | |
| Project Codes | | **5332** | **Career Education**<br>Amounts received from the state that represent reimbursement for career and technical education. This reimbursement represents the state's portion of the matching requirement per Sections 178.420 through 178.580, RSMo. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| | | | Includes amounts received for Area Career Center Construction. | Capital Projects Fund | |

Expenditures Paid from these revenue sources should be coded with the following source codes:
1 – Local Revenue, 2 – County Revenue, 3 – State Revenue, 4 – Federal Revenue

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| Project Codes | | 5333 | **Food Service**<br>Amounts received for the State Payment for the school lunch program. | General (Incidental) Fund | No |
| Project Codes | | 5337 | **Adult Education & Literacy (AEL)**<br>Amounts received from the state for adult education programs. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| Project Codes | | 5338 | **Missouri Quality Pre-K (MOQPK) - LEA Grant**<br>Amounts received from the Department of Elementary and Secondary Education for Pre-K funding through the grant application process. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| Project Codes | | 5339 | **Missouri Comprehensive Afterschool Learning (MOCAL)**<br>Amounts received from the state as reimbursement for before and after school programs to support education efforts for school aged children. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board. | No |
| Project Codes | 5340 | 5341 | **Teacher Baseline Salary Grant**<br>Amounts received from the state for baseline educator salary. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board. | No |
| Project Codes | | 5342 | **Evidence-Based Reading Grant**<br>Amounts received from the Evidence-Based Reading Instruction Program Fund that represent reimbursement costs associated with reading assessments, designated reading programs, supplies, and other reading materials. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board. | No |

Expenditures Paid from these revenue sources should be coded with the following source codes:
1 – Local Revenue, 2 – County Revenue, 3 – State Revenue, 4 – Federal Revenue

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| | 5360 | 5366 | **Energy Loan**<br>Amounts received from the state for energy conservation programs. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| | | 5369 | **Residential Placement/Excess Cost**<br>Amounts received for children in residential placements through the MO Department of Mental Health, MO Department of Social Services, or a court of competent jurisdiction pursuant to Section 167.126, RSMo (referred to as the Public Placement Fund). | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| | | 5371 | **Readers for the Blind**<br>Amounts received from the state for readers for blind students. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| | | 5372 | **State Emergency Management Agency (SEMA) Funds**<br>Amounts received from the state for the state match portion of a disaster assistance grant. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| | 5380 | 5381 | **High Need Fund - Special Education**<br>Amounts received from the state as reimbursement for expenditures during the prior year made on behalf of a student with a disability whose special education costs exceed three times the district's current expenditure per average daily attendance as calculated from the district's/charter school's Annual Secretary of the Board Report (ASBR) for the year in which the expenditures are claimed (see Section 162.974, RSMo). | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |

Expenditures Paid from these revenue sources should be coded with the following source codes:
1 – Local Revenue, 2 – County Revenue, 3 – State Revenue, 4 – Federal Revenue

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| | | **5384** | **School Safety Grant**<br>Amounts received from the state for school safety improvement and investments. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| | 5390 | **5397** | **Other State Revenue**<br>Amounts received from state agencies not listed above (includes Grant for Dual Credit, Technology Training Support Grant, Disability Determinations, Local Records Preservation Grant, Wonder Years Grant, PDC, MSIP Reimbursement, Gold Star Schools, Teaching & Learning Scholarship Payments). | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |

## Federal Revenue Sources (Source Code 4)

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| 5400 | | | **Revenue From Federal Sources** | *Not for posting transactions.* | |
| | 5410 | | **Federal Unrestricted, Direct**<br>Amounts received directly from the federal government. | *Not for posting transactions.* | |
| | | **5411** | **Impact Aid**<br>Amounts received from federal funds by LEAs having increased enrollments due to federal activities. Impact Aid, Restricted Purpose should be coded to revenue code 5486. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| | | **5412** | **Medicaid**<br>Amounts received as a reimbursement for expenditures relating to direct services to eligible children and allowable administrative claiming. Includes Missouri School District Administrative Claiming (SDAC) and Missouri School District Reimbursement (Direct Therapy Services) revenues. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |

Project Codes

Expenditures Paid from these revenue sources should be coded with the following source codes:
1 – Local Revenue, 2 – County Revenue, 3 – State Revenue, 4 – Federal Revenue

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| | | **5418** | **Reserve Officer Training Corps (ROTC)**<br>Amounts received from the federal government as a reimbursement for the various military services reserve officer training programs. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| | 5420 | | **Federal – Restricted**<br>Amounts received from the federal government through the state. | *Not for posting transactions.* | |
| Project Codes | | **5427** | **Perkins Basic Grant, Career Education**<br>Allocation of funds to improve career and technical education programs with the full participation of individuals who are members of special populations. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| Project Codes | | **5435** | **Comprehensive Literacy State Development (CLSD) Grant**<br>Amounts received for developing, implementing, and sustaining equitable systems of support to meet literacy needs. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| Project Codes | | **5436** | **Adult Education & Literacy (AEL)**<br>Amounts received through the state for adult education programs (see also Adult Education & Literacy (AEL) - State, revenue code 5337). | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |

Expenditures Paid from these revenue sources should be coded with the following source codes:
1 – Local Revenue, 2 – County Revenue, 3 – State Revenue, 4 – Federal Revenue

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| Project Codes | | **5437** | **IDEA Grants**<br>Amounts received through special competitive grants or state initiatives from the Individuals with Disabilities Education Act (IDEA) set-aside funds. These are not IDEA entitlement funds. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| Project Codes | | **5438** | **Non- IDEA Special Education Grants**<br>Amounts received for special education initiatives with federal funds other than IDEA funds. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| Project Codes | 5440 | **5441** | **IDEA Entitlement Funds, Part B IDEA**<br>Entitlement amounts received through the Individuals with Disabilities Education Act (IDEA) grant for providing special education and related services to students with disabilities. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| Project Codes | | **5442** | **Early Childhood Special Education (ECSE)**<br>Amounts received through the state for early childhood special education programs (ECSE) (includes IDEA Part B and Section 619 grants). | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| Project Codes | | **5444** | **National School Lunch Program Equipment Grant**<br>Amounts received through the Department of Elementary and Secondary Education for food service equipment grants funded from the USDA National School Lunch Program. | Capital Projects Fund | No |

Expenditures Paid from these revenue sources should be coded with the following source codes:
1 – Local Revenue, 2 – County Revenue, 3 – State Revenue, 4 – Federal Revenue

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| Project Codes | | **5445** | **National School Lunch Program** Amounts received through the Department of Elementary and Secondary Education for the National School Lunch Program. Revenue received directly from the MO Department of Health for Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP) is reported in revenue code 5481. | General (Incidental) Fund | No |
| Project Codes | | **5446** | **School Breakfast Program** Amounts received through the Department of Elementary and Secondary Education for the School Breakfast Program. Revenue received directly from the MO Department of Health for Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP) is reported in revenue code 5481. | General (Incidental) Fund | No |
| Project Codes | | **5447** | **Special Milk Program** Amounts received through the Department of Elementary and Secondary Education for the Special Milk Program. | General (Incidental) Fund | No |
| Project Codes | | **5448** | **After-School Snack Program** Amounts received through the Department of Elementary and Secondary Education for the After-School Snack Program. Expenditures should be reported in 2561-Food Service. | General (Incidental) Fund | No |
| Project Codes | | **5449** | **Fresh Fruits and Vegetable Program** Amounts received through the state for the USDA Fresh Fruits and Vegetable Program. | General (Incidental) Fund | No |
| Project Codes | 5450 | **5451** | **Title I** Amounts received through the state for Title I, Part A, Improving Basic Programs, Title I, 1003(a), School Improvement, Title I, Part D, Neglected or Delinquent to help educationally disadvantaged students meet high academic standards. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |

Expenditures Paid from these revenue sources should be coded with the following source codes:
1 – Local Revenue, 2 – County Revenue, 3 – State Revenue, 4 – Federal Revenue

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| Project Codes | | **5452** | **Title I.C**<br>Amounts received through the state for supplementary services to children of migrant workers to assist them in overcoming academic problems associated with multiple relocations. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| | 5460 | | **Other Federal - Restricted**<br>Amounts received from the federal government through the state. | *Not for posting transactions.* | |
| Project Codes | | **5461** | **Title IV.A Student Support and_ Academic Enrichment**<br>Amounts received through the state for improving students' academic achievement by providing all students with access to a well-rounded education; improving school conditions for student learning; and improving the use of technology and digital literacy of all students. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| Project Codes | | **5462** | **Title III**<br>Amounts received through the state for English learners, including immigrant children. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| Project Codes | | **5463** | **Homeless Education**<br>Amounts received through the state for supplementary services to improve the effectiveness of education of homeless children and youth. Funded through the Stewart B. McKinney Homeless Children and Youth Act. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |

Expenditures Paid from these revenue sources should be coded with the following source codes:
1 – Local Revenue, 2 – County Revenue, 3 – State Revenue, 4 – Federal Revenue

Project Codes

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| | | **5465** | **Title II.A**<br>Amounts received through the state to improve student achievement consistent with the Missouri Learning Standards; improve the quality and effectiveness of teachers, principals, and other school leaders; increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and provide low-income and minority students greater access to effective teachers, principals and other school leaders. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board. (If the flexibility option is used then money may be placed in the Capital Projects Fund in accordance with the flexibility budget). | No |
| | | **5472** | **Child Care Development Fund Grant**<br>Amounts received through the state. Revenue may be received from both Early Learning and Extended Learning after school program's in the form of competitive grants or contracts to be used for the purchase of materials, supplies, equipment, training, salaries, development of curriculum or other needed services such as licensing and accreditation fees. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| | | **5477** | **Federal Emergency Management Agency (FEMA) Funds**<br>Amounts received from the federal government passing through the State Emergency Management Agency. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| | | **5478** | **Vocational Rehabilitation**<br>Amounts received as true revenue for the Vocational Rehabilitation Program. Does not include amounts received by a district/charter school as a reimbursement for expenditures. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board. | No |
| | 5480 | | **Other Federal - Restricted** | *Not for posting transactions.* | |

Expenditures Paid from these revenue sources should be coded with the following source codes:
1 – Local Revenue, 2 – County Revenue, 3 – State Revenue, 4 – Federal Revenue

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| Project Codes | | **5481** | **Department of Health and Senior Services Food Programs** Amounts received from the MO Department of Health and Senior Services and **NOT** a part of the regular National School Lunch and Breakfast program (includes the Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP)). | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| | | **5483** | **Head Start** Amounts received as a sub-grantee (delegate) to operate a head start program. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| | | **5484** | **Pell Grants** Amounts received from the federal government to enable an individual to enroll in an adult education program. This grant should not be handled as a receipt to the district but rather as a pass-through to the individual. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| | | **5486** | **Impact Aid, Restricted Purpose** Amounts received from the federal government by LEAs (due to federal activities) for a specific purpose. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes should be placed in the Capital Projects Fund. | No |

Expenditures Paid from these revenue sources should be coded with the following source codes:
1 – Local Revenue, 2 – County Revenue, 3 – State Revenue, 4 – Federal Revenue

Project Codes

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| | 5490 | **5492** | **Title V.B., Rural Education Achievement Program (REAP)** Amounts received directly from federal or from federal through the state to address the unique needs of rural school districts that receive federal Title program allocations in amounts too small to be effective in meeting their intended purposes. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |
| | | **5497** | **Other Federal Revenue** Amounts received from federal sources not listed above (includes Federal Charter School Program Grant, Community Service Grant, Refugee Children's Improvement Grant,, Local Food for Schools Program, Farm to School Program, and U.S. Treasury interest subsidy). | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for debt service purposes or capital projects purposes shall be placed in the Debt Service Fund or Capital Projects Fund. | No |

## Local Revenue Sources (Source Code 1)

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| 5600 | | | **Non-Current Revenue** | | |
| | 5610 | | **Sale of Bonds** | *Not for posting transactions.* | |
| | | **5611** | **Sale of Bonds** Amounts received as principal from the sale of bonds. | Capital Projects Fund | No |
| | 5630 | | **Insurance** | *Not for posting transactions.* | |
| | | **5631** | **Net Insurance Recovery** Compensation or insurance recoveries for loss of school property **above** the cost of actual replacement or property not being replaced (see Casualty/Loss Clearing Account, General Ledger Account 3320). Include insurance proceeds if expenditure for replacement/repair of damaged/lost property was expended in a different fiscal year. | Placed in the General (Incidental) Fund or Capital Projects Fund based on the category of loss. | No |
| | 5640 | | **Sale of School Buses** | *Not for posting transactions.* | |
| | | **5641** | **Sale of School Buses** Amounts received from the sale of school buses. | Capital Projects Fund | No |

Expenditures Paid from these revenue sources should be coded with the following source codes:
1 – Local Revenue, 2 – County Revenue, 3 – State Revenue, 4 – Federal Revenue

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| | 5650 | **5651** | **Sale of Property/Equipment/Supplies** Amounts received from the sale of equipment such as cafeteria or instructional equipment. Also includes amounts received from the sale of a building or land or a combination of both. The sale of a building representing a vocational project for resale is also credited in the Capital Projects Fund to inventory for Resale, General Ledger Account 1315. | Capital Projects Fund | No |
| | | | Sale of supply items should be credited to the General (Incidental) Fund. | General (Incidental) Fund | |
| | 5660 | **5661** | **Loan Proceeds** Proceeds from loans greater than 12 months. | Capital Projects Fund | No |
| | 5670 | **5671** | **Capital Lease Proceeds** Proceeds from capital lease purchase (financed purchase) used to purchase a capital asset. | Capital Projects Fund | No |
| | 5690 | | **Other Non-Current Revenue** | *Not for posting transactions.* | |
| | | **5691** | **Temporary Direct Deposit Revenues** Amounts received from the Department representing the portion of state aid that is directly deposited into a designated trustee account for participation in the MOHEFA Direct Deposit Program. | Debt Service Fund | No |
| | | **5692** | **Refunding Bonds** Proceeds from a refunding of general obligation bonds. | Debt Service Fund | No |
| 5800 | | | **Amounts Received From Other LEAs** | *Not for posting transactions.* | |
| | 5810 | | **Tuition From Other LEAs** | *Not for posting transactions.* | |
| | | **5811** | **Tuition From Other LEAs - Regular Term** Amounts received from other LEAs for the regular school term. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board. | Yes |

Expenditures Paid from these revenue sources should be coded with the following source codes:
1 – Local Revenue, 2 – County Revenue, 3 – State Revenue, 4 – Federal Revenue

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| | | **5812** | **Tuition From Other LEAs - Summer School**<br>Amounts received from other LEAs for summer school. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board. | Yes |
| | 5820 | | **Area Career Center Fees From Other LEAs** | *Not for posting transactions.* | |
| | | **5821** | **Area Career Center Fees From Other LEAs**<br>Amounts received from other LEAs for area career center services. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board. | Yes |
| | 5830 | | **Contracted Educational Services From Other LEAs** | *Not for posting transactions.* | |
| | | **5831** | **Contracted Educational Services From Other LEAs**<br>Amounts received from other LEAs for contracted educational services. Includes amounts received as Local Tax Effort from another school district pursuant to Section 167.126.2 RSMo. | Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board. | Yes |
| | 5840 | | **Transportation Amounts Received From Other LEAs** | *Not for posting transactions*. | |
| | | **5841** | **Transportation Amounts Received From Other LEAs for Non-Disabled Transportation**<br>Amounts received through an interdistrict contract for transportation of another school district's/charter school's non-disabled students. | General (Incidental) Fund | Yes |
| | | **5842** | **Transportation Amounts Received From Other LEAs for K-12 Students w/Disabilities Transportation**<br>Amounts received through an interdistrict contract for transportation of another school district's/charter school's students with disabilities. | Placed in the General (Incidental) Fund except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. | No |

Expenditures Paid from these revenue sources should be coded with the following source codes:
1 – Local Revenue, 2 – County Revenue, 3 – State Revenue, 4 – Federal Revenue

| Class | Code | Detail | Description | Placement | Location Code Required |
|---|---|---|---|---|---|
| | | 5843 | **Transportation Amounts Received From Other LEAs for ECSE Transportation** Amounts received through an interdistrict contract for transportation of another school district's early childhood special education (ECSE) students (includes amounts received from a district/charter school serving as a fiscal agent for ECSE transportation). | General (Incidental) Fund | No |

Expenditures Paid from these revenue sources should be coded with the following source codes:
1 – Local Revenue, 2 – County Revenue, 3 – State Revenue, 4 – Federal Revenue

# Function Codes

# Quick Reference

## Function Code Identification

The following alphabetical title listing of function codes may be used as a quick reference for locating individual function codes. Districts are encouraged to read the applicable function code descriptions, which immediately follow this section, to ensure proper coding.

| Title | Function Code | Location Code Required |
|---|---|---|
| | | |
| **A** | | |
| | | |
| Accounts Payable/Receivable | 2523 | |
| ACT, District Paid | 1151 | Yes |
| Activities Director | 2329 or 2491 | No/Yes |
| Activity Registration fees for Student Activity Events | 1411 | |
| Adjudicated Students, Institutions for | 1253 | Yes |
| Administrative Cost for Contracted Transportation Services | 2551 | |
| Administrative Cost for District Operated Transportation Services | 2552 | |
| Administrative Technology Services | 2331 | |
| Admissions Counseling, Placement Services | 2126 | Yes |
| Adult Career and Technical education (CTE) Programs | 1621 | |
| Adult Career Education | 1621 | |
| Adult Community Education/Life Enrichment Instruction, Not Related to a Vocation | 1671 | |
| Adult Education | 1611 | |
| Adult/Continuing Education Programs, Other | 1691 | |
| Afterschool Care | 3811 | |
| Afterschool Program | 3812 | |
| Agricultural Education | 1311 | Yes |
| Alternative Program Instruction | 1193 | Yes |
| Appraisal Services | 2123 | Yes |
| Arbitrage, Bond | 5311 | |
| Architect Fees Considered Part of a Particular Project | 4031 | |
| Architect Fees Not Considered Part of a Particular Project | 2311 | |
| Area Career Center Fees | 1921 | Yes |
| Athletic Director | 2329 or 2491 | No/Yes |
| Athletic Officials | 1421 | Yes |
| Athletic Registration fees for Student Athletic Events | 1421 | |
| Athletics, Coach | 1421 | Yes |
| Athletics, School-Sponsored | 1421 | Yes |
| Attendance and Social Work Services, Directing/Managing | 2111 | Yes |
| Attendance and Social Work Services, Other | 2119 | Yes |
| Attendance Services | 2112 | Yes |
| Audiologist | 2152 | Yes |

| | | |
|---|---|---|
| Audiology and Speech Pathology Services | 2152 | Yes |
| Audiology and Speech Pathology Services, Directing/Managing | 2151 | Yes |
| Audiovisual Services | 2223 | Yes |
| Audit Services, Internal | 2526 | |
| Auditing Services | 2311 | |
| | | |
| **B** | | |
| | | |
| Background Checks | 2643 | |
| Banking Fees | 2529 | |
| Behavioral Specialist | 2191 | Yes |
| Bilingual Instruction | 1271 | Yes |
| Bill Back for Local Effort | 1911 | Yes |
| Biological and Agriculture Vocational Instruction | 1311 | Yes |
| Biomedical Science Program | 1341 | Yes |
| Board of Education Services | 2311 | |
| Board Secretary | 2311 | |
| Bond Arbitrage | 5311 | |
| Bond Issuance Costs | 5311 | |
| Bonded Indebtedness Fees | 5311 | |
| Bonded Indebtedness Interest | 5211 | |
| Bonded Indebtedness Principal | 5111 | |
| Budgeting Services | 2522 | |
| Building Acquisition, Construction, and Improvement Services | 4051 | |
| Building Care and Upkeep of Building Serv. | 2542 | |
| Building Principal | 2411 | Yes |
| Building Rental | 2542 | |
| Business Education | 1321 | Yes |
| Business Support Services, Directing/Managing | 2511 | |
| Business Support Services, Other | 2591 | |
| Buyout Fee – Insurance Consortium | 2321 or 2645 | |
| | | |
| **C** | | |
| | | |
| Care and Upkeep of Buildings Services | 2542 | |
| Care and Upkeep of Equipment Services | 2544 | |
| Care and Upkeep of Grounds Services | 2543 | |
| Career Center Fees, Area | 1921 | Yes |
| Career Education Administrators | 2491 | |
| Career Education Directors | 2491 | |
| Career Education Special Populations | 1381 | Yes |
| Catastrophic Insurance for Student Activities | 2542 | |
| CEIS, Coordinated Early Intervening Services | 1223 | Yes |
| Cell Phone Service | 2542 | |
| Central Office Services, Directing/Managing | 2611 | |
| Child Complaint Fees | 2311 | |

| | | |
|---|---|---|
| Childcare Services, Early Childhood Program | 3811 | |
| Civic Services | 3311 | |
| Claim Care Fees | 2529 | |
| Clothing and Food for Students in Need | 3611 | |
| Coach, Student Athletics | 1421 | Yes |
| Community Education/Life Enrichment | 1671 | |
| Community Recreation Services, Directing/Managing | 3211 | |
| Community Relations Services | 2322 | |
| Community Services, Directing/Managing | 3111 | |
| Community Services, Other | 3911 | |
| Computer Labs | 2225 | |
| Computer,  Assisted Instruction Services | 2225 | Yes |
| Conceal and Carry Permit | 2546 | |
| Construction, Building Acquisition, and Improvements Services | 4051 | |
| Construction, Facilities Acquisition, and Improvements Services, Directing/Managing | 4011 | |
| Consumer, Family Sciences and Human Services Education | 1331 | Yes |
| Contract Buyout | 2311 | |
| Contracted Educational Services | 1941 | Yes |
| Cooperative, Marketing  Education | 1351 | Yes |
| Coordinated Early Intervening Services (CEIS) | 1223 | Yes |
| Coordinator, Title | 2329 | |
| Copier | 2321 or 2544 | |
| Cost of Issuance for General Obligation Bond | 5311 | |
| Counseling Services | 2122 | Yes |
| Counseling, Psychological Services | 2142 | Yes |
| Criminal Records Background Check | 2643 | |
| Criminal Records Background Check for Bus Drivers | 2551, 2552, 2553, or 2554 | |
| Curriculum Development, Instruction Services | 2212 | Yes |
| Custody and Care of Children Services | 3811 | |
| Cyber Insurance Coverage | 2331 | |
| | | |
| **D** | | |
| | | |
| Data Processing, Directing/Managing | 2661 | |
| Data Processing Services, Other | 2669 | |
| Dental Services | 2133 | Yes |
| Desks, Students | 1111/1131/ 1151 | |
| Development and Land Acquisition Services | 4021 | |
| Development Services | 2622 | |
| Director, ECSE | 2329 | |
| Director, Special Education | 2329 | |
| Director, Title | 2329 | |
| Discount on Bonds Sold | 5241 | |

| Title | Function Code | Location Code Required |
|---|---|---|
| | | |
| Disposal of Hazardous Waste | 2549 | |
| Drug Screening, Students | 2139 | |
| Drug Testing for Bus Drivers, District Operated | 2552 | |
| Dual Credit | 1941 | |
| Duplication of Materials | 2574 | |
| **E** | | |
| | | |
| Early Childhood Activities, Childcare Services, PAT | 3511 | Yes |
| Early Childhood Instruction | 3512 | Yes |
| ECSE - Approved Building Lease Purchase | 5131 | |
| ECSE - Approved Building Lease/Rental | 2542 | |
| ECSE - Approved School Bus Lease/Rentals and Purchases | 2559 | |
| ECSE Director | 2329 | |
| ECSE Instruction | 1281 | Yes |
| ECSE Transportation (Both Contracted or District Operated) | 2559 | |
| Educational Media Services, Directing/Managing | 2221 | Yes |
| Educational Media Services, Other | 2229 | Yes |
| Educational Services, Contracted | 1941 | Yes |
| Educational Specifications Development Services | 4041 | |
| Educational Television Services | 2224 | |
| Electric Charging Station | 4091 | |
| Elementary Instruction | 1111 | Yes |
| Emergency Health Care | 2645 | |
| End of Course Exams (EOC) (use appropriate function code for instruction) | 1131, 1151, 1193, 1194, or 1195 | Yes |
| Energy Loan, GESPC Interest Installment Contract | 5222 | |
| Energy Loan, GESPC Interest, Lease Purchase Agreements | 5231 | |
| Energy Loan, GESPC Principal, Capitalized Lease Purchase Agreements | 4051 | |
| Energy Loan, GESPC Principal, Installment Contract | 5122 | |
| Energy Loan, GESPC Principal, Not Capitalized Lease Purchase Agreements | 5131 | |
| Energy Loan, Interest | 5222 | |
| Energy Loan, Principal | 5122 | |
| Engineering Services | 4031 | |
| English Language Learning – Adjust Education | 1614 | |
| Equipment Care and Upkeep Services | 2544 | |
| Evaluation Services | 2623 | |
| Exercise Equipment for Staff | 2649 | |
| Executive Administration Services, Other | 2329 | |
| Extended School Year Instruction | 1221 | Yes |
| | | |

| Title | Function Code | Location Code Required |
|---|---|---|
| **F** | | |
| Facilities Acquisition and Construction Services, Directing/Managing | 4011 | |
| Facilities Acquisition and Construction Services, Other | 4091 | |
| Family Consumer Sciences and Human Services Education | 1331 | Yes |
| Federal Relations Services | 2324 | |
| Fees, Bonded Indebtedness | 5311 | |
| Fees, Lease Purchase Agreements | 5331 | |
| Fees, Long Term Loans | 5322 | |
| Fees, Short Term Loans | 5321 | |
| Feminine Hygiene Products | 2139 | Yes |
| Fidelity Bond | 2311 | |
| Financial Accounting Services | 2525 | |
| Financial Accounting System Software Purchase | 2525 | |
| Financial Analysis for Special Education | 2529 | |
| Fiscal Services, Directing/Managing | 2521 | |
| Fiscal Services, Other | 2529 | |
| Food Delivery Services | 2563 | |
| Food Preparation and Dispensing Services | 2562 | |
| Food Service Cashiers | 2562 | |
| Food Service Program, Summer MO Department of Health | 2569 | |
| Food Service Program, Supper MO Department of Health | 2569 | |
| Food Services, Directing/Managing | 2561 | |
| Food Services, Other | 2569 | |
| Food Truck Expenditures | 2569 | |
| Furniture in Classroom | 1111/1131/ 1151 | |
| **G** | | |
| | | |
| General Liability Insurance | 2311 | |
| Gifted and Talented Programs | 1211 | Yes |
| Gifted Testing | 1211 | Yes |
| Graduation Expenses | 2491 | Yes |
| Grant Procurement Activities | 2324 | |
| Ground Care and Upkeep Services | 2543 | |
| Guaranteed Energy Savings Performance Contract Interest, Installment Contract | 5222 | |
| Guaranteed Energy Savings Performance Contract Interest, LP Agreements | 5231 | |
| Guaranteed Energy Savings Performance Contract Principal, Installment Contract | 5122 | |
| Guaranteed GESPC Principal, Capitalized LP Agreements | 4051 | |
| Guaranteed GESPC, Not Capitalized LP Agreements | 5131 | |
| Guidance Services, Directing/Managing | 2121 | Yes |
| | | |
| **H** | | |

| Title | Function Code | Location Code Required |
|---|---|---|
| | | |
| Handicapped Census | 2114 | Yes |
| Hazardous Waste Disposal | 2549 | |
| Health Insurance Consortium Per User Fee | 2321 or appropriate salary code | No/Yes |
| Health Sciences Education | 1341 | Yes |
| Health Services, Employee | 2645 | No |
| Health Services, Students, Directing/Managing | 2131 | Yes |
| Health Services, Students, Other | 2139 | Yes |
| High School Instruction | 1151 | Yes |
| Homebound Instruction (if child does not have IEP) | 1111, 1131, or 1151, | Yes |
| Homebound Instruction (if child has IEP) | 1221 | Yes |
| Homeless Transportation paid by a Grant | 2558 | |
| Homeless Transportation paid by the District/Charter | 2551, 2552, 2553, 2554, 2555, or 2556 | |
| | | |
| **I** | | |
| | | |
| Improvement of Instruction Services, Other | 2219 | Yes |
| Improvement of Instruction Services, Directing/Managing | 2211 | Yes |
| Information Services, Internal Staff and Pupils | 2632 | |
| Information Services, Directing/Managing | 2631 | |
| Information Services, Other | 2639 | |
| Information Services, Public | 2633 | |
| Information Services, Pupils | 2124 | Yes |
| In-Service Training for Non-Instructional Staff | 2644 | |
| Inspection Fees, School Bus | 2552 | |
| Installment Contract, Interest | 5222 | |
| Installment Contract, Principal | 5122 | |
| Institutions for Adjudicated Students | 1253 | Yes |
| Institutions for Neglected Students | 1254 | Yes |
| Instruction and Curriculum Development Services | 2212 | Yes |
| Instructional Staff Support Services, Other | 2291 | Yes |
| Instructional Staff Training Services | 2213 | Yes |
| Instruction-Related Technology (non-classroom) | 2225 | Yes |
| Insurance, Property | 2542 | |
| Insurance, General Liability | 2311 | |
| Interest - Tax Anticipation Note | 5221 | |
| Interest, Bonded Indebtedness | 5211 | |
| Interest, Energy Loan | 5222 | |

