
Resource B

Experiential Exercises

The Budgeting Codes Activity

Directions: Carefully read and assess each scenario presented and then refer to the Accounting Codes Reference Sheet (pp. 293–297) to complete the activity. Fill in the blanks with the proper accounting codes. For the purpose of this exercise, utilize the current school year for fiscal year coding and 00 for the sub-object code.

Note: Accounting codes vary from state to state and from district to district. The codes utilized in Resource B represent one particular example.

1. Smyler Grogan, assistant principal at Desert Valley Elementary School, had been given the responsibility of budget manager and was working with the budget development team to prepare the school budget for the next fiscal year. In the course of the budget preparation process, Grogan was genuinely contemplating which accounting codes would best correlate with the budgetary decisions made by him and the team. He knew that the school’s guidance counselor, Mrs. Vestal Umberger, needed a new filing credenza for her office. Desert Valley was built in 1962 and was the third elementary school in the district at the time; and Mr. Grogan realized that much of the furniture in Mrs. Umberger’s office had never been replaced.

Fill in the blanks with the proper coding:

_____ - _____ - _____ . _____ - _____ - _____

2. Consuelo Estringel, principal at the Mission Hills Alternative Center for Education, was reviewing the monthly budget report when she realized that she had not budgeted for the additional \$2,000 that would be needed to pay for the honorarium to be provided to the staff

development presenter who was coming next week. Quickly, she began completing a district budget amendment and transfer form to ensure that the budgeted dollars would be available in the correct account. The presenter was a known expert in the area of teaching methodologies as associated with effective alternative school settings. Dr. Estringel finished the budget amendment, thus making certain that the appropriate funds were budgeted for this summer school program. She then called the presenter to verify his acceptance of the district contract.

Fill in the blanks with the proper coding:

_____ - _____ - _____ . _____ - _____ - _____

3. Tim Spedman, site-based committee chair at Western Ridge Middle School, was just finishing his lunch when Letty Muñoz—the school secretary—came by and told Tim that he needed to provide her with an accounting code for a recent purchase he had made. Letty always had to track down Tim each time he spent money out of the school's activity account for items associated with the journalism department. She knew that Tim was an exceptional teacher, but he had to be more responsible when it came to keeping up with activity fund expenditures.

Letty, being quite frustrated at the moment, thought to herself, "This old school (the second middle school built in the district) is really getting to me!" She then told Tim that he needed to allocate funding for the copy machine that the department was leasing from the Whatacopy Shop. In fact, she bluntly told him to "finish that deviled-egg sandwich and get me those account codes right away!"

Fill in the blanks with the proper coding:

_____ - _____ - _____ . _____ - _____ - _____

_____ - _____ - _____ . _____ - _____ - _____

4. Bayou Elementary School was the newest elementary campus in Pecan Grove Independent School District. It had just opened four months ago to accommodate the growing population of students in the greater Hudston metropolitan area. The seven other elementary schools were highly rated according to the statewide accountability standards. Susan Dienes knew that she had a task on her hands as she assumed the role of the school's first principal. Nevertheless, Dr. Dienes had been a strong assistant principal for four years at Enchanted Path Elementary School and had been an outstanding special education teacher for seven years in a nearby school district. However, today, she had to work with the site-based team, and some difficult decisions had to be made.

Dr. Dienes had received word earlier in the week that the school budget was about to be cut in the area of student field trips. Student travel had become a school board issue, and starting next semester, any new student travel requests would be denied. Dr. Dienes knew that the fourth-grade class always made a major end-of-the-year trip to Seaside Kingdom down on the coast. Monies must be encumbered now or any attempt next semester to fund the trip would be met with stiff resistance from central office administration, not to mention the school board.

Later that afternoon, Dr. Dienes and the site-based team met, and all agreed that funds must be amended from other budgetary accounts. Thus, Dr. Dienes and the team reviewed the budget and determined where the cuts would come from, and then Dr. Dienes completed the necessary budget amendment/transfer forms.

Fill in the blanks with the proper coding:

_____ - _____ - _____ . _____ - _____ - _____

Accounting Codes Reference Sheet

State education codes across the nation require a standard fiscal accounting system be adopted by each school district. A major purpose of any accounting code structure is to ensure that the sequence of codes uniformly applies to all school districts. Utilize this coding structure when responding to the scenarios presented in Chapter 6 of this text and to the Resource B: Experiential Exercises.

199—11—6399.00—001—Current Year—11

1 2 3 4 5 6 7

1. Fund Code (500+)*

185 = State Compensatory Education

199 = General Fund

204 = Title IV (safe and drug-free schools)

205 = Head Start

211 = Title I (funding for low-achievement students in high-poverty schools)

212 = Title I (funding for migrant students)

219 = Bilingual Education

*The number in parenthesis represents the total number of differing accounting codes that might be utilized when developing a school budget. The codes listed within the accounting codes reference sheet, which is most commonly utilized at the school site level.

