

## INTRODUCTION

### General

The information contained within this manual is a reference document for use during the 2013-2014 school year. The "Budget Information" on page 3 contains the 2013-2014 rates for average teacher and instructional assistant salaries, the tentative Florida Retirement contributions rate, the FICA match rate, the annual per employee health insurance rate, the annual flexible fringe benefit rate, the tentative 2013-2014 indirect cost rate, minimum wage and other relevant information.

Grant administrators may use the information contained in this manual to develop budget amounts for average salaries and benefits for teacher positions, instructional assistant positions, etc. and when applying for state or federal grants. Contact the Office for Teaching & Learning for more specific information on applying for grants.

### Schools' Budget Information

Schools will receive their 2013-2014 Tentative Budgets the week of June 3, 2013 based on projected teacher allocations and average daily membership. Schools will be required to allocate the budget into specific objects and functions and sub projects the week of June 17, 2013. During this week, schools will have an appointed time in the Technology & Information Services Computer Lab to enter the tentative budget on-line into the Munis software system. The Tentative Budget will be available for schools to use starting July 1, 2013.

### District's Budget Information

District cost centers will receive Tentative Budget Development Worksheets by April 24, 2013. District cost centers' budget cuts were determined during preliminary meetings. District cost centers have been scheduled to input their budgets either April 22 or April 23 in the Technology & Information Services Computer Lab; a schedule with their appointed time will be sent to them. Any increases or decreases from the previous year's budget will require explanations. Each Director will be required to attend a Budget Review Hearing with the Superintendent's staff for budget approval. The Tentative Budget will be available to cost centers July 1, 2013.

### Budget Amendments

Anticipated expenditures should be considered when developing the budget; however, the Budget Amendment Panel will be available July 1, 2013.

## Budget Information and Procedures

## BUDGET INFORMATION

Finance Services will prepare the personnel cost portion of the cost center's budget. This includes salary, benefits and substitute costs.

### Personnel Cost for 2013-2014:

<u>Description</u>	<u>Object Code</u>	<u>Cost</u>
Average Teacher Salary	512000	\$43,000.00
Average Instructional Assistant Salary	515000	16,000.00
Retirement	521000	5.28%
Social Security/Medicare	522000	7.65%
Group Insurance		5,649.29
Board Contribution Towards Voluntary Benefits (Flex Dollars)		150.00
Average Instructional Substitute Daily Rate	575001	65.00 (Bachelor's+)
		55.00 (Assoc/H.S)
		75.00 (Retired Teacher)
Average Non-Instructional Substitute Hourly Rate	575002	7.79
Minimum Wage Hourly Rate		7.79

In-service Training - **Instructional:** always use object **512003** or **513003** with function **6400**

**Non-Instructional:** always use object **515003** with function **7730**

### Other Rates to be used for 2013-14:

**Travel** - \$ .38 Per mile  
90.00 Per Diem (meals inclusive)

**Meals** - \$ 5.00 Breakfast  
11.00 Lunch  
23.00 Dinner

**Supervisor Travel** - \$1,500.00

**Indirect Cost Rate** – 3.80%

**Stipends** - \$14.75 per hour – Instructional personnel  
7.00 per hour – Non-Instructional personnel

**Average Field Trip Cost** - \$ 18.25 per hour (includes benefits) – Bus Driver  
13.00 per hour (if needed) – Assistant  
1.00 per mile – Bus Mileage

Finance Services will prepare all costs associated with utilities, energy services, copy machines, postage and telephone services.

## School's Budget Information

## SCHOOLS' BUDGET INFORMATION

In order to prepare the 2013-2014 Tentative Budgets, each school will receive the following:

- 2013-2014 Tentative Budget
- Worksheets 1-2
- Special Request Form

The 2013-2014 Tentative Budget worksheets contain the school's discretionary, media and instructional materials/textbook funds based on projected allocations and average daily membership (ADM).

### **Discretionary Funds - Project # 01000**

Discretionary funds are to be budgeted to all available objects, functions, and groups. (Use Worksheet #1 for this purpose). Groups are available for use when allocating the same function among different departments and/or classes, teams, or learning communities. Using group numbers effectively will enable the school to manage the school's budget without maintaining separate records. Group numbers that are used with the school's district budget should correlate with the school's internal accounts sub project numbers. Ex: Group number 0001 should be used with the same class, team or learning community for both the internal accounts and the school's district budget.

### **School Media Allocation Funds - Project # 01020**

School Media Allocation funds are to be allocated to all available objects but must remain in project #01020 and function 6200 (Use Worksheet #2 for this purpose). For additional information on media procedures, see page 13.

### **Principal's Travel - Project #01050**

A non-discretionary fund allocated to secondary schools for administrative travel at the principal's discretion. Objects 533000, 533001 and 533002 are the only objects available to this project.

### **Data Entry Supplies - Project #01060**

A non-discretionary fund to be used for data entry supplies. The funds must remain in the 551000 object and cannot be amended.

### **Comparability Funds - Project # 01080**

Comparability funds must be expended on consumable supplies. These funds must remain in the 551000 object and cannot be amended. It is suggested that the school use these funds for school-wide needs such as copy paper, lesson plans, permission slips, etc. rather than divide it among separate sub projects.

### **Lottery Funds - Project # 21150**

Lottery funds may be available pending legislation. These funds can be budgeted to all available objects, functions and sub projects with the input of the School Advisory Council. Funds must remain in Project #21150 and should be expended during the current fiscal year. **Lottery funds may not be used for capital project items involving construction, renovation, remodeling, or site improvement, nor may they be used for any project or program that has duration of more than one year.** The Legislative intent is that the funds be expended in the current fiscal year in order to have direct, positive impact on current student learning rather than be set aside for future expenditures.

### **Instructional Materials/Textbooks Funds - Project # 21501**

Instructional Materials/Textbooks funds can be used for textbooks and flexibility items. However, the amount which can be used for flexibility items is limited to 50% of the Instructional Materials/Textbooks Funds. For additional information on Instructional Materials/Textbooks, see page 13.

**SAMPLE ELEMENTARY SCHOOL  
COST CENTER XXXX**

**2013-2014  
TENTATIVE BUDGET**

<b>BASIC <i>MAY HIRE</i> INSTRUCTIONAL ALLOCATIONS</b>	<b>50.29</b>	
<b>TOTAL DISCRETIONARY BUDGET (INSTRUCTIONAL ALLOCATION X \$494)</b>	<b>\$ 27,157</b>	

LESS: COMPARABILITY FUNDS (\$4.00 X AVERAGE DAILY MEMBERSHIP)	\$ 3,376	1100.XXXX.11.01080.551000.5100.0000
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TOTAL DISCRETIONARY FUNDS AVAILABLE AFTER COMPARABILITY FUNDS	\$ 23,781	1100.XXXX.11.01000.XXXXXXX.XXXX.XXXX (Use Worksheet #1)
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<b>AVERAGE DAILY MEMBERSHIP (ADM)</b>	<b>844</b>	
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MEDIA FUNDS (\$17.00 X ADM)	\$ 16,036	1100.XXXX.11.01020.XXXXXXX.6200.0000 (Use Worksheet #2)
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INSTRUCTIONAL MATERIALS & TEXTBOOK FUNDS (\$31.00 2-5 \$7 K-5 X ADM)		1100.XXXX.11.21501.552000.5100.0000
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<b>IN ADDITION YOUR SCHOOL WILL RECEIVE THE FOLLOWING NON-DISCRETIONARY FUNDS</b>		
DATA ENTRY SUPPLIES	\$ 180	1100.XXXX.11.01060.551000.5100.0000

**SAMPLE SECONDARY SCHOOL  
COST CENTER XXXX**

**2013-2014  
TENTATIVE BUDGET**

<b>BASIC <i>MAY HIRE</i> INSTRUCTIONAL ALLOCATIONS</b>	<b>50.29</b>	
<b>TOTAL DISCRETIONARY BUDGET (INSTRUCTIONAL ALLOCATION X \$494)</b>	<b>\$ 27,157</b>	

LESS: COMPARABILITY FUNDS (\$2.00 X AVERAGE DAILY MEMBERSHIP)	\$ 1,688	1100.XXXX.XX.01080.551000.5100.0000
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TOTAL DISCRETIONARY FUNDS AVAILABLE AFTER COMPARABILITY FUNDS	\$ 25,469	1100.XXXX.XX.01000.XXXXXXX.XXXX.XXXX (Use Worksheet #1)
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<b>AVERAGE DAILY MEMBERSHIP (ADM)</b>	<b>844</b>	
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MEDIA FUNDS (\$14.00 X AVERAGE DAILY MEMBERSHIP)	\$ 18,568	1100.XXXX.XX.01020.XXXXXXX.6200.0000 (Use Worksheet #2)
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INSTRUCTIONAL MATERIALS & TEXTBOOK FUNDS (\$12.00 <b>Middle</b> \$18.00 <b>High</b> X ADM)		1100.XXXX.XX.21500.552000.5100.0000 (Use Worksheet #3)
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<b>IN ADDITION YOUR SCHOOL WILL RECEIVE THE FOLLOWING NON-DISCRETIONARY FUNDS</b>		
PRINCIPAL'S TRAVEL <b>Available objects: 533000,533001,533002</b>	\$ 990	1100.XXXX.XX.01050.533XXX.7300.0000
DATA ENTRY SUPPLIES	\$ 180	1100.XXXX.XX.01060.551000.5100.0000

Middle Schools use level 12, High Schools use level 13

## District Cost Center's Budget Information



## DISTRICT COST CENTERS' BUDGET INFORMATION

In order to prepare the 2013-2014 Tentative Budgets each cost center will receive the following:

- ❖ 2013-2014 Tentative Budget Development Worksheet
- ❖ Special Request Form

Each department will receive a Tentative Budget Development Worksheet for their basic discretionary (project 01000) and for other projects assigned to that department's cost center.