| Title | Function Code | Location Code Required |
|---|---|---|
| | | |
| Interest, GESPC, Installment Contract | 5222 | |
| Interest, GESPC, Lease Purchase Agreements | 5231 | |
| Interest, Installment Contract | 5222 | |
| Interest, Lease Purchase Agreements | 5231 | |
| Interest, Long Term Loans | 5222 | |
| Interest, Safety and Security Lease Purchase | 2546 | |
| Interest, Short Term Loans | 5221 | |
| Internal Auditing Services | 2526 | |
| Internal Information Services, Staff and Pupils | 2632 | |
| Internal Services, Directing/Managing | 2571 | |
| Internet Service Fees, Administrative Use | 2331 | |
| Internet Service Fees, Instructional Use | 2331 | |
| Interpreting for Hearing Impaired Parent or Parents Who Do Not Speak English | 3912 | |
| Interpreting for Hearing Impaired Student or Students Who Do Not Speak English | 2152 | Yes |
| IRS Penalty for Late Payment | 2524 | |
| | | |
| **J** | | |
| | | |
| JAG (Jobs for America's Graduates) | 1193 | Yes |
| Juvenile Program Instruction | 1192 | Yes |
| **L** | | |
| | | |
| Land Acquisition and Development Services | 4021 | |
| Launch Membership Fee | 1111, 1131, or 1151 | Yes |
| Launch Tuition | 1911 | Yes |
| Lease Purchase Agreement Fees | 5331 | |
| Lease Purchase Agreement Interest | 5231 | |
| Lease Purchase Agreement Interest – Safety and Security Purposes | 2546 | |
| Lease Purchase Agreement Principal, Capitalized | 4051 | |
| Lease Purchase Agreement Principal, Non-Capitalized | 5131 | |
| Lease Purchase Agreement Principal, Safety and Security Purposes | 6591 | |
| Lease Purchase Agreement Principal, School Bus | 2552 | |
| Legal Fees | 2311 | |
| Legal Services, Board of Education | 2311 | |
| Legal Services, Facilities Acquisition/Construction/Bonds Sales | 4031 | |
| Licensing Fees, School Bus | 2552 | |
| Local Effort Bill Back | 1911 | Yes |
| Long Term Loan Fees | 5322 | |
| Long Term Loans Interest | 5222 | |
| Long Term Loans Principal | 5122 | |
| | | |

| Title | Function Code | Location Code Required |
|---|---|---|
| **M** | | |
| | | |
| Maintenance Agreements for Software used by all Staff | 2331 | |
| Maintenance Agreements for Software used by Students or Teachers for Instruction | 1131, 1151, 1193, 1194, or 1195 | |
| Maintenance and Operation of Plant Services, Directing/Management | 2541 | |
| Management Information Services | 2634 | |
| MAP Testing (use appropriate function code for instruction) | 1131, 1151, 1193, 1194, or 1195 | Yes |
| Marketing and Cooperative Education | 1351 | Yes |
| Media Center | 2225 | Yes |
| Medicaid Fees | 2529 | |
| Medical Services | 2132 | Yes |
| Middle/Junior High Instruction | 1131 | Yes |
| Migrant | 1252 | Yes |
| Missouri Preschool Project | 3511 | Yes |
| Mobility and Orientation (O&M) | 2191 | Yes |
| MOCAP Tuition | 1913 | Yes |
| MOSIS Coordinator/Secretary | 2125 | Yes |
| | | |
| **N** | | |
| | | |
| Neglected Students, Institutions for | 1254 | Yes |
| Negotiation and Staff Relation Services | 2323 | |
| Network and Network Support Services | 2331 | |
| Non-Public School Students' Services | 3711 | |
| Nursing Services, Employees | 2645 | |
| Nursing Services, Pupils | 2134 | Yes |
| | | |
| **O** | | |
| | | |
| Occupational Therapy Services – Pupils | 2162 | Yes |
| Office of the Principal Services | 2411 | Yes |
| Office of the Superintendent Services | 2321 | |
| Operation and Maintenance of Plant, Directing/Managing | 2541 | |
| Operation and Maintenance of Plant, Other | 2549 | |
| Operations Services, Data Processing | 2664 | |
| Orientation and Mobility (O&M) | 2191 | Yes |
| Other Adult/Continuing Education Programs | 1691 | |
| Other Attendance and Social Work Services | 2119 | Yes |
| Other Business Support Services | 2591 | |

| Title | Function Code | Location Code Required |
|---|---|---|
| | | |
| Other Career Education (Non-Program Specific) | 1391 | Yes |
| Other Community Services | 3911 | |
| Other Data Processing Services | 2669 | |
| Other Educational Media Services | 2229 | Yes |
| Other Executive Administration Services | 2329 | |
| Other Facilities Acquisition and Construction Services | 4091 | |
| Other Fiscal Services | 2529 | |
| Other Food Services | 2569 | |
| Other Guidance Services | 2129 | Yes |
| Other Health Services | 2139 | Yes |
| Other Improvement of Instruction Services | 2219 | Yes |
| Other Information Services | 2639 | |
| Other Internal Services | 2579 | |
| Other Operation and Maintenance of Plant Services | 2549 | |
| Other Planning, Research, Development and Evaluation Services | 2629 | |
| Other Psychological Services | 2142 | Yes |
| Other Speech Pathology and Audiology Services | 2152 | Yes |
| Other Staff Services | 2649 | |
| Other Statistical Services | 2659 | |
| Other Student Activities | 1491 | Yes |
| Other Support Services, Central | 2691 | |
| Other Support Services, General | 2911 | |
| Other Support Services, Instructional Staff | 2291 | Yes |
| Other Support Services, School Administration | 2491 | Yes |
| Other Support Services, Students | 2191 | Yes |
| | | |
| **P** | | |
| | | |
| Parental Involvement | 3912 | |
| Parents as Teachers (PAT) | 3511 | Yes |
| Parents as Teachers (PAT) Coordinator | 3511 | Yes |
| Payroll Services | 2524 | |
| Performance Contract, Guaranteed Energy Savings, Interest | 5221 | |
| Performance Contract, Guaranteed Energy Savings, Principal | 5121 | |
| Physical Therapy – Pupils | 2172 | Yes |
| Physicals for Bus Drivers, District Operated | 2552 | |
| Physicals for District Employees | 2645 | |
| Placement Services | 2126 | Yes |
| Planning Services | 2624 | |
| Planning, Research, Development, and Evaluation Services, Directing/Managing | 2621 | |
| Playground Equipment (Over $5,000) | 4091 | |
| Prekindergarten Instruction | 3512 | Yes |

| Title | Function Code | Location Code Required |
|---|---|---|
| Preschool Project | 3512 | Yes |
| Principal Services, Office of | 2411 | |
| Principal,  Bonded Indebtedness | 5111 | |
| Principal,  DNR Energy Loan | 5122 | |
| Principal,  GESPC,  Capitalized LP Agreements | 4051 | |
| Principal,  GESPC,  Installment Contract | 5122 | |
| Principal,  GESPC,  Non-Capitalized Lease Purchase Agreements | 5131 | |
| Principal,  Installment Contract | 5122 | |
| Principal,  Lease Purchase Agreements | 5131 | |
| Principal,  Long Term Loans | 5122 | |
| Principal,  School Bus | 2552 | |
| Principal,  School Bus Paid for With ECSE Funds | 2559 | |
| Principal, School Bus Paid for With Specific Funds | 2552 | |
| Principal, Short-Term Loans | 5121 | |
| Principal, Building | 2411 | |
| Printing, Publishing, and Duplicating Services | 2574 | |
| Professional Development 1% | 2214 | Yes |
| Professional Development Non 1% | 2213 | Yes |
| Professional Development Non-instructional staff | 2644 | |
| Programming Services | 2663 | |
| Project Lead the Way Bio Medical | 1341 | Yes |
| Property Accounting Services | 2527 | |
| Property Insurance | 2542 | |
| Proportionate Share (IDEA) Services | 1224 | Yes |
| Proportionate Share Transportation Cost | 2557 | |
| Psychological Services | 2142 | Yes |
| Psychological Services, Directing/Managing | 2141 | Yes |
| Public Information Services | 2633 | |
| Public Library Services | 3411 | |
| Publishing Services | 2574 | |
| Pupil Accounting Services | 2114 | Yes |
| Purchase,  School Bus | 2552 | |
| Purchase, School Bus Paid For With Specific Funds | 2552 | |
| Purchasing Services | 2572 | |
| **R** | | |
| Receiving and Disbursing Funds, Directing/Managing | 2523 | |
| Record Maintenance Services,  Pupil | 2125 | Yes |
| Recruitment and Placement Services, Personnel | 2642 | |
| Registration Fees for Student Activity Events | 1411 | |
| Registration Fees for Student Athletic Events | 1421 | |

| Title | Function Code | Location Code Required |
|---|---|---|
| | | |
| Remediation | 1111, 1131, 1151, 1193, 1194, or 1195 | Yes |
| Rental, Building | 2542 | |
| Rental Insurance, Building | 2542 | |
| Rental/Lease, School Bus | 2552 or 2554 | |
| Research Services, Study and Investigation of Education | 2625 | |
| Research, Planning, Development, and Evaluation Services, Directing/Managing | 2621 | |
| Research, Planning, Development, and Evaluation Services, Other | 2629 | |
| Residential Facility Instruction | 1194 | Yes |
| Retirement Buy Back | Salary Function | |
| | | |
| **S** | | |
| | | |
| Safety and Security Lease Purchase Principal and Interest | 2546 | |
| Scholarship Payments to Students | 3911 | |
| School Administration, Support Services, Other | 2491 | |
| School Bus Inspection Fees | 2552 | |
| School Bus Lease/Rental | 2552 or 2554 | |
| School Bus Licensing Fees | 2552 | |
| School Bus Purchase (model year < 10 years old) | 2552 | |
| School Bus Purchase (model year > 10 years old) | 2558 | |
| School Bus Title Fees | 2552 | |
| School Choice (ESEA) Transportation Cost | 2557 | |
| School Library Services | 2222 | Yes |
| School Resource Officer | 2546 | |
| School Sponsored Athletics | 1421 | Yes |
| Screenings, Early Childhood | 3511 | Yes |
| Secretary to the Board | 2311 | |
| Secretary to the Superintendent | 2321 | |
| Secretary, Building | 2411 | |
| Secretary, Special Education | 2329 | |
| Security Services | 2546 | |
| Service Agreements for Technology Hardware | 2331 | |
| Service-Learning | 3913 | |
| Settlements (Law Suits) | 2311 | |
| Short Term Loan Fees | 5321 | |
| Short Term Loans Interest | 5221 | |
| Short Term Loans Principal | 5121 | |
| Skilled Technical Sciences Education | 1361 | Yes |
| Snack, School Food | 2562 | |
| Social Work Attendance Services, Directing/Managing | 2111 | Yes |

| Title | Function Code | Location Code Required |
|---|---|---|
| Social Worker Services, Investigating and Diagnosing | 2113 | Yes |
| Software Maintenance and Support – Financial Accounting System | 2525 | |
| Software Maintenance and Support – Human Resources System | 2643 | |
| Software Maintenance and Support – IEP Tracking | 2125 | Yes |
| Software Maintenance and Support – Payroll System | 2524 | |
| Software Maintenance and Support – Student Information System | 2125 | Yes |
| Software Purchase – Financial Accounting System | 2525 | |
| Software Purchase – Human Resource System | 2643 | |
| Software Purchase – IEP Tracking | 2125 | Yes |
| Software Purchase – Payroll System | 2524 | |
| Software Purchase – Student Information System | 2125 | Yes |
| Software Renewal – Software Used by Entire District (Firewall, Virus Protection, etc.) | 2331 | |
| Special Education Assessment Testing (IQ, etc.) | 2123 or 2126 | |
| Special Education Cooperative Payments | 1931 | Yes |
| Special Education Director | 2329 | |
| Special Education Financial Analysis | 2529 | |
| Special Education Fiscal Agent Fees | 1931 | Yes |
| Special Education Instruction | 1221 | Yes |
| Special Education Legal Fees | 2311 | |
| Special Education Process Coordinator (Intake Coordinator) | 2329 | |
| Special Education Secretary | 2329 | |
| Special Education, Child Find | 2329 | |
| Special Populations, Career Education | 1381 | Yes |
| Speech Language Pathologist | 2152 | Yes |
| Speech Language Therapist | 2152 | Yes |
| Speech Pathology and Audiology Services, Directing/Managing | 2151 | Yes |
| Speech Pathology and Audiology Services, Other | 2152 | Yes |
| Sponsor for a Club | 1411 | Yes |
| Staff Accounting Services | 2643 | |
| Staff Activity Accounts (Flower Funds, Vending Machine Funds, etc.) | 3911 | |
| Staff Relations and Negotiations Services | 2323 | |
| Staff Services, Directing/Managing | 2641 | |
| Staff Services, Other | 2649 | |
| State and Federal Relations Services | 2324 | |
| Statistical Analysis Services | 2652 | |
| Statistical Reporting Services | 2653 | |
| Statistical Services, Directing/Managing | 2651 | |
| Statistical Services, Other | 2659 | |
| Student Activities | 1411 | Yes |
| Student Information System Purchase | 2114 | Yes |
| Student Information System Software Maintenance and Support | 2125 | Yes |
| Student Information System Software Purchase | 2125 | Yes |

| Title | Function Code | Location Code Required |
|---|---|---|
| Summer Food Service Program, MO Department of Health | 2569 | |
| Summer School Instruction | 1191 | Yes |
| Superintendent Secretary | 2321 | |
| Superintendent Services | 2321 | |
| Supper Food Service Program, MO Department of Health | 2569 | |
| Supplemental Education Services | 1942 | Yes |
| Supplemental Instruction | 1251 | Yes |
| Support Services, Other, Students | 2191 | Yes |
| Systems Analysis Services | 2662 | |
| | | |
| **T** | | |
| | | |
| Tax Anticipation Note Interest | 5221 | |
| Technology – Instruction Related Outside the Classroom | 2225 | Yes |
| Technology and Engineering Education | 1371 | Yes |
| Technology Used by Students in Classroom | 1111,1131, 1151, 1193, 1194, or 1195 | Yes |
| Technology, Administrative | 2331 | |
| Telephone Service | 2542 | |
| Television Services, Educational | 2224 | Yes |
| Therapy Dog | 2139 | Yes |
| Title Coordinator | 2329 | |
| Title Director | 2329 | |
| Title Fees, School Bus | 2552 | |
| Transportation – Proportionate Share Cost | 2557 | |
| Transportation Facility Construction or Renovation Over $5,000 in the Fiscal Year | 4051 | |
| Transportation Facility Renovation or Maintenance Under $5,000 in the Fiscal Year | 2552 or 2554 | |
| Transportation Non-Allowable Expenses | 2558 | |
| Transportation Payments to Other Districts, Non-Disabled | 2555 | |
| Transportation Payments to Other Districts, Students w/Disabilities | 2556 | |
| Transportation Services, Contracted | 2551 | |
| Transportation Services, Contracted, Students w/Disabilities | 2553 | |
| Transportation Services, District Operated, Non-Disabled | 2552 | |
| Transportation Services, District Operated, Students w/Disabilities | 2554 | |
| Transportation, ECSE | 2559 | |
| Trash Removal | 2542 | |
| Tuition for Special Education Services to other Districts Within the State | 1931 | Yes |
| Tuition for Special Education Services to Private Agencies | 1933 | Yes |
| Tuition for Virtual Courses | 1911 | Yes |
| Tuition Reimbursement, Instructional Staff | 2213 | Yes |
| Tuition to Other Districts Outside the State | 1912 | Yes |

| Title | Function Code | Location Code Required |
|---|---|---|
| | | |
| Tuition to Other Districts Within the State | 1911 | Yes |
| Tuition to Private Agencies | 1913 | Yes |
| Tuition, for Special Education Services to Other Districts Outside of the State | 1932 | Yes |
| Tutoring Instruction | 1111, 1131, 1151 | Yes |
| Twenty-First Century Community Learning Center/Afterschool | 3812 | |
| | | |
| **U** | | |
| | | |
| Unemployment Compensation | 2321 or Appropriate Salary Code | No/Yes |
| Upkeep and Care of Buildings Services | 2542 | |
| Upkeep and Care of Equipment Services | 2544 | |
| Upkeep and Care of Grounds Services | 2543 | |
| Utility Trailer | 2545 | |
| | | |
| **V** | | |
| | | |
| Vaping Detector | 2139 | Yes |
| Vehicle Servicing and Maintenance, Other Than Buses | 2545 | |
| Vehicles, Administrative and Staff Use | 2321 | |
| Vehicles, Pupils, Other Than Buses | 2558 | |
| Vehicles, Transportation Staff Use | 2558 | |
| Vending Machine Fund Expenditures for Scholarships, Staff Parties, or Donations | 3911 | |
| Video Surveillance Equipment for Buildings | 2546 | |
| Video Surveillance Equipment for School Buses | 2552 | |
| Virtual Course Tuition | 1911 | Yes |
| Virtual Instruction | 1195 | Yes |
| | | |
| **W** | | |
| Warehousing and Distributing Services | 2573 | |
| Website Development | 2639 | |
| Welfare Activities Services | 3611 | |
| Worker's Compensation | 2321 or Appropriate Salary Code | No/Yes |

# Function Codes

## Function Code Descriptions

Function means the action or purpose for which a person or thing is used or exists. Function includes the activities or actions that are performed to accomplish the objectives of the school district/charter school. The activities of a local school system are classified into five broad areas or functions: Instruction, Supporting Services, Operation of Non-Instructional Services, Facilities Acquisition/Construction Services and Debt Service. Code numbers are used to further detail out these areas. **Class** codes (codes ending in zero) are for subtotaling purposes only and are ***not used for posting transactions.*** **Subclass** Codes (codes ending in zero) are for subtotaling purposes only and are ***not used for posting transactions.*** **Detail** Codes are used to post transactions.

Function/program coding and expenditure object coding (see also section G, Expenditure Object Code Descriptions) are based on either (1) uses of the revenues providing for services, or (2) statutory or administrative rule requirements for usage. **No revenue code has its own corresponding, separate, specific function/program code.** Generally, if revenues are to be used to *directly affect classroom instruction* for students, then the function/program codes will be in the 1000 series, and more specifically will be broken down by building level grouping (elementary, middle/junior high, or senior high) or unique program services such as summer school, special education, compensatory education, tuition to other districts/charter schools, etc. If revenues are used to indirectly affect classroom instruction for students, such as media services, professional development, administration, transportation, food service, etc., then the function/program codes will probably be in the 2000 series (see Part III-A of the ASBR to see this relationship).

| Code: Class | Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| 1000 | | | **Instruction -** Instruction includes the activities dealing directly with the teaching of pupils, or the interaction between teachers and pupils. Teaching may be provided for pupils in a school classroom, in another location such as in a home or hospital. It may also be provided through some other approved medium such as television, radio, telephone and correspondence. Included here are the activities of aides or assistants of any type (graders, teaching machines, etc.) that assist in the instructional process. | *Not used for posting transactions* | |
| 1100 | | | **Regular Programs -** Instructional activities that provide pupils in grades K-12 with learning experiences to prepare them for activities as citizens, family members and non-vocational workers and are contrasted with programs designed to improve or overcome physical, mental, social and/or emotional handicaps. | *Not used for posting transactions* | |
| | 1110 | | **Elementary** | *Not used for posting transactions* | |

Instruction of Student

| Code Class | Code Subclass | Code Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | **1111** | **Elementary -** Learning experiences that are concerned with knowledge, skills, appreciation, attitudes and behavioral characteristics considered to be needed by all pupils in terms of their awareness of the world relating to work and life within our culture that should be achieved during the elementary school years. Technology used by students in the classroom or that have a student instruction focus should be coded here. Includes homebound instruction for students ***without*** IEPs. Specialized instruction and homebound instruction for students with IEPs should be coded to 1221.<br><br>For further support please refer to the Technology Coding Guidance located on the School Finance Topics and Procedures Webpage. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| | 1130 | | **Middle/Junior High** | *Not used for posting transactions* | |
| | | **1131** | **Middle/Junior High -** Learning experiences that are concerned with knowledge, skills, appreciation, attitudes and behavioral characteristics considered to be needed by all pupils in terms of understanding themselves and their relationships with society and various career clusters, which should be achieved during the middle school years. Technology used by students in the classroom or that have a student instruction focus should be coded here. Includes homebound instruction for students ***without*** IEPs. Specialized instruction and homebound instruction for students with IEPs should be coded to 1221.<br><br>For further support please refer to the Technology Coding Guidance located on the School Finance Topics and Procedures Webpage. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |

Instruction of Student

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | 1150 | | **High School** | *Not used for posting transactions* | |
| | | **1151** | **High School -** Learning experiences concerned with knowledge, skills, appreciation, attitudes and behavioral characteristics considered to be needed by all pupils in terms of understanding themselves and their relationships with society and the various occupations and/or professions that normally may be achieved during the high school years. Includes homebound instruction for students ***without*** IEPs. Specialized instruction and homebound instruction for students with IEPs should be coded to 1221. Technology used by students in the classroom or that have a student instruction focus should be coded here.<br><br>For further support please refer to the Technology Coding Guidance located on the School Finance Topics and Procedures Webpage. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| | 1190 | | **Other Regular Instruction** | *Not used for posting transactions* | |
| | | **1191** | **Summer School -** Regular summer school programs. Extended school year instruction for students with IEPs should be coded to 1221 (K-12) and 1281 (3-5 year olds). This includes virtual summer school. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| | | **1192** | **Juvenile Program -** Cost incurred by the district to provide instructional services to a juvenile facility. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| | | **1193** | **Alternative Programs -** Alternative education programs that focus on the educational needs of students at risk of failing or dropping out of school because of academic, behavioral, or situational factors. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| | | **1194** | **Residential** – Cost incurred by the district/charter school to provide instructional services to a residential facility. This includes hospitals and treatment facilities of various kinds. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |

Instruction of Student

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | **1195** | **Virtual Instruction** – Cost incurred by the district/charter school to provide virtual instruction taught by district/charter school employees. Tuition paid to other districts within the state for a student to take a virtual course should be coded to 1911. Tuition paid to other entities should be coded to 1913. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| 1200 | | | **Special Programs -** Services provided to students that address specific criteria and/or needs of the student. The Special Program service area includes Gifted, Special Education and Related Services, Supplemental Instruction, and Bilingual Education for grades pre-kindergarten, kindergarten, elementary and secondary. | *Not used for posting transactions* | |
| | 1210 | | **Gifted** | *Not used for posting transactions* | |
| | | **1211** | **Gifted and Talented -** Programs for pupils who exhibit precocious developments of mental capacity and learning potential and/or talents as determined by competent professional evaluation to the extent that continued educational growth and stimulation could best be served by an academic environment beyond that offered through a standard grade-level curriculum. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | 1220 | | **Special Education and Related Services -** Services provided to students with disabilities in accordance with Individualized Education Programs (IEPs) and as required under Part B of the Individuals with Disabilities Education Act (IDEA). | *Not used for posting transactions* | |
| | | **1221** | **Special Education and Related Services -** Specialized instruction only including: special education teachers and paraprofessionals, classroom materials/supplies, and classroom equipment related to the education of students with disabilities. (This includes extended school year and homebound instruction for students ***with*** IEPs. Homebound Instruction for students ***without*** IEPs should be coded to 1111-1151.) | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | 1223 | **Coordinated Early Intervening Services (CEIS) -** Services paid with IDEA Part B federal funds for students who have not been identified as needing special education services but who need additional academic supports to succeed in the general education environment. (Use of IDEA Part B federal funds for CEIS requires prior approval on the ePeGS Part B Budget Application. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | | 1224 | **Proportionate Share Services -** Services for parentally placed private, parochial, and/or home schooled students with disabilities, ages 5-21, who have been evaluated and determined eligible for special education or related services. (Proportionate share transportation cost should be coded to 2557.) | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | 1250 | | **Supplemental Instruction** | *Not used for posting transactions* | |
| | | 1251 | **Supplemental Instruction -** Special learning experiences for students that have been identified as needing additional educational opportunities beyond those provided in the usual school program if they are to be educated to the level of their ability. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | | 1252 | **Migrant -** Special learning experiences for identified eligible migratory students. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | | 1253 | **Institutions for Adjudicated Students –** Special learning experiences for youth who have been adjudicated to institutions for delinquent children or in correctional institutions. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | | 1254 | **Institutions for Neglected Students -** Special learning experiences for youth who reside in a public or private residential facility, other than a foster home, for youth who have been committed or voluntarily placed due to abandonment, neglect, or death of parents/guardians. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |

Instruction of Student

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | 1270 | | **Bilingual** | *Not used for posting transactions* | |
| | | **1271** | **Bilingual -** Special learning experiences for pupils from homes where the English language is not spoken. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | 1280 | | **Early Childhood Special Education -** Services provided to students with disabilities, ages 3-5 (but not yet kindergarten eligible), in accordance with Individualized Education Programs (IEPs) and as required under Part B of the Individuals with Disabilities Education Act (IDEA). | *Not used for posting transactions* | |
| | | **1281** | **Early Childhood Special Education -** Specialized instruction only for students with disabilities, ages 3-5, in the ECSE Program including: ECSE teachers and paraprofessionals, classroom materials/supplies, and classroom equipment (Includes extended school year and homebound instruction for students, ages 3-5 with IEPs. ECSE transportation cost should be coded to 2559.) | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| 1300 | | | **Career Education Programs -** Programs, services and activities which will provide students and adults with the knowledge and skills needed for employment in current or emerging fields, to continue their education, or to be retrained for new business and industry practices. Expenditures in this area should only be for DESE approved CTE courses. | *Not used for posting transactions* | |
| | 1310 | | **Agricultural Education** | *Not used for posting transactions* | |
| | | **1311** | **Agricultural Education -** Agricultural Education prepares secondary, postsecondary and adult students for a variety of careers and advanced college or technical training in the Agriculture, Food and Natural Resources System. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | 1320 | | **Business Education** | *Not used for posting transactions* | |

Instruction of Student

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | **1321** | **Business Education -** Business education is education *for* and *about* business. Education *about* business means preparing all learners for the various roles they will play as economically literate citizens. Education *for* business means building on these general understandings about business in a way that prepares learners to be employed in a variety of careers. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | 1330 | | **Family Consumer Sciences Education and Human Services** | *Not used for posting transactions* | |
| | | **1331** | **Family Consumer Sciences Education and Human Services -** Family and Consumer Sciences and Human Services Education prepares students for variety of careers and advanced college or technical training including culinary arts, hospitality and tourism, child development, apparel and textiles, interiors and housing, human development/relationships, career development and entrepreneurship; while integrating soft skills, 21st skills, and balancing work and family responsibilities. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | 1340 | | **Health Sciences Education** | *Not used for posting transactions* | |
| | | **1341** | **Health Sciences Education -** The comprehensive Health Sciences program seeks to meet present and predicted needs for health care workers within a health care delivery system characterized by diversity and changing technologies. Curriculum concepts incorporate technological advances related to the health care delivery system, including ethics, professionalism, prevention (wellness), patient/client diagnosis, treatment, care and rehabilitation as a result of disease/disorders. Includes Project Lead the Way (PLTW) Bio-Medical courses. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | 1350 | | **Marketing and Cooperative Education** | *Not used for posting transactions* | |