- 224 = Special Education
- 243 = Vocational Education (career and technical/techprep)
- 255 = Title II (funding to hire, train, and retain quality educators)
- 461 = Campus Activity Fund

2. Function Code (27)

- 11 = Instruction
- 12 = Instructional Resources and Media Services
- 13 = Curriculum and Staff Development
- 21 = Instructional Leadership (instructional specialist/district office directors)
- 23 = School Leadership (administration)
- 31 = Guidance Counseling and Evaluation Services
- 32 = Social Work Services
- 33 = Health Services (nurse)
- 35 = Food Services
- 36 = Extracurricular (stipends and travel—athletics, drama, choir, band, etc.)
- 51 = Maintenance and Operations (custodial supplies)
- 52 = Security
- 53 = Computers/Maintenance and Repair (students/teachers)
- 61 = Community Services

3. Object Code (35)

- 6100 = Payroll Costs
- 6110 = Teachers and Other Professional Personnel
- 6112 = Salaries or Wages for Substitute Teachers
- 6117 = Extra Duty Pay—Professional (expenditures for professional development/curriculum writing as related to Function 12)
- 6118 = Professional Personnel Stipends and Extra Duty Pay
- 6119 = Salaries or Wages—Teachers and Other Professional Personnel (summer/evening classes, for example)
- 6121 = Paraprofessional Personnel/Extra Duty Pay (overtime)
- 6129 = Salaries for Support Personnel (paraprofessionals, etc.)
- 6200 = Professional and Contracted Services
- 6219 = Other Professional Contracted Services (architecture, landscaping, engineering, etc.)
- 6239 = Contracted Services (education service centers, for example)
- 6249 = Maintenance and Repair
- 6269 = Rentals/Operating Leases (copiers, etc.)
- 6291 = Consulting Services

- 6300 = Supplies and Materials
- 6321 = Textbooks
- 6325 = Magazines and Periodicals
- 6329 = Reading Materials
- 6339 = Testing Materials
- 6395 = Technology Supplies/Equipment Under \$5,000 (per-unit cost)
- 6396 = Technology Furniture and Equipment Under \$5,000 (per-unit cost)
- 6398 = Technology Site Licenses
- 6399 = General Supplies (everything from paper clips to staples to postage)
- 6400 = Other Operating Costs
- 6411 = Travel/Subsistence (employees)
- 6412 = Travel/Subsistence (students)
- 6494 = Transportation (buses)
- 6498 = Hospitality Expenses
- 6600 = Capital Outlay—Equipment
- 6636 = Technology Equipment Over \$5,000 (per-unit cost)
- 6637 = Computer Labs
- 6639 = Furniture and Equipment Over \$5,000 (per-unit cost)
- 6649 = Furniture and Equipment Under \$5,000 (per unit cost)
- 6669 = Library Books

4. Sub-Object Code

This code is often used to delineate, for example, local departments. (For the purpose of the exercises and activities within this book, utilize 00 for the sub-object code).

5. Organization Code (School) (900)

- 001–040 = High School Campuses
- 041–100 = Middle School Campuses
- 101–698 = Elementary School Campuses
- 699 = Summer School Organizations

6. Fiscal Year Code

- 18 = 2017–2018
- 19 = 2018–2019
- 20 = 2019–2020
- 21 = 2020–2021

- 22 = 2021–2022
- 23 = 2022–2023
- 24 = 2023–2024
- 25 = 2024–2025, etc.

7. Program Intent Code (13)

- 11 = Basic Educational Services
- 21 = Gifted and Talented
- 22 = Career and Technology
- 23 = Special Education
- 24 = Accelerated Instruction
- 25 = Bilingual Education
- 28 = Disciplinary Alternative Education Placement (AEP) Services
- 30 = Title I (schoolwide programs/projects)
- 91 = Athletics
- 99 = Undistributed (charges not distributed to specific programs, i.e., employee allowance for cell phones, as well as band, choir, drama, other extracurricular programs)

ADDITIONAL FUND CODE INFORMATION

It is not unusual for differing programs and/or specified service agreements to be categorized by code funding numbers that are sequentially based. Listed below are several examples. Your state coding may be identical to the examples identified. However, to best ensure accuracy in coding, it is always recommended that school leaders and prospective school leaders check with their school systems and/or state education department for absolute coding accuracy.

200–289 = Federal Programs (examples include Title I, 211; bilingual education, 219; special education, 224; school breakfast and lunch programs, 240; etc.)

290–379 = Federally Funded Shared Services Agreement¹ (examples include a rural special education co-op or idea and Part B Discretionary Deaf shared services, 315)

¹A *federally funded* shared services agreement/arrangement exists when two or more school systems enter into an agreement for the performance and administration of a program. School systems who enter into a written contract to jointly operate, for example, their special education programs as a shared services agreement and must follow procedures developed by the U. S. Department of Education.

380–429 = State Programs (examples include adult basic education, 381; successful schools program, 393; life skills programs, 394; advanced placement incentives, 397; state reading initiative, 414, etc.)

430–459 = State-Funded Shared Services Agreement² (examples include Regional Day School for the Deaf, 435, etc.)

460–499 = Local Programs (examples include a high school culinary arts program, 481, etc.)

²A *state-funded* shared services agreement/arrangement exists when a school system enters into an agreement with another school system or other state-funded institutions for the performance and administration of a program. Schools systems may enter into a written contract to jointly participate in a Regional Day School for the Deaf, for example, as part of a state shared services agreement and therefore must follow procedures developed by the state department of education.