The Tentative Budget Development Worksheet contains historical data from three fiscal years. The 2010-2011 and 2011-2012 actual are the final expenses for those fiscal years. The 2012-2013 actual will include YTD expenses **and** encumbrances. The worksheet will also include 2012-2013 Final Budget and the 2012-2013 Original Budget (the final budget equals the original budget plus YTD budget amendments). An example is included on the next page. This historical data from previous years' actual should help in the budget development process.

Any changes in a budget amount must have a detailed explanation clearly stating the rationale for the increase or decrease.

The departments have been scheduled to input their budgets either April 22 or 23, 2013 in the Technology & Information Services Computer Lab. **Both the Tentative Budget and Special Requests will be entered into the Munis system during this workshop.** Cost centers will receive a Tentative Budget Report and a record of each Special Request submitted.

Each director will be required to attend a Budget Review meeting before June 30th with the Superintendent's staff. The director must be prepared to fully explain any increases or decreases in his/her department's budget.

## Media Technology Procedures

## MEDIA TECHNOLOGY PROCEDURES

### Discretionary Funds - School Media Allocation - Project #01020

The total appropriation for the school level function 6200 is based upon:

Elementary	\$17.00 per ADM
Middle & High	\$14.00 per ADM

The budget, developed in cooperation with the Media and Technology Specialists, should be appropriated to the various objects within this function in order to meet/maintain SACS/CASI Accreditation Standards, and to ensure that an unmanageable program area deficiency doesn't occur. All funds in project #01020 are required to remain in function 6200, although they may be amended from one object to another if the need arises.

### Instructional Materials/Textbooks Procedures - Project #21501

Funds are allocated to schools to provide instructional materials to students as required by Statute and are based on projected ADM (\$7 Grades K-5, \$31 Grades 2-5, \$12-Middle, \$18-High). The amount of the allocation depends on final budget approved by the legislature, the cost of the current adoption, and other District curricular initiatives. The funds will be budgeted in project 21501 (Instructional Materials/Textbooks).

After meeting the statutory requirement of a copy of the District or state-adopted major tool for instruction for each student in all core subjects, up to 50% of allocated textbook funds may be expended for "flexibility" items. Flexibility items are instructional materials not on the state adopted list and may include workbooks, kits, models, maps, and software, etc.

**P-Cards may not be used for purchases that are charged to project 21501**

Objects available for this project are:

- 536000 Website Subscriptions
- 552000 Textbooks
- 553000 Printed Periodicals
- 562100 Audio-visual Materials over \$750.00.
- 562200 Audio-visual Materials less than \$750.00.
- 569100 Software over \$750.
- 569200 Software less than \$750.00

**Textbook funds may not be used for object 551000 Supplies, or 559000 Other Material & Supplies.**

## Special Requests For Furniture And Equipment

## SPECIAL REQUESTS FOR FURNITURE AND EQUIPMENT

Refer to MUNIS Quick Start Guide for instructions and navigation for the input of budget for Special Requests. Please review any previously submitted Special Requests. **DO NOT DUPLICATE REQUESTS.** These requests may be modified during the time period allowed for data entry.

Special Requests should be prioritized in numerical order with one (1) being the highest priority. Clearly describe the item(s) requested including if the request is for **Instructional or Non-Instructional** purposes. Each request must include a cost estimate.

Per the State guidelines, equipment must meet all of the following criteria:

1. It retains its original shape and appearance with use.
2. It is nonexpendable; that is, it is usually less costly to repair than to replace.
3. It represents an investment cost which requires the District to capitalize the cost of the item.
4. It does not lose its identity through incorporation into a different or more complex unit.

Review and approval of Special Requests take place in the first week of August. Schools/Departments will be notified by email after the review process if their requests are approved or denied.

Approved Special Requests are limited to the items approved. Additional items **cannot** be purchased to use remaining funds due to overestimates or discounts. These savings are used to offset other approved requests which may have been underestimated or to use for other requests that occur during the year.

Requests for computers and peripherals go through Technology & Information Services.  
Requests for custodial equipment go through Maintenance Services.

Requests for improvements to buildings and sites are to be submitted to the Project Review Team (PRT). These Capital Project Requests (CPR) may be requested through the Maintenance Services Department. Schools/Departments will be notified of capital improvements submitted as Special Requests and will be required to be submitted as a CPR.

### Other Information

For any Special Request after the final input, cost centers must submit a written request for a Budget Amendment to the appropriate Learning Community Executive Director. Requests will be reviewed by the Superintendent's staff for their approval.

## Directions for “Capital Project Request Form”

1. The Principal/Administrator is to complete top portion. Requests may be submitted at any time of the year; however, the cutoff date each fiscal year is Oct. 15 for possible consideration in the next year’s budget. Requests submitted after the deadline will be held for next year’s review.

2. There are four types of request definitions:

**Emergency Request** Life threatening or major equipment/structural failure, i.e. HVAC Chiller/Roof failure.

**Capital Outlay Request** Normal process to request major projects.

**Special Program Request** Usually a new program that is supported by Assistant Superintendents. Attach memo from your Assistant Superintendent which supports this request.

**School Funded Request** School uses funds generated by school – Note: Not all funds can be used for capital outlay work. **Please check with the Finance Services prior to selecting this option. Schools will be billed for the cost of all materials and labor. A work order must be submitted to Maintenance Services for all jobs in order to track the expenses and inspections.** The school is expected to act as project manager on dealing with Purchasing, licensed contractors/vendors, building permits, inspections and paying for all associated work.

3. The Principal/Administrator is to send the Capital Project Request Form via email with subject being “Capital Project Request Form” to the Project Planner ([ppenabad@pasco.k12.fl.us](mailto:ppenabad@pasco.k12.fl.us)) in Maintenance Services. Include proposals and construction details from contractors/vendors of school-funded projects. The Building Official may require additional documentation on specification as to what is to be built before a permit can be issued. Building permits will be issued on all projects requiring such. The Capital Project Request form will start this review process.

4. The Project planner will forward the request to the CFO for approval. If approved, the Capital Project Request is forwarded to the Project Review Team (PRT). The PRT identifies the full scope of work and cost estimates then recommends and schedules the work in the normal five (5) year Capital Outlay Plan. Note: Most remodeling and renovation type work must be combined with all types of repairs and the request may be delayed so all work can be done at one time.

5. All projects must meet Florida Building Codes, National Fire Protection Codes and be permitted and inspected by the Construction Service’s Building Official.

6. The approved School Board Capital Outlay Project Plan is available online.

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**  
**CAPITAL PROJECT REQUEST FORM (CPR)**

**Note: Project Planner is primary point of contact for information and status of all CPR - ppenabad@pasco.k12.fl.us ext. #47947**

NORMAL CAPITAL OUTLAY REQUEST ___ EMERGENCY REQUEST ___ SCHOOL-SPECIAL FUNDED REQUEST ___ <small>(School funds include private donations - internal accounts - PTA - SAC - Athletic/Booster Fund Raisers)</small>
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Facility Name	Cost Center #:	Date:	
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Project Location (FISH Building # and Room #)	
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Scope of work: (Please attach/fax (47991) sketches, note sizes, amounts, primary trade, pictures and site map showing locations.)

Your cost estimate \$	
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Reason for emergency funding request?	
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School-Special funding source?	Coding #
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Note: All School - Special Funded - construction projects must have plans and specifications reviewed by the District's Building Official, Fire Inspectors, Maintenance Services, and Finance Services before the project is started and final inspections. Certificates of Occupancy must be issued at completion.

Requesting Principal - Administrator	Phone #	
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Assistant Superintendent Approval	Phone #	
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***(PRT) - Maintenance Services - Construction Services Scope Review, Cost Estimate and Prioritization***

Full Scope of Work, Cost Estimate, recommended Priority Level, stakeholder input, data on special conditions, need for portables, time lines, photos, FISH-SITE maps, related issues such as drainage, asbestos, security detection systems, IAQ, technology, New Construction projects with major remodeling dates, demolition, etc.)

**Full Scope of Work:** \_\_\_\_\_  
 \_\_\_\_\_

\$ Project Cost Estimate	Assigned Dept.	Project Code	FISH Location	HIGH _____ NO _____ BUDGET YEAR _____ PRT Recommended Priority and Budget Year
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**Project Review Team (PRT) recommends approval to proceed with project: Yes\_ No \_ Date \_\_\_\_\_**

**Comments:** \_\_\_\_\_

**SCHOOL or SPECIAL FUNDED PROJECTS**

(REQUIRED APPROVALS)

**PRT Y/N \_\_\_ Building Official Y/N \_\_\_ Planning-FISH Y/N \_\_\_ Fire Inspector Y/N \_\_\_ Maintenance Y/N \_\_\_ Finance Y/N \_\_\_**

School Funded/Emergency - Finance Services Funding Code # \_\_\_\_\_ \$ \_\_\_\_\_

**Comments:** \_\_\_\_\_

**NOTICE TO PROCEED AFTER ALL APPROVALS ARE RECEIVED - ISSUE DATE: \_\_\_\_\_ Init: \_\_\_\_\_**

Note: Normal Capital Outlay Projects are submitted to Superintendent and School Board for final approval and placement on 5 year budget plan.

**CFO APPROVES FUNDING PLAN:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Date approved by Superintendent/School Board:** \_\_\_\_\_ **Project #** \_\_\_\_\_

## Small Engine Shop Procedures



## SMALL ENGINE SHOP PROCEDURES

All requests for repair or replacement parts on gasoline or diesel powered lawn equipment, vocational agricultural equipment, and golf carts, should be submitted on an Interdepartmental Request Form, coded with cost center and function 7900, Maintenance of Plant. The completed form must be sent to the Small Engine Shop, Attn: Small Engine Shop Coordinator. Arrangements for pick-up and delivery of equipment or repair parts will be coordinated by Transportation Services.