Instruction of Student

| Code Class | Code Subclass | Code Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | **1351** | **Marketing and Cooperative Education -** The Marketing curriculum provides the framework for implementation of marketing and business concepts for the future entrepreneur, retailer, event planner, banker, physician, lawyer and sales professional. Cooperative Career Education programs are designed to equip students with the essential skills for career planning and advancement. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | 1360 | | **Skilled Technical Sciences Education** | *Not used for posting transactions* | |
| | | **1361** | **Skilled Technical Sciences Education -** Skilled Technical Sciences Education programs in Missouri are designed to prepare secondary and postsecondary students for rewarding careers in high-demand, high-wage careers focused in the trade areas such as automotive technology, welding, construction trades, electronics, etc. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | 1370 | | **Technology and Engineering Education** | *Not used for posting transactions* | |
| | | **1371** | **Technology and Engineering Education–** Technology and Engineering Education in Department approved CTE courses related to and including any facet of engineering, technology, computer science, digital electronics, architecture, or robotics instruction. Includes Project Lead the Way (PLTW) courses. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | 1380 | | **Career Education Special Populations** | *Not used for posting transactions* | |
| | | **1381** | **Career Education Special Populations** – Career Education programs that assure special populations are provided quality support and/or services so they may succeed in career education. Emphasis is placed on identifying special needs that exist for an individual or group of individuals and designing, promoting and evaluating career education programs and/or services to allow all persons the opportunity to benefit from employment training. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | 1390 | | **Other Career Education (Non-Program Specific)** | *Not used for posting transactions.* | |

| Code Class | Code Subclass | Code Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | **1391** | **Other Career Education (Non-Program Specific) -** Other services and activities provided in career education for common or joint objectives not related specifically to one of the approved career education program areas. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| 1400 | | | **Student Activities** | *Not used for posting transactions.* | |
| | 1410 | | **School-Sponsored Co-Curricular Activities** | *Not used for posting transactions.* | |
| | | **1411** | **Student Activities -** Activities that add to a student's educational experience but are not related to educational activities. These activities typically include events and activities that take place outside the traditional classroom. Examples of such activities are student government, band, choir, orchestra, clubs and honor societies that are managed or operated by the student body under the guidance and direction of an adult. These activities are characterized by being not-for-credit, other than school hours, interests of students, and partially or wholly self-sustaining via dues and admissions. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| | 1420 | | **School-Sponsored Athletics** | *Not used for posting transactions.* | |
| | | **1421** | **School-Sponsored Athletics -** Under the guidance and supervision of the LEA staff, athletics that provide opportunities for students to pursue various aspects of physical education. Athletics normally involve competition between schools and frequently involve offsetting gate receipts or fees. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| | 1490 | | **Other Student Activities** | *Not used for posting transactions.* | |
| | | **1491** | **Other Student Activities -** Activities that provide students with learning experiences not specifically addressed above. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |

| Code Class | Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| 1600 | | | **Adult Education Programs -** Learning experiences provided by the LEA for the educational, vocational, recreational, cultural and/or enrichment of community members. These learning experiences promote involvement of the community with the LEA and address the needs of the community while improving the quality of life for everyone. These are learning experiences designed to develop knowledge and skills to meet immediate and long-range educational objectives for community members. Programs include activities to foster development of fundamental tools of learning, to prepare for a new or different career, to prepare for an advanced education program, to upgrade occupational competencies, to develop skills and appreciation for special interests, to enrich the aesthetic qualities of life and to provide school/community partnerships. | *Not used for posting transactions.* | |
| | 1610 | | **Adult Education and Literacy Programs** | *Not used for posting transactions.* | |
| | | **1611** | **Adult Basic Education, NRS 1-4-** Learning experiences concerned with the fundamental tools of learning for adults at National Reporting System (NRS) levels 1-4. These are adults who have never attended school or have interrupted formal schooling and need the knowledge and skills to raise their level of education for self-confidence and self-determination to prepare for an occupation and to function more responsibly as citizens in a democracy. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | **1612** | **Adult Secondary Education, NRS 5-6-** Learning experiences concerned with the fundamental tools of learning for adults at National Reporting System (NRS) levels 5-6. These are adults who have never attended school or have interrupted formal schooling and need the knowledge and skills to raise their level of education for self-confidence and self-determination to prepare for an occupation and to function more responsibly as citizens in a democracy. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |

| Code Class | Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | 1613 | **Workplace Literacy -** Learning experiences offering employee groups the opportunity to focus on literacy and basic skills training that workers need to gain new employment, retain present jobs, advance in their careers, or increase productivity. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | | 1614 | **English Language Learning -** Learning experiences focusing on language functions, communicative competence and grammatical forms or structures with life-skills content for adult students. Instructional approaches are modified appropriately to respond to the variety of cultures within each program. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | | 1615 | **English Literacy/Civics Education (IELCE)** – Integrated English Literacy and Civics Education is learning experiences emphasizing the rights and responsibilities of citizenship, naturalization procedures, civic participation and U.S. history and government in order to help adult students acquire the skills and knowledge to become active and informed parents, workers and community members. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | | 1616 | **Corrections Adult Education –** Learning experiences provided to incarcerated individuals who have not yet earned a high school diploma or equivalency certificate in order to help offenders achieve basic education and workforce preparation. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | | 1617 | **Integrated Education and Training (IET) -** Programs that provide adults in AEL programs with the technical knowledge and skills needed to prepare for specific current and emerging fields, or to be retrained for new business and industry practices. IET programs must offer adult education and literacy, workforce preparation, and workforce training concurrently and contextually. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | 1620 | | **Adult Career and Technical Education (CTE) Programs** | *Not used for posting transactions.* | |
| | | 1621 | **Adult Career and Technical Education (CTE) -** Programs that provide adults with the technical knowledge and skills needed to prepare for current and emerging fields, or to be retrained for new business and industry practices. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | 1670 | | **Community Education/Life Enrichment** | *Not used for posting transactions.* | |
| | | **1671** | **Community Education/Life Enrichment -** Learning experiences that are concerned with skills and knowledge designed primarily for enjoyment without regard to a vocation. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | 1690 | | **Other Adult/Continuing Education Programs** | *Not used for posting transactions.* | |
| | | **1691** | **Other Adult/Continuing Education Programs -** Other Adult/Continuing Education Programs not specifically addressed above. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| 1900 | | | **Payments to Other Districts -** Conduit-type payments to LEAs generally for tuition for services rendered to pupils residing in the paying district/charter school (these are not counted in state expenditure totals). | *Not used for posting transactions.* | |
| | 1910 | | **Tuition to Other Districts** | *Not used for posting transactions.* | |
| | | **1911** | **Tuition to Other Districts Within the State -** Payments for tuition from one school district/charter school to another school district/charter school (i.e., for a child from an elementary (K-8) district to attend a high school district or for a student who cannot be served by his resident district). This includes tuition for virtual courses. This may also cover (1) instances in which pupils are legally assigned to another district/charter school and (2) bill-back for Local Tax Effort (LTE). | General (Incidental)<br>Special Revenue (Teachers) | Yes |
| | | **1912** | **Tuition to Other Districts Outside the State -** Payments for tuition to other public school districts/charter schools outside the state. | General (Incidental)<br>Special Revenue (Teachers) | Yes |
| | | **1913** | **Tuition to Private Agencies -** Payments for tuition to private agencies or private schools within the state or outside of the state. This includes tuition for virtual courses. | General (Incidental)<br>Special Revenue (Teachers) | Yes |

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | 1920 | | **Area Career Center Fees** | *Not used for posting transactions.* | |
| | | **1921** | **Area Career Center Fees -** Amounts paid to support teachers' salaries, supplies, capital outlay items and other expenses incurred in offering a career education program. It is suggested that Area Career Centers cost out their programs by Fund and bill the sending districts/charter schools accordingly. | General (Incidental) Special Revenue (Teachers) | Yes |
| | 1930 | | **Tuition, Special Education Services** | *Not used for posting transactions.* | |
| | | **1931** | **Tuition for Special Education Services to Other Districts Within the State -** Tuition paid for special education or related services provided to students with disabilities placed within the state at other school districts/charter schools or cooperatives. This includes special education membership fees paid to the cooperative fiscal agents. Includes the cost of virtual course tuition only if the course is a specific special education course required by the IEP. This does not include Local Tax Effort (LTE) payments made to other districts/charter schools or the MO Schools for the Severely Disabled (MSSD); payments should be coded to 1911. | General (Incidental) Special Revenue (Teachers) | Yes |
| | | **1932** | **Tuition for Special Education Services to Other Districts Outside of the State -** Tuition paid for special education or related services provided to students with disabilities placed outside of the state at other public school districts. Includes the cost of virtual course tuition only if the course is a specific special education course required by the IEP. | General (Incidental) Special Revenue (Teachers) | Yes |
| | | **1933** | **Tuition for Special Education Services to Private Agencies** – Tuition paid for special education or related services provided to students with disabilities placed in private agencies or private schools within the state or outside of the state. Includes the cost of virtual course tuition only if the course is a specific special education course required by the IEP. | General (Incidental) Special Revenue (Teachers) | Yes |
| | 1940 | | **Contracted Educational Services** | *Not used for posting transactions.* | |

Instruction of Student

| Code Class | Code Subclass | Code Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | **1941** | **Contracted Educational Services -** Amounts for certain cooperative services that are shown as gross expenditures in the receiving district's/charter school's financial statements (this could include contracted satellite education programs such as foreign language or math courses). Contracted educational services, including educational ITV/satellite programs and online classes would typically be coded to Instructional Services, object code 6311. | General (Incidental)<br>Special Revenue (Teachers) | Yes |
| | | **1942** | **Supplemental Education Services -** Supplemental educational services provided to eligible children from a state-approved Supplemental Education Services (SES) provider. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| 2000 | | | **Support Services -** Support services are those services that provide administrative, technical (such as guidance and health) and logistical support to facilitate and enhance instruction, and to a lesser degree, community services. Supporting services exist as adjuncts for the fulfillment of the objectives of instruction, rather than as entities within themselves. | *Not used for posting transactions.* | |
| 2100 | | | **Support Services - Pupils -** Activities that are designed to assess and improve the well-being of pupils and to supplement the teaching process. | *Not used for posting transactions.* | |
| | 2110 | | **Attendance and Social Work Services -** Activities that have as their purpose the improvement of the attendance of pupils at school and which attempt to prevent or solve pupil problems involving the home, school and community. | *Not used for posting transactions.* | |
| | | **2111** | **Attendance and Social Work Service Area Direction -** Activities concerned with directing, managing and supervising attendance and social work services. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| | | **2112** | **Attendance Services -** Activities such as prompt identification of patterns of nonattendance, promotion of positive attitudes toward attendance, analysis of causes of nonattendance, early action on problems of nonattendance and enforcement of compulsory attendance laws. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |

**Instruction of Student**

**Support Services for Student**

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | **2113** | **Social Work Services -** Activities such as investigating and diagnosing pupil problems arising out of the home, school, or community; casework and group work services for the child, parent or both; interpreting the problems of pupils for other staff members; and promoting modification of the circumstances surrounding the individual pupil's problem insofar as the resources of the family, school and community can be effectively employed to resolve the problem. Includes related services provided to students with IEPs under the Individuals with Disabilities Education Act. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| | | **2114** | **Pupil Accounting Services -** Activities associated with acquiring and maintaining records of school attendance, location of home, family characteristics and other census data. Portions of these records become a part of the cumulative record that is sorted and stored for teacher and guidance information. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| | | **2119** | **Other Attendance and Social Work Services -** Other attendance and social work services not specifically addressed above. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| | 2120 | | **Guidance Services -** Activities that include counseling with pupils and parents, providing consultation with other staff members on problems, evaluating the abilities of pupils, assisting pupils to make their own educational and career plans and choices, assisting pupils in personal and social development, providing referral assistance and working with other staff members in planning and conducting guidance programs for pupils. | *Not used for posting transactions.* | |
| | | **2121** | **System Support -** Activities concerned with directing, managing and supervising comprehensive guidance program. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |

**Support Services for Student**

| Code | | | | | |
|---|---|---|---|---|---|
| Class | Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
| | | 2122 | **Counseling Services -** Activities concerned with the relationship between one or more counselor(s), between one or more pupils as counselee(s), between students and students, and between counselors and staff members in which the pupil is helped to understand his/her educational, personal and occupational strengths and limitations; relate his/her abilities, emotions and aptitudes to educational and career opportunities; and utilize his/her abilities in formulating realistic plans and achieve satisfying personal and social development. Includes related services provided to students with IEPs under the Individuals with Disabilities Education Act. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | | 2123 | **Appraisal Services -** Activities having as their purpose an assessment of pupil characteristics, which are used in administration, instruction and guidance, and that assist the pupil in assessing his/her goals and progress in career development and personality development. Test records and materials used for pupil appraisal are usually included in each pupil's cumulative record. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | | 2124 | **Information Services -** Activities organized for the dissemination of educational, occupational and personal social information to help acquaint pupils with the curriculum and with educational and career opportunities and requirements. Information might be provided directly to pupils through activities such as structured group presentations or individual planning, or it might be provided indirectly to pupils through staff members or parents. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | | 2125 | **Record Maintenance Services -** Activities organized for the compilation, maintenance and interpretation of cumulative records of individual pupils, including systematic consideration of factors such as home and family background, physical and medical status, standardized test results, personal and social development, disabilities, educational goals, and school performance. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |

| Class | Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | **2126** | **Placement Services -** Activities organized to help place pupils in appropriate educational settings while they are in school, in appropriate part-time employment while they are in school, and in appropriate educational and occupational situations after they leave school; and to facilitate the pupils' transition from one educational experience to another. This may include, for example, admissions counseling, referral services, assistance with records and follow-up communications with employers. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | | **2129** | **Other Guidance Services -** Other guidance services not specifically addressed above. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | 2130 | | **Health Services -** Physical and mental health services that are not direct instruction. Included are activities that provide pupils with appropriate medical, dental and nursing services. | *Not used for posting transactions.* | |
| | | **2131** | **Health Services Area Direction -** Activities concerned with directing, managing and supervising health services. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | | **2132** | **Medical Services -** Activities concerned with the physical and mental health of pupils, such as health appraisals screening for vision, communicable diseases and hearing deficiencies; screening for psychiatric services; periodic health examinations; emergency injury and illness care; and communications with parents and medical officials. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | | **2133** | **Dental Services -** Activities concerned with dental screening, dental care and orthodontic activities. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |

Support Services for Student

| Code Class | Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | 2134 | **Nursing Services -** Activities associated with nursing, which are not instruction, such as health inspection, treatment of minor injuries treatment of conditions associated with disabilities, and referrals for other health services. Includes related services provided to students with IEPs under the Individuals with Disabilities Education Act. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | | 2139 | **Other Health Services -** Other health services not specifically addressed above. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | 2140 | | **Psychological Services -** Activities concerned with administering psychological tests and interpreting the results; gathering and interpreting information about pupil behavior; working with other staff members in planning school programs to meet the special needs of pupils as indicated by psychological tests; behavioral evaluation; and planning and managing a program of psychological services, including psychological counseling for pupils, staff and parents. | *Not used for posting transactions.* | |
| | | 2141 | **Psychological Services Area Direction -** Activities concerned with directing, managing and supervising psychological services. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | | 2142 | **Psychological Services -** Activities concerned with administering psychological tests and interpreting the results; gathering and interpreting information about pupil behavior; working with other staff members in planning school programs to meet the special needs of pupils as indicated by psychological tests; behavioral evaluation; and planning and managing a program of psychological services, including psychological counseling for pupils, staff and parents. Includes related services provided to students with IEPs under the Individuals with Disabilities Education Act. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |

Support Services for Student

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | 2150 | | **Speech Pathology and Audiology Services -** Activities that have as their purpose the identification, assessment and treatment of pupils with impairments in speech, hearing and language. | *Not used for posting transactions.* | |
| | | 2151 | **Speech Pathology and Audiology Services Area Direction -** Activities concerned with directing, managing and supervising speech pathology and audiology services. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| | | 2152 | **Speech Pathology and Audiology Services -** Activities that identify, assess, and treat students with speech, hearing, and language impairments. Includes related services provided to students with IEPs under the Individuals with Disabilities Education Act. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| | 2160 | | **Occupational and Physical-Therapy Related Services** | *Not used for posting transactions.* | |
| | | 2161 | **Occupational Services Area Direction** – Activities concerned with directing, managing, and supervising occupational therapy-related services. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| | | 2162 | **Occupational Therapy-Related Service** – Activities that assess, diagnose, or treat students for all conditions requiring the services of an occupational therapist. Includes related services provided to students with IEPs under the Individuals with Disabilities Education Act. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| | | 2171 | **Physical Therapy-Related Services Area Direction** – Activities concerned with directing, managing, and supervising physical therapy-related services. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| | | 2172 | **Physical Therapy-Related Services –** Activities that assess, diagnose, treat, or help students for all conditions requiring the services of a physical therapist. Includes related services provided to students with IEPs under the Individuals with Disabilities Education Act. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | **2181** | **Visually Impaired/Vision Service Area Direction** – Activities concerned with directing, managing, and supervising vision related services. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | | **2182** | **Visually Impaired/Vision Services** – Activities that assess, diagnose, treat, or help students for all conditions requiring vision services. Includes related services provided to students with IEPs under the Individuals with Disabilities Education Act. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | 2190 | | **Other Support Services - Students** | *Not used for posting transactions.* | |
| | | **2191** | **Other Support Services - Students -** Other support services to students, such as case management, behavioral specialist, educational diagnosticians, and other related services personnel that are not addressed elsewhere in the 2100 entries. Includes related services provided to students with IEPs under the Individuals with Disabilities Education Act. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| 2200 | | | **Support Services - Instructional Staff -** Activities associated with assisting the instructional staff with the content and process of providing learning experiences for pupils. | *Not used for posting transactions.* | |
| | 2210 | | **Improvement of Instruction Services -** Activities that are designed primarily for assisting instructional staff in planning, developing and evaluating the process of providing learning experiences for pupils. These activities include curriculum development, techniques of instruction, child development and understanding, staff training, teacher mentor/professional development, etc. | *Not used for posting transactions.* | |
| | | **2211** | **Improvement of Instruction Services Area Direction -** Activities concerned with directing, managing and supervising the improvement of instruction services. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |

Support Services for Student

Support Services for Instructional Staff

| Code Class | Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | 2212 | **Instruction and Curriculum Development Services -** Activities designed to aid teachers in developing the curriculum, preparing and utilizing special curriculum materials and understanding and appreciating the various techniques that stimulate and motivate pupils. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| | | 2213 | **Instructional Staff Training Services -** Activities designed to contribute to the professional or occupational growth and competence of members of the instructional staff and the administrators that oversee instruction, such as principals and superintendents, during the time of their service to the school system or school. Among these activities are in-service training (including mentor teachers), workshops, conferences, demonstrations, school visits, courses for college credit (tuition reimbursement), and travel associated with these trainings. The cost associated with providing substitute teachers in the classroom while the regular teachers attend training should be included in this code. Those expenditures that fall <u>outside</u> the direction of the board approved school improvement plan or above that required by Section 160.530, RSMo, should also be included to this code. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| | | 2214 | **Professional Development – One Percent** Activities designed to contribute to the professional development of staff members and the administrators that oversee instruction, such as principals and superintendents, during the time of their service to the school system. This code may **only** be used to record those expenditures made to meet the requirement of Section 160.530, RSMo, to allocate at least one percent (1%) of current year basic formula *apportionment* minus any amounts received for Classroom Trust Fund. Expenditures must meet the objectives of a professional development plan that meets the objectives of a **board approved** school improvement plan. The cost associated with providing substitute teachers in the classroom or travel and food for a regular teacher to attend training should be included in this code. See the Missouri Professional Learning Guidelines for more detailed information. | General (Incidental)<br>Special Revenue (Teachers) | Yes |

Support Services for Instructional Staff

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | 2219 | **Other Improvement of Instruction Services -** Other activities for improving instruction not specifically addressed above including administrators that oversee instruction. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | 2220 | | **Educational Media Services -** Activities concerned with the use of all teaching and learning resources, including hardware and content materials. Educational media are defined as any devices, content materials, methods or experiences used for teaching and learning purposes. These include printed and non-printed sensory materials. | *Not used for posting transactions.* | |
| | | 2221 | **Educational Media Services Area Direction -** Activities concerned with directing, managing and supervising educational media services. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | | 2222 | **School Library Services -** Activities such as selecting, acquiring, preparing, cataloging and circulating books and other printed materials; planning the use of the library by teachers and other members of the instructional staff; and guiding individuals in their use of library books and materials, whether maintained separately or as a part of an instructional materials center or related work-study areas. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | | 2223 | **Audiovisual Services -** Activities such as selecting, preparing, caring for and making available to members of the instructional staff the equipment, films, filmstrips, transparencies, tapes, TV programs, internet connections and similar materials, whether maintained separately or as a part of an instructional materials center, audio-visual center, TV studio, and related work-study areas, and the services provided by audiovisual personnel. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| | | 2224 | **Educational Television Services -** Activities concerned with planning, programming, writing and presenting educational programs or segments of programs by way of closed circuit or broadcast television. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |

Support Services for Instructional Staff

| Code Class | Code Subclass | Code Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | 2225 | **Instruction-Related Technology -** All technology activities and services for the purposes of supporting instruction. Cost associated with the operation and support of computer labs, media centers, instructional technology centers, and instructional networks. Computer centers that are primarily dedicated to instruction should be coded to instruction. This includes network support and hardware maintenance and support. Technology used by students in the classroom or that have student instruction focus should be coded to 1111, 1131 or 1151 as appropriate.<br><br>For further support please refer to the Technology Coding Guidance located on the School Finance Topics and Procedures Webpage. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| | | 2229 | **Other Educational Media Services -** Other educational media services not specifically addressed above. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| | 2290 | | **Other Support Services - Instructional Staff** | *Not used for posting transactions.* | |
| | | 2291 | **Other Support Services - Instructional Staff -** Other services supporting the instructional staff not specifically addressed above. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |
| 2300 | | | **Support Services - General Administration -** Activities concerned with establishing and administering policy for operating the LEA. | *Not used for posting transactions.* | |
| | 2310 | | **Board of Education Services -** Activities of the elected or appointed body, which has been created according to state law and vested with responsibilities for educational activities in a given administrative unit. | *Not used for posting transactions.* | |
| | | 2311 | **Board of Education Services -** Activities concerned with board secretary/clerical services, board treasurer services, election services, legal services, fees associated with child complaints, audit services and other board of education services. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |

Support Services for Instructional Staff

Support Services for Administration

| Code Class | Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | 2320 | | **Executive Administration Services -** Activities associated with the overall general administration of or executive responsibility for the entire LEA. | *Not used for posting transactions.* | |
| | | **2321** | **Office of the Superintendent Services -** Activities performed by the superintendent and such assistants as deputy, associate and assistant superintendents concerned with the direction and management of all affairs of the LEA.<br><br>These include all personnel and materials in the office of the chief executive officer. Activities of the offices of the deputy superintendent and associate or assistant superintendent should be charged here *unless* activities can be placed properly into a service area. In this case, they would be charged to Service Area Direction in that service area. When the same individual directs two or more service areas, the services of that individual's office are charged to the Office of the Superintendent or prorated between the service areas concerned. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | **2322** | **Community Relations Services -** Activities and programs developed and operated systemwide for betterment of school/community relations. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | **2323** | **Staff Relations and Negotiations Services -** Activities concerned with staff relations systemwide and the responsibilities for contractual negotiations with both instructional and non-instructional personnel. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | **2324** | **State and Federal Relations Services -** Activities of developing and maintaining good relationships with state and federal officials. Activities associated with grant procurement are included here. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | **2329** | **Other Executive Administration Services -** Other executive administration services not specifically addressed above including program directors program coordinators, program secretaries, and program administrative supplies/equipment. | General (Incidental)<br>Special Revenue (Teachers)<br>Debt Service Fund<br>Capital Projects | No |

| Code: Class | Code: Subclass | Code: Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | 2330 | | **Administrative Technology Services** | *Not used for posting transactions.* | |
| | | **2331** | **Administrative Technology Services -** Activities concerned with supporting the school district's/charter school's information technology. These activities include cost associated with the administration and supervision of technology personnel, system operation, network support services, hardware maintenance and support services, and other technology-related administrative cost. Also include professional development cost for administrative technology personnel.<br><br>For further support, please refer to the Technology Coding Guidance located on the School Finance Topics and Procedures Webpage. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| 2400 | | | **Support Services – Building Level Administration -** Activities concerned with overall administrative responsibility for a single school or a group of schools. | *Not used for posting transactions.* | |
| | 2410 | | **Building Level Administration** | *Not used for posting transactions.* | |
| | | **2411** | **Office of the Principal Services -** Activities concerned with directing and managing the operation of a particular school. These include activities performed by the principal, assistant principal and other assistants in providing general supervision of all operations of the school, evaluation of the staff members of the school, assignment of duties to staff members, supervision and maintenance of the records of the school and coordination of school instructional activities with instructional activities of the LEA. It includes clerical staff in teaching and administrative duties. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |

| Code Class | Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | 2490 | | **Other Support Services - School Administration** | *Not used for posting transactions.* | |
| | | **2491** | **Other Support Services - School Administration -** Other support services - school administration services that are not specifically addressed above *including graduation expenses* and department chairpersons. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| 2500 | | | **Business Support Services -** Activities concerned with purchasing, paying, transporting, exchanging and maintaining goods and services for the LEA. Included are the fiscal services, property and accounting services, operation and maintenance services and internal services for operating all schools. This code series is not meant to imply an organizational structure or administrative flow for LEAs. | *Not used for posting transactions.* | |
| | 2510 | | **Business Support Services** | *Not used for posting transactions.* | |
| | | **2511** | **Business Support Service Area Direction -** Activities concerned with directing, managing and supervising business services. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | 2520 | | **Fiscal Services -** Activities concerned with the fiscal operations of the LEA. This function includes budgeting, receiving and disbursing, financial and property accounting, payroll, inventory control, internal auditing and managing funds. | *Not used for posting transactions.* | |
| | | **2521** | **Fiscal Service Area Direction -** Activities concerned with directing, managing and supervising fiscal services. It includes activities of the assistant superintendent, director, or business manager in directing and managing fiscal activities, including debt management. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | | **2522** | **Budgeting Services -** Activities concerned with supervising budget planning, formulation, control and analysis. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |

Business Support Services

Fiscal Services

| Class | Subclass | Code Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | 2523 | **Receiving and Disbursing Funds Services -** Activities concerned with taking in money and paying it out. They include the current audit of receipts; the pre-audit of requisitions or purchase orders to determine whether the amounts are within the budgetary allowances and to determine that such disbursements are lawful expenditures of the school or the school system; and the management of school funds. Payment of fees or charges (Other Professional and Technical Services, object code 6319) regarding regular banking, direct deposits, automatic wire transfers of funds, etc., should be coded to this function. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | | 2524 | **Payroll Services -** Activities concerned with making periodic payments to individuals entitled to remuneration for services rendered. Payments are also made for such payroll-associated costs as federal income tax withholding, retirement and social security (includes IRS penalty for late payment of federal withholding taxes). | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | | 2525 | **Financial Accounting Services -** Activities concerned with maintaining records of the financial operations and transactions of the school system. They include such activities as accounting and interpreting financial transactions and account records. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | | 2526 | **Internal Auditing Services -** Activities concerned with verifying the accounting records. This includes evaluating the adequacy of the internal control system; verifying and safeguarding assets; reviewing the reliability of the accounting and reporting systems; and ascertaining compliance with established policies and procedures. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | | 2527 | **Property Accounting Services -** Activities concerned with preparing and maintaining current inventory records of land, buildings and movable equipment. These records are used in equipment control and facilities planning. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | | 2529 | **Other Fiscal Services -** Other fiscal services not specifically addressed above. Include Medicaid billing fees in this code. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |

| Code Class | Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | 2540 | | **Operation and Maintenance of Plant Services -** Activities concerned with keeping the physical plant open, comfortable and safe for use. Also includes activities concerned with keeping the grounds, buildings and equipment in an effective working condition and state of repair. This includes activities of maintaining safety in buildings, on the grounds and in the vicinity of schools. Building insurance should be charged to this function. | *Not used for posting transactions.* | |
| | | **2541** | **Operation and Maintenance of Plant Service Area Direction -** Activities concerned with directing, managing and supervising the operation and maintenance of plant services. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | **2542** | **Care and Upkeep of Buildings Services -** Activities concerned with keeping the physical plant clean and ready for daily use. They include operating the heating, lighting and ventilating systems and minor repairs. **Also, included are the costs of building rental insurance and property insurance as well as the cost to rent buildings.** | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | **2543** | **Care and Upkeep of Grounds Services -** Activities involved in maintaining, in good condition, land and its improvements other than buildings. These include snow removal, landscaping, grounds maintenance, etc. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | **2544** | **Care and Upkeep of Equipment Services -** Activities involved in maintaining, in good condition, equipment owned or used by the school system. These include such activities as servicing and repairing furniture, machines, and movable equipment including tractors and graders. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | **2545** | **Vehicle Servicing and Maintenance Services - Other Than Buses -** Activities of maintaining general-purpose vehicles such as trucks, and staff vehicles. These include such activities as repairing vehicles, replacing vehicle parts, cleaning, painting, greasing, fueling, and inspecting vehicles for safety (i.e., preventative maintenance). | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |

| Class | Subclass (Code) | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | 2546 | **Security Services -** Activities concerned with maintaining order and safety in school buildings, on school grounds and in the vicinity of schools at all times. Included are police activities for school functions, traffic control on school grounds and in the vicinity of schools, safety-related equipment (such as building alarm systems, hall monitor services, security locking devices and security fencing) and certain types of capital outlay expenditures addressing building-related safety concerns. Facility construction expenditures must be coded to a code in the 4000 function code area. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | 2549 | **Other Operation and Maintenance of Plant Services -** Other operation and maintenance of plant services not specifically addressed above. This would include disposal of hazardous waste chemicals such as old science lab chemicals. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | 2550 | | **Student Transportation -** Activities concerned with providing transportation for students. | *Not used for posting transactions.* | |
| | | 2551 | **Contracted Transportation Services for Students** Transportation allowable expenses as defined as allowable cost in 5 CSR 30-261.040 incurred while transporting students to/from home and school or to/from an activity or field trip on contracted vehicles. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | 2552 | **District Operated Nondisabled Student Transportation Services -** Transportation allowable expenses as defined as allowable cost in 5 CSR 30-261.040 incurred while transporting nondisabled students to/from home and school or to/from an activity or field trip on district/charter school operated vehicles (includes drug testing/physicals for bus drivers). | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | 2553 | **Contracted Transportation Services for Students with Disabilities -** Transportation allowable expenses as defined as allowable cost in 5 CSR 30-261.040 incurred while transporting students with disabilities on separate routes on contracted vehicles. This expense may reflect transportation services provided during the regular school year, summer school term, or extended school year | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |

| Code Class | Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | 2554 | **District Operated Transportation Services for Students with Disabilities -** Transportation allowable expenses as defined as allowable cost in 5 CSR 30-261.040 incurred while transporting students with disabilities on separate routes on district/charter school operated vehicles. This expense may reflect transportation services provided during the regular school year, summer school term, or extended school year. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | 2555 | **Payments to Other Districts for Nondisabled Student Transportation -** Amounts paid to another school district/charter school for nondisabled student transportation services provided through an interdistrict contract. | General (Incidental) | No |
| | | 2556 | **Payments to Other Districts for Students with Disabilities Transportation -** Amounts paid to another school district/charter school for students-with-disabilities transportation services provided through an interdistrict contract. | General (Incidental) | No |
| | | 2557 | **School Choice (ESEA)/Proportionate Share (IDEA) Transportation Cost –** Includes School Choice (ESEA) and Proportionate Share (IDEA) transportation costs which are described as follows:<br><br>School Choice (ESEA) transportation costs are incurred based on the public school choice requirements that allow students enrolled in a school identified for school improvement to transfer to a school that has not been identified for school improvement.<br><br>Proportionate Share (IDEA) transportation costs to provide proportionate share services for parentally placed private, parochial, and/or home schooled children with disabilities, ages 5-21, who have been evaluated and determined eligible for special education and related services. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |

| Code Class | Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | **2558** | **Non-Allowable Transportation Expense -** Transportation expenses that are not specifically defined as allowable in 5 CSR 30-261.040. This includes transportation expenditures paid for with other specific grant funding such as Title, Homeless and relief funds etc. The costs associated with non-route miles should be coded to function code 2551 - 2554 or 2559, as appropriate. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | **2559** | **Early Childhood Special Education Transportation Services -** The expenses incurred transporting early childhood special education (ECSE) students, ages 3-5 with disabilities to provide ECSE services. All ECSE reimbursable transportation expenses must be coded to this function code. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | 2560 | | **Food Services -** Activities concerned with providing food to pupils and staff in the LEA. | *Not used for posting transactions.* | |
| | | **2561** | **Food Services Area Direction -** Activities concerned with directing, managing and supervising food services. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | **2562** | **Food Preparation and Dispensing Services -** Activities concerned with preparing and serving regular and incidental meals, breakfast, lunches or snacks to pupils and staff of the LEA. These include cooking, operating kitchen equipment, cashiers, preparing food, serving food, cleaning dishes, storing dishes, kitchen equipment and cafeteria furniture. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | **2563** | **Food Delivery Services -** Activities concerned with delivering food to the LEA. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |

| Code Class | Code Subclass | Code Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required | |
|---|---|---|---|---|---|---|
| | | 2569 | **Other Food Services -** Food service cost associated with the operation of food programs not addressed above, such as programs under the Department of Health & Senior Services (DHSS) including the Child and Adult Care Programs (CACFP), the Summer Food Service Program (SFSP), At-Risk Afterschool Snack Program and the Supper Program. Also includes Title I ESEA milk and snacks as well as food truck expenditures. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No | Food Services |
| | 2570 | | **Internal Services -** Activities concerned with buying, storing and distributing supplies, furniture, and equipment, and activities concerned with duplicating and printing for the school system. | *Not used for posting transactions.* | | Internal Operation Services |
| | | 2571 | **Internal Service Area Direction -** Activities concerned with directing, managing and supervising internal services. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No | |
| | | 2572 | **Purchasing Services -** Activities concerned with purchasing supplies, furniture, equipment and materials used in schools or school system operations. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No | |
| | | 2573 | **Warehousing and Distributing Services -** Operation of the systemwide activities of receiving, storing and distributing supplies, furniture, equipment, materials and mail. They include the pickup and transporting of cash from school facilities to the central administrative office or bank for control and/or deposit. | General (Incidental)<br>Special Revenue (Teachers<br>Capital Projects | No | |
| | | 2574 | **Printing, Publishing and Duplicating Services -** Activities concerned with printing and publishing administrative publications such as annual reports, school directories and manuals. They also include providing centralized services for duplicating school materials and instruments such as school bulletins, newsletters and notices. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No | |

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | **2579** | **Other Internal Services -** Includes other internal services not specifically addressed above. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | 2590 | | **Other Business Support Services** | *Not used for posting transactions.* | |
| | | **2591** | **Other Business Support Services -** Other business support services not specifically addressed above. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| 2600 | | | **Support Services - Central Office -** Activities, other than general administration, which support each of the other instructional and supporting services programs. These activities include planning, research, development, evaluation, information, staff, statistical and data processing services. | *Not used for posting transactions.* | |
| | 2610 | | **Central Office Services** | *Not used for posting transactions.* | |
| | | **2611** | **Central Office Service Area Direction -** Activities concerned with directing, managing and supervising the central support services as a group. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | 2620 | | **Planning, Research, Development and Evaluation Services -** Activities, on a systemwide basis, associated with conducting and managing programs of planning, research, development and evaluation for a school system. | *Not used for posting transactions.* | |
| | | **2621** | **Planning, Research, Development and Evaluation Services Area Direction -** Activities concerned with directing, managing and supervising planning, research, development and evaluation services. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | | **2622** | **Development Services -** Activities concerned with the evolving process of utilizing the products of research for the improvement of educational programs. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |

| Code: Class | Code: Subclass | Code: Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | **2623** | **Evaluation Services -** Activities concerned with ascertaining or judging the value or amount of an action or an outcome by careful appraisal of previously specified data in light of the particular situation and the goals and objectives previously established. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | **2624** | **Planning Services -** Activities concerned with the selection or identification of the overall, long-range goals, priorities and objectives of the organization or program, as well as the identification of needs and relative costs and benefits for the purpose of determining courses of action to be followed in striving to achieve these goals, priorities and objectives. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | **2625** | **Research Services -** Activities concerned with the systematic study and investigation of the various aspects of education, undertaken to establish facts and principles. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | **2629** | **Other Planning, Research, Development and Evaluation Services -** Other planning, research, development and evaluation services not specifically addressed above. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | 2630 | | **Information Services -** Activities concerned with writing, editing, and other preparation necessary to disseminate educational and administrative information to pupils, staff, managers and the general public through direct mailing, the various news media, or personal contact. | *Not used for posting transactions.* | |
| | | **2631** | **Information Services Area Direction -** Activities concerned with directing, managing and supervising Information Services. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | **2632** | **Internal Information Services -** Activities concerned with writing, editing and providing administrative information to pupils and staff. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |

| Code: Class | Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | **2633** | **Public Information Services -** Activities concerned with writing, editing and other preparation necessary to disseminate educational and administrative information to the public through various news media or personal contact. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | **2634** | **Management Information Services -** Activities concerned with writing, editing and other preparation necessary to disseminate to management the information needed about the operation of the LEA and about that information needed from the community, state and nation in order to make logical decisions. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | **2639** | **Other Information Services -** Activities concerned with information services not specifically addressed above. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | 2640 | | **Staff Services -** Activities concerned with maintaining an efficient staff for the school system. It includes such activities as recruiting and placement, staff transfers, in-service training, health services and staff accounting. | *Not used for posting transactions.* | |
| | | **2641** | **Staff Services Area Direction -** Activities concerned with directing, managing and supervising staff services. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | **2642** | **Recruitment and Placement Services -** Activities concerned with employing and assigning personnel for the LEA. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| | | **2643** | **Human Resource Services -** Services rendered in connection with the systematic recording and summarizing of information relating to staff members employed by the LEA. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |

| Code | | | | | |
|---|---|---|---|---|---|
| Class | Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
| | | 2644 | **Professional Development for Non-Instructional Staff -** Activities developed by the LEA for training of non-instructional personnel in all classifications. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | | 2645 | **Health Services -** Activities concerned with medical, dental and nursing services provided for school district/charter school employees. Included are physical examinations, referrals and emergency care. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | | 2649 | **Other Staff Services -** Those staff services that are not specifically addressed above. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | 2650 | | **Statistical Services -** Activities concerned with manipulating, relating and describing statistical information. | *Not used for posting transactions.* | |
| | | 2651 | **Statistical Services Area Direction -** Activities concerned with directing, managing and supervising statistical services. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | | 2652 | **Statistical Analysis Services -** Activities concerned with determining the nature and relationships of data elements to arrive at conclusions and recommendations. This includes institutional management and program studies, such as cost effectiveness, space utilization and teaching load. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | | 2653 | **Statistical Reporting Services -** Activities concerned with assimilating and writing statistical data into reports for further use. This includes the preparation of reports for internal as well as external use, such as questionnaires and data collection forms. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | | 2659 | **Other Statistical Services -** Other statistical services that are not specifically addressed above. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | 2660 | | **Data Processing Services -** Activities concerned with preparing data, storing data and retrieving data for reproduction as information for management and reporting. | *Not used for posting transactions.* | |
| | | **2661** | **Data Processing Services Area Direction -** Activities concerned with directing, managing and supervising data processing services. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | | **2662** | **Systems Analysis Services -** Activities concerned with the search for and evaluation of alternatives which are relevant to defined objectives, based on judgment and, wherever possible, on quantitative methods. Where applicable, they pertain to the development of data processing procedures or application to electronic data processing equipment. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | | **2663** | **Programming Services -** Activities concerned with the preparation of a logical sequence of operations to be performed, either manually or electronically, in solving problems or processing data and the preparation of coded instructions and data for such sequences. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | | **2664** | **Operations Services -** Activities concerned with scheduling, maintaining and producing data. These activities include operating business machines, data preparation devices and data processing machines. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | | **2669** | **Other Data Processing Services -** Activities concerned with data processing that are not specifically addressed above. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | 2690 | | **Other Support Services - Central** | *Not used for posting transactions.* | |
| | | **2691** | **Other Support Services - Central -** Those central support services not specifically addressed above. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| 2900 | | | **Other Supporting Services** | *Not used for posting transactions.* | |
| | 2910 | | **Other Supporting Services** | *Not used for posting transactions.* | |
| | | **2911** | **Other Supporting Services -** Activities of any supporting service or classification of services, general in nature, which cannot be classified in the preceding functions. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| 3000 | | | **Community Services -** Activities concerned with providing community services to the community as a whole or for some segment of the community. | *Not used for posting transactions.* | |
| 3100 | | | **Community Services -** Activities concerned with providing community services to students, staff, or other community participants. | *Not used for posting transactions.* | |
| | 3110 | | **Direction of Community Services** | *Not used for posting transactions.* | |
| | | **3111** | **Community Services Area Direction -** Activities concerned with directing, managing and supervising community services. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| 3200 | | | **Community Recreation Services** | *Not used for posting transactions.* | |
| | 3210 | | **Direction of Community Recreation Services** | *Not used for posting transactions.* | |
| | | **3211** | **Community Recreation Services Area Direction -** Activities concerned with providing recreation for the community as a whole, or for some segment of the community. It includes such staff activities as organizing and supervising playgrounds, swimming pools and other recreational programs for the community. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |

Community Services

| Code: Class | Code: Subclass | Code: Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| 3300 | | | **Civic Services** | *Not used for posting transactions.* | |
| | 3310 | | **Civic Services** | *Not used for posting transactions.* | |
| | | **3311** | **Civic Services -** Activities of providing services to civic affairs or organizations. This includes services to parent/teacher association meetings, public forums, lectures and civil defense planning. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| 3400 | | | **Public Library Services** | *Not used for posting transactions.* | |
| | 3410 | | **Public Library Services** | *Not used for posting transactions.* | |
| | | **3411** | **Public Library Services -** Activities related to the operation of public libraries by the LEA, or the provision of library services to the general public through the school library. It includes such activities as budgeting and planning the library's collection in relation to the community and informing the community of public library resources and services. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| 3500 | | | **Early Childhood Program -** Activities providing programs for three- and four-year-old children. | *Not used for posting transactions.* | |
| | 3510 | | **Early Childhood Program** | *Not used for posting transactions.* | |
| | | **3511** | **Early Childhood Program -** Activities providing programs for Parents As Teachers and for three- and four-year-old children, outside of a regular classroom setting, by screening and through parent education. Expenditures for early childhood special education programs should not be reported under this code. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | Yes |

| Code Class | Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | **3512** | **Early Childhood Instruction -** Learning experiences in a classroom setting for three- and four-year-old children that promote cognitive, physical, social and emotional development and provide a solid foundation for later knowledge and skill acquisition to enable the child to enter kindergarten ready to succeed. Expenditures for early childhood special education programs should not be reported under this code. | General (Incidental) Special Revenue (Teachers) Capital Projects | Yes |
| 3600 | | | **Welfare Activities Services** | *Not used for posting transactions.* | |
| | 3610 | | **Welfare Activities Services** | *Not used for posting transactions.* | |
| | | **3611** | **Homeless and Other Disadvantaged Student Activities Services -** Activities providing for the personal needs of individuals who have been designated homeless or disadvantaged. They include stipends for school attendance, salaries paid to pupils for work performed whether for the LEA or for an outside concern, or for clothing, food, or other personal needs. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| 3700 | | | **Non-Public School Pupils' Services** | *Not used for posting transactions.* | |
| | 3710 | | **Non-Public School Pupils' Services** | *Not used for posting transactions.* | |
| | | **3711** | **Non-Public School Students' Services -** Activities to provide equitable services for non-public school students, teachers and other education personnel as required by federal programs. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |

Community Services

| Code Class | Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| 3800 | | | **Custody and Care of Children Services and Afterschool Academic Instruction** | *Not used for posting transactions.* | |
| | 3810 | | **Custody and Care of Children Services** | *Not used for posting transactions.* | |
| | | **3811** | **Custody and Care of Children Services -** Activities providing programs for the custodial care of children in residential day schools, afterschool care, or child care centers that are not part of, or directly related to, the instructional program and attendance of the children is not included in attendance figures for the LEA. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | | **3812** | **Afterschool Program -** Activities and programs related to afterschool programming that offer academic, artistic and cultural enrichment opportunities for school-age students during non-school hours (before/after school or summer) or periods when school is not in session. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| 3900 | | | **Other Community Services** | *Not used for posting transactions.* | |
| | 3910 | | **Other Community Services** | *Not used for posting transactions.* | |
| | | **3911** | **Other Community Services -** Services provided for the community that cannot be classified under the preceding functions. Also include payments made to a student from a scholarship or trust fund and expenditures paid from staff contributions (i.e. flower funds, vending machine funds, etc.) | General (Incidental) Special Revenue (Teachers) Capital Projects | No |
| | | **3912** | **Parental Involvement -** Activities concerned with providing parental involvement services as detailed in the parent involvement policies and plans in accordance with federal program requirements including the cost of interpreters for parents. | General (Incidental) Special Revenue (Teachers) Capital Projects | No |

| Code Class | Code Subclass | Code Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | | **3913** | **Service-Learning -** School-based, service-learning programs that combine meaningful service to the community with classroom studies in a way that improves student learning and strengthens the community while applying core concepts from the regular classroom curriculum. | General (Incidental)<br>Special Revenue (Teachers)<br>Capital Projects | No |
| 4000 | | | **Facilities Acquisition and Construction Services -** Activities concerned with the acquisition of land and buildings; remodeling of buildings; construction of buildings and additions to buildings; initial installation and extensions of service systems and other built-in equipment; and improvements to sites. Costs of these items are charged here within the Capital Projects Fund. | *Not used for posting transactions.* | |
| | 4010 | | **Facilities Acquisition and Construction Services** | *Not used for posting transactions.* | |
| | | **4011** | **Facilities Acquisition and Construction Services Area Direction -** Activities concerned with directing, managing and supervising facilities acquisition and construction services. | Capital Projects | No |
| | 4020 | | **Land Acquisition and Development Services** | *Not used for posting transactions.* | |
| | | **4021** | **Land Acquisition and Development Services -** Activities concerned with the initial acquisition of sites and improvements thereon. | Capital Projects | No |
| | 4030 | | **Architecture, Engineering and Legal Services** | *Not used for posting transactions.* | |
| | | **4031** | **Architecture, Engineering and Legal Services -** Activities of architects, lawyers, engineers and other professionals related to land acquisition and improvement, improvements to buildings and bond sales. Includes expenditures for bond issuance costs paid from the Capital Projects Fund relating to <u>new issues</u> of bonds for capital outlay when the district/charter school chooses to capitalize those costs. Bond issuance costs not capitalized are coded to function code 5311, Fees - Bonded Indebtedness. | Capital Projects | No |

| Code Class | Code Subclass | Code Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | 4040 | | **Educational Specifications Development Services** | *Not used for posting transactions.* | |
| | | **4041** | **Educational Specifications Development Services** Activities concerned with preparing and interpreting to architects and engineers, descriptions of specific space requirements for the various learning experiences of pupils to be accommodated in a building. These specifications are interpreted to the architects and engineers in the early stages of blueprint development. | Capital Projects | No |
| | 4050 | | **Building Acquisition, Construction and Improvements Services** | *Not used for posting transactions.* | |
| | | **4051** | **Building Acquisition, Construction and Improvements Services -** Activities concerned with building acquisition through purchase or construction and building improvements. It includes initial installation or extension of service systems and other built-in equipment, as well as building additions. Includes lease-purchase principal payments when the district/charter school "capitalizes" such payments. | Capital Projects | No |
| | 4090 | | **Other Facilities Acquisition and Construction Services** | *Not used for posting transactions.* | |
| | | **4091** | **Other Facilities Acquisition and Construction Services -** Includes facilities acquisition and construction activities not specifically addressed above. Includes special assessments against the LEA for capital improvements such as streets, curbs and gutters. | Capital Projects | No |
| 5000 | | | **Long and Short Term Debt -** Activities servicing the debt of the LEA. | *Not used for posting transactions.* | |
| 5100 | | | **Principal -** Principal paid by the school district/charter school on financial obligation. | *Not used for posting transactions.* | |
| | 5110 | | **Principal - Bonded Indebtedness** | *Not used for posting transactions.* | |
| | | **5111** | **Principal - Bonded Indebtedness -** Principal paid by the school district on general obligation bond issue. | Debt Service | No |

Facilities Acquisition and Construction Services

Long and Short Term Debt

| Code | | | | | |
|---|---|---|---|---|---|
| Class | Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
| | 5120 | | **Principal - Loans** | *Not used for posting transactions.* | |
| | | **5121** | **Principal - Short Term Loans -** Principal paid by the school district/charter school on loans repaid in a time period within 12 months. | Capital Projects | No |
| | | **5122** | **Principal - Long Term Loans -** Principal paid by the school district/charter school on loans repaid in a time period greater than 12 months. | Capital Projects | No |
| | 5130 | | **Principal - Lease Purchase Agreement** | *Not used for posting transactions.* | |
| | | **5131** | **Principal - Lease Purchase Agreement -** This function is used only if the district/charter school does not capitalize the lease purchase. Capitalized lease-purchase principal should be coded to function code 4051. | Capital Projects | No |
| 5200 | | | **Interest** - Interest paid by the school district/charter school. | *Not used for posting transactions.* | |
| | 5210 | | **Interest - Bonded Indebtedness** | *Not used for posting transactions.* | |
| | | **5211** | **Interest - Bonded Indebtedness -** Interest paid by the school district on general obligation bonds. | Debt Service | No |
| | 5220 | | **Interest - Loans** | *Not used for posting transactions.* | |
| | | **5221** | **Interest - Short Term Loans -** Interest paid by the school district/charter school on loans repaid in a time period within 12 months. | General (Incidental)<br>Special Revenue (Teachers)<br>Debt Service<br>Capital Projects | No |
| | | **5222** | **Interest - Long Term Loans -** Interest paid by the school district/charter school on loans repaid in a time period greater 12 months. | Capital Projects | No |

Long and Short Term Debt

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
|---|---|---|---|---|---|
| | 5230 | | **Interest - Lease Purchase Agreements** | *Not used for posting transactions.* | |
| | | **5231** | **Interest - Lease Purchase Agreements -** Interest paid by the school district/charter school on lease-purchase agreements. | Capital Projects | No |
| | 5240 | | **Discount on Bonds Sold - Interest Adjustment** | *Not used for posting transactions.* | |
| | | **5241** | **Discount on Bonds Sold - Interest Adjustment -** Occurs when the sale of bonds is lower than the par value of the bonds (e.g. bond par value is $1000; bonds are sold for $980 so there is a $20 discount). Record the total discount on all bonds sold. | Debt Service | No |
| 5300 | | | **Other Debt Related Fees -** Amounts paid by the school district/charter school for debt-related fees, etc. | *Not used for posting transactions.* | |
| | 5310 | | **Fees - Bonded Indebtedness** | *Not used for posting transactions.* | |
| | | **5311** | **Fees - Bonded Indebtedness -** Paying agent fees from the Debt Service Fund. Also includes other non-capitalized bond issuance costs (bond counsel fee, registration fees, bond printing costs, etc.) that are paid from the Capital Projects Fund (or from the General (Incidental) Fund at the discretion of the district) for a new bond issue. Costs relating to a bond refunding may be paid from the General (Incidental) Fund or from refunding bond proceeds from the Debt Service Fund per Section 108.140, RSMo. Capitalized bond issuance costs are paid from the Capital Projects Fund and coded to function code 4031, Architecture, Engineering and Legal Services. | General (Incidental)<br>Debt Service<br>Capital Projects | No |
| | 5320 | | **Fees - Loans** | *Not used for posting transactions.* | |
| | | **5321** | **Fees - Short Term Loans** | General (Incidental)<br>Special Revenue (Teachers)<br>Debt Service<br>Capital Projects | No |

Long and Short Term Debt

| Code | | | | | |
|---|---|---|---|---|---|
| Class | Subclass | Detail | Description | Funds Open To Post Expenditure Transactions | Location Code Required |
| | | **5322** | **Fees - Long Term Loans** | *Capital Projects* | *No* |
| | 5330 | | **Fees - Lease Purchase Agreements** | *Not used for posting transactions.* | |
| | | **5331** | **Fees - Lease Purchase Agreements** | Capital Projects | No |



NOTE: Although the LEA should attempt to categorize expenditures by function, occasionally the accounting principle of materiality will modify this approach. For example, if the LEA pays $5 per person on workers' compensation, the posting effort for such a small amount spread through a dozen function codes would not materially enhance fair presentation of LEA program costs. In this instance, the total amount may be coded to Function 1111, Elementary Instruction. However, the LEA may wish to separate this expense for purposes of the food service program, transportation program and federal programs since they operate on a cost reimbursement basis. Please discuss this issue with the LEA's independent auditor if in doubt as to the applicability of this principle.

# Expenditure Object Codes

# Quick Reference

## Expenditure Object Code Identification

The following alphabetical title listing of expenditure object codes may be used as a quick reference for locating individual object codes. Districts are encouraged to read the applicable object code descriptions, which immediately follow this section, to ensure proper coding.

| Title | Object Code |
|---|---|
| | |
| **A** | |
| | |
| ACT, District Paid | 6311 |
| Administrative Cost for Contracted Transportation Services | 6151- 6591 |
| Administrative Cost for District Operated Transportation Services | 6151- 6591 |
| Administrators Salary | 6112 |
| Aide, Certificated Instructional | 6152 |
| Aide, Classified Instructional | 6152 |
| Arbitrage, Bond | 6631 |
| Architect Fees Considered Part of a Particular Project | 6521 |
| Architect Fees Not Considered Part of a Particular Project | 6319 |
| Athletic Official, Not Employee of the District | 6319 |
| Athletics Uniforms (Over the Capitalization Threshold of 5,000 per Individual Unit) | 6591 |
| Athletics Uniforms (Under the Capitalization Threshold of 5,000 per Individual Unit) | 6411 |
| Athletics, Coach | 6131 |
| Audit Services | 6315 |
| | |
| **B** | |
| | |
| Background Checks | 6319 |
| Band Uniforms (Over the Capitalization Threshold of 5,000 per Individual Unit) | 6591 |
| Band Uniforms (Under the Capitalization Threshold of 5,000 per Individual Unit) | 6411 |
| Banking Related Services | 6319 |
| Binding and Printing | 6363 |
| Bond Arbitrage | 6631 |
| Bond Issuance Costs | 6631 |
| Bond Premium, Fidelity | 6353 |
| Bonded Indebtedness Interest | 6621 |
| Bonded Indebtedness Principal | 6611 |
| Books, Library | 6441 |
| Buildings | 6521 |
| Bus Facility Construction or Renovation Over $5,000 in the Fiscal Year | 6521, 6531, or 6541 |
| Bus Facility Renovation or Maintenance Under $5,000 in the Fiscal Year | 6521, 6531, or 6541 |
| Bus Driver Drug Testing – District Operated | 6319 |
| Bus Driver Medical Examination - District Operated | 6319 |
| Buses - Purchased with Specific Funds | 6552 |

| | |
|---|---|
| Buses - Purchases | 6552 |
| | |
| **C** | |
| | |
| Career Ladder | 6111 |
| Cell Phone Purchase (Under the Capitalization threshold of 5,000 per Individual Unit) | 6412 |
| Cell Phone Service | 6361 |
| Classified Employees Severance Pay | 6171 |
| Classified Employees Unused Leave | 6171 |
| Classified Instructional Aide | 6152 |
| Classified Salaries - Full Time | 6151 |
| Classified Salaries - Part Time | 6161 |
| Classroom Instructional Apparatus | 6542 |
| Cleaning Services - Not Provided by LEA Personnel | 6331 |
| Club Sponsor | 6131 |
| Coach, Student Athletics | 6131 |
| Coal | 6485 |
| Communication | 6361 |
| Computer Cables, Power Cords, Other Miscellaneous Computer Cords | 6412 |
| Computer or Tablet Purchase (Under the Capitalization Threshold of 5,000 per Individual Unit) | 6412 |
| Computer or Tablets, Lease Purchase of, Interest | 6623 |
| Computer or Tablets, Lease Purchase of, Principal | 6613 |
| Computers and Related Equipment Rentals | 6338 |
| Computers, Servers, Printers, and Other Peripherals Over the Capitalization Threshold | 6543 |
| Conference Registration Fees | 6319 |
| Contract Buyout | 6359 |
| Contracted Food Service Operations | 6391 |
| Contracted Pupil Transportation - Non-Route | 6342 |
| Contracted Pupil Transportation To and From School | 6341 |
| Copy Machine Rentals | 6334 |
| Cost of Issuance General Obligation Bonds | 6631 |
| Curriculum Consultants | 6312 |
| Cyber Insurance Coverage | 6352 |
| | |
| **D** | |
| | |
| Data Processing Services | 6316 |
| Day Care – Employer Provided | 6291 |
| Demolition Work | 6531 |
| Diesel/Gasoline | 6486 |
| Disapproved Route Cost, Contracted | 6341 |
| Discount on Bonds Sold – Interest Adjustment | 6624 |
| Drug Testing for Bus Drivers – District Operated | 6319 |
| Dual Credit Courses | 6311 |
| Dues and Memberships | 6371 |
| | |
| **E** | |
| | |
| Early Retirement | 6141 |

| | |
|---|---|
| eBooks | 6412 |
| ECSE – Approved School Bus Lease/Rentals | 6334 |
| ECSE Building Lease Purchase | 6613 |
| ECSE Building Lease/Rental | 6333 |
| ECSE Transportation (Contracted) | 6341 or 6342 |
| Election Services | 6318 |
| Electricity Services | 6481 |
| Electronic Resource Materials for School Library- CDs, DVD, Audio Tapes | 6451 |
| Employee Insurance | 6241 |
| End of Course Exam Cost per Student | 6311 |
| Energy Loan - Interest | 6624 |
| Energy Loan - Principal | 6614 |
| Energy Loan, GESPC Interest - Installment Contract | 6624 |
| Energy Loan, GESPC Interest - Lease Purchase Agreements | 6623 |
| Energy Loan, GESPC Principal - Capitalized Lease Purchase Agreements | 6521 |
| Energy Loan, GESPC Principal - Installment Contract | 6614 |
| Energy Loan, GESPC Principal - Not Capitalized Lease Purchase Agreement | 6613 |
| Engineering Fees Not Considered Part of a Particular Project | 6319 |
| Engineering Fees Considered Part of a Particular Project | 6521 |
| Entry Fees | 6398 |
| Equipment - Classroom Instructional Apparatus | 6542 |
| Equipment - Regular | 6541 |
| Equipment - Rental | 6334 |
| Equipment – Technology-Related | 6543 |
| eReaders | 6412 |
| | |
| **F** | |
| | |
| Fax Machine - Service Fees | 6361 |
| Fax Machine Purchase | 6541 |
| Fees - Bonds/Paying Agent | 6631 |
| Fees - Lease Purchase Agreements | 6633 |
| Fees - Long Term Loans | 6634 |
| Fees - Short Term Loans | 6632 |
| FFA Membership Fees | 6371 |
| FICA | 6231 |
| Fidelity Bond Premium | 6353 |
| Field Trip – Ticket Cost | 6391/6398 |
| Field Trip Transportation Cost, Contracted | 6342 |
| File Storage (CDs, Jump Drives, USB Flash Drives) | 6412 |
| File Storage (Electronic) Contracted (Not Incl. in Annual Maint. Agreement of Specific Program) | 6316 |
| Flag Poles - Installation and Furnishing | 6531 |
| Food Delivery Fees | 6391 |
| Food Permits | 6491 |
| Food Service Operations - Contracted | 6391 |
| Food Supplies – Non-Food | 6411 |
| Food Supplies - Excludes Non-Food | 6471 |
| Forms - Printing | 6363 |