Golf carts with fleet (GC) numbers will receive parts, service, and repairs as necessary using the same procedures as lawn equipment. We recommend that golf carts not be purchased from the school's internal accounts. Any golf cart not meeting District standards or procured by the choice of the school may not be issued fleet (GC) numbers and would be the sole responsibility of the school. Purchase orders for repair parts for non-fleet golf carts will **NOT** be approved by Purchasing Services.

The Small Engine Shop Coordinator can assist you in determining what equipment at your site is due for replacement. All requests for new or replacement lawn equipment, or other items as listed below, should be requested on a Special Request Form. These requests will be entered into the Munis system during your Budget Input Workshop.

If equipment breaks down and needs to be replaced during the year, contact the Supervisor of Transportation to see if used equipment is available. If Transportation Services cannot provide the needed equipment, a written request for new equipment should be submitted to Finance Services. Requests will be submitted to the Superintendent's staff for their review and approval.

The Small Engine Shop can no longer support chainsaws and pressure washers purchased by individual cost centers. We will continue to maintain chainsaws through the loaner program at no charge to the school.

The following items are listed on the maintenance/custodial equipment list for schools:

- |                                    |   |
|------------------------------------|---|
| 1. Handheld Gas Blower             | 8. Pallet Jack                                      |
| 2. Backpack Gas Blower             | 9. String Trimmer                                   |
| 3. Edger (Stick)                   | 10. Vacuum Sweeper (Gasoline Powered)               |
| 4. Hedge Trimmer                   | 11. Golf Cart (Standard)                            |
| 5. Mower - High Wheel              | 12. Golf Cart (Flatbed)                             |
| 6. Mower – Zero Turn Radius        | 13. Reel Mowers (for Schools w/Athletic Fields)     |
| 7. Mower - Trim (Self - Propelled) | 14. Compact Tractor (for Schools w/Athletic Fields) |

## District Chart of Accounts

## ACCOUNT NUMBER EXPLANATION

In the Munis system, each account has seven dimensions that help identify where the funds are generated and how they are being used.

XXXX-XXXX-XX-XXXXX-XXXXXX-XXXX-XXXX

**Fund**: (4 digits) Segregate group of accounts for the purpose of carrying on specific activities in accordance with special regulations, restrictions, or limitations

**Cost Center**: (4 digits) Facility, Location, Office at which costs are accumulated

**Level**: (2 digits) Used to segregate major groups within the District

**Project**: (5 digits) A special program within a fund

**Object**: (6 digits) Service or commodity purchased as a result of a specific expenditure

**Function**: (4 digits) Purpose for which funds are budgeted

**Group**: (4 digits) Identifies purpose for which funds are budgeted (ex: teacher, department, team, etc.)

## DEFINITION OF FUNDS

**Fund** is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. **Account Groups** are used to account for the changing status of fixed assets and long-term debts.

<u>CODE</u>	<u>DESCRIPTION</u>
1100	<u>General Fund:</u> To account for all financial resources not required to be accounted for in another fund and for certain revenues from the State that are legally restricted to be expended for specific current operating purposes.
1400	<u>Voluntary Pre-kindergarten Funds:</u> (VPK) To account for the financial resources of the VPK program designed to prepare four year olds in Florida for Kindergarten.
2100 - 2919	<u>Debt Service Funds:</u> To account for the accumulation of resources for, and the payment of, general long-term bonded debt principal, interest, and related costs.
3101 - 3919	<u>Capital Projects Funds:</u> To account for financial resources to be used for educational capital outlay needs, including new construction, renovation, and remodeling projects.
4100 - 4260	<u>Special Revenue Funds:</u> To account for the financial resources of the school food service program and certain Federal grant program resources.
4310-4350	<u>ARRA Funds:</u> To account for the financial resources of the American Recovery and Reinvestment Act (ARRA) of 2009.
5000	<u>General Fixed Assets:</u> To account for the changing status of fixed assets.
6100-6900	<u>Long-Term Debt:</u> To account for the changing status of long-term debts.
7110 – 7923	<u>Internal Service Funds:</u> To account for the Board's property and casualty self-insurance program, the employee group health and employee benefit insurance programs, the solid waste conservation program and the District's energy management program.
8910 - 8710	<u>Trust and Agency Funds:</u> To account for the money and property received from non-enterprise fund sources and held by a government unit in the capacity of trustee custodian or agent for governmental entities, individuals, and non-public organizations.
9210	<u>Enterprise Fund:</u> To account for operations that are financed and operated in a manner similar to private business enterprises

## FUND TITLE

### GENERAL

- 1100 General Operating
- 1400 Voluntary Pre-kindergarten Services

### DEBT SERVICE

- 2100 SBE/COBI Bonds
- 2210 Capital Improvement Revenue Bonds, Series 2003
- 2910 Certificates of Participation, Series 2008C
- 2911 Certificates of Participation, Series 2004A
- 2903 Certificates of Participation, Series 2007
- 2914 Certificates of Participation, Series 2005
- 2910 Certificates of Participation, Series 1996
- 2915 Certificates of Participation, Series 2007
- 2918 Certificates of Participation, Series 2008A
- 2912 Qualified Zone Academy Bonds (QZAB) 2004
- 2917 Qualified Zone Academy Bonds (QZAB) 2008
- 2919 Qualified School Construction Bonds (QSCB) 2009

### CAPITAL PROJECTS

- 3101 SBE Bonds Series 2010
- 3108 SBE Bonds Series 2008
- 3410 Public Education Capital Outlay Fund (PECO) 2009-2010
- 3403 Public Education Capital Outlay Fund (PECO) 2012-2013
- 3048 Public Education Capital Outlay Fund (PECO) 2007-2008
- 3049 Public Education Capital Outlay Fund (PECO) 2008-2009
- 3611 Capital Outlay and Debt Service (CO&DS)
- 3710 Local Capital Improvement (LCIF) - 2 Mil Tax 2009-2010
- 3711 Local Capital Improvement (LCIF) - 2 Mil Tax 2010-2011
- 3712 Local Capital Improvement (LCIF) - 2 Mil Tax 2011-2012
- 3703 Local Capital Improvement (LCIF) - 2 Mil Tax 2012-2013
- 3708 Local Capital Improvement (LCIF) - 2 Mill Tax 2007-2008
- 3709 Local Capital Improvement (LCIF) - 2 Mill Tax 2008-2009
- 3900 Interlocal Agreement
- 3911 Certificates of Participation 2004
- 3903 Local Government Infrastructure Sales Tax
- 3914 Certificates of Participation 2005
- 3902 School Infrastructure Thrift Awards (SIT)
- 3904 School District Impact Fees
- 3917 Qualified Zone Academy Bonds (QZAB) 2008
- 3919 Qualified School Construction Bond (QSCB) 2009

## FUND TITLE

### SPECIAL REVENUE FUNDS

4100 Food and Nutrition Services  
4210 Cash Advance  
4220 Headstart  
4230 Other Federal Funds  
4240 RSVP  
4250 Other Federal Programs  
4260 Other Federal Programs  
4310 State Fiscal Stabilization Fund  
4320 Targeted ARRA Stimulus Funds  
4330 Other ARRA Stimulus Grants  
4340 Race To The Top

### INTERNAL SERVICE

7110 Group Health Insurance  
7120 Flexible Benefit Plan  
7130 Property/Casualty/Liability Insurance  
7140 Employee Assistance Program  
7111 Self Insurance Prescription Plan  
7921 Energy Management Program  
7922 Water Management Program  
7940 Exclusive Agreements  
7923 Solid Waste Conservation

### TRUST AND AGENCY

8501 Assist Believe and Care (ABC)  
8502 Bequest Baertschi  
8503 Dreamsicle Fund  
8504 Calusa Expendable Trust Fund  
8505 Fox Hollow Jacarlene Fund  
8710 Pension Trust Fund

### ENTERPRISE

9210 Extended Day Programs

## SCHOOL COST CENTERS

### Cost Center Number

### Elementary Schools

0021	Rodney B. Cox Elementary
0032	Trinity Elementary
0059	Denham Oaks Elementary
0060	Chester W. Taylor Elementary
0061	Pasco Elementary
0065	James M. Marlowe Elementary
0070	Chasco Elementary
0072	Sunray Elementary
0082	Oakstead Elementary
0083	Gulf Highlands Elementary
0084	Double Branch Elementary
0085	Trinity Oaks Elementary
0091	West Zephyrhills Elementary
0092	New River Elementary
0093	Gulf Trace Elementary
0110	Veterans Elementary
0201	Connerton Elementary
0112	Watergrass Elementary
0117	Odessa Elementary
0132	Woodland Elementary
0211	Mitty P. Locke Elementary
0251	San Antonio Elementary
0271	Richey Elementary
0301	Hudson Elementary
0311	Cotee River Elementary
0321	Lacoochee Elementary
0341	Schrader Elementary
0351	Fox Hollow Elementary
0361	Quail Hollow Elementary
0401	Centennial Elementary
0411	Seven Springs Elementary
0421	Deer Park Elementary
0451	Dr. Mary Giella Elementary
0501	Northwest Elementary
0601	Shady Hills Elementary
0701	Cypress Elementary
0901	Ancote Elementary
0902	Pine View Elementary
0911	Gulfside Elementary
0932	Calusa Elementary
0941	Moon Lake Elementary
0961	Lake Myrtle Elementary
2061	Sand Pine Elementary