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|---|---|
| Forms - Purchase Preprinted Forms | 6411 |
| Fuel Expenditure for Buses or Other District Owned Vehicles (Gasoline, Propane or Diesel) | 6486 |
| Fuel Oil (For Heating of Buildings) | 6484 |
| Furniture | 6541 |
| | |
| **G** | |
| | |
| Game Officials | 6319 |
| Gas - L.P. | 6483 |
| Gas - Natural | 6482 |
| Gasoline/Diesel | 6486 |
| Gateways and Fences | 6531 |
| GESPC Interest – Installment Con. | 6624 |
| GESPC Interest – Lease Purchase Agreements | 6623 |
| GESPC Principal – Capitalized Lease Purchase Agreements | 6521 |
| GESPC Principal – Installment Contract. | 6614 |
| GESPC – Non-Capitalized Lease Purchase Agreements | 6613 |
| | |
| **H** | |
| | |
| Hardware – Technology-Related | 6543 |
| Hotel, Employees | 6343 |
| Hotel, Students | 6391 or 6398 |
| | |
| **I** | |
| | |
| Improvements Other Than Buildings | 6531 |
| In-Service Registration Fees | 6319 |
| In-Service Training Specialists | 6312 |
| Inspections - Buses | 6349 |
| Installment Contract Interest | 6624 |
| Installment Contract Principal | 6614 |
| Instructional Program Improvement Services - Purchased | 6312 |
| Instructional Purchased Services | 6311 |
| Insurance - Employee | 6241 |
| Insurance - Liability | 6352 |
| Insurance - Property | 6351 |
| Interest - Bonded Indebtedness | 6621 |
| Interest - DNR Energy Loan | 6624 |
| Interest - Guaranteed Energy Savings Performance Contract – Installment Contract | 6624 |
| Interest - Guaranteed Energy Savings Performance Contract – Lease Purchase Agreements | 6623 |
| Interest - Lease Purchase Agreement - School Bus | 6623 |
| Interest - Lease Purchase Agreements | 6623 |
| Interest - Long Term Loans | 6624 |
| Interest – Long Term Loans – School Bus | 6624 |
| Interest - Short Term Loans | 6622 |
| Interest - Tax Anticipation Notes | 6622 |
| Internet Service | 6361 |

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|---|---|
| IRS Penalty for Late Payment | 6359 |
| | |
| **J** | |
| | |
| Judgments Against LEA and Settlements | 6359 |
| | |
| **L** | |
| | |
| Land | 6511 |
| Landscaping | 6531 |
| Lease Purchase Agreement Fees | 6633 |
| Lease Purchase Agreement Interest | 6623 |
| Lease Purchase Agreement Principal - Capitalized | 6521 |
| Lease Purchase Agreement Principal - Non-Capitalized | 6613 |
| Lease Purchase Agreement Principal - School Bus | 6552 |
| Lease Purchase of Tablets or Computers, Interest | 6623 |
| Lease Purchase of Tablets or Computers, Principal | 6613 |
| Legal Services | 6317 |
| Liability Insurance | 6352 |
| Library Books, Resources | 6441 |
| Licensing Fees for School Buses | 6349 |
| Licensing Fees for Vehicles Other than School Buses | 6349 |
| Long Term Loan – Interest | 6624 |
| Local Effort | 6311 |
| | |
| **M** | |
| | |
| Maintenance - Not Provided by LEA Personnel | 6332 |
| Maintenance (Yearly) Fees for Hardware | 6337 |
| Maintenance (Yearly) Fees for Software | 6337 |
| Maintenance for Website Provided by an Outside Company | 6316 |
| Management Services Provided by Auditor | 6315 |
| MAP Testing Cost per Student | 6311 |
| MAP Testing Supplies | 6411 |
| Meals, Staff - Travel Reimbursement | 6343 |
| Meals, Students - While Traveling | 6391 or 6398 |
| Medicaid Fees | 6319 |
| Medical Examinations for Bus Drivers | 6319 |
| Medicare | 6232 |
| Memberships and Dues | 6371 |
| Mobile Units - Purchase | 6521 |
| Mobile Units - Rental | 6333 |
| MSHSAA Fees | 6371 |
| Musical Instruments | 6542 |
| | |
| **N** | |
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| | |
|---|---|
| Networking Services | 6361 |
| Newspapers - Library Resource | 6451 |
| Non-Teacher Retirement | 6221 |
| | |
| **O** | |
| | |
| Occupational Therapy, Contracted | 6311 |
| Old Age, Survivors, and Disability Insurance (OASDI) | 6231 |
| | |
| **P** | |
| | |
| Parking Fees | 6291 |
| Part-Time Certificated Salaries | 6122 |
| Part-Time Classified Salaries | 6161 |
| Paying Agent Fees - Bond Issues | 6631 |
| Per Diems - In Lieu of Reimbursement | 6343 |
| Periodicals - Library Resource | 6451 |
| Perpetual Licenses for Software | 6544 |
| Physical Therapy, Contracted | 6311 |
| Physicals - Bus Drivers – District Operated | 6319 |
| Planting Trees and Shrubs | 6531 |
| Playground Equipment - Installation | 6531 |
| Postage and Postage Machine Rental | 6361 |
| Postage, Express Carriers (FedEx, UPS, USPS, etc.) | 6361 |
| Principal - Bonded Indebtedness | 6611 |
| Principal - DNR Energy Loan | 6614 |
| Principal - Guaranteed Energy Savings Performance Contract – Capitalized Lease Purchase | 6521 |
| Principal - Guaranteed Energy Savings Performance Contract - Installment Contract | 6614 |
| Principal - Guaranteed Energy Savings Performance Contract - Non- Capitalized LP Agreements | 6613 |
| Principal - Lease Purchase Agreement - Capitalized | 6521 |
| Principal - Lease Purchase Agreement - Not Capitalized | 6613 |
| Principal - Long Term Loans | 6614 |
| Principal - School Bus | 6552 |
| Principal - School Bus Paid For With Specific Funds | 6552 |
| Principal - Short Term Loans | 6612 |
| Printers, Computers, Servers, and Other Peripherals Over the Capitalization Threshold | 6543 |
| Printing and Binding | 6363 |
| Prior Year Adjustments | 6398 |
| Professional Development Registration Fees | 6319 |
| Professional Development Travel Cost (Miles, Meals, Hotel) | 6343 |
| Property Evaluation Services | 6319 |
| Property Insurance | 6351 |
| Public Relations Services | 6319 |
| Pupil Services | 6313 |
| Purchase - School Bus | 6552 |
| Purchase - School Bus Paid For With Specific Local Funds | 6552 |
| | |
| **R** | |
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| | |
|---|---|
| Radios - Two-Way | 6411 |
| Recycling | 6339 |
| Redemption of Principal - Bonds | 6611 |
| Redemption of Principal - Lease Purchase Agreements - Capitalized | 6521 |
| Redemption of Principal – Lease Purchase Agreements - Non-Capitalized | 6613 |
| Redemption of Principal - Long Term Loans | 6613 |
| Redemption of Principal - Short Term Loans | 6612 |
| Reference Books - Library or Classroom | 6441 |
| Refund of Prior Year Revenue | 6398 |
| Registration Fees - Professional Development | 6319 |
| Registration Fees - Students | 6391 or 6398 |
| Rentals – Computers and Related Equipment | 6338 |
| Rentals - Equipment | 6334 |
| Rentals - Land and Buildings | 6333 |
| Repairs and Maintenance - Not Provided by LEA Personnel | 6332 |
| Repairs and Maintenance Services for Technology-Related Equipment | 6337 |
| Resource Materials | 6451 |
| Retirement, Non-Teachers' | 6221 |
| Retirement, Teachers' | 6211 |
| Roadways | 6531 |
| | |
| **S** | |
| | |
| Safety and Security - Lease Purchase Principal and Interest | 6591 |
| Salaries - Certificated Full-Time | 6111 |
| Salaries - Certificated Part-Time | 6122 |
| Salaries - Classified Full-Time | 6151 |
| Salaries - Classified Part-Time | 6161 |
| Satellite Dishes | 6541 |
| Scholarships to Students | 6398 |
| Scholarships to Staff | 6291 |
| School Bus Lease (Rental) | 6341 |
| School Bus Purchase (model year < 10 years old) | 6552 |
| School Bus Purchase (model year > 10 years old) | 6411 |
| Service Agreements for Technology Hardware | 6337 |
| Settlements and Judgments | 6359 |
| Severance Pay - Certificated Employees | 6141 |
| Severance Pay - Classified Employees | 6171 |
| Sewer and Water | 6335 |
| Snack, School Food | 6471 |
| Software – Exceeds Capitalization Threshold | 6544 |
| Sponsor, Club | 6131 |
| Staff Services | 6314 |
| Stipends - Certificated Staff | 6131 |
| Student Hotel Cost | 6391 or 6398 |
| Subscription Fees, Software | 6412 |
| Subscription License Fees | 6412 |

| | |
|---|---|
| Substitute Teacher Salary | 6121 |
| Summer School Meal Expenditures | 6471 |
| Summer School Student Incentives | 6398 |
| Supper Meal Expenditures | 6491 |
| Supplemental Pay - Not Part of Contract | 6131 |
| Supplemental Pay - Part of Contract | 6131 |
| Supplies | 6411 |
| Supplies – Technology Related | 6412 |
| | |
| **T** | |
| | |
| Tablets, Lease Purchase of, Interest | 6623 |
| Tablets, Lease Purchase of, Principal | 6613 |
| Tablets, Purchase of (iPads, Samsung etc. Under the Capitalization Threshold of 5,000 per Ind. Unit) | 6412 |
| Tax Anticipation Note Interest | 6622 |
| Tax Collection Services | 6319 |
| Teacher Aides Salaries | 6152 |
| Teachers' Retirement | 6211 |
| Technology Equipment | 6543 |
| Technology-Related Equipment Repairs and Maintenance Services | 6337 |
| Technology-Related Hardware | 6543 |
| Technology-Related Services | 6316 |
| Technology-Related Supplies | 6412 |
| Telephone - Rental and Equipment | 6334 |
| Telephone Services | 6361 |
| Textbooks | 6431 |
| Therapy Dog (Rental) | 6319 |
| Tickets for Field Trips | 6398 |
| Title Fees for School Buses | 6349 |
| Training Specialists - In-Service | 6312 |
| Training, Professional Development Registration Fees | 6319 |
| Transportation, Contracted | 6341 |
| Transportation, Contracted Non-Route | 6342 |
| Trash Removal | 6336 |
| Travel Cost (Includes Miles, Meal, Hotel) | 6343 |
| Travel Cost for Students (Includes Meals, Hotel) | 6391 or 6398 |
| Tuition Reimbursement - Staff | 6319 |
| Tuition to Other Districts | 6311 |
| Two-way Radio Service | 6361 |
| | |
| **U** | |
| | |
| Underground Storage Tanks | 6531 |
| Unemployment Compensation | 6271 |
| Unused Leave Time – Certificated Employees | 6141 |
| Unused Leave Time – Classified Employees | 6171 |
| Upkeep of Grounds, Buildings, and Equipment | 6332 |
| | |

| V | |
|---|---|
| | |
| Vehicles – Less than $5,000 | 6411 |
| Vehicles - Except School Buses | 6551 |
| Video Cameras | 6541 |
| Video Communication | 6361 |
| Virtual Course Tuition | 6311 |
| Vocational Tuition to Other Districts | 6311 |
| | |
| **W** | |
| | |
| Warehouse Inventory Adjustment – Loss | 6461 |
| Water and Sewer | 6335 |
| Website Maintenance Provided by an Outside Company | 6316 |
| Workers' Compensation Insurance | 6261 |

Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
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# Expenditure Object Codes

## Expenditure Object Code Descriptions

Expenditure object describes how the service or commodity was obtained as a result of a specific expenditure. There are six object categories, each of which is further subdivided into sub-objects. Code numbers are used to further detail these areas. **Class** codes (codes ending in zero) are for subtotaling purposes only and are ***not used for posting transactions***. **Subclass** codes (codes ending in zero) are for subtotaling purposes only and are ***not used for posting transactions***. **Detail** codes are used to post transactions.

An expenditure object code is based on how a particular expenditure is paid out or planned to be paid out, whether as a salary, an employee benefit, a purchased service, a supply item, a capital outlay, or debt expenditure. Detail expenditure object codes are further broken down in order to collect specific expenditure detail for detail reporting purposes (see Part III-C of the ASBR to see the distinction made in expenditure object code detail).

| Code: Class | Code: Subclass | Code: Detail | Description | Funds Open To Post Expenditure Transactions |
|---|---|---|---|---|
| 6100 | | | **Salaries -** Amounts paid to LEA employees who are considered to be in a position of permanent nature or hired temporarily, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the LEA payroll. | *Not used for posting transactions* |
| | 6110 | | **Certificated Teacher Salaries** | *Not used for posting transactions* |
| | | **6111** | **Regular Salaries -** Full-time, contract and prorated portions of the costs for work performed by teachers (defined in the broad sense of Section 168.104 (7), RSMo) who are considered to be in positions of a permanent nature. If a supplemental duty is a part of the regular year contractual duties or required of the position, it should be included in this object. Career ladder is also included in this object code. | General (Incidental)<br>Special Revenue (Teachers) |
| | | **6112** | **Certificated Administrators** – Cost for work performed by regular administrative employees, *whose position requires a certificate*, who manage, direct, or administer programs of the district/charter school. Examples include superintendent, assistant superintendent, supervisors, coordinators, principals, assistant principals, and administrators. If position does not require a certificate, use Object Code 6151. | General (Incidental)<br>Special Revenue (Teachers) |
| | 6120 | | **Certificated - Part-Time** | *Not used for posting transactions* |
| | | **6121** | **Substitute Salaries** – Salaries paid to teacher substitutes (full-time or part-time). | General (Incidental)<br>Special Revenue (Teachers) |

| Code Class | Subclass | Detail | Description | Funds Open To Post Expenditure Transactions |
|---|---|---|---|---|
| | | **6122** | **Other Part-Time Salaries -** Certificated teachers who work less than full-time and perform work in positions of either a temporary or permanent nature. | General (Incidental) Special Revenue (Teachers) |
| | 6130 | | **Certificated - Supplemental** | *Not used for posting transactions* |
| | | **6131** | **Certificated Staff Supplemental Pay -** Amounts paid for student activities sponsorships, coaching, driving a school bus, stipends for curriculum development and other duties to certificated staff that is beyond the regular school day or school session. These duties are performed by certificated staff and are instruction related (i.e., sponsorships or coaching), then the supplemental pay should be paid out of the Special Revenue (Teachers) Fund. If these duties are non-instruction related (i.e., driving a bus or janitorial duties), the supplemental pay should be paid out of the General (Incidental) Fund. | General (Incidental) Special Revenue (Teachers) |
| | 6140 | | **Certificated Employees Unused Leave and/or Severance Pay** | *Not used for posting transactions* |
| | | **6141** | **Certificated Employees Unused Leave and/or Severance Pay** - Amounts paid to certificated employees for the portion of unused sick leave, vacation leave and early retirement buyout. | General (Incidental) Special Revenue (Teachers) |
| | 6150 | | **Classified Salaries - Regular** | *Not used for posting transactions* |
| | | **6151** | **Classified Salaries - Regular -** Full-time and prorated portions of the costs for work performed by typically non-certificated employees and certificated employees who are employed in non-instruction related positions of a permanent nature. | General (Incidental) Special Revenue (Teachers) |
| | | **6152** | **Instructional Aide Salaries** – Salary paid to teacher aides whether certificated or non-certificated. Certificated aides should be paid out of the Special Revenue (Teachers) Fund. Non-certificated aides should be paid out of the General (Incidental) Fund. | General (Incidental) Special Revenue (Teachers) |
| | | **6153** | **Classified Substitute Salaries -** Salaries paid to substitutes for classified employees of the district/charter school. | General (Incidental) Special Revenue (Teachers) |

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions |
|---|---|---|---|---|
| | 6160 | | **Classified Salaries - Part-Time** | *Not used for posting transactions* |
| | | **6161** | **Classified Salaries - Part-Time -** Cost for work performed by employees who work in positions of less than full-time or of a temporary nature. | General (Incidental) Special Revenue (Teachers) |
| | 6170 | | **Classified Employees Unused Leave and/or Severance Pay** | *Not used for posting transactions* |
| | | **6171** | **Classified Employees Unused Leave and/or Severance Pay -** Amounts paid to classified employees for that portion of unused sick leave, vacation leave and early retirement buyout. | General (Incidental) Special Revenue (Teachers) |
| 6200 | | | **Employee Benefits -** Amounts paid by LEAs on behalf of employees. These amounts are over and above the gross salary. Such payments are fringe benefits and, while not paid directly to employees, are part of the cost of salaries and benefits. These charges should be distributed to functions in accordance with the salary function of the employee or group of employees. | *Not used for posting transactions* |
| | 6210 | | **Teachers' Retirement** | *Not used for posting transactions* |
| | | **6211** | **Teachers' Retirement -** Amounts paid by LEAs to Public School Retirement System (PSRS) for applicable certificated employees. This excludes employee contributions. | General (Incidental) Special Revenue (Teachers) |
| | 6220 | | **Non-Teacher Retirement** | *Not used for posting transactions* |
| | | **6221** | **Non-Teacher Retirement -** Amounts paid by LEAs to PEERS for eligible non-certificated personnel and certain certificated personnel who are less than full-time. This excludes employee contributions. | General (Incidental) Special Revenue (Teachers) |
| | 6230 | | **Old Age, Survivors and Disability Insurance (OASDI) and Medicare** | *Not used for posting transactions* |
| | | **6231** | **Old Age, Survivors and Disability Insurance (OASDI) -** Employer's share paid by LEAs to the Missouri Retirement Fund for employees for OASDI [OASDI is part of the Federal Insurance Contributions Act (FICA)]. | General (Incidental) Special Revenue (Teachers) |

| Code Class | Subclass | Detail | Description | Funds Open To Post Expenditure Transactions |
|---|---|---|---|---|
| | | 6232 | **Medicare -** The employer's share of the Medicare tax paid by LEAs for employees. This excludes employee contributions. | General (Incidental) Special Revenue (Teachers) |
| | 6240 | | **Employee Insurance** | *Not used for posting transactions* |
| | | 6241 | **Employee Insurance -** Employer's share paid by LEAs for various types of insurance. Including but not limited to health, dental, vision, annuities in lieu of insurance, salary protection plans and life insurance. This object code excludes employee contributions. | General (Incidental) Special Revenue (Teachers) |
| | 6260 | | **Workers' Compensation Insurance** | *Not used for posting transactions* |
| | | 6261 | **Workers' Compensation Insurance -** Amounts paid by LEAs for workers' compensation insurance. There are no employee contributions. | General (Incidental) Special Revenue (Teachers) |
| | 6270 | | **Unemployment Compensation** | *Not used for posting transactions* |
| | | 6271 | **Unemployment Compensation -** Amounts paid by LEAs for employee benefits under unemployment compensation plans which includes actual benefits paid or unemployment insurance. There are no employee contributions. | General (Incidental) Special Revenue (Teachers) |
| | 6290 | | **Other Employer-Provided Services** | *Not used for posting transactions* |
| | | 6291 | **Other Employer-Provided Benefits-** Amounts paid for employer-provided benefits such as automobile allowances, moving expenses, day care, parking, fitness classes, on-site clinics, etc. | General (Incidental) Special Revenue (Teachers) |
| 6300 | | | **Purchased Services -** Amounts paid for services **rendered by personnel who are not on the LEA's payroll** and for other services that LEAs may purchase. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided to obtain the desired result. **The IRS says that a person who is a regular employee may NOT be treated as a consultant (purchased service) by the same employer for other duties.** | *Not used for posting transactions* |

| Code Class | Subclass | Detail | Description | Funds Open To Post Expenditure Transactions |
|---|---|---|---|---|
| | 6310 | | **Professional and Technical Services** – Detail codes 6311-6319 should be used to account for services that by their nature can be performed only by persons with specialized skills and knowledge. Included are the services of other school districts/charter schools, architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, accountants, etc. | *Not used for posting transactions* |
| | | **6311** | **Purchased Instructional Services -** Tuition, including vocational tuition, to other districts/charter schools and non-payroll services performed by qualified persons directly engaged in providing learning experiences for pupils. Includes expenditures associated with virtual course tuition, and contracted occupational, speech or physical therapy. Also, included is the payment of local effort pursuant to Section 167.126, RSMo. | General (Incidental) Special Revenue (Teachers) |
| | | **6312** | **Instructional Program Improvement Services -** Services performed by persons qualified to help teachers and supervisors enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., not on the payroll. **The IRS says that a person who is a regular employee may NOT be treated as a consultant (purchased service) by the same employer for other duties**. | General (Incidental) Special Revenue (Teachers) |
| | | **6313** | **Pupil Services -** Non-payroll services of qualified personnel assisting pupils and their parents in solving mental and physical problems to supplement the teaching process. | General (Incidental) Special Revenue (Teachers) |
| | | **6314** | **Staff Services -** Services performed by persons qualified to assist in employing and assigning staff. This category includes specialists in personnel counseling and guidance. | General (Incidental) Special Revenue (Teachers) |
| | | **6315** | **Audit Services -** Management services by independent auditors in the examination of records, documents, internal control and financial statements of the district/charter school for the purpose of rendering an opinion on these statements. May also include other management services beyond the audit. | General (Incidental) |
| | | **6316** | **Data Processing and Technology Related Services -** Services performed by professionals qualified to process data or perform technology-related services. This includes data processing services, purchasing and warehousing services, graphic arts design services or other technology related services.<br><br>For further support please refer to the Technology Coding Guidance located on the School Finance Topics and Procedures Webpage. | General (Incidental) |

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions |
|---|---|---|---|---|
| | | **6317** | **Legal Services -** Services by lawyers advising the school district/charter school, the board of education and administrative officials on statutes, laws and regulations. This includes representing the school district/charter school in a court of law. | General (Incidental) |
| | | **6318** | **Election Services -** Contracted arrangements with the county or city for school district elections for providing voting machines, judges, ballots and other election expenses as billed to the district by the county or city. | General (Incidental) |
| | | **6319** | **Other Professional Services -** Services that are professional in nature which have not been specifically addressed above: tax collection, property evaluation services, banking related services, copy fees, tuition reimbursement, professional development, employee professional development registration fees, bus driver drug testing, bus driver medical examinations, computer technicians and public relation services. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, accountants, etc. Include Medicaid billing fees in this code. | General (Incidental) |
| | 6320 | | **Subawards Under Subagreements** | *Not used for posting transactions* |
| | | **6321** | **Subawards Under Subagreements – First $25,000 -** For subagreements reported under Professional and Technical Services, record the first $25,000 of each subaward. Subaward means an award provided by an LEA to a subrecipient for the subrecipient to carry out part of an award received by the LEA. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. | General (Incidental) Special Revenue (Teachers) Capital Projects |
| | | **6322** | **Subawards Under Subagreements – In Excess of $25,000 -** For subagreements reported under Professional and Technical Services, record all subawards in excess of $25,000, regardless of the period covered by the grant or subcontract. Subaward means an award provided by an LEA to a subrecipient for the subrecipient to carry out part of an award received by the LEA. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. | General (Incidental) Special Revenue (Teachers) Capital Projects |

| Code Class | Code Subclass | Code Detail | Description | Funds Open To Post Expenditure Transactions |
|---|---|---|---|---|
| | 6330 | | **Property Services -** Services purchased to operate, repair, maintain, insure and rent property owned and/or used by LEAs. Persons other than LEA employees perform these services. | *Not used for posting transactions* |
| | | **6331** | **Cleaning Services -** Services purchased to clean buildings other than those provided by LEA employees. | General (Incidental) |
| | | **6332** | **Repairs and Maintenance -** Expenditures for ordinary repairs and maintenance services that are not provided directly by LEA personnel. This includes contracts and agreements covering the upkeep of grounds, buildings and general equipment. **Renovating and remodeling are not included here but are considered under expenditure object code 6521, Buildings.** | General (Incidental) |
| | | **6333** | **Rentals - Land and Buildings -** Expenditures for leasing or renting land and buildings including *mobile units* for both temporary and long-range use by LEAs. *LEAs must be aware of the differentiation between rent or lease with* ***no*** *intent to acquire title to the property and lease purchase in which title to the property will be taken.* A rental or lease with no intent to take title is a General (Incidental) Fund expenditure. If the district/charter school intends to take title or completes a buy-out at the end of a lease, all principal and interest payments **must** be made from the Capital Projects Fund or the full purchase price of the property will be deducted as an adjustment to the funds payable to the district under Section 163.031, RSMo, (Basic Formula) in the year following the transfer of title to the district (see Section 177.088, RSMo). | General (Incidental) |
| | | **6334** | **Rentals - Equipment -** Expenditures for leasing or renting equipment for both the temporary and long-range use of LEAs. Examples include expenditures for the rental of copy machines, telephone systems and buses that are operated by LEA personnel. Rentals of computers and related equipment should be coded to 6338. | General (Incidental) |
| | | **6335** | **Water and Sewer -** Expenditures for water and sewer services from a private or public utility company. | General (Incidental) |
| | | **6336** | **Trash Removal -** Expenditures for trash or garbage pickup service not provided by LEA personnel. | General (Incidental) |

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions |
|---|---|---|---|---|
| | | **6337** | **Technology-Related Repairs and Maintenance** – Expenditures for repairs and maintenance services for technology equipment that are not directly provided by district/charter school personnel. Included here are ongoing service agreements for technology hardware (e.g. personal computers and servers). Includes also expenditures for the yearly maintenance fees for computer programs, utilities, and other computer logic instructions generally described as software. This does not include one-time or first-time purchase of software.<br><br>For further support please refer to the Technology Coding Guidance located on the School Finance Topics and Procedures Webpage. | General (Incidental) |
| | | **6338** | **Rentals of Computers and Related Equipment** – Expenditures for leasing or renting computers and related equipment for both temporary and long-range use.<br><br>For further support please refer to the Technology Coding Guidance located on the School Finance Topics and Procedures Webpage. | General (Incidental) |
| | | **6339** | **Other Property Services -** Property services purchased that are not specifically addressed above. | General (Incidental) |
| | 6340 | | **Transportation Services -** Expenditures for transporting children to and from school and official travel of LEA employees. | *Not used for posting transactions* |
| | | **6341** | **Contracted Pupil Transportation To and From School -** Expenditures to persons or agencies for the purpose of transporting children to and from school. Expenditures for the rental of buses, which are operated by personnel on the LEAs payroll, are not recorded here; they are recorded under Purchased Services - expenditure object code 6334, Rentals - Equipment. Also, include disapproved route cost. | General (Incidental) |
| | | **6342** | **Other Contracted Pupil Transportation - Non-Route -** LEAs with a non-district/charter school operated transportation system shall record non-route mileage expense in this account. | General (Incidental) |
| | | **6343** | **Travel -** Expenditures for transportation, meals, hotel, and other expenses associated with **staff** traveling on business for the district/charter school. Payments for *per diem* in lieu of reimbursements for subsistence (room and board) also are charged here. | General (Incidental) |