## SCHOOL COST CENTERS

### Cost Center Number

2071 Wesley Chapel Elementary  
2081 Longleaf Elementary  
2091 Seven Oaks Elementary

### Middle Schools

0057 Seven Springs Middle  
0069 Chasco Middle  
0071 Pasco Middle  
0074 Centennial Middle  
0086 Dr. John Long Middle  
0089 Paul R. Smith Middle  
0100 Charles S. Rushe Middle  
0102 R.B. Stewart Middle  
0103 Crews Lake Middle  
0261 Gulf Middle  
0342 Bayonet Point Middle  
0461 Thomas E. Weightman Middle  
0472 River Ridge Middle  
0921 Pine View Middle  
0951 Hudson Middle

### High Schools

0031 Pasco High  
0063 Wesley Chapel High  
0073 J.W. Mitchell High  
0090 Wiregrass Ranch High  
0101 Sunlake High  
0113 Anclote High  
0114 Fivay High  
0131 Zephyrhills High  
0331 Gulf High  
0471 River Ridge High  
0521 Hudson High  
0801 Land O' Lakes High  
0931 Ridgewood High

### Educations Centers

0081 Moore-Mickens Education Center  
0242 Harry Schwettman Education Center  
7071 James Irvin Education Center  
6997 Energy & Marine Center



## SCHOOL COST CENTERS

### Cost Center Number

0991

### Vocational Centers

F. K. Marchman Technical Center

### Pasco Virtual Instruction Program

7004

Pasco eSchool

### Adult Education Centers

8031

Pasco High Adult Education

8063

Wesley Chapel High Adult Education

8073

J. W. Mitchell High Adult Education

8081

Moore-Mickens Adult Education

8090

Wiregrass Ranch High Adult Education

8101

Sunlake High Adult Education

8113

Ancote High Adult Education

8114

Fivay High Adult Education

8131

Zephyrhills High Adult Education

8331

Gulf High Adult Education

8471

River Ridge High Adult Education

8521

Hudson High Adult Education

8801

Land O' Lakes High Adult Education

8931

Ridgewood High Adult Education

8991

Marchman Vocational Adult Education

### Department of Juvenile Justice Centers

4081

Pasco's Girls Academy

5242

PACE for Girls

5881

Sheriff's Detention Center

6242

Mandala Center

7081

Juvenile Detention Center

7242

AMI Kids

### Charter Schools

4301

Dayspring Academy

4302

Academy at the Farm

4307

Countryside Montessori Academy

4321

Athenian Academy

4323

Imagine School at Land O' Lakes

## Career Academies

Anclote High	Academy of Energy
Gulf High	Health Careers Academy
Hudson High	Academy of Veterinary Assisting
Land O' Lakes High	Academy of Culinary Arts
JW Mitchell High	Academy of Medical Arts
JW Mitchell High	Academy of Business Management
Pasco High	Academy of Health
Pasco High	Academy of Building Technology
Ridgewood High	Academy of Health & Human Services
River Ridge High	Academy of Engineering
Sunlake High	Academy of Finance
Wesley Chapel High	Academy of Automotive Service Technology
Wiregrass Ranch High	Academy of Medical Professions
Wiregrass Ranch High	Academy of Information Technology
Zephyrhills High	Academy of Health Sciences

## DISTRICT COST CENTERS

<u>Cost Center Number</u>	<u>District Cost Center</u>
9000	Superintendent
9001	School Board Members & Attorney
9005	Communications
9006	Pasco Education Foundation
9007(formerly 9026)	Internal Audit
9009	Enterprise Resource Planning
9010	Executive Director for Support Services
9011	Office for Employee Relations
9012	Planning Services
9016	Office for Employee Benefits, Assistance and Risk Management
9019	Construction Services
9020	Chief Finance Officer
9021	Finance Services
9022	Accounts Payable
9023	Budget/Bookkeeping
9024	Payroll
9025	Federal Grants
9027	Conservation and Recycling
9031	Transportation - Operations
9032	Transportation - East Garage
9033	Transportation - West Garage
9034	Transportation - Central Garage
9035	Transportation - Northwest Garage
9036	Transportation - Depot
9037	Transportation - Small Engine Repairs
9038	Transportation – Southeast Garage
9040	Purchasing Services
9050	Food & Nutrition Services
9051	Distribution Services
9052	Mail Services
9053	Plant Operations-Administrative Complex
9061	Maintenance Services
9062	Custodial Services
9063	Environmental Services
9064	Safety Services

## DISTRICT COST CENTERS

<u>Cost Center Number</u>	<u>District Cost Center</u>
9070	Assistant Superintendent for Administration and Operations
9071	Safety and Security Officer
9312	Office for Human Resources and Educator Quality
9410	Executive Director for Administration
9420	Office for Technology and Information Services
9421	Telecommunications
9422	Technology & Information Services
9423	Records Management
9426	QUEST System
9430	Athletics Office
9500	Assistant Superintendent for Student Achievement
9501	Learning Community Executive Director for Pre-K-12 SW
9502	Learning Community Executive Director for Pre-K-12 EAST
9503	Learning Community Executive Director for Pre-K-12 NW
9504	Learning Community Executive Director for Pre-K-12 CENTRAL
9511 (formerly 9211)	Office for Professional Development and School Supports
9520 (formerly 9220)	Office for Teaching and Learning
9521	Curriculum, Assessment and Instruction
9522	District, State and Federal Programs
9523	Enriched, Innovative Programs
9524	School Choice
9529 (formerly 9029)	Charter Schools
9550 (formerly 9250/9260)	Office for Student Support Programs and Services
9570	Office for Career and Technical Education
9571	PLACE Program
9580 (formerly 9280)	Office for Accountability, Research and Measurement
9590 (formerly 9290)	Early Childhood Programs

## LEVEL

00 District	15 Juvenile Detention Centers
11 Elementary	16 Virtual
12 Middle	55 PLACE
13 High	66 Charter Schools
14 Adult Ed	

## PROJECTS

This numbering scheme was developed to simplify information regarding projects.

<u>Project Number</u>	<u>Description</u>	<u>Finance Department Person Responsible</u>
90000	Salaries & Benefits	Finance
01XXX	Discretionary & Non-Discretionary Funds	Budget/Bookkeeping – Denise Orlando
1XXXX	District Projects	Budget/Bookkeeping – Denise Orlando
2XXXX	DOE Special Programs	Budget/Bookkeeping – Denise Orlando
3XXXX	Federal Grants	Grants – TBA
4XXXX	Reserve & PLACE	Budget/Bookkeeping – Denise Orlando
5XXXX	Other Grants	Grants – TBA
6XXXX	Project money that rolls forward	Budget/Bookkeeping – Denise Orlando
7XXXX	Project money that does not roll forward	Budget/Bookkeeping – Denise Orlando
8XXXX	Capital Outlay	Capital Projects – Sam Draper

<b>2013-2014</b>		
<u>FUND</u>	<u>PROJECT NUMBERS</u>	<u>PROJECT NAME</u>
1100	01000	Basic Discretionary
1100	01020	School Media Allocation
1100	01050	Principal's Office Travel
1100	01060	Data Entry Supplies
1100	01070	Accreditation
1100	01080	Comparability
1100	01090	ESE Non-Discretionary
1100	01100	Attorney Fees
1100	01120	CCTE Non-Discretionary
1100	21150	School Lottery Funds
1100	21400	Media & Library Allocation
1100	21500	Instructional Material/Textbooks
1100	21560	Science Laboratories
1100	21600	Class Size Reduction
1100	21620	Graduation Enhancement Program
1100	21650	Supplemental Reading Instruction
1100	21660	Supplemental Reading Program (ESY)
1100	21700	Safe Schools
1100	21710	Traffic Control
1100	21730	Year End Security
1100	21800	Supplemental Disparity (SAI)
1100	21830	Extended Day (SAI)
1100	21840	Dropout Prevention (SAI)
1100	21850	Cyesis Program (SAI)
1100	21860	High Needs School

## PROJECTS

<u>FUND</u>	<u>2013-2014 PROJECT NUMBERS</u>	<u>PROJECT NAME</u>
1100	21870	First Grade Class Size (SAI)
1100	21880	"D" Schools (SAI)
1100	21890	SAI GED Exit Options
1100	22500	Merit Award Program
1100	22601	Fuel Tax Refund
4210	30014	Title III No Child Left Behind
4210	31314	Title I Part A - School wide
4210	31414	Title I Part C - Migrant
4210	31514	Title I Part D – Neg. & Delinquent
4210	31614	Title I School Choice
4210	31714	Title I School Improvement Initiative
4210	32014	Farmworker Jobs & Education (MMEC)
4210	32114	Carl D. Perkins Secondary
4230	32514	Carl D. Perkins Subgrant
4210	32614	English Literature & Civics Ed
4210	33814	Adult Education/Family Literacy
4210	34014	Individuals Disabilities Education Act (IDEA) Part B
4210	34114	Individuals Disabilities Education Act (IDEA) Preschool
4250	34312	Project 10 Connect/ USF-FKMTCC
4210	35014	Title X-Homeless Children and Youth
4260	35114	Pell Grant-FY 2014
4210	36614	Headstart
4220	36714	Early Headstart
4210	36914	Title II Part A Teacher/Principal Training
4240	37414	Retired Senior Volunteer Program (RSVP)
4320	39637	Title I Ridgewood High School Improvement
4340	39801	Race to the Top
4220	39802	Race to the Top Subgrant
4340	39803	Race to the Top Common Core State Standards
9210	46000	PLACE – Basic
1100	50210	Pasco Education Foundation Science Fair
1100	50309	Progress Energy Pasco Foundation
1100	50912	Learning in Florida's Environment-LIFE
1100	51110	Fuel Up to Play
1100	52014	Adults with Disabilities
1100	54014	IDEA – District
1100	54114	DOE/DVR
1100	54910	Medicaid – Administrative Claims
1100	55020	School Supplemental Health
1100	55030	Full Service-School Supplemental Health