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions |
|---|---|---|---|---|
| | | **6349** | **Other Transportation Services -** Transportation services other than those classified above. School bus titles, licenses, inspections and delivery charges not included in the cost of the vehicle. | General (Incidental) |
| | 6350 | | **Insurance - Other Than Employee Benefits** | *Not used for posting transactions* |
| | | **6351** | **Property Insurance -** Expenditures for insurance on any type of property owned or leased by the LEA. Usually associated with function code 2540, Operation and Maintenance of Plant Services and the 2550 function codes relating to pupil transportation services. | General (Incidental) |
| | | **6352** | **Liability Insurance -** Expenditures for insurance coverage of the LEA, or its officers, against losses resulting from judgments awarded against the LEA. Usually associated with function code 2300, Support Services - General Administration and the 2550 function codes relating to pupil transportation services. | General (Incidental) |
| | | **6353** | **Fidelity Bond Premiums -** Expenditures for bonds guaranteeing the LEA against losses resulting from the actions of the treasurer, employees, or other persons of the LEA. Usually associated with function code 2320, Executive Administration Services, or function code 2521, Service Area Direction. | General (Incidental) |
| | | **6359** | **Judgments Against the LEA and Settlements -** Expenditures from current funds for all judgments (except as indicated) against LEAs that are not covered by insurance, but are of a type that might have been covered by insurance.<br><br>Judgments against LEAs resulting from failure to pay bills or debt service are recorded under the appropriate expenditure accounts as though the bills or debt service had been paid when due. OASDI and Medicare fines or penalties are paid from this code, as are out-of-court settlements. **IRS penalties for late payment of federal withholding taxes are also included**. Even though this is a 6300 account, the terms **may** require federal withholding, state withholding, retirement withholding or the filing of an IRS 1099. | General (Incidental)<br>Special Revenue (Teachers) |

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions |
|---|---|---|---|---|
| | 6360 | | **Communication** | *Not used for posting transactions* |
| | | **6361** | **Communication -** Services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and voice communication services; data communication services to establish or maintain computer-based communications, networking, and Internet services; video communication services to establish or maintain one-way or two-way video communication via satellite, cable, or other devices; postal communication services to establish or maintain postage machine rentals, postage, express delivery services, and couriers.<br><br>For further support please refer to the Technology Coding Guidance located on the School Finance Topics and Procedures Webpage. | General (Incidental) |
| | | **6362** | **Advertising -** Expenditures for printed or broadcast announcements in professional periodicals and newspapers or by way of radio and television networks. These expenditures include advertising for such purposes as personnel recruitment, legal ads, new and used equipment sales, costs for professional sales and sale of other objects. Costs for professional fees for advertising or public relation services are **not** recorded here but are charged to expenditure object code 6319, Other Professional and Technical Services. | General (Incidental) |
| | | **6363** | **Printing and Binding -** Expenditures for job printing and binding, usually according to specifications of the LEA. This includes the design and printing of forms and posters as well as printing and binding of LEA publications. Preprinted standard forms are not charged here but are recorded under expenditure object code 6411, General Supplies. | General (Incidental) |
| | 6370 | | **Dues and Memberships** | *Not used for posting transactions* |
| | | **6371** | **Dues and Memberships -** Expenditures or assessments for membership in professional or other organizations or associations. | General (Incidental) |

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions |
|---|---|---|---|---|
| | 6390 | | **Other Purchased Services** | *Not used for posting transactions* |
| | | **6391** | **Other Purchased Services -** Expenditures for all other purchased services not included above, such as contracted food service operations. **Do not** include food items purchased through a Food Service Management Company (FSMC) for food service programs) that relate to School Breakfast/Lunch/After School Snack/Special Milk/A La Carte. Or for programs that relate to programs under the Department of Health & Senior Services (DHSS) including the Child and Adult Care Programs (CACFP), the Summer Food Services Program SFSP), At-Risk Afterschool Snack Program and the Supper Program. Includes commodity food delivery fees. | General (Incidental)<br>Debt Service Fund |
| | | **6398** | **Other Expenses** – Purchased services that are not specifically addressed above. Includes Prior year adjustments resulting from differences in the liquidation of accounts payable prior year or corrections to prior year revenue transactions. Function code 2329, Executive Administration Services, or function code 2529, Business Support Services, may be assigned. Also includes student scholarship expenses. | General (Incidental)<br>Special Revenue (Teachers)<br>Debt Service<br>Capital Projects |
| 6400 | | | **Supplies and Materials -** Amounts paid for material items of an expendable nature that are consumed, wear out, deteriorate in use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances. It should be noted that a more thorough classification of expenditures would be achieved by identifying the object with the function, for example, the type of supplies, such as audiovisual supplies or classroom teaching supplies. For evaluation of a particular supply object, supplies can be broken into subdivisions such as food and other supplies in the food services program. To determine the merit of prepared food versus raw food, two further breakouts could be used: (1) food prepared for serving and (2) unprepared food. | *Not used for posting transactions* |
| | 6410 | | **General Supplies** | *Not used for posting transactions* |
| | | **6411** | **General Supplies -** Expenditures for all supplies for the operation of the LEA, (other than those listed in 6412) including freight and cartage. *If such supplies are handled for resale to pupils, only the net cost of supplies is recorded here.* Includes Non-Food Supplies. | General (Incidental) |

| Code Class | Code Subclass | Code Detail | Description | Funds Open To Post Expenditure Transactions |
|---|---|---|---|---|
| | | **6412** | **Supplies – Technology-Related** – Include technology-related supplies that are typically used in conjunction with technology-related hardware or software and technology-related items that fall below the capitalization threshold. Include any CDs, DVDs, flash or jump drives, computer-related cables, monitors, computer accessories, software, e-readers, iPads, tablets, and computers that fall below the capitalization threshold. Subscription fees for software should also be included here (both student and staff use). Cost for eBooks should be included here.<br><br>For further support please refer to the Technology Coding Guidance located on the School Finance Topics and Procedures Webpage. | General (Incidental) |
| | 6430 | | **Textbooks** | *Not used for posting transactions* |
| | | **6431** | **Textbooks -** Expenditures for prescribed books that are purchased for pupils or groups of pupils and resold or furnished free to them. This category includes the cost of workbooks, textbook binding or repairs, as well as the net amount of textbooks that are purchased to be resold or rented. The cost for eBooks should be coded to 6412 Supplies – Technology-Related. | General (Incidental) |
| | 6440 | | **Library Books** | *Not used for posting transactions* |
| | | **6441** | **Library Books -** Expenditures for regular or incidental purchases of library books available for general use by students, including any reference books, even though such reference books may be used solely in the classroom. Also recorded here are costs of binding or other repairs to school library books. The cost for eBooks should be coded to 6412 Supplies – Technology-Related. | General (Incidental) |
| | 6450 | | **Periodicals and Instructional Resource Materials** | *Not used for posting transactions* |
| | | **6451** | **Resource Materials -** Expenditures for periodicals, newspapers, electronic resource, etc. for general use by the school library. | General (Incidental) |

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions |
|---|---|---|---|---|
| | **6460** | | **Warehouse Inventory Adjustment** | *Not used for posting transactions* |
| | | 6461 | **Warehouse Inventory Adjustment -** Expenditures that are the result of a deficit usually found in an audit or count of items held in a store or warehouse inventory. Expenditures for the purchase of these items are generally debited to general ledger asset account 1311, Warehouse Inventory and are charged to the proper appropriation as they are requisitioned**. Only a loss should be charged to this account.** If the physical inventory reflects an overage in items, the excess is debited to the appropriate general ledger asset account. | General (Incidental) |
| | **6470** | | **Food** | *Not used for posting transactions* |
| | | 6471 | **Food Supplies - Exclude Non-Food Supplies -** Expenditures for food items only that relate to School Breakfast/Lunch/After School Snack/Special Milk/A La Carte programs. Also include food items that relate to programs under the Department of Health & Senior Services (DHSS) including the Child and Adult Care Programs (CACFP), the Summer Food Services Program SFSP), At-Risk Afterschool Snack Program and the Supper Program. Also include Title-I ESEA milk and snacks. Include food items purchased through a Food Service Management Company (FSMC) that relate to programs listed above. Non-Food Supplies should be coded to 6411. | General (Incidental) |
| | **6480** | | **Energy -** Expenditures for energy including gas, oil, gasoline and services received from public or private utility companies. | *Not used for posting transactions* |
| | | 6481 | **Electric -** Expenditures for electricity services provided by a public or private utility company. **Expenditures for telephone, fax, Internet, postage machine rental and postage are not included in this group but are included in expenditure object code 6361, Communication.** | General (Incidental) |
| | | 6482 | **Gas - Natural -** Fuel for heating purposes. | General (Incidental) |
| | | 6483 | **Gas - L.P. -** Liquid petroleum used for heating purposes. | General (Incidental) |
| | | 6484 | **Fuel Oil -** Fuel used for heating purposes. | General (Incidental) |
| | | 6485 | **Coal -** Coal normally used for heating. | General (Incidental) |

| Code Class | Code Subclass | Code Detail | Description | Funds Open To Post Expenditure Transactions |
|---|---|---|---|---|
| | | **6486** | **Gasoline/Diesel -** Expenditures for gasoline/diesel purchased in bulk from a jobber or periodically from a service station. Cost for the purchase of compressed natural gas (CNG) used to operate vehicles, including school buses, and includes any other types of fuel for vehicles or buses should be coded here. | General (Incidental) |
| | 6490 | | **Other Supplies** | *Not used for posting transactions* |
| | | **6491** | **Other Supplies and Materials -** Expenditures for all other supplies and materials not included above. Examples include food permits, the rental of ice cream machines. | General (Incidental) |
| 6500 | | | **Capital Outlay -** Expenditures for the acquisition of capital assets or additions to capital assets. They include expenditures for land or existing buildings; improvements of grounds; construction of buildings; additions to buildings; remodeling of buildings; initial equipment; additional equipment; and replacement of equipment. **Lease purchase principal and interest with intent to acquire title must be treated as Capital Outlay**. It is important to differentiate between expenditure object code 6500, Capital Outlay and function code 2540, Operation and Maintenance of Plant. Capital Outlay is an expenditure object, or what is purchased. Using the multidimensional coding structure, Capital Outlay may be related to all functions and subject matter areas should it be desired. For clarification of maintenance costs see function code 2540, Operation and Maintenance of Plant and expenditure object code 6332, Repairs and Maintenance. For improvement costs, see function code 4051, Building Acquisition, Construction and Improvement Services and expenditure object code 6521, Buildings, or expenditure object code 6531, Improvements Other Than Buildings. | *Not used for posting transactions* |
| | 6510 | | **Land** | *Not used for posting transactions* |
| | | **6511** | **Land -** Expenditures for the purchase of land. | Capital Projects |

| Code Class | Subclass | Detail | Description | Funds Open To Post Expenditure Transactions |
|---|---|---|---|---|
| | 6520 | | **Buildings** | *Not used for posting transactions* |
| | | **6521** | **Buildings -** Expenditures for acquiring buildings and additions, either existing or to be constructed. Included are expenditures for the final installment or lease purchase payments (except interest) that have an ending date resulting in the acquisition of buildings including mobile units. This excludes payments to public school housing authorities or similar agencies. Expenditures for major permanent structural alterations and the initial or additional installation of heating and ventilating systems, electrical systems, plumbing systems, fire protection systems and other service systems in **existing buildings** are included as well as professional fees (architect, engineer, etc.) considered as a part of a particular project. Bond issuance costs on new issues used to fund the acquisition or construction of **new** buildings or additions should be coded to this object code if the district/charter school intends to capitalize these costs (otherwise, bond issuance costs are coded to object code 6631, Fees). | Capital Projects |
| | 6530 | | **Improvements Other Than Buildings** | *Not used for posting transactions* |
| | | **6531** | **Improvements Other Than Buildings -** Expenditures for the initial and additional improvement of sites and adjacent ways after acquisition by the LEA, consisting of such work as grading, landscaping, seeding and planting of shrubs and trees; constructing new sidewalks, roadways, retaining walls, sewers and storm drains; installing hydrants; surfacing and oil treatment of athletic fields and tennis courts; **furnishing and installing for the first time** fixed playground apparatus, flagpoles, gateways, fences and underground storage tanks, which are not parts of building service systems; and demolition work.<br><br>Special assessments against the LEA for capital improvements such as streets, curbs and drains are also recorded here. | Capital Projects |
| | 6540 | | **Equipment** | *Not used for posting transactions* |
| | | **6541** | **Regular Equipment -** Expenditures for the initial, addition of and replacement of equipment items, such as furniture, machinery, and fixtures. In order to differentiate between initial or additional equipment purchases and replacement equipment purchase, it is recommended that subaccounts be established with those titles. Includes purchase of trailers, tractors, skid steers, snowplows, etc. | Capital Projects |

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions |
|---|---|---|---|---|
| | | **6542** | **Equipment - Classroom Instructional Apparatus -** Expenditures for classroom instructional apparatus other than furniture (includes the lease purchase of musical instruments). | Capital Projects |
| | | **6543** | **Technology-Related Hardware** – Expenditures for technology-related equipment and technology infrastructure. These cost include those associated with the purchase of network equipment, servers, PCs, printers, other peripherals and devices. Technology-related supplies should be coded to 6412.<br><br>For further support please refer to the Technology Coding Guidance located on the School Finance Topics and Procedures Webpage. | Capital Projects |
| | | **6544** | **Technology Software** – Expenditures for purchased software used for the educational or administrative purposes that exceed the capitalization threshold. Expenditures for software that meet the standards for classification as a supply should be coded to 6412.<br><br>For further support please refer to the Technology Coding Guidance located on the School Finance Topics and Procedures Webpage. | Capital Projects |
| | 6550 | | **Vehicles** | *Not used for posting transactions* |
| | | **6551** | **Vehicles -Except School Buses -** Expenditures for the purchase of vehicles to transport persons or objects. | Capital Projects |
| | | **6552** | **Pupil Transportation Vehicles - School Buses -** Expenditures for the purchase of school buses, described in *Missouri Minimum Standards for School Buses*. Limited to costs for school bus outright purchase or lease purchase **principal only.** Interest is a non-allowable school bus depreciation cost and should be coded to function code 5231 - object code 6623, Interest - Lease Purchase Agreements or function code 5222 – object code 6624, Interest – Long Term Loans as appropriate. | Capital Projects |

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions |
|---|---|---|---|---|
| | 6590 | | **Other Capital Outlay** | *Not used for posting transactions* |
| | | **6591** | **Other Capital Outlay -** Expenditures for other capital outlay not specifically addressed above (such as administrative fees for bus lease purchases). | Capital Projects |
| 6600 | | | **Long and Short Term Debt -** Expenditures for the retirement of debt, the payment of interest on debt and the payment of fees. | *Not used for posting transactions* |
| | 6610 | | **Principal** | *Not used for posting transactions* |
| | | **6611** | **Principal - Bonded Indebtedness -** Expenditures to retire general obligation bonds in the Debt Service Fund. | Debt Service |
| | | **6612** | **Principal - Short Term Loans -** Principal paid by the school district/charter school on loans repaid in a time period within 12 months. | General (Incidental) Special Revenue (Teachers) Capital Projects |
| | | **6613** | **Principal - Lease Purchase Agreements -** Used only if the district/charter school does not capitalize the lease purchase. | Capital Projects |
| | | **6614** | **Principal - Long Term Loans -** Principal paid by the school district/charter school on loans repaid in a time period greater than 12 months. | Capital Projects |
| | 6620 | | **Interest -** Expenditures for interest on general obligation bonds and tax anticipation notes. Function code 5000, Long and Short Term Debt, is used for both types of expenditures. Interest mainly occurs in the Debt Service Fund; however, it may occur in any fund in which a tax anticipation loan occurred. Expenditures for interest on asbestos loans and lease purchase arrangements would occur in the Capital Projects Fund. | *Not used for posting transactions* |
| | | **6621** | **Interest - Bonded Indebtedness -** Expenditures for interest on general obligation bonds. | Debt Service |
| | | **6622** | **Interest - Short Term Loans -** Interest paid by the school district/charter school on loans repaid in a time period within 12 months. | General (Incidental) Special Revenue (Teachers) Debt Service Capital Projects |

| Class | Code Subclass | Detail | Description | Funds Open To Post Expenditure Transactions |
|---|---|---|---|---|
| | | **6623** | **Interest - Lease Purchase Agreements -** Expenditures for interest on lease purchase agreements (including school bus lease purchases). | Capital Projects |
| | | **6624** | **Interest - Long Term Loans -** Interest paid by the school district/charter school on loans repaid in a time period greater 12 months. | Capital Projects |
| | | | Discount on Bonds Sold - Interest Adjustment would also be coded here. | Debt Service |
| | 6630 | | **Fees** | *Not used for posting transactions* |
| | | **6631** | **Fees - Bonded Indebtedness -** Expenditures for non-capitalized bond issuance costs and paying agent fees. Costs of issuance for a **new bond issue** may be paid from either the Capital Projects Fund or the General (Incidental) Fund (at the discretion of the district). Costs of issuance for a **refunding bond issue** may be paid from the General (Incidental) Fund or from refunding bond proceeds from the Debt Service Fund per Section 108.140 RSMo. *Paying agent fees* for services rendered for bonded indebtedness transactions are paid from the Debt Service Fund. (Capitalized bond issuance costs are paid from the Capital Projects Fund and coded to object code 6521, Buildings). | General (Incidental)<br>Debt Service<br>Capital Projects |
| | | **6632** | **Fees - Short Term Loans -** Fees paid by the school district/charter school on loans repaid in a time period within 12 months. | General (Incidental)<br>Special Revenue (Teachers)<br>Debt Service<br>Capital Projects |
| | | **6633** | **Fees - Lease Purchase Agreements -** Expenditures for fees on lease purchase agreements. | Capital Projects |
| | | **6634** | **Fees - Long Term Loans -** Fees paid by the school district/charter school on loans repaid in a time period greater than 12 months. | Capital Projects |

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# Location Codes

## Location Code

The location code refers to individual buildings within a district/charter school and individual components a district may choose to specifically identify within the administration, school service, maintenance, and operation divisions. The district must use DESE's core data building codes to distinguish separate campuses where student data is reported. A list of LEA building codes can be found in Core Data Collection Screen 8. The district may use any code within the range allowed below for its other operational cost units.

Below is an example of the meaning of various building codes that could be assigned to a district/charter school. *Each district will use specific building codes for its individual attendance centers.*

| Department-Assigned School Number (Location Code for Revenue/Expenditure Tracking) | Attendance Centers Identified |
|---|---|
| 1000 | Central office administrative personnel |
| 1010 | Special education cooperatives |
| 1015 | County juvenile detention centers |
| 1020 | Special centers where attendance is reported at another building, such as alternative schools, gifted centers, etc. (For historical purposes only; DESE no longer assigns this building code.) |
| 1030 | Residential treatment centers |
| 1050-1099, 1200-1999 | High schools (typically grades 9-12 but may include grades 7-12) |
| 1100-1199, 0000 | Area career centers |
| 2000-2999 | Junior high schools (any combination that includes departmentalized grades 7-9) |
| 3000-3999 | Middle schools (any combination that includes grades 4-8 and is at least partly departmentalized) |
| 4000-6999 (except 6010-6015) | Elementary schools (any combination that includes grades K-8) |
| 6010-6015 | Hospitals |
| 7000-9989 (except 7010 and 7500-7999) | Specific external locations for St. Louis County Special School District |
| 7010 | Schools for severely disabled students operated by a local school district |
| 7500-7999 | Preschool attendance centers |
| 8000 | Host public school district, charter school, or higher education institution per § 161.570, 1(5) |
| 9990 | External locations used by Pemiscot County Special School District, St. Louis County Special School District, and St. Louis City Public Schools to report teachers located in various surrounding districts |
| 0001-0999 | Free for district use for other location or operational cost units. |

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# Project Codes

| Revenue Code | Project Code | Revenue Code Title | Source Code(s) |
|---|---|---|---|

## Project Codes

The project code is used to identify an expenditure paid for with a specific source of revenue or part of a specific grant. The project code may also be used to aggregate costs across subfunds, such as teachers' salaries and supplies to construct the reports necessary for various granting agencies. When used to identify a federal project, the project code may also be associated with accounts receivable, accounts payable, and fund balance accounts pertaining to that project. With the exception of the cash account, a balance sheet for the project may be drawn from the general ledger utilizing this code dimension. The district/charter school must use DESE's assigned project codes as listed below for the project codes that will be collected in the Annual Secretary of the Board Report (ASBR).

## Project Code Types

Project code usage permits school districts/charter schools to track expenditures to meet a variety of specialized reporting requirements. The project code format should be a 5 digit code as detailed below.

## Project Code Format

Project codes should be five digits ranging from 00001 to 99999. The format of the DESE assigned project codes is that the first 3 digits tie to the last three digits of the revenue code. The final two digits represent subsets of that revenue (the various revenue sources that may all be coded to the same revenue code). There are certain ranges of project codes that are reserved for DESE assignment and there are ranges of codes that are open for districts/charter schools to use however they wish to use them.

Example:

| Revenue Code | Project Code | Revenue Type |
|---|---|---|
| **5451** | 45100 | Title I |
| | 45101 | School Improvement Grant (g) (SIG) |
| | 45102 | Title I School Improvement (a) |
| | 45103 | Title I.D - LEA |

## Project Code Ranges

| Range of Codes Reserved for DESE Assignment | Range of Codes Open for District/Charter Schools Use for Other Purposes |
|---|---|
| | 00001-09999 |
| 10000-14999 | 15000-19999* |
| | 20000-29999* |
| 30000-39999 | |
| 40000-49999 | |
| | 50000-59999 |
| | 60000-69999 * |
| | 70000-79999 |
| | 80000-89999* |
| | 90000-99999 |

*If a district chooses to use a project code in this range it is encouraged to follow the structure shown in this document to eliminate major changes if DESE must assign a project code in this range at a future date.

| Revenue Code | Project Code | Revenue Code Title | Source Code(s) |
|---|---|---|---|
| **5151** | 15100 | Sales to Pupil - Reimbursable School Meals | 1 |
| **5161** | 16100 | Sales to Adults - Non-Program Food Sales | 1 |
| **5165** | 16500 | Food Service - Non-Program Food Sales | 1 |
| **5192** | 19200 | Donated Sources to Support School Food Service Unpaid Meal Charges | 1 |
| **5317** | 31700 | Career Ladder - State Funds | 3 |
| **5324** | 32400 | Educational and Screening Program | 3 |
| **5332** | *Title Only* | State Career and Technical Education (CTE) | |
| | 33200 | CTE Base and Performance Grant | 3 |
| | 33201 | CTE Enhancement Grant | 3 |
| | 33202 | CTE Program Improvement Grant-Agriculture | 3 |
| | 33203 | CTE Program Improvement Grant-Business, Marketing and IT | 3 |
| | 33204 | CTE Program Improvement Grant-Family Consumer Sciences | 3 |
| | 33205 | CTE Program Improvement Grant-Health Sciences | 3 |
| | 33206 | CTE Program Improvement Grant-Skilled Technical Sciences | 3 |
| | 33207 | CTE Program Improvement Grant-Technology and Engineering | 3 |
| | 33208 | CTE Technical Centers That Work Grant | 3 |
| | 33209 | CTE Incentive Payment | 3 |
| | 33210 | CTE Mentoring Payment | 3 |
| | 33211 | CTE Substitute Payment | 3 |
| | 33212 | CTE GAMM Project | 3 |
| | 33213 | CTE Displaced Homemaker Grant | 3 |
| | 33214 | CTE Limited Access Grant | 3 |
| **5333** | 33300 | Food Service - State | 3 |
| **5337** | 33700 | Adult Education & Literacy (AEL) | 3 |
| | 33701 | AEL State Corrections | 3 |
| **5338** | 33800 | Missouri Quality Pre-K (MOQPK) - LEA Grant | 3 |
| **5339** | 33900 | Missouri Comprehensive Afterschool Learning (MOCAL) | 3 |
| **5341** | 34100 | Teacher Baseline Grants State Funds | 3 |
| **5342** | 34200 | Evidence-Based Reading Grant - State | 3 |
| **5384** | 38400 | School Safety Grant | 3 |
| **5397** | 39700 | K-3 Reading Assessment Program | 3 |
| | 39701 | Area Career Center Construction | 3 |
| | 39702 | Computer Science Education Grant | 3 |
| | 39703 | Grow Your Own - State Funds | 3 |
| | 39704 | Missouri Career Advising Initiative | 3 |
| | 39705 | Missouri Propane Bus Grant | 3 |

| Revenue Code | Project Code | Revenue Code Title | Source Code(s) |
|---|---|---|---|
| **5411** | 41100 | Impact Aid | 1,4 |
| **5427** | *Title Only* | Federal Perkins Grant | |
| | 42700 | Perkins Grant - Postsecondary | 4 |
| | 42701 | Perkins Grant - Secondary | 4 |
| | 42702 | Perkins - Pathways for Teachers Grant | 4 |
| | 42703 | CTE Substitute Payment | 4 |
| **5435** | 43500 | Comprehensive Literacy State Development (CLSD) Grant | 4 |
| **5436** | 43600 | Adult Education & Literacy (AEL) | 4 |
| | 43601 | EL Civics Grant | 4 |
| | 43602 | AEL Federal Corrections | 4 |
| **5437** | *Title Only* | IDEA Grants | |
| | 43700 | Assistive Technology Reimbursement | 4 |
| | 43701 | Project Search Grant | 4 |
| | 43702 | Special Education Drop Out Prevention | 4 |
| | 43703 | Special Education High Need Fund - Federal | 4 |
| | 43704 | Special Education SET Training | 4 |
| | 43705 | Special Education SWIS | 4 |
| | 43706 | State-Wide Collaborative Work Initiative | 4 |
| | 43707 | Special Education Transition | 4 |
| | 43708 | Special Education DCI - MTSS | 4 |
| | 43709 | Accessible Educational Materials (AEM) Project | 4 |
| | 43710 | Speech Language Assistance Support | 4 |
| | 43711 | Enhancing Inclusive Practices | 4 |
| **5438** | *Title Only* | Non-IDEA Special Education Grants | |
| | 43800 | State-Wide Collaborative Work Initiative | 4 |
| | 43801 | Special Education MO Model Districts | 4 |
| | 43802 | District Continuous Improvement Multi-Tiered System (DCI-MTSS) | 4 |
| **5441** | 44100 | IDEA Entitlement Funds, Part B IDEA | 4 |
| | 44199 | Prior Year IDEA Entitlement Funds, Part B IDEA | 4 |
| **5442** | *Title Only* | Early Childhood Special Education (ECSE) | |
| | 44200 | IDEA - 611 ECSE | 4 |
| | 44201 | IDEA - 619 ECSE | 4 |

| Revenue Code | Project Code | Revenue Code Title | Source Code(s) |
|---|---|---|---|
| | 44203 | IDEA - 611 ECSE (K-12) | 4 |
| | 44204 | IDEA - 619 ECSE (K) | 4 |
| | 44298 | Prior Year IDEA - 619 ECSE | 4 |
| | 44299 | Prior Year IDEA - 611 ECSE | 4 |
| **5444** | 44400 | National School Lunch Program Equipment Grant | 4 |
| **5445** | 44500 | School Lunch Program | 4 |
| | 44501 | Food and Nutrition Lunch Supply Chain | 4 |
| **5446** | 44600 | School Breakfast Program | 4 |
| **5447** | 44700 | Special Milk Program | 4 |
| **5448** | 44800 | After-School Snack Program | 4 |
| **5449** | 44900 | Fresh Fruits and Vegetable Program | 4 |
| **5451** | 45100 | Title I | 4 |
| | 45101 | School Improvement Grant (g) (SIG) | 4 |
| | 45102 | Title I School Improvement (a) | 4 |
| | 45103 | Title I.D - LEA | 4 |
| | 45104 | Title I.D - State Agency | 4 |
| | 45105 | Title I.A PK | 4 |
| **5452** | 45200 | Title I.C | 4 |
| **5459** | 45900 | Twenty-First Century Community Learning Center/Afterschool Grant | 4 |
| **5461** | 46100 | Title IV.A Student Support and Academic Enrichment | 4 |
| | 46101 | Title IV.A Stronger Connections Grant | 4 |
| **5462** | 46200 | Title III LEP | 4 |
| | 46201 | Title III Immigrant | 4 |
| **5463** | 46300 | Homeless Education | 4 |
| **5465** | 46500 | Title II.A | 4 |
| | 46501 | Math and Science Partnerships | 4 |
| **5472** | 47200 | Child Care Development Fund Grant | 4 |
| | 47201 | School Age Community/Afterschool Grant | 4 |
| **5481** | 48100 | Department of Health Food Service Programs | 4 |
| **5492** | 49200 | Title V.B, SRSA | 4 |
| | 49201 | Title V.B, Rural Low-Income School | 4 |
| **5497** | *Title Only* | Other Federal | |
| | 49704 | ARP - MO Career Opportunity Federal Grant | 4 |
| | 49705 | Local Food for Schools (LFS) Program | 4 |
| | 49706 | Farm to School Program Activities and Training | 4 |

| Revenue Code | Project Code | Revenue Code Title | Source Code(s) |
|---|---|---|---|
| | | | |
| **Project Codes Assigned That Are Not Attached to a Specific Revenue Code** | | | |
| | | | |
| **Career Education** | | | |
| | 13201 | CTE Enhancement Grant - Local Match | 1,2 |
| | 13202 | CTE Program Improvement Grant-Agriculture - Local Match | 1,2 |
| | 13203 | CTE Program Improvement Grant-Business, Marketing and IT - Local Match | 1,2 |
| | 13204 | CTE Program Improvement Grant-Family Consumer Sciences - Local Match | 1,2 |
| | 13205 | CTE Program Improvement Grant-Health Sciences - Local Match | 1,2 |
| | 13206 | CTE Program Improvement Grant-Skilled Technical Sciences - Local Match | 1,2 |
| | 13207 | CTE Program Improvement Grant-Technology and Engineering - Local Match | 1,2 |
| | 13208 | Area Career Center Construction | 1,2 |
| | 13209 | ARP - MO Career Opportunity - Local Match | 1,2 |
| | 13214 | CTE Limited Access Grant | 1,2 |
| | | | |
| **Food and Nutritional Services** | | | |
| | 12560 | Program Expenditures Paid from Sources Other than Allowable Food Service Funds*** | 1,2,3,4 |
| | | | |
| **Special Education** | | | |
| | 12000 | Special Education Cooperative** | 1,2,3,4 |
| | 12210 | Special Education (paid with state or local funds)* | 1,2,3 |
| | 12810 | Early Childhood Special Education (paid with state or local funds)* | 1,2,3 |
| | | | |
| **Teacher Salary Grant** | | | |
| | 14341 | Teacher Baseline Salary Grant - Local Match | 1,2 |
| | 14317 | Career Ladder - Local Match | 1,2 |
| | | | |
| **Other** | | | |
| | 40001 | School Wide Pool | 1,2,3,4 |
| | | | |

| Revenue Code | Project Code | Revenue Code Title | Source Code(s) |
|---|---|---|---|

Special Education expenditures paid from any state or local funding sources; these should not be used for expenditures paid with federal funds under revenue codes 5437, 5438, 5441, 5442.
**This project code shall be utilized when fiscal agents expend cooperative fee revenue to pay for cooperative related expenditures.
*** 1. Non-Federal Sources to Cover Paid Lunch Equity in Lieu of Increasing Paid Meal Price
2. Non-Federal Sources to Cover Visitor Meals
3. Non-Federal Sources to Cover Adult Meals in Lieu of Increasing Adult Meal Price or Not Charging Non-Food Service Workers For an Adult Meal
4. Non-Federal Sources to Cover School Catering Events Charged by School Food Service

# Source Codes

## Source Codes

The Source of Funds is used to identify a subset of revenue used to fund a specific expenditure. Districts must assign a Source of Funds Code to expenditures funded by each type of revenue as noted below:

- “1” for expenditures funded with Local (Includes Non-Current Sources of Revenue)
- “2” for expenditures funded with County Revenue
- “3” for expenditures funded with State Revenue
- “4” for expenditures funded with Federal Revenue

All expenditures uploaded on the Annual Secretary of the Board Report must include a Source of Funds code.

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Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION™

# Glossary

**$162,326 or 7% x SAT x WADA Transfer -** A district in compliance with Section 163.031.6, RSMo, may transfer from the General (Incidental) Fund to the Capital Projects Fund amounts necessary for capital outlay expenditures. If the transfer is in excess of adjusted expenditures, the board must pass a resolution identifying the specific projects and the estimated expenditure date(s). Section 165.011, RSMo,

**Abatement** - A reduction in or reprieve from a tax or debt obligation.

**Account -** A descriptive heading under which financial transactions are recorded that are similar in terms of a given frame of reference, such as purpose, object or source.

**Accounting -** The procedure of maintaining systematic records of events relating to persons, objects or money and then summarizing, analyzing and interpreting the results of such records.

**Accounting Period -** A period of time for which financial statements are prepared, for example, July 1 through June 30.

**Accounting System -** All steps in the accounting process including recording, retrieving and reporting information on the financial position and operations of a governmental unit or any classifying of its funds, balanced account groups or organizational components.

**Accounts Payable -** Amounts owed on open account to private persons, firms or corporations for goods and services rendered by the LEA.

**Accounts Receivable -** Amounts owed on open account from private persons, firms or corporations for goods and services furnished by the LEA (but not including amounts due from other funds of the same governmental unit). Taxes receivable should be recorded and reported separately in the Taxes Receivable account.

**Accrual Basis -** The basis of accounting under which revenues are recorded when earned and expenditures are recorded when incurred, regardless of when the revenue is actually received or the payment is actually made.

**Accrued Expenses -** Expenses that have been incurred and have not been paid as of a given date.

**Accrued Interest** - Interest accumulated between interest dates but not yet due.

**Accrued Liabilities -** Amounts owed but not yet due (e.g. accrued interest on bonds or notes).

**Accrued Revenue -** Amounts earned and not collected regardless of whether due or not.

**Ad Valorem Taxes Levied by LEA -** Taxes levied by the LEA on the assessed valuation of real and personal property located within the LEA that, within legal limits, is the final authority in determining the amount to be raised for school operating purposes or retirement of debt.

**Adjusted Tax Rate for Operations -** Levy for operating funds (General (Incidental), Special Revenue (Teachers) and Capital Projects Funds) after completing the Proposition C rollback. This is calculated by subtracting the Proposition C rollback from the unadjusted tax levy and is the operating levy extended on the tax books for the current year.

**Administration -** Those activities that have as their purpose the general direction, execution and control of the affairs of the LEA that are system-wide and not confined to one school, subject or phase of school activity.

**Administrative Action -** Any action that results in the general regulation, direction or control of the affairs of the organizational unit.

**Admissions -** Money received for a school-sponsored activity such as a dance or football game. Admissions may be recorded on separate accounts according to the type of activity.

**Adult Continuing Education -** Learning experiences provided by the LEA for the educational, vocational, recreational, and/or cultural enrichment of community members.

**Adult Education and Literacy (AEL) -** Education for adults who have never attended school or have interrupted formal schooling and need knowledge and skills to raise their level of education for self-confidence and self-determination to prepare for an occupation and to function more responsibly as citizens in a democracy. This was previously known as Adult Basic Education (ABE).

**Advance From a Fund -** A liability account used to record a debt owed by one fund to another fund in the same governmental unit. It is recommended that separate accounts be maintained for each interfund receivable loan.

**Advance Funding -** Program offered through the Missouri School Boards Association (MSBA) and the Missouri Health and Educational Facilities Authority (MOHEFA) that allows school districts anticipating cash flow problems during the fiscal year to utilize their ability to borrow against anticipated tax revenue (through tax and revenue anticipation notes).

**Advance to a Fund -** An asset account used to record a loan from one fund to another fund in the same governmental unit. It is recommended that separate accounts be maintained for each interfund receivable loan.

**Advance Refunding -** A type of bond refunding in which the old bond issue is not callable within 90 days of the issuance of the new issue. Advance refundings are further identified as either defeased or crossover.

**Allocation -** The amount of funds that are, or the process by which funds are, assigned to a public school district/charter school, institution or agency to provide financial support for specific programs, services and/or activities.

**Allowable Cost -** Cost of predetermined equipment, service and/or activities that have been considered to be appropriate for authorization by the funding agency.

**Allowable Transportation Expenditures -** Expenditures considered an allowable cost under State Board of Education rules for transportation reimbursement.

**Allowance for Uncollectible Taxes -** A provision of tax revenues for the portion of taxes receivable that it is estimated will not be collected. The account is shown on the balance sheet as a deduction from the Taxes Receivable account to arrive at the net taxes receivable. Separate accounts may be maintained on the basis of tax roll year and/or delinquent taxes.

**Amortization of Debt -** Gradual payment of an amount owed according to a specified schedule of times and amounts.

**Annual Secretary of the Board Report (ASBR) -** Annual financial report submitted by all public school districts /charter schools to the Department. The report is due by August 15 of each year.

**Appropriation -** This account records authorizations granted by the school board or legislative body to make expenditures for specific purposes.

**Appropriation Ledger -** A ledger containing an account for each appropriation. Each account typically contains the amount originally appropriated, transfers to or from the appropriation, amount charged against the appropriation, the encumbrances, the net balance and other related information. If allotments are made and a separate ledger is maintained, each account typically contains the amount appropriated, transfers to or from the appropriation, the amount allotted and the unallotted balance.

**Appropriations Received From Local Governmental Units Other Than The LEA -** Money received from the appropriations of another local governmental unit. The LEA is not the final authority, within legal limits, in determining the amount of money to be received and the money is raised by taxes, or other means that are not earmarked for school operations.

**Area Career Center Transfer -** Amounts transferred as necessary from the General (Incidental) Fund to the Capital Projects Fund to satisfy obligations of the Capital Projects Fund for state approved area career center located within the school district. Section 165.011, RSMo.

**Assets -** Probable future economic benefits obtained or controlled by a particular entity as a result of past transactions or events. Resources owned or held which have monetary value.

**Audit -** The examination of records and documents and the securing of other evidence for one or more of the following purposes: (a) determining the propriety of proposed or completed transactions, (b) ascertaining whether all transactions have been recorded and (c) determining whether transactions are accurately recorded on the accounts and in the statements.

**Audited Voucher -** A voucher that has been examined and approved for payment.

**Average Daily Attendance (ADA) -** Total regular term hours of attendance (including remedial hours) divided by calendar hours in session PLUS the summer school ADA (total number of hours attended in an approved summer school divided by 1,044 hours).

**Average Daily Attendance (ADA), Kindergarten -** Actual attendance hours divided by total hours in session of the first-grade calendar for the building but in no case more than twice the K-A or K-P hours in session (actual calendar).

**Average Membership -** Average number of students enrolled in a school district who attended school at least one day during the ten preceding days at the end of January and September (see September and January Membership definitions).

**Balance Sheet -** A formal statement of assets, liabilities and fund balance as of a specified date.

**Basic Formula -** Amounts received from the State Foundation Formula. (The actual revenue received in a year equals the calculated apportionment amount for the year plus or minus prior year corrections.)

**Board of Education Services -** The activities of the elected or appointed body which has been created according to state law and vested with responsibilities for educational activities in a given administrative unit. These bodies are sometimes called school boards, governing boards, boards of directors, school committees, school trustees, etc. This service area relates to the general term and covers state boards, intermediate administrative unit boards and local basic administrative unit boards.

**Bond -** A written promise, generally under seal, to pay a specified sum of money, called the face value, at a fixed time in the future, called the date of maturity and carrying interest at a fixed rate, usually payable periodically. The difference between a note and a bond is that the bond usually runs for a longer period of time and requires greater legal formality. Interest on bonds is limited pursuant to Section 108.170, RSMo.

**Bond Attorney -** The attorney who approves the legality of a bond issue.

**Bond Discount -** The excess of the face value of a bond over the price for which it is acquired or sold. The price does not include accrued interest at the date of acquisition or sale. This is accounted for in the Debt Service Fund, as it is treated as an interest adjustment.

**Bond Premium -** The excess of the price at which a bond is acquired or sold, over its face value. The price does not include accrued interest at the date of acquisition or sale. This is accounted for in the Debt Service Fund, as it is treated as an interest adjustment.

**Bond Proceeds, Amount Remaining -** The amount remaining in bond proceeds account (Bond Proceeds Subfund of the Capital Projects Fund) after the completion of a project for which bonds were issued. The amount remaining **SHALL** be transferred from the Capital Projects Fund to the Debt Service Fund. (See Section 165.011, RSMo.) (This does not apply to refunded debt in which the proceeds were placed in the Debt Service Fund.)

**Bonded Indebtedness -** The part of the LEA debt that is covered by outstanding bonds of the LEA. Article VI, Section 26(b) limits the bonded indebtedness for school districts to 15 percent of the value of taxable tangible property subject to voter approval.

**Bonds Payable -** The face value of bonds issued and outstanding.

**Book Value -** Carrying amount as shown on the books.

**Budget -** A plan of financial operation embodying an estimate of proposed expenditures for a given period or purpose and the proposed means of financing them. The budget consists of five statutory parts: (1) budget message, (2) estimated revenue with comparative revenues, (3) estimated expenditures with comparative expenditures, (4) debt amortization schedule, and (5) general budget summary. Section 67.010, RSMo, is the statutory reference governing budgets.

**Budgetary Control -** The control or management of the business affairs of the LEA in accordance with an approved budget with a view toward keeping expenditures within the authorized amounts.

**Capital Assets -** Land, buildings, machinery, furniture and other equipment that the LEA intends to hold or continue in use over a long period of time. “Capital” denotes the probability or intent to continue use or possession and does not indicate immobility of an asset.

**Capital Outlay -** An expenditure which results in the acquisition of capital assets or additions to capital assets that are presumed to have benefits for more than one year. It is an expenditure for land or existing buildings, improvements of grounds, construction of buildings, additions to buildings, remodeling of buildings, initial equipment, additional equipment, or replacement of equipment.

**Capital Projects Fund Interest Transfer -** After making all placements of interest otherwise provided by law, a school district may transfer to the General (Incidental) Fund the interest earned from undesignated balances in the Capital Projects Fund. Interest earned on bond proceeds (or some other restricted balance) cannot be transferred to the General (Incidental) Fund. Section 165.011, RSMo.

**Capital Projects Unrestricted Funds Transfer -** A district may transfer unrestricted funds from the Capital Projects fund to the General (Incidental) fund if on the prior June thirtieth of any fiscal year the sum of unrestricted balances in a school district's General (Incidental) fund and Special Revenue (Teacher) fund is less than twenty percent of the sum of the school district's expenditures.

There is no limit to the amount of unrestricted monies that can be transferred pursuant to this law. Districts must make the actual transfer prior to the end of the next succeeding fiscal year. Districts should consider the future needs of the Capital Projects Fund prior to determining the amount of such transfer. There is no provision in state law to reverse the transfer if a district later determines the money is needed in the Capital Projects Fund. Section 165.011, RSMo.

**Capitalize -** Recording capital outlays as additions to asset accounts, not as expenses.

**Cash -** Currency, checks, postal and express money orders, and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits. Any restriction or limitations as to its availability should be indicated.

**Cash-Basis Accounting -** The basis of accounting in which revenue and expenses are recorded in the period they are actually received or expended in cash.

**Categorical Aid -** Support funds provided from a higher governmental level and specifically limited to (earmarked for) a given purpose. Pursuant to Section 163.031.3, RSMo, categorical aid for schools include transportation, career education, career ladder and educational and screening programs (PAT).

**Certificated Salaries -** The amount regularly paid for full-time and part-time teachers in Missouri who have a valid teaching certificate.

**Certificated Salary Compliance -** Section 163.031, RSMo, defines compliance requirements and states that a district must spend no less than 75 percent of the state revenue received for Basic Formula, 75 percent of one-half percent of funds received for Proposition C and as many dollars per weighted ADA from local and county tax sources as the previous year. In the event a district fails to comply with the above provision, the amount by which the district fails to spend funds as required shall be deducted from the district's state revenue received for Basic Formula and Proposition C the following year provided that the State Board of Education may exempt a school district from this provision if the State Board of Education determines that circumstance warrant such exemption.

**Chart of Accounts -** A list of all accounts generally used in an individual accounting system. In addition to account title, the chart includes an account number that has been assigned to each account. Accounts in the chart are arranged with accounts of a similar nature, for example, assets and liabilities.

**Check -** A bill of exchange drawn on a bank payable on demand; a written order on a bank to pay on demand a specified sum of money to a named person, to the named person's order, or to bearer out of money on deposit to the credit of the maker. A check differs from a warrant in that the latter is not necessarily payable on demand and may not be negotiable; and it differs from a voucher in that the latter is not an order to pay. A voucher-check combines the distinguishing marks of a voucher and a check; it shows the propriety of a payment and is an order to pay.

**Classified Salaries -** Salaries for the costs of work performed by typically non-certificated employees.

**Classroom Trust Fund -** Classroom Trust Fund was created to provide a separate accounting for money generated by riverboat gaming. Local districts/charter schools have great flexibility in the expenditure of this money as it is spent at the discretion of the local school district/charter schools.

**Clearing Accounts -** Accounts used to accumulate total receipts or expenditures for later distribution among the accounts to which such receipts or expenditures are properly allocable or for recording the net differences under the proper account.

**Coding -** Distinguishing among items and categories of information by assigning numbers or other symbolic designations so that the items and categories are readily identifiable.

**Combined Weighted Average Membership (WAM)/Weighted Average Daily Attendance (WADA) -** The combination of Weighted Average Membership plus Weighted Average Daily Attendance (see definitions of WAM and WADA) used as follows in the Basic Formula Calculation:

FY 2026 90.00% of WADA + 10.00% of WM
FY 2027 80.00% of WADA + 20.00% of WM
FY 2028 70.00% of WADA + 30.00% of WM
FY 2029 60.00% of WADA + 40.00% of WM

FY 2030 and subsequent years 50.00% of WADA + 50.00% of WM

**Commingle -** Combining funds from two or more sources into one accounting system so that the sources of those funds lose their identity upon receipt or expenditure. Commingling of funds results in the lack of a clear audit trail concerning how the funds from a given source were expended. Commingling of funds received for a restricted federal program with local, state and/or other restricted federal funds is prohibited. The Debt Service Fund cannot be commingled with other district/charter school funds. The Debt Service Fund must be maintained as a separate bank account per Section 165.011.1, RSMo.

**Community Services -** Services provided by the school or LEA for purposes relating to the community as a whole or some segment of the community. Typical services provided by a school district/charter school include early childhood/PAT instruction, childcare services, etc.

**Contingent Fund -** Assets or other resources set aside to provide for unforeseen expenditures, or for anticipated expenditures of an uncertain amount.

**Contingent Liabilities -** Items that may become liabilities as a result of conditions undetermined at a given date, such as guarantees, pending lawsuits, judgments under appeal and unsettled disputed claims.

**Contracted Services -** Services rendered by personnel who are not on the payroll of the LEA including all related expenses covered by the contract.

**Contracts Payable -** Amounts due on contracts for goods and services received by the LEA.

**Cost Accounting -** That method of accounting which provides for the assembling and recording of all the elements of cost incurred to accomplish a purpose, to carry on an activity or operation, or to complete a unit of work or a specific job.

**Current Assets -** Cash or anything that can be readily converted into cash.

**Crossover Refunding -** A bond refunding where the proceeds of the new bond issue are placed into an escrow account. Unlike defeased bonds, the escrow account pays only the interest payments on the new issue, and the district continues to make all of the payments on the old issue until the optional call date of the old bonds. This date is often referred to as the crossover date. Under this type of refunding, the payments to be made by the district will not change until the crossover date.

**Current Expense -** Any expenditure except for capital outlay and debt service. Current expense includes total charges incurred, whether paid or unpaid.

**Current Liabilities -** Debts which are payable within a relatively short period of time, usually no longer than a year.

**Current Loans -** A loan payable in the same fiscal year in which the money was borrowed.

**Current Operating Cost -** Total instruction and support expenditures in a fiscal year (excluding capital outlay and long-term and short-term principal and interest payments) minus food service revenues (local program and non-program, state, federal and summer food program) and student activity revenues received in that fiscal year. Current operating cost is used in computing the certificated salary compliance for the school district/charter school.

**Current Refunding -** A type of debt refunding in which the old bond issue is callable within 90 days of the issuance of the new issue, and the proceeds of the new issue are used immediately to repay the old issue.

**Current State Auditor's Office (SAO) Operating Ceiling -** Maximum amount for operating funds (General (Incidental), Special Revenue (Teachers) and Capital Projects Funds) approved by the SAO for the current year. This is the amount the district could levy before completing Proposition C rollback plus any recoupment levy approved by the SAO or any temporary additional operating levy approved by voters.

**Current State Auditor's Office (SAO) Approved Debt Service Tax Levy -** Amount of tax levy for Debt Service Fund approved by the SAO for the current year. The unadjusted and adjusted rate will be equal.

**Debt Refunding -** Bonds issued to pay off bonds already outstanding.

**Debt Service Balance Transfer -** If a balance remains in the Debt Service Fund after the total outstanding bonded indebtedness has been paid, that balance **may** be transferred to the Capital Projects Fund. If the district elects not to make this transfer, the balance would be left in the Debt Service Fund for subsequent debt service requirements. Section 165.011, RSMo.

**Defeased Refunding -** A type of debt refunding in which the proceeds of the new issue are placed into an escrow account and used to pay all of the portion of the old issue being refunded (principal and interest) up to and including the call date. This results in a defeasance of the portion of the debt being refunded, as the old issue becomes the responsibility of the escrow account trustee and the district begins paying on the new issue immediately.

**Deferred Charges -** Expenditures that are not chargeable to the fiscal period in which they are made but are carried on the asset side of the balance sheet pending amortization or other disposition. Deferred charges differ from prepaid expenses in that they usually extend over a long period of time and may or may not be regularly recurring costs of operation.

**Deficit -** (1) A negative fund balance amount (debit balance) caused by liabilities of the fund exceeding the fund's assets. (2) The excess of expenditures over revenues in any given accounting period.

**Delinquent Taxes -** Taxes remaining unpaid on or after the date on which they become due and payable by statute.

**Depreciation -** Loss in value or service life of capital assets because of wear and tear through use, elapse of time, inadequacy or obsolescence.

**Direct Costs -** Those elements of cost which can be easily, obviously and conveniently identified with specific activities or programs, as distinguished from those costs incurred for several different activities or programs and whose elements are not readily identifiable with specific activities.

**Disbursements -** Payments in cash.

**Discounts on Bonds Sold -** That portion of bonds sold at a price below par value (face amount). The discount represents an adjustment of the interest rate.

**Discretionary Grant -** Grant funds made available usually for a predetermined purpose and awarded to an applicant based on the judgment of the grantor.

**District's Levy -** Refers to the tax levy extended onto the tax books and assessed to the taxpayers for a school district and includes the rate for all funds including the Debt Service Fund.

**DNR Energy Loan -** Amounts received from the state for energy conservation programs pursuant to Sections 160.300-160.328, RSMo.

**Double Entry Accounting System -** A system of bookkeeping that requires for every entry made to the debit side of an account or accounts an entry be made for the corresponding amount or amounts to the credit side of another account or accounts.

**Employee Benefits -** Compensation, in addition to regular salary, provided to an employee. This may include such benefits as health insurance, life insurance, annual leave, sick leave, retirement and social security.

**Encumbrance Accounting -** Use of a separate journal or incorporation into the Budget Analysis Ledger of encumbrances as defined below. Ultimately, at year-end, they are in effect canceled but may be partitioned from fund balance into a special reserve account.

**Encumbrances -** Designated obligations in the form of purchase orders, contracts or salary commitments chargeable to an appropriation and for which part of the appropriation is reserved.

**Energy Conservation Loan Transfer -** Amounts necessary to pay principal and interest on Department of Natural Resources (DNR) loans per Section 640.653, RSMo. This transfer is made from the General (Incidental) Fund to the Capital Projects Fund.

**Enrollment -** Head count taken the last Wednesday of September of all resident and nonresident students in grades PK - 12 enrolled in the attendance center. Each student (part-time, full-time, or kindergarten) should be counted as one. Enrollment is not reported for prekindergarten students. Desegregation transfer students are reported as residents of the district/charter school in which they attend school. Enrollment for students attending alternative schools and area vocational schools should be reported by the students' regular school in their home district/charter school.

**Enterprise Fund -** A fund established to finance and account for the acquisition, operation and maintenance of governmental facilities and services that are entirely or predominantly self-supporting by user charges; or where the governing body of the governmental unit has decided there is a need for the periodic determination of revenues earned, expenses incurred and/or net income.

**Entitlement Grant -** A grant program that establishes a specific amount of funds to be distributed to each agency. Recipients of such funds determine how the funds are to be used according to the purposes authorized by the program.

**Equalized Assessed Valuation -** Statutory term representing the district assessed valuation used on Line 2 of the Basic Formula Calculation.

**Equipment -** Items that are electrical or mechanical in nature or furniture and 1) have a useful life of at least one year; 2) would be repaired rather than replaced; 3) the cost of tagging and inventory is a small percent of the item's cost; and 4) exceeds $5,000 per unit (local board may establish a cost threshold of less than $5,000). Certain operating system software meeting the unit cost of $5,000 may be capitalized in the same manner as equipment.

**Excess Incidental Fund Balance Transfer -** Any district that uses a General (Incidental) Fund transfer to pay for more than 25 percent of the annual certificated compensation obligation of the district and has a General (Incidental) Fund balance on June 30 in any year in excess of 50 percent of the combined General (Incidental) and Special Revenue (Teachers) Fund expenditures for the fiscal year just ended shall be required to transfer the excess from the General (Incidental) Fund to the Special Revenue (Teachers) Fund. Section 165.011, RSMo.

**Expenditures -** Consumption of an asset or the payment of an expense.

**Fair Market Value -** The current value of a piece of equipment, service, or activity.

**Fidelity Bond -** A bond guaranteeing the LEA against losses resulting from the actions of the treasurer, employees or other persons of the system.

**Fidelity Bond Premiums -** Expenditures for any bonds guaranteeing the LEA against losses resulting from the actions of the treasurer, employees or other persons.

**Financial Accounting -** The recording and reporting of activities and events affecting the finances of an administrative unit and its program. Specifically, it is concerned with: (1) determining what accounting records are to be maintained, how they will be maintained, and the procedures, methods, and forms to be used; (2) recording, classifying, and summarizing activities or events; (3) analyzing and interpreting recorded data; and (4) preparing reports and statements which reflect conditions as of a given date, the results of operations for a specific period, and the evaluation of status and results of operation in terms of established objectives.

**Financial Institution Tax -** Taxes levied on intangible assets of banks or savings and loan associations. The amount received for school purposes is a deduction in the Basic Formula calculation.

**Fines, Escheats, Overplus -** Amounts collected by the county(ies) for violations. All fines passing through the office of the county clerk or circuit clerk. Includes sheriff's sales, unclaimed tax and surplus/overplus surtax. The amount received for school purposes is a deduction in the Basic Formula calculation.

**Fiscal Agent -** The district/charter school or intermediate agency designated to submit applications/requests for funds and is the recipient of such funds from the state agency. Fiscal agents generally operate by receiving the revenue for all districts/charter schools they serve and sending each district/charter school its share to treat as revenue and expenditures as their own, or by receiving all bills from the other districts/charter schools. The fiscal agent then handles the revenue and expenditures as its own. If this causes the fiscal agent to be out of compliance for certificated salaries purposes, an appeal must be written and submitted to the Department of Elementary and Secondary Education.

**Fiscal Period -** Any period at the end of which the LEA determines its financial condition and the results of its operations and closes its books. It is usually a year, though not necessarily a calendar year. The most common fiscal period for school systems is July 1 through June 30.

**Fiscal Services -** Consists of activities involved with managing and conducting the fiscal operations of the LEA. This service area includes budgeting, receiving and disbursing, financial accounting, payroll, internal auditing, and purchasing.

**Fixed Charges -** Charges of a generally recurrent nature that are not readily allocated to other expenditure categories. They consist of such charges as district/charter school contributions to employee retirement, insurance and judgments, rental of land and buildings, and interest on current loans.

**Food Services -** Activities involved with the food services program of the LEA. This service area includes the preparation and serving of regular and incidental meals, lunches, or snacks in connection with school activities and the delivery of food.

**Food Services Transfer -** Transfer from the General (Incidental) Fund to the Capital Projects Fund for the purchase of kitchen/food service related equipment. Expenditures for food service equipment may be purchased from balances in the food service account. Equipment expenditures <u>do not</u> require coordination with School Food Services. Expenditures for renovations <u>do</u> require coordination with School Food Services.

**Forfeitures -** Forfeitures of money and/or property for violations of state penal laws collected at the county level and transmitted to the State for deposit to the School Building Revolving Fund.

**Free and Reduced-Price Lunch Eligible Count -** Full-time equivalency (FTE) count taken the last Wednesday in January of resident students enrolled in grades K-12 <u>and</u> in attendance one of the 10 preceding school days whose eligibility for free or reduced-price lunch is documented (through the application process using federal eligibility guidelines or through the direct certification process). (Desegregation students are considered residents of the district/charter school <u>in which the students are educated</u>.) Students for whom the Department of Elementary and Secondary Education does not distribute state aid are <u>not</u> counted (i.e., students in preschool, the Parents as Teachers Program, state schools). This count, by definition, is also different from the federal programs headcount of free and reduced-price lunch students.

**Full-Time Equivalency -** The amount of time for a less than full-time activity divided by the amount of time normally required in corresponding full-time activity. Full-time equivalency usually is expressed as a decimal fraction to the nearest tenth.

**Fund -** An independent accounting entity with its own assets, liabilities and fund balances. Generally, funds are established to account for financing of specific activities of an agency's operations.

**Fund Balance -** The excess of the assets of a fund over its liabilities and reserves except in the case of funds subject to budgetary accounting where, prior to the end of a fiscal period, it represents the excess of the fund's assets and estimated revenues for the period over its liabilities, reserves and appropriations for the period.