## PROJECTS

<u>FUND</u>	<u>2013-2014 PROJECT NUMBERS</u>	<u>PROJECT NAME</u>
1100	56110	CEO Leadership
1100	56240	SSES Science Program-Whitener Foundation
1100	56250	Ben's Beginners Contest-Uncle Ben's Rice
1100	56600	Academy of Health & Human Services
1400	56960	Summer Voluntary Pre-Kindergarten
1400	57008	Fall Voluntary Pre-Kindergarten
1100	57414	RSVP-District
1100	57908	Florida Teachers Lead Program
1100	58212	Florida School Recognition 11-12
1100	58213	Florida School Recognition 12-13
1100	58214	Florida School Recognition 13-14
1100	58514	SWFMD/Swiftmud
1100	59100	ROTC - Air Force
1100	59110	ROTC- Army
1100	59120	ROTC – Navy
1100	59270	American Heart Association
1100	59300	Suncoast for Kids-AVID Grant
1100	59410	Local Community Contribution
1100	59420	Florida Dept of Ag Community Grant
1100	59610	Dollar General Youth Literacy
1100	59650	Principals Grant for Excellence
1100	59660	Eckerd Community for Foster Care
1100	59700	Lowe's Toolbox Grant-Chasco Middle
1100	59710	Lowe's Toolbox Grant-Pine View Middle
1100	59730	Lowe's Toolbox for Education- Hudson High
1100	59910	Target "Earth, Wind & Fire"
1100	59940	Target "Community Relation"
1100	60200	Alternative Certification
1100	23100	Expanded Dual Enrollment
1100	61820	Advanced Placement
1100	13000	Middle School Algebra
1100	62100	Cell Tower Monthly lease
1100	62250	CheckCare Fees
1100	12642	School Wide Telephone System
1100	65500	Non Instructional Union Members - Property Damage
1100	68300	Instructional Union Members - Property Damage
1100	68400	Non Bargaining Members - Property Damage
7111	69150	Employee Wellness Centers
1100	13004	Leadership Associates Program
1100	13005	ESOL – ELL
1100	70070	Environmental Education Center

## PROJECTS

<u>FUND</u>	<u>2013-2014 PROJECT NUMBERS</u>	<u>PROJECT NAME</u>
1100	13007	School Year Student Allocation
1100	13008	Summer Student Allocation
1100	70120	Professional Certification Renewal
1100	13009	Technology Services
1100	13010	Collective Bargaining Team
1100	13011	Shoes for Crews
1100	70160	Professional Certificate Replacements
1100	70170	Fingerprinting
1100	13012	Local Assessments
7130	70200	Athletic Insurance
1100	13013	Temporary Personnel Services
1100	13016	Pasco County Fair
1100	13017	Substitute Employee Management System
1100	13018	Professional Educational Competency
1100	13066	Teacher Assistance Program
1100	13019	All County Music
1100	13020	Physical & Occupational Therapy
1100	13021	ESE Speech Services
1100	13022	Adults with Disabilities
1100	13023	District Wide Transportation
1100	13024	District Wide Copy Machines
1100	13026	Pasco's Vision-Elementary
1100	13028	Custodial Maintenance
1100	13029	Preventive Maint. /Custodial Equipment
1100	13030	School Connects
1100	13031	Security Services
1100	13027	Pasco's Vision-Secondary
1100	71510	Resource Recovery
1100	13062	Choral Allocation
1100	13064	Officials/Transportation Allocation
1100	13065	Music Transportation
1100	71560	Pasco Center for the Arts
1100	13063	Identification Badge Program
1100	13032	National Competition Vocational
1100	13033	Instrument Repair Program
1100	13034	Field & Building Maintenance
1100	13036	Staff Development Training
1100	71650	Band Uniform Allocation
7923	13037	Recycling Replacement Supplies
7923	71720	Coke Recycling Fund
1100	13038	Odyssey of the Mind
1100	13039	Career Academies



## PROJECTS

<u>FUND</u>	<u>2013-2014 PROJECT NUMBERS</u>	<u>PROJECT NAME</u>
1100	71810	International Bacculaureate
1100	13040	Science Fair
1100	72010	Use of Facilities
1100	72200	Bright House Exclusive Agreement
1100	14000	PACE Center for Girls - Pasco
1100	14001	AMI Kids
1100	14002	Baycare
1100	14003	Carlton Palms Educational Center
1100	14004	Red Apple Contract
1100	13044	Math Competition
1100	13045	Elementary/Secondary Curriculum Guides
1100	64200	Athletics Due to District.
1100	13046	Fingerprint Students to Work
1100	13047	Florida School of Music Association Dues
1100	13048	Gifted Program
1100	13049	Student Financial Assistance
1100	13050	Regular Education Home Instruction
4100	76010	Family Hardships Fund
7940	13052	High School Use of Pools
1100	13053	Mental Health Contracts
1100	13054	Teacher of the Year
1100	13055	Volunteer Supplies
1100	13056	Micrographics Services Technician
7910	13057	Graphic Services-Printing Paper
1100	14001	New Port Richey Marine Institute
1100	13059	Handbook/Planner
1100	44000	Employee Assistance Program
1100	13060	Teacher Recruitment
37xx	84010	Athletic Capital Outlay
37xx	84015	Geography Rotation
37xx	84020	Instrument Rotation
3710	84000	District Wide Equipment
3708	84025	Vocational Equipment
3708	84040	Instructional Technology Equipment

A complete list of projects is available on the ERP Department webpage at <http://pasco.k12.fl.us/erp/docs>

## GROUPS

CODE      DESCRIPTION

Classes/Teams/Learning Communities

0001	Grade/Team/Learning Community A
0002	Grade/Team/Learning Community B
0003	Grade/Team/Learning Community C
0004	Grade/Team/Learning Community D
0005	Grade/Team/Learning Community E
0006	Grade/Team/Learning Community F
0007	Grade/Team/Learning Community G
0008	Grade/Team/Learning Community H
0009	Grade/Team/Learning Community I
0010	Grade/Team/Learning Community J
0011	Grade/Team/Learning Community K
0012	Grade/Team/Learning Community L
0013	Grade/Team/Learning Community M
0014	Grade/Team/Learning Community N
0015	Grade/Team/Learning Community O
0016	Grade/Team/Learning Community P
0017	Grade/Team/Learning Community Q
0018	Grade/Team/Learning Community R
0019	Grade/Team/Learning Community S
0020	Grade/Team/Learning Community T

Departments

2101	Basic General	2116	Exceptional Students
2102	Band	2117	ESE - A
2103	Music/Chorus	2118	ESE - B
2104	Language	2119	ESE - C
2105	Math	2120	ESE - D
2106	Science	2121	Foreign Language Department
2107	Social Studies	2122	SLD Resource Teacher
2108	Art	2123	Primary VE
2109	Drama	2124	Speech A
2110	Miscellaneous	2125	Reading Department
2111	Drop Out Prevention	2140	ESOL
2112	Pre-K	2141	Cyesis
2113	Physical Education	9422	ROTC
2114	Speech		
2115	Student Services/Guidance		

## GROUPS

<u>CODE</u>	<u>DESCRIPTION</u>
<b><u>Vocational Departments</u></b>	
2201	Vocational General
2202	Agriculture, Food & Natural Resources
2203	Business Education
2204	Marketing
2205	Diversified Career Technology
2206	Health Science
2207	Air Conditioning
2208	Family & Consumer Sciences
2209	Science, Technology, Engineering & Math (STEM)
2210	Auto Body
2211	Arts, AV Technology & Communications
2212	Architecture & Construction
2213	Drafting
2214	Auto Service Technology
2215	Marine Services
2216	Computer Applications
2217	Patient Care Technician
2218	Commercial Art
2219	Commercial Food & Culinary Arts
2220	Cosmetology
2221	Electricity
2223	Early Childhood Education
2224	Child Care Apprentice
2227	Criminal Justice
2230	Teacher Assisting
2231	Academy Health & Human Service
2242	T.V. Production

### **District**

7001	District 1
7002	District 2
7003	District 3
7004	District 4

Accounts can be numbered from 7001-7065.

## DEFINITION OF OBJECTS

**Object** means the service or commodity obtained as the result of a specific expenditure. Eight major object categories are identified and described in this handbook: (1) Salaries, (2) Employee Benefits, (3) Purchased Services, (4) Energy Services (5) Materials and Supplies, (6) Capital Outlay, (7) Other Expenses and (8) Transfers. These broad categories are subdivided for more detailed information about objects of expenditures.

<u>Code</u>	<u>Description</u>
510000	<b><u>Salaries</u></b> - Amounts paid to employees of the school system who are considered to be in positions of a permanent nature, including personnel under written contract substituting for those in permanent positions. See object 0750, Other Personnel Services, for temporary services. This includes gross salary for personnel services rendered while on the payroll of the District School Board.
*	<b>511000 <u>Administrators</u></b> – Persons with administrative duties who have authority for management policies in district and/or school operations. Included here are superintendent, assistant superintendents, directors, supervisors, professional and technical, administrators on assignment, principals, assistant principals and any persons who carry out job responsibilities indicated above with an alternate job title.
*	511001 - Terminal Vacation Payout
*	511002 - Terminal Sick Leave Payout
*	<b>512000 <u>Classroom Teacher</u></b> - A staff member performing assigned professional activity of instructing students in courses.
*	512002 - Terminal Sick Leave Payout
*	512003 - Classroom Teacher Curriculum/In-service. In-service instructors/ participants and curriculum project developer. (To be submitted on MIS form #524 or #557).
*	<b>513000 <u>Other Instructional Personnel</u></b> - Included here are all other members of the instructional staff (guidance counselors, reading coaches, reading specialists, media specialists, career specialists, etc.) as defined in Section 228.041 except classroom teachers and their substitutes.
*	513001 - Terminal Vacation Payout
*	513002 - Terminal Sick Leave Payout
*	513003 - Other Instructional Personnel Curriculum/In-service. In-service participants and curriculum project developer. (To be submitted on MIS forms #524 or #557).

## DEFINITION OF OBJECTS

- \* 514000 Long-Term Substitute Teacher Job #19 is assigned to this employee.
  
- \* 515000 Instructional Assistant/Paraprofessional A non-certified staff member who is under the supervision of a classroom teacher. Included here are clinic assistants.
  
- \* 515002 - Terminal Sick Leave Payout
  
- \* 515003 - Instructional Assistant/Paraprofessional Curriculum/In-service. In-service instructors/participants and curriculum project developer. **Use function 7730 only.**
  
- \* 516000 Other Support Personnel - Included here are all school board employees not listed in another category. Included here are secretaries, media tech assistants, data entry and bookkeepers.
  
- \* 516001 - Terminal Vacation Payout
  
- \* 516002 - Terminal Sick Leave Payout
  
- \* 517000 Board Members – Persons who serve as school board members.

*\*School cost centers may not use these objects with discretionary funds.*

## DEFINITION OF OBJECTS

- 520000 **Employee Benefits** - Amounts paid by the school system on behalf of employees. These amounts are not included in gross salary. Such payments are fringe benefits and while not paid directly to employees, is part of the cost of employing staff. Benefits are to be identified with the function in which the salaries were recorded. In the special case of Worker's Compensation, a functional proration based on an approximate premium cost is required.
- \* 521000 **Retirement** - A plan whereby a fund of money, built up through contributions from participants and the employer, is used to make regular payments to those who retire from service in the school system by reason of age, disability or length of service.
- \* 522000 **Social Security** - Contributions by District School Board employer's share of social security for district personnel. Also to be used for Medicare on temporary and part-time employees.
- \* 523000 **Group Insurance** - Expenditures to provide group insurance coverage for school personnel, such as life, health and accident.
- \* 525000 **Unemployment Compensation** - Expenditures for the District's share of the unemployment compensation claims arising from claims of former board employees. Charge to function 7100. If claims of any year are material, this cost may be distributed to functions on the basis of salaries paid in the current year.
- 529000 **Other Employee Benefits** - Those expenditures providing the various non-salary benefits for employees not provided in any other account classification.
- \* 529001 **Flexible Benefits** - Expenditures to provide a variety of insurance selection accounts coverage for school personnel.
- 529004 **Workers Compensation** - Expenditures to provide workers compensation coverage.

*\* School cost centers may not use these objects with discretionary funds.*

## DEFINITION OF OBJECTS

- 530000** Purchased Services - Amounts paid for personal services rendered by personnel who are not on the payroll of the District School Board, and other services which the Board may purchase. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided in order to obtain the desired results.
- 531000** Professional and Technical Services - Services which by their nature can be performed only by persons with specialized skills and knowledge which are acquired through intensive academic preparation. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, accountants, etc.
- 531100**- Subagreements for services, including subawards, when a part or all of an instructional or support activity for which the District is responsible is conducted by a third party rather than by the District. **(less than or equal to \$25,000.00)**
- 531200** - Subagreements for services, including subawards, when a part or all of an instructional or support activity for which the District is responsible is conducted by a third party rather than by the District. **(greater than \$25,000.00)**
- 532000** Insurance and Bond Premium - Expenditures for all types of insurance coverage other than group insurance (230) such as property, liability, fidelity and bond premiums.
- 533000** Travel Costs - Transportation, meals, hotel, registration fees, and other expenses associated with traveling on business for the District School Board. Payments for per diem in lieu of reimbursement for subsistence (room and board) also are charged here.
- 533001** Class "C" - Meal Allowance - Claims for meal allowances which result from out of county travel that did not require the traveler to be away from his work location overnight is included in the "Class C Meals" Column on MIS #110-Voucher for Reimbursement of Travel Expenses.
- 533002** In-County Mileage Reimbursement – Reimbursement for work-related travel between District and school sites within the county.
- 535000** Outside Repairs and Maintenance - Expenditures for repairs and maintenance services not provided directly by District personnel. This includes contracts and agreements covering the upkeep of grounds, buildings and equipment. Cost of new construction, renovating and remodeling are not included here but are considered under Capital Outlay.

## DEFINITION OF OBJECTS

535X **In-House Repairs and Maintenance** - Expenditures for repairs/maintenance **provided directly** by District school personnel. (In-House Maintenance Services)

535001 Maintenance - Miscellaneous

535002 Maintenance - Electrical

535003 Maintenance - Plumbing

535004 Maintenance - Carpentry

535005 Maintenance - Painting

535006 Maintenance - Roofing

535007 Maintenance - Grounds

535008 Maintenance - A/C and Filters

535009 Maintenance – Tile

536000 **Rentals (Leases)** - Expenditures for leasing or renting land, buildings, films and equipment for both temporary and long-range use of the District School Board, rental of a bus or other vehicle when operated by District personnel. **Also lease of data processing equipment, and similar rental agreements such as a software subscription fee to a web site (not purchased).**

\* 537000 **Communications** - Expenditures to provide telephone service, telegraph service, Internet connection and postage for the District school system.

\* 538000 **Public Utility Services Other Than Energy Services** - Expenditures for services usually provided by public utilities except energy services (See Object 0400).  
Examples include water, sewage and garbage collection.

539000 **Other Purchased Services** - Expenditures for all other purchased services not included above such as printing, binding, reproduction, pest control, and other non-professional purchased services. Outside transportation.

539100 – Subagreements for services, including subawards, when a part or all of an instructional or support activity for which the District is responsible is conducted by a third party rather than by the District. **(less than or equal to \$25,000.00)**

539200 – Subagreements for services, including subawards, when a part or all of an instructional or support activity for which the District is responsible is conducted by a third party rather than by the District. **(greater than \$25,000.00)**

539001 **Printing** – Expenditures for all printing related items.

*\* School cost centers may not use these objects with discretionary funds.*



## DEFINITION OF OBJECTS

**539002 Outside Transportation – Field Trips** - Expenditures for bus transportation (rental of outside vehicles) for Band, Sports, Field Trips, Chorus, etc. This object must always be used with function 7800 (Pupil Transportation Services).

**539003 In-House-Transportation – Field Trips** - Expenditures for bus transportation (school buses) for Band, Sports, Field Trips, Chorus, etc. This object must always be used with function 7800 (Pupil Transportation Services).

**540000 Energy Services** - Expenditures for the various types of energy used by the District are to be classified as follows:

541000 Natural Gas

\*542000 Bottled Gas

\*543000 Electricity

544000 Heating Oil

\*545000 Gasoline

546000 Diesel Fuel

\*549000 Other Energy Services

*\* School cost centers may not use these objects with discretionary funds.*

## DEFINITION OF OBJECTS

550000

**Materials and Supplies** - Expenditures for items that are consumed, worn out, or deteriorated in use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances. This includes expenditures for instructional, custodial, and maintenance supplies (such as gasoline for **school equipment, drivers education cars, etc.**) Expenditures for supplies include freight & cartage. Included in this category would be materials and supplies which may last more than one year but are considered expendable.

**551000 Consumable Supplies** – An item is a consumable supply if it meets any **one or more** of the following conditions:

1. It is consumed in use.
2. It loses its original shape or appearance with use.
3. It is expendable, that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to replace it with an entirely new unit rather than repair it.
4. It is an inexpensive item, having characteristics of equipment, whose small unit cost makes it inadvisable to capitalize the item.
5. It loses its identity through incorporation into a different or more complex unit or substance.

Examples would include the following:

Paper and paper products  
Forms (including test forms)  
Art supplies (paint, pencils, drawing paper)  
Cleaning supplies  
Athletic materials (tape, sprays)  
Science supplies (test tubes, petri dishes, slide covers, lab aprons)  
Vocational supplies (baking ingredients)

**551001 Testing Materials**

**552000 Textbooks** - Expenditures for textbooks furnished free by District, including freight and cartage. This category also includes the costs of workbooks, textbook binding or repair, and text-related materials.

**553000 Periodicals** - Expenditures for periodicals and newspapers for general use by the school library. A periodical is any publication appearing at regular intervals of less than a year and continuing for an indefinite period.

## DEFINITION OF OBJECTS

554000 Oil and Grease - Expenditures for oil and grease for all types of motor vehicles.

555000 Repair Parts - Expenditures for repair parts, antifreeze, and supplies used in District-owned vehicles, pupil transportation or otherwise, with the exception of gas, oil, grease, gear lubricants, tires and tubes.

556000 Tires and Tubes - Expenditures for tires and tube replacement, including recapping. If done in a District-operated garage, labor costs would be recorded under salaries.

\* 557000 Food – Expenditures for food purchased for use in the food service program. Food or food products used in instructional programs should be charged to materials and supplies, object 0510. **This object is to be used by Food and Nutrition Services only.**

\* 558000 Commodities – Market value of USDA donated commodities.

559000 Other Materials and Supplies – Expenditures for all other supplies and materials.

Examples would include the following:

- Handheld calculator
- Hand tools or replacement tools (screwdrivers, wrenches, sockets, drill bits)
- PE equipment (basketballs, baseballs, nets, bats, rackets)
- Equipment bags
- Scissors, rulers, protractors, manual staplers
- Vocational materials (kitchen utensils, safety goggles, saw blades)
- Media (blank videos, stamps, blank CD's, and tapes)
- Shirts, caps, uniforms, etc., when an approved expenditure
- Patch cables

\* 559001 Paper Goods – Food and Nutrition Services only.