**FY06 Designated Levy or 5% x SAT x WADA Transfer -** Per Section, 165.011 RSMo, a district in compliance with Section 163.031.6, RSMo, that does not make the $162,326 or 7% x SAT x WADA transfer, nor make payments or expenditures related to obligations made under Section 177.088, RSMo, may transfer from the General (Incidental) fund to the Debt Service Fund or the Capital Projects Fund the greater of

- the state aid received in the 2005-06 school year as a result of no more than 18 cents of the sum of the debt service and capital projects levy used in the foundation formula and placed in the respective Debt Service or Capital Projects Fund, whichever fund had the designated tax levy; or
- five percent of the state adequacy target multiplied by the district's first preceding year weighted average daily attendance.

**General Ledger -** A book, file or other device in which accounts are kept to the degree of detail necessary, that summarizes the financial transactions of the LEA. General ledger accounts may be kept for any group of items, receipts or expenditures on which an administrative officer wishes to maintain a close check.

**Grandfathered Lease Purchase -** A lease-purchase agreement that the board took action to enter into before November 1, 1993.

**Grant Match -** Amounts necessary to meet the local match percentage requirements for the equipment portion of state and federal grants.

**Grant Match Transfer -** Transfer amount from the General (Incidental) Fund to the Capital Projects Fund to provide the balance of the district funds to meet the grant specific local match percentage requirement for that portion of any grant revenue expended for capital outlay (equipment).

**Guaranteed Energy Performance Contract Transfer -** Amounts necessary to pay principal and interest on Guaranteed Energy Savings Performance Contracts per Sections 165.011.11 and 8.231, RSMo. This transfer is made from the General (Incidental) Fund to the Capital Projects Fund.

**IEP (Individualized Education Program) -** Students with disabilities (under IDEA) who have an Individualized Education Program (IEP) in place and are receiving services as of December 1.

**Imprest Fund -** A system for handling disbursements whereby a fixed amount of money is set aside for a particular purpose. Disbursements are made from time to time as needed. At certain intervals, a report is rendered of the amount disbursed and the cash is replenished for the amount of the disbursements, ordinarily by check drawn on the fund(s) from which the items are payable. The total of cash plus unreplenished disbursements must equal the fixed sum of cash set aside.

**In Lieu of Tax -** Payments made out of general revenues by a governmental unit to the LEA in lieu of taxes it would have had to pay had its property or other tax base been subject to taxation by the local LEA on the same basis as other privately owned property or other tax base. It would include payments made for privately owned property which is not subject to taxation on the same basis as other privately owned property due to action by the governmental unit owning or being responsible for the property. The amount received for school purposes is a deduction in the Basic Formula calculation.

**Indirect Costs -** Costs incurred for services, materials, supplies and/or equipment that are common to two or more programs and, therefore, are not identifiable with a particular program. There are restricted and nonrestricted indirect cost rates. The School Finance Section calculates the indirect cost rate for the next school year based on data submitted by the district/charter school on the ASBR for the second preceding year.

**Instruction -** Activities dealing with the teaching of pupils in the classroom, other locations or situations and other approved media services such as television, telephone or correspondence.

**Interest Expenses -** A fee charged a borrower for the use of money. Interest on bonds, notes, or other evidences of indebtedness may not exceed 10 percent unless advertised, 14 percent if advertised pursuant to Section 108.170, RSMo.

**Interest Income -** Earnings on investments such as savings accounts, certificates of deposits and bond investments.

**Interfund Transfers -** Money that is taken from one fund under the control of the board of education and added to another fund under the board's control. Interfund transfers are not receipts or expenditures of the LEA.

**Internal Auditing -** Activities involved with evaluating the adequacy of the internal control systems verifying and safeguarding assets, reviewing the reliability of the accounting and reporting systems, and ascertaining compliance with established policies and procedures.

**Internal Control -** A plan of organization under which employees' duties are so arranged and records and procedures so designed as to make it possible to exercise effective accounting control over assets, liabilities, revenues and expenditures. For example, under such a system, the employee's work is subdivided so that no one employee performs a complete cycle of operations. For instance, an employee handling cash would not post the accounts receivable records. Under such a system, the procedures to be followed are identified, and such procedures call for proper authorizations by designated officials for all actions to be taken.

**Internal Service Fund -** A fund established to finance and account for services and commodities furnished by a designated department or agency to other departments and agencies within a single governmental unit, or to other governmental units.

**Inventory -** A detailed list or record showing quantities, descriptions, values, frequency of use, units of measure, unit prices and property on hand at a given time. Also included are the costs of supplies and equipment on hand not yet distributed to requisitioning units.

**Investments -** Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The account does not include capital assets used in LEA operations.

**Invoice -** An itemized list of merchandise purchased from a particular vendor. The list includes quantity, description, price, terms, date, etc.

**January Membership -** Count of resident students in grades PK-12 taken the last Wednesday in January who are enrolled on the count day and in attendance at least one of the 10 previous school days, by grade at each attendance center. Students attending an alternative school or an area vocational school part of the day and their home school the remainder of the day should be counted as full-time students in the regular school in their home district. PKA or PKP students enrolled in a half-day PK program should be reported as 1.0 if they attend all possible hours for that program in a week. Part-time students are reported on FTE basis under part-time. For example, a part-time student enrolled four hours in a six-hour day equals 0.67 FTE.

Membership of students for whom the home district pays full tuition is counted by the home district. Membership of students for which local tax effort only is paid is not reported by the home district but is reported by the receiving district. Membership of students for whom parents have paid tuition is not counted by any district.

**Journal -** The book of original entry for recording financial transactions.

**Journal Voucher -** A document on which the financial transactions of the LEA are authorized and from which any or all transactions may be entered on the books. The journal voucher allows the budget to be put into operation and expenditures to be made to meet authorized obligations. Journal vouchers are also used to set up revolving funds and petty cash funds and for authorizing all entries in the bookkeeping system for which no other authorizations, such as deposit slips, invoices, etc., are available. A form of journal voucher is a memorandum in the school board minutes.

**Judgments Against the LEA -** Expenditures from current funds for all judgments (except as indicated) against the LEA that are not covered by liability insurance but are of a type that might have been covered by insurance. Only amounts paid as the result of court decisions are recorded here. Judgments against the LEA resulting from failure to pay bills or debt service are recorded under the appropriate expenditure accounts as though the bills or debt service had been paid when due.

**Lease Purchase** – A lease purchase is an agreement entered into by the school district to acquire a capital item without paying the full purchase cost all at once. The authority to enter into lease-purchase agreements is found in Sections 177.082 and 177.088, RSMo. Section 177.082, RSMo, provides for lease purchases for apparatus, equipment (including school buses) and furnishings directly with a vendor. This authorization does not provide for the purchase of buildings (including mobile classroom units) or land. Section 177.088, RSMO, requires a district to enter into an agreement with a financing entity (trustee). This statutory authority is the only means a district has to enter into a lease purchase agreement for buildings (including mobile classroom units) or land.

**LEP Count -** Limited English Proficient census taken and reported to the Department of Elementary and Secondary Education. This count is used in the weighted average daily attendance calculation in the Basic Formula Calculation.

**Levy** (Verb) **-** To impose taxes or special assessments. (Noun) **-** The total of taxes or special assessments imposed by a governmental unit.

**Liabilities -** Debt or other legal obligations arising out of transactions in the past that are payable but not necessarily due. Encumbrances are not liabilities; they become liabilities when the services or materials for which the encumbrance was established have been rendered or received.

**Local Education Agency (LEA) -** An educational agency at the local level that exists primarily to operate a school or to contract for educational services. Normally, taxes may be levied by such publicly operated agencies for school purposes. These agencies may or may not be coterminous with county, city, or town boundaries. This term is used synonymously with the terms "school district," "school system" and "local basic administrative unit".

**M & M Surtax -** Surtax on commercial real estate to replace revenue lost with the elimination of the merchants and manufacturing businesses' inventory tax.

**Maintenance of Effort -** A requirement to spend as many dollars or as many dollars per student for a specific activity during the current school year as was spent during the previous year for a similar activity. Maintenance of effort is required for special education programs, Title I and career education.

**Membership -** The number of resident full-time students and full-time equivalent number of part-time students who were enrolled in a public school district on the last Wednesday in September and January and in attendance one day or more during the preceding ten school days.

**Missouri Health and Educational Facilities Authority (MOHEFA) -** Organization administering the Missouri Direct Deposit Program that is designed as a credit enhancement for public school bonds. MOHEFA is also involved in the advanced funding program.

**Modified Accrual-Basis Accounting -** Recognizes measurable transactions when they occur within a given time frame.

**Net Expenditure -** The actual outlay of money by the LEA for some service or object after the deduction of any discounts, rebates, reimbursements or revenue produced by the service or activity.

**Net Income -** The balance remaining to the LEA after deducting from the gross revenue for a given period all operating expense and income deductions during the same period.

**Non-Allowable Transportation Expenditures -** Those costs, such as vehicles other than school buses, optional bus equipment, bus monitors or other items not allowed under 5 CSR 30-261.040.

**Non-Categorical -** Revenue from any or all sources that is not identifiable with specific expenditures (i.e., it is General (Incidental) Fund revenue that loses its identity as it is expended for objects relating to many service areas).

**Non-Current Revenue -** Amounts received from the sale of bonds, insurance recovery settlements or sale of school property, etc., other than current revenue sources.

**Non-Resident Student -** Generally a student whose legal residence is outside the geographic area served by a specified school, charter school, or institution and for which the school district/charter school is receiving tuition payments.

**Not-for-Profit Organization -** An organization formed under the general not-for-profit law of Missouri, Chapter 355, RSMo. "The board of any educational institution may enter into agreements as authorized in this section with a not-for-profit corporation ... in order to provide for the acquisition, construction, improvement, extension, repair, remodeling, renovation and financing of sites, buildings, facilities, furnishings and equipment for the use of the educational institution for educational purposes." (Section 177.088, RSMo)

**Object -** The commodity or service obtained from a specific expenditure.

**Object Classification -** Identifying a category of goods or services obtained.

**Operating Levy -** Levy for all funds of the district except the Debt Service Fund. Also referred to as the Adjusted Operating Levy, the levy actually extended onto the tax books or the tax rate that actually generated tax revenue for the school district to use for operational purposes and capital outlay.

**Operating Levy For School Purposes -** The sum of the adjusted tax rates levied in the General (Incidental) Fund and Special Revenue (Teachers) Funds.

**Overhead Costs -** Those elements of cost necessary in the production of an item or the performance of a service which are of such a nature that the amount applicable to the product or service cannot be determined accurately or readily. Usually they relate to those objects of expenditures that do not become an integral part of the finished product or service, such as rent, heat, light, supplies, management, supervision and other similar items.

**Overtime Salaries -** Gross salary paid to employees of the LEA in positions of either a temporary or permanent nature for work performed in addition to the normal work period for which the employee is compensated under Regular Salaries and Temporary Salaries. The terms of such payment for overtime are a matter of state and local regulation and interpretation.

**Part-Time Student -** A student who is carrying less than a full course load as determined by the state or the LEA. A part-time student is counted for enrollment as one, but is reported on a FTE basis under part-time for membership. For example, a part-time student enrolled four hours of a six-hour day would have an FTE of 0.67 for membership purposes.

**Paying Agent Fees -** Paying agent fees are fees charged by the financial institution responsible for making the payments of principal and interest on the district's outstanding bonds. In addition to the initial paying agent fee imposed upon issuance of the bonds, a paying agent fee is charged on a semi-annual basis in conjunction with the bond principal and interest payments made for that year. (Identification of the paying agent and the duties of the paying agent are outlined in the official bond transcript.) These charges are paid from the Debt Service Fund.

**Payments in Lieu of Taxes (PILOT) -** Payments made out of general revenues by a governmental unit to the LEA in lieu of taxes it would have had to pay had its property or other tax base been subject to taxation by the local LEA on the same basis as other privately owned property or other tax base. It would include payments made for privately owned property which is not subject to taxation on the same basis as other privately owned property due to action by the governmental unit owning or responsible for the property. The amount received for school purposes is a deduction in the Basic Formula calculation.

**Payroll -** A list of individual employees entitled to pay, with the amounts due to each for personal services rendered. Payments are also made for such payroll-associated costs as federal and state income tax withholdings, retirement and social security.

**Payroll Deductions and Withholding -** Amounts deducted from employees' salaries for taxes required to be withheld and for other withholding purposes. Separate liability accounts may be used for each type of deduction.

**Penalties And Interest on Taxes -** Amount collected as penalties for the payment of taxes after the due date(s), and the interest charged on delinquent taxes from the due date to the date of actual payment. A separate account for penalties and interest on each type of tax may be maintained.

**Pension System -** A free retirement plan whereby persons leaving service in the educational system because of age, disability, or length of service receive payments from funds to which they have not contributed. Payments may be in a lump sum or in the form of annuity.

**Petty Cash -** A sum of money set aside for the purpose of paying small obligations for which the issuance of a formal voucher and check would be too expensive and time-consuming. Also, a sum of money, either in the form of currency or a special bank deposit, set aside for the purpose of making change or immediate payments of comparatively small amounts.

**Premium on Bonds Sold -** That portion of the sales price of bonds in excess of their par value. The premium represents an adjustment of the interest rate.

**Prepaid Expenses -** Expenses entered in accounts for benefits not yet received. Prepaid expenses differ from deferred charges in that they are spread over a shorter period of time than deferred charges and are regularly recurring costs of operation. Examples of prepaid expenses are prepaid rent, prepaid interest and unexpired insurance premiums. An example of a deferred charge is unamortized discounts on bonds sold.

**Principal of Bonds -** The face value of bonds.

**Principal Payments -** A sum of money paid to a lender on an amount owed as a debt from which interest is calculated.

**Private School or Nonpublic -** A school established by an agency other than the state or its subdivisions that is primarily supported by other than public funds, and the operation of whose program rests with other than publicly elected or appointed officials.

**Professional Development Carryover -** The portion of the annually calculated 1 percent of the Basic Formula apportionment not expended from year to year. Must be held as a restricted balance to be used solely for professional development expenditures.

**Proposition C Revenue -** Revenue received from the implementation of a one-cent statewide sales tax for education approved by voters in a statewide election held in November 1982. One-half of the total received is used to roll back current tax levy unless a simple majority of voters have voted to forego all or a part of the reduction per Section 164.013, RSMo.

**Proposition C Rollback -** Calculated amount (stated in pennies) that is required to be subtracted from the school purposes (General (Incidental) and Special Revenue (Teachers) Funds) unadjusted tax levy. Subtracting the Proposition C rollback from the unadjusted tax levy results in the adjusted tax levy. Districts may seek voter approval to waive all or a portion of the required rollback per Section 164.013, RSMo. A simple majority is necessary for approval of the waiver.

**Proprietary Fund -** Sometimes referred to as "income-determination" or "commercial type" funds of a state or local governmental unit. Examples are Enterprise Funds and Internal Service Funds.

**Proprietary Accounts -** Those accounts that show actual financial conditions and operations such as actual assets, liabilities, reserves, surplus, revenues and expenditures, as distinguished from budgetary accounts.

**Prorating -** The allocation of parts of a single expenditure to two or more different accounts. The allocation is made in proportion to the benefits that the expenditure provides for the respective purposes or programs for which the accounts were established.

**Public School -** A school operated by publicly elected or appointed school officials in which the programs and activities are under the control of these officials and which is supported primarily by public funds.

**Pupil Accounting -** A system for collecting, computing and reporting information about pupils.

**Pupil Transportation Services -** Consists of those activities involved with the conveyance of pupils to and from school and school-related activities.

**Purchase Order -** A written request to a vendor to provide material or services at a price set forth in the order and is used as an encumbrance document.

**Purchased Services -** Services rendered by personnel who are not on the payroll of the LEA and other services that are purchased by the LEA.

**Rebates -** Abatements or refunds.

**Redemption of Principal -** Expenditures from current funds to retire serial bonds and long and short-term loans.

**Refund -** A return of an overpayment or over collection. The return may be in the form of cash or credit to an account.

**Refunding Bonds -** Bonds issued to pay off outstanding bonds. Also known as refinancing existing bonds.

**Requisition -** A written request to a purchasing officer for specified articles or services. It is a request from one school official to another school official, whereas a purchase order is from a school official (usually the purchasing officer) to a vendor.

**Reserve For Encumbrances -** A reserve representing that portion of a fund balance segregated to provide for unliquidated encumbrances.

**Resident Student -** Students residing and attending school in the district/charter school.

**Restricted Fund Balances -** Funds for a specified purpose.

**Revenue -** Additions to fund financial resources other than from interfund transfers and debt-issue proceeds.

**Salary -** The total amount regularly paid or stipulated to be paid to an individual, before deductions, for personal services rendered while on the payroll of the LEA. Payments for sabbatical leave are also considered salary.

**Sale of Bonds -** Proceeds from the sale of bonds recorded into the district's books at par value. Premiums or discounts of bonds are treated as an interest adjustment.

**School Term -** A prescribed span of time when school is open and the pupils are under the guidance and direction of teachers. The minimum school term is 174 days and 1,044 hours of actual pupil attendance per Section 171.031, RSMo. (Section 171.033, RSMo, specifies exemptions to the minimum school term.)

**Securities -** Bonds, notes, mortgages, or other forms of negotiable or nonnegotiable instruments.

**September Membership -** Count of resident students in grades PK-12 taken the last Wednesday in September who are enrolled on the count day and in attendance at least one of the 10 previous school days, by grade at each attendance center. Students attending an alternative school or an area vocational school part of the day and their home school the remainder of the day should be counted as full-time students in the regular school in their home district. PKA or PKP students enrolled in a half-day PK program should be reported as 1.0 if they attend all possible hours for that program in a week. Part-time students are reported on FTE basis under part-time. For example, a part-time student enrolled four hours in a six-hour day equals 0.67 FTE. Membership of students for whom the home district pays full tuition is counted by the home district. Membership of students for which local tax effort only is paid is not reported by the home district but is reported by the receiving district. Membership of students for whom parents have paid tuition is not counted by any district.

**Serial Bonds -** Issues redeemable by installments, each of which is to be paid in full, ordinarily out of revenues of the fiscal year in which it matures, or revenues of the preceding year.

**Service Area Direction -** Pertains to directing and managing the service area of any function. It includes activities of all those engaged in managing and directing a given area.

**Single Entry Accounting System -** A system of bookkeeping where a single entry is recorded for each cash receipt or cash disbursement.

**Special Education Placement Count -** Number of students with disabilities that are served in Missouri public schools. Students in this count must have IEPs or service plans in place and be receiving services by the local school district/charter school as of December 1. This count is reported through MOSIS and used in the calculation of weighted average daily attendance (WADA) in the Basic Formula Calculation.

**State Assessed Railroad and Utilities (SARRU) -** Assessed valuation of railroad and utility properties assessed by the state. The amount of revenue each school district receives is derived from the average county levy for school purposes, capital project purposes and debt service purposes. The amount received for school purposes is a deduction in the Basic Formula calculation.

**State Revenue -** Amounts received from the state including Basic Formula money, transportation, career ladder, career education, Parents as Teachers, Early Childhood, etc.

**Student Activities Transfer -** Transfer from the General (Incidental) Fund to the Capital Projects Fund for the purchase of designated equipment/capital outlay from the student activity account.

**Summer School -** The school session carried on during the period between the end of one regular school term and the beginning of the next regular school term.

**Summer School Transportation Fees -** Money received for transportation of pupils attending summer school. Separate accounting shall be maintained for fees received from residents and for fees received from nonresidents. There is no state transportation aid for summer school.

**Supplies -** Items with a unit cost of less than $5,000 and last less than a year, which are expended, consumed and can be worn out, or lose their identity by becoming part of a more complex unit.

**Support Services -** Activities that provide administrative, technical or logistical support to a program and enhance or sustain the fulfillment of the objectives of other major functions.

**Surety Bond -** A written promise to pay damages or to indemnify against losses caused by the party(ies) named in the document through nonperformance or through misappropriation of monies, for example, a surety bond given by a contractor or by an official handling cash or securities.

**Surplus -** The excess of the assets of a fund over its liabilities, or if the fund also has other resources and obligations, the excess of resources over obligations. The term should be used with caution because it creates a potential for misleading inference.

**Tax Anticipation Notes (TANS) -** Short-term loans issued in anticipation of future revenues. The loan does not count against any statutory debt limitation and the loan must mature within 12 months. Interest on TANS is limited pursuant to Section 108.170, RSMo.

**Tax Increment Financing (TIF) -** A program defined in Sections 99.800 and 99.865, RSMo, through which assessed valuation is abated. The county clerk reports the abated assessed valuation to the Department of Elementary and Secondary Education. However, a district is allowed to reduce its total assessed valuation by this amount for state aid purposes.

**Tax Levy -** Amount levied against the patrons of a school district by a governmental unit for the purpose of financing services performed for the common benefit.

**Teachers Fund Transfer -** Transfer made on a regular basis (monthly, quarterly, etc.) from the General (Incidental) Fund to the Special Revenue (Teachers) Fund prior to checks being written against the fund. Section 165.021.4, RSMo, states, “No check shall be drawn … unless there is sufficient money in the treasury and in the proper fund for the payment of the indebtedness.” Section 165.011, RSMo.

**Textbooks -** Materials as defined in Section 170.051, RSMo, obtained primarily for use in certain classes, grades, or other particular student groups rather than for general school use.

**Transfers -** Money moved from one fund to another fund without expectation of repayment.

**Transportation Transfer -** Transfer from the General (Incidental) Fund to the Capital Projects Fund based on the prior year allowable transportation capital outlay expenditures. The transfer amount may be used for any legitimate capital outlay expense, or it may be used to build a balance in the Capital Projects Fund. Section, 165.011, RSMo.

**Tuition -** Money charged by the LEA or education institution for a period of time, not including special charges for books and laboratory fees, for nonresident pupils attending the regular day in the LEA. Separate accounting must be maintained for transportation fees received from patrons and for transportation fees received from other LEAs.

**Unadjusted Tax Rate for Operations -** Amount of tax levy in the operating funds (General (Incidental), Special Revenue (Teachers) and Capital Projects Funds) minus a voluntary rollback (if any) but before Proposition C rollback. If a district has a full waiver of Proposition C, the unadjusted and the adjusted levies will always be the same.

**Unamortized Discounts on Bonds Sold -** That portion of the excess of the face value of bonds over the amount received from their sale that remains to be written off periodically over the life of the bonds.

**Unamortized Discounts on Investments -** The excess of the face value of securities over the amount paid for them that has not yet been written off.

**Unamortized Premiums on Bonds Sold -** An account that represents that portion of the excess of bond proceeds over par value that remains to be amortized over the remaining life of such bonds.

**Unamortized Premiums on Investments -** The excess of the amount paid for securities over the face value that has not yet been amortized. This account is normally restricted to long-term investments.

**Unspent Bond Proceeds Transfer -** Transfer from the Capital Projects Fund to the Debt Service Fund of any balance remaining after completion of the project for which the bonds were issued.

**Voluntary Rollback For Debt Service -** Amount of Debt Service Fund levy the district does not intend to levy for the current year. The voluntary rollback is subtracted from the Current SAO Debt Service Maximum and the resulting levy is the Unadjusted Debt Service Fund Levy. The amount of voluntary rollback is determined by the district's board of education.

**Voluntary Rollback For Operations -** Amount of tax rate ceiling that district does not intend to levy for current year in the operating funds (General (Incidental), Special Revenue (Teachers) and Capital Projects Funds). The voluntary rollback is subtracted from the Current SAO Operating Ceiling and the resulting levy is the Unadjusted Tax Rate for Operations. The amount of voluntary rollback is determined by the district's board of education.

**Voucher -** A document that authorizes the payment of money and usually indicates the accounts to be charged.

**Weighted Average Daily Attendance (WADA) -** Total regular term hours of attendance (including remedial hours) divided by calendar hours in session PLUS the summer school ADA (total number of hours attended in an approved summer school divided by 1,044 hours) plus weights of students populations: weighted by taking 25% multiplied by the Free and Reduced Lunch pupil count that exceeds the threshold, plus 75% multiplied by the number of Special Education Pupil count that exceeds the threshold, plus 60% multiplied by the Limited English Proficiency count that exceeds the threshold.

**Weighted Average Membership (WAM) -** The average number of resident full-time students and full-time equivalent number of part-time students who were enrolled in a public school district on the last Wednesday in September and January and in attendance one day or more during the preceding ten school days plus weights of students populations: weighted by taking 25% multiplied by the Free and Reduced Lunch pupil count that exceeds the threshold, plus 75% multiplied by the number of Special Education Pupil count that exceeds the threshold, plus 60% multiplied by the Limited English Proficiency count that exceeds the threshold.

**Withholding -** The process of deducting from a salary or wage payment an amount, specified by law or regulation, representing the estimated federal or state income tax of the individual that the employer must pay to the taxing authority.

Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION

# Acronyms

## Common Acronyms

Acronyms are commonly used throughout the education arena. Some of the more common acronyms used in this manual and other education-related materials are presented below. This is only a partial listing of ed1ucation-related acronyms.

| | |
|---|---|
| AEL* | Adult Education and Literacy (previously known as Adult Basic Education [ABE]) |
| ACH | Automated Clearing House |
| ADA* | Average Daily Attendance |
| ADT | Average Daily Transported |
| AEL | Adult Education & Family Literacy |
| AICPA | American Institute of Certified Public Accountants |
| AM | Average Membership |
| ASBR* | Annual Secretary of the Board Report |
| | |
| CAFR | Comprehensive Annual Financial Report |
| CFDA | Catalog of Federal Domestic Assistance |
| CPA | Certified Public Accountant |
| CSIP | Comprehensive School Improvement Plan |
| CSR | Code of State Regulations |
| | |
| DESE | Department of Elementary and Secondary Education |
| DFS | Division of Family Services |
| DMH | Department of Mental Health |
| DNR | Department of Natural Resources |
| DOH | Department of Health |
| DOR | Department of Revenue |
| DOSS | Department of Social Services |
| DOT | Department of Transportation |
| | |
| ECSE | Early Childhood Special Education |
| ESEA | Elementary and Secondary Education Act |
| ESL | English as a Second Language |
| | |
| FASB | Financial Accounting Standards Board |
| FEMA | Federal Emergency Management Agency |
| FICA | Federal Insurance Contributions Act |
| FMVSS | Federal Motor Vehicle Safety Standards |
| FRPL* | Free and Reduced-Price Lunch |
| | |
| GAAP | Generally Accepted Accounting Principals |
| GAAS | Generally Accepted Auditing Standards |
| GAGAS | Generally Accepted Government Auditing Standards |
| GAS | Governmental Auditing Standards |
| GASB | Governmental Accounting Standards Board |
| GPFS | General Purpose Financial Statements |
| | |
| HB | House Bill |
| | |
| IDEA | Individuals With Disabilities Act |
| IDL | Interactive Distance Learning (previously called Interactive TV [ITV]) |
| IEP | Individualized Education Program |

* Defined in the glossary of the Missouri Financial Accounting Manual.

| | |
|---|---|
| IRS | Internal Revenue Service |
| | |
| JTPA | Job Training Partnership Act (currently called Workforce Investment Act [WIA]) |
| | |
| LARRU | Locally Assessed Railroad & Utilities |
| LEA* | Local Education Agency |
| LIFT | Literacy Investment for Tomorrow |
| | |
| M&M* | Merchants & Manufacturers |
| MOHEFA* | Missouri Health & Educational Facilities Authority |
| MOSIP | Missouri School Investment Program |
| MOSIS | Missouri Student Information System |
| MSBA | Missouri School Boards' Association |
| MSCBA | Missouri School Bus Contractors Association |
| MSIP | Missouri School Improvement Program |
| | |
| NCGA | National Council on Governmental Accounting |
| NHTSA | National Highway and Traffic Safety Administration |
| NTSB | National Transportation Standards Board |
| | |
| OASDI | Old Age, Survivors and Disability Insurance |
| OMB | Office of Management and Budget |
| | |
| PAT | Parents as Teachers |
| PDC | Professional Development Committee |
| PEERS | Public Education Employee Retirement System |
| PSRS | Public School Retirement System |
| | |
| QZAB | Qualified Zone Academy Bonds |
| | |
| RFP | Request For Proposal |
| ROTC | Reserve Officer Training Corp |
| RR&U* | Railroad & Utilities |
| RSMo | Revised Statutes of Missouri |
| | |
| SAO | State Auditor's Office |
| SARRU* | State Assessed Railroad & Utilities |
| SAS | Statement on Auditing Standards |
| SB | Senate Bill |
| SEA | State Education Agency |
| SEMA | State Emergency Management Agency |
| | |
| TAN* | Tax Anticipation Note |
| TIF* | Tax Increment Financing |
| | |
| VICC* | Voluntary Interdistrict Choice Corporation |
| | |
| WADA | Weighted Average Daily Attendance |
| WAM | Weighted Average Membership |
| WIA | Workforce Investment Act (previously called Job Training Partnership Act [JTPA]) |

* Defined in the glossary of the Missouri Financial Accounting Manual.