*\* School cost centers may not use these objects with discretionary funds.*

## DEFINITION OF OBJECTS

560000

Capital Outlay - Expenditures for the acquisition of fixed assets, or additions of fixed assets. These are expenditures for land or existing buildings, improvements of grounds, construction of buildings, additions to buildings, remodeling of buildings, initial equipment and additional equipment. For a "kit" to qualify as capital outlay expenditure, the purchase must be all inclusive of both capital and consumables (the consumables are included by the vendor). The equipment and consumables cannot be ordered as separate items on the same purchase order and called a "kit". Items of property having a value of less than \$750.00 will not be placed on inventory in the District Office. However, all school property is the responsibility of a school administrator, and each Property Custodian should devise and maintain his/her own records for any items which are of such a nature that they are likely to be stolen or misplaced. Furthermore, all items of property must be marked "PASCO SCHOOLS".

561000 Library Books (New and Existing Libraries) - Expenditures for regular or incidental purchases of school 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 are costs of freight and cartage for school library books.

562100 Audio-Visual Materials (Non-Consumable) – Items Over \$750.00 - Expenditures for non-consumable materials such as digital instructional media, recordings, (videos and DVD's) exhibits, charts, maps and globes. (No Equipment)

562200 Non-Capitalized Audio Visual Materials – Items under \$750.00

\* 563000 Buildings and Fixed Equipment - Construction costs of buildings and additions consist of all expenditures for general construction, advertisements for contractors; payments on contracts for construction; installation of plumbing, heating, lighting, ventilating and electrical systems; built-in lockers; elevators, architectural and engineering services; travel expenses incurred in connection with construction; paint and other interior and exterior decorating; and any other costs connected with planning and construction of buildings or additions to buildings. Projects result in newly built floor space or new floor space to existing building.

564000 Furniture, Fixtures and Equipment – Expenditures for initial or additional items of equipment such as furniture, furnishings, machinery and portable bleachers that are not integral parts of the building or building service system.

564100 Capitalized Furniture, Fixtures and Equipment – Items Over \$750.00 -

Expenditures for furniture, furnishings, machinery including shipping and setup costs.

Equipment – An item is equipment if it meets all of the following conditions:

1. It retains its original shape and appearance with use.
2. It is nonexpendable; that is, if the article is damaged or some parts are lost or worn out; it is usually more feasible to repair it rather than replace it with an entirely new unit.

\* *School cost centers may not use these objects with discretionary funds.*

## DEFINITION OF OBJECTS

3. It represents an investment of money which makes it feasible and advisable to capitalize the item.
4. It does not lose its identity through incorporation into a different or more complex unit or substance.

### **Examples would include the following:**

Projectors (other than multimedia)	Custodial/Maintenance Equipment
Projector Screens	Wheelbarrow
Audio Cassette/CD Players	Plow/Seeder
Video/Broadcasting Equipment	Tools
Sound System	Treadmill/Blocking Sled
Cameras (other than digital)	Musical Instruments
Copy/Fax Machines	Piano Benches
Laminators	Tables/Upholstered Chairs
Shredders	Specialized Chairs; i.e., drafting
Microphones	All File and Other Cabinets
A/V Carts	Podiums
Recharging Carts	Lettering Sets/Die Cuts
TV Stands	White Boards
Vocational/Agricultural/Sports Equipment	Graphing Calculators
Bretford Cart	

**Please Note:** In some cases, similar items could be found in both 564100 and 564200 objects.  
Example: A DVR at \$299.95 would be a 564200 item, whereas, a DVR at \$759.00 would be a 564100 item.

### **564200 Non-Capitalized Furniture, Hardware and Equipment Less Than \$750.00**

**564300 Capitalized Computer Hardware Items Over \$750.00** – Computer Hardware – The term computer includes not only the main processing unit, but also expansion cards, upgrade devices and peripherals, such as installable memory, processor upgrades, video boards, sound cards, network connectivity boards or cards, other expansion and upgrade devices, monitors, printers, scanners, digital cameras, internal and external hard disk drives, floppy disk drives, CD-ROM drives, plotters, modems, computer projection devices, adaptive hardware and other peripherals that attach to the main unit.

### **564400 Non-Capitalized Computer Hardware Items Less Than \$750.00**

## DEFINITION OF OBJECTS

**Examples of Computer Hardware would be the following:**

Computers (Include Protection Plan)	Printers
Multimedia Projectors	Supply Chargers
Computer Memory	Airport/Ethernet Cards
Firewall	Disk Drives
Airport Base Station	USB Drives
Hand-held Computers	Flash Drives
Metrologic Voyager (Barcode Scanner for Media)	Memory Cards
Surge Protectors for Computers	Power Adapters

**564600 Non-Capital Handheld Electronics** – Expenditures for iPads, iPods, Kindles, Nooks, cameras and camcorders.

\* **565000 Motor Vehicles** - Expenditures for all types of motor vehicles.

**565100 Buses**

**565200 Motor Vehicles Other Than Buses**

\* **566000 Land** - Expenditures for the purchase of any land by the school district.

\* **567000 Improvements Other Than Buildings** - Construction costs of permanent improvements and additions, other than buildings and additions, consisting of all expenditures for general construction, advertisements for contracts, payments, or construction. Example of such improvements are fill dirt, sod, shrubs, fences, retaining walls, sidewalks, sewage treatment systems, original or expanded paving projects, the initial purchase of fixed playground apparatus, flagpoles, gateways, underground storage tanks, etc., which are not part of building service systems, and similar improvements. If the improvements are purchased or constructed, this account contains the purchase or contract price and related costs. If improvements are obtained by gifts, the fair market value of the improvement at the time of acquisition is recorded. Include under this classification permanent bleachers requiring footings or foundations, natatoriums and swimming pools, and the necessary filtering and plumbing equipment.

\* **568000 Remodeling and Renovations** - Expenditure for major permanent structural alterations and the initial installation of heating and ventilating systems, electrical systems, plumbing systems, fire protection systems and other service systems in existing buildings are renovations which should be capitalized. Installation of replacement systems should be capitalized. Remodeling or improvements of buildings usually takes place within the existing floor area. Repairs to buildings and repairs of service systems are recorded as maintenance of plant.

*\* School cost centers may not use these objects with discretionary funds.*

**DEFINITION OF OBJECTS**

**569100 Capitalized Software Items Over \$750.00** – Computer Software – The set of programs and associated documentation used to control the operation of a computer. The two primary types of software are (1) systems software which includes operating systems, programming languages, and utility programs and (2) application programs that are designed to perform tasks such as data base management, spreadsheet functions, instruction and word processing.

**569200 Non-Capitalized Software Items Less Than \$750.00**

## DEFINITION OF OBJECTS

57000 Other Expenses - Amounts paid for goods and services not otherwise classified above. This includes expenditures for the retirement of debt, the payment of interest on debt, judgments against the school system, and the payment of dues and fees.

\* 571000 Redemption of Principal - Expenditures from current funds to retire serial bonds or Section 237.161 loans.

\* 572000 Interest - Expenditures from current funds for interest on serial bonds, Section 237.161 or Section 237.151 loans.

573000 Dues and Fees - Expenditures for dues and fees include dues in professional organizations as determined by School Board policy and procedures. Also includes tuition fees for employee training activities when paid separately from travel. Fees paid relative to the issuance or service of debt and commissions for collection of taxes are also recorded here.

### 573001 Commissions

\* 575000 Other Personnel Services - Compensation paid to persons (including substitute teachers not under written contract) on temporary appointment rendering services for less than four months. These services may be in lieu of those rendered by an absent regular employee or for the creation of temporary additional capacity as authorized by the board. The annual budget should anticipate the payment of such compensation prior to payment of same. Payments made from these funds are not subject to retirement deductions; however, Federal income tax and Medicare is to be withheld in accordance with the appropriate rate tables. Other personnel services may be budgeted in any area of responsibility.

\* 575001 Substitute Teacher

\* 575002 Substitute - Other Personnel

\* 575003 Student Allocation

\* 577000 Claims Expense - Expenditures by Internal Service Fund to settle claims of participating funds or agencies.

\* 578000 Depreciation Expense - The portion of the cost of a fixed asset which is charged to expense during a particular period. Use only in Internal Services Fund.

\* 579000 Miscellaneous Expense - Expenditures for other expenses which cannot be assigned to one of the above categories are to be charged to this account

\* 579001 Indirect Cost

\* *School cost centers may not use these objects with discretionary funds.*



## DEFINITION OF OBJECTS

- 59000 Transfers - Transactions between funds administered by the same board. These transfers are permanent and must be properly budgeted.
- \* 591000 Transfers to General Fund - Permanent transfers budgeted to the General Fund from other funds under control of the same board.
- \* 592000 Transfers to Debt Service Funds - Permanent transfers budgeted to Debt Service funds from other funds under control of the same board.
- \* 593000 Transfers to Capital Projects Funds - Permanent transfers of budgeted funds to Capital Project Funds from other funds under control of the same board.
- \* 594000 Transfers to Special Revenue Funds - Permanent transfer of budgeted funds to Special Revenue Funds from other funds under control of the same board. Includes transfers of budgeted funds to subsidize the Food Service Fund in order to avoid operating deficits. This account should be used to record the transfer from other funds so that all direct expense of the Food Service Fund can be properly included in the records of the fund.
- \* 595000 Interfund - Permanent transfer of budgeted funds within the same budget type.
- \* 597000 Transfer to Internal Service Funds - For recording permanent transfers from other budgeted funds.
- \* 599000 Transfer to Enterprise Funds - For recording permanent transfers from other funds to Enterprise Funds.

*\* School cost centers may not use these objects with discretionary funds.*

## DEFINITION OF FUNCTIONS

**Function** means the action or purpose for which a person or thing is used or exists. Function includes the activities or actions which are performed to accomplish the objectives of the enterprise. The activities of a local school system are classified into five broad areas for functions: Instruction, Instructional Support, General Support, Community Services, and Non-programmed Charges (Debt Service and Transfers).

<u>Code</u>	<u>Description</u>
5000	<b><u>Instruction:</u></b> Instruction includes the activities dealing directly with the teaching of pupils, or the interaction between teacher and pupils. Teaching may be provided for pupils in a school classroom, in another location such as in a home or hospital, and other learning situations such as those involving co-curricular activities. It may also be television, radio, telephone, and correspondence. Included here are the activities of paraprofessionals or assistants of any type which assist in the instructional process. <b>This function will no longer be used in the budget process. Use one of the functions below.</b>
5100	<b><u>Basic ( K-12):</u></b> The Basic Program is that part of the School Board's Full-Time Equivalent (FTE) eligible instructional program which is not identified as Special Programs for Exceptional Students, Vocational - Technical or Adult General Education. The Basic Program is, by law, divided into separate entities which include students in Kindergarten, grades 1-12, and Education Alternatives, i.e. Dropout Prevention.
5200	<b><u>Exceptional:</u></b> Programs for exceptional student education are determined by law. The criteria for each program are specified by State Board of Education Rule.
5300	<b><u>Vocational/Technical:</u></b> Vocational/Technical programs are established by law with program criteria established through State Board of Education Rule. All Vocational courses are categorized into programs established by the Legislature.
5400	<b><u>Adult General:</u></b> All Adult General course offerings are categorized into programs established by the Legislature.
5500	<b><u>Prekindergarten:</u></b> Prekindergarten program expenditures, including Voluntary Prekindergarten. Childcare programs, if fee supported, should be coded to Function 9100. Project or cost center accounting may be needed for such programs in order to capture support costs.
5900	<b><u>Other Instruction:</u></b> Instruction not qualifying for FEFP funding, such as instruction provided in recreation and leisure courses and Lifelong Learning.

## DEFINITION OF FUNCTIONS

<u>Code</u>	<u>Description</u>
6000	<b><u>Instructional Support Services:</u></b> Provides administrative technical, (such as guidance and health), and logistical support to facilitate and enhance instruction. Instructional Support Services exist as adjuncts for fulfillment of the behavioral objectives of the instruction functions, rather than entities within themselves. Although some supplies and operational costs are generated in instructional support, the major concern will be in the area of personnel.
6100	<b><u>Pupil Personnel Services:</u></b> Those activities which are designed to access and improve the well being of pupils and to supplement the teaching process. These activities are classifiable under the following sub functions: <ul style="list-style-type: none"><li>6110      <b><u>Attendance and Social Work:</u></b> Pertains to promoting and improving school attendance of pupils. It includes early identification of patterns of non-attendance, promoting positive pupil and parent attitudes toward attendance, and enforcement of compulsory attendance.</li><li>6120      <b><u>Guidance Services:</u></b> Pertains to helping pupils assess and understand their abilities, aptitudes, interests, and environmental factors, and educational needs; assisting pupils in increasing their understanding of educational and career opportunities; and aiding pupils in making optimum use of educational and career opportunities through the formulation of realistic goals. It includes counseling pupils and parents, evaluating the abilities of pupils, assisting pupils in making their own educational and career choices, assisting pupils in personal and social adjustments, and working with other staff members in planning and conducting guidance services.</li><li>6130      <b><u>Health Services:</u></b> Pertains to physical and mental health services which are not direct instruction. It includes activities involved with providing the pupil with appropriate medical, dental, psychiatric, and nurse services.</li><li>6140      <b><u>Psychological Services:</u></b> This area includes the professional services of a psychologist for pupil test analysis and for mental diagnosis. Pertains to supplementing the school system reservoir of information identifying the individuality of each pupil, his capacities, achievements, interests, potentialities, and needs; studying individual pupils who are experiencing acute problems of educational development in order to furnish diagnostic information; and suggesting programs concerning the psychological aspects of these problems.</li></ul>

## DEFINITION OF FUNCTIONS

<u>Code</u>	<u>Description</u>
6150	<b><u>Parental Involvement:</u></b> This function primarily relates to federal projects that require parent participation as a requirement of the grant.
6190	<b><u>Other Pupil Services:</u></b> Pupil personnel services not classified elsewhere in 6100 sub-functions. This would include positions such as diagnostic and child find specialists.
6200	<b><u>Instructional Media Services:</u></b> Consists of those 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.
6300	<b><u>Instructional and Curriculum Development Services:</u></b> Activities designed to aid teachers in developing the curriculum, preparing and utilizing special curriculum materials, and understanding and appreciating the various techniques which stimulate and motivate pupils. Included in this function are the following instructional support specialists: primary, technology, learning resources, and behavioral.
6400	<b><u>Instructional Staff Training Services Activities:</u></b> Designed to contribute to the professional or occupational growth and competency of members of the instructional staff during the time of their service to the School Board or school. Among these activities are workshops, demonstrations, school visits, courses for college credits, sabbatical leaves, and travel leaves. All in-service training costs are to be recorded in this function and Function 7730 (non-instructional).
6500	<b><u>Instruction Related Technology:</u></b> Technology activities and services for the purpose of supporting instruction. These activities include expenditures for internal technology support as well as support provided by external vendors using operating funds. These activities include costs associated with the administration and supervision of technology personnel, systems planning and analysis, systems application development, systems operations, network support services, hardware maintenance and support services, and other technology-related costs that are related to the support of instructional activities. Specifically, costs associated with the operation and support of computer learning labs, media center computer labs, instructional technology centers, instructional networks, and similar operations should be captured in this code.

## DEFINITION OF FUNCTIONS

<u>Code</u>	<u>Description</u>
7000	<b><u>General Support Services:</u></b> Consists of those activities concerned with establishing policy, operating schools and the school system, and providing the essential facilities and services for the staff and pupils.
7100	<b><u>Board:</u></b> Consists of 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 administration unit. Also incurred here are expenses of the Board attorney, independent auditors, etc.
7200	<b><u>General Administration (Superintendent's Office):</u></b> Consists of those activities performed by the superintendent and assistant superintendents in general direction and management of all affairs of the school system. This includes all personnel and materials in the Office of the Superintendent. Activities of the officers of the deputy superintendent and associate or assistant superintendents should be charged here unless those activities can be placed properly into another function. When two or more functions are directed by the same individual, the services of that individual's office are charged to the Office of the Superintendent or prorated between the functions.
7300	<b><u>School Administration (Office of the Principal):</u></b> Consists of those activities concerned with directing and managing the operation of a particular school. It includes the activities performed by the principal, assistant principal, and other assistants in general supervision of all operations of the school, evaluations of 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 school system; includes clerical staff for these activities.
7400	<b><u>Facilities Acquisition and Construction:</u></b> Consists of those activities concerned with the acquisition of land and buildings, remodeling buildings, construction of buildings and additions, initial installation of extension of service systems and other built-in equipment, and improvements to sites.
7500	<b><u>Fiscal Services:</u></b> Consists of those activities concerned with fiscal operation of the school system. This function includes budgeting, receiving and disbursing, financial accounting, payroll, inventory control, internal auditing.
7600	<b><u>Food Service:</u></b> Consists of those activities concerned with providing food to pupils and staff in a school or school system. This function includes the preparation and serving of regular and incidental meals, lunches or snacks in connection with school activities and the delivery of food.

## DEFINITION OF FUNCTIONS

<u>Code</u>	<u>Description</u>
7700	<b><u>Central Services:</u></b> Activities, other than general administration, which support each of the other instructional and supporting services programs. These activities are defined in the following sub functions:
7710	<b><u>Planning, Research, Development and Evaluation Services:</u></b> Activities, on a system wide basis, associated with conducting and managing programs of planning, research, developing, and evaluation.
7720	<b><u>Information Services:</u></b> Activities concerned with writing, editing and other preparation necessary to disseminate educational and administrative information to pupils, staff, managers, or to the general public through direct mailing, the various news media or personal contact.
7730	<b><u>Staff Services:</u></b> Activities concerned with maintaining an efficient staff for the School District including such activities as recruiting and placement, staff transfers, health services and staff accounting. In-service training of non-instructional personnel is to be recorded as a cost of this function.
7740	<b><u>Statistical Services:</u></b> Activities concerned with manipulating, relating and describing statistical information.
7760	<b><u>Internal Services:</u></b> Activities concerned with buying, storing, and distributing supplies, furniture and equipment and those activities concerned with duplicating and printing for the School Board.
7800	<b><u>Pupil Transportation Services:</u></b> Consists of those activities which have as their purpose the conveyance of pupils to and from school activities; either between home and school, school and school or on trips for curricular or co-curricular activities. Expenditures for the administration of pupil transportation services are recorded under these accounts, together with other pupil transportation expenses.

## DEFINITION OF FUNCTIONS

<u>Code</u>	<u>Description</u>
7900	<b><u>Operation of Plant:</u></b> Consists of activities concerned with keeping the physical plant open and ready for use. Major components of this function are utilities, custodial costs and insurance costs associated with school buildings. Includes cleaning, disinfecting, heating, lighting, communications, power, moving furniture, caring for grounds, security and other such activities that are performed on a daily, weekly, monthly or seasonal basis. Operation of plant does not encompass repairs and replacements of facilities and equipment.
8100	<b><u>Maintenance of Plant:</u></b> Consists of activities that are concerned with keeping the grounds, buildings and equipment at an acceptable level of efficiency. NOTE: Equipment repair services which are direct costs of specific programs within the FEFP shall be charged to the function of Instruction when the amount of such services is material in relation to the cost of the programs. Equipment repair services rendered for the functions of Transportation and Food Services are to be charged to these functions. All other equipment repairs may be charged to 8100.
8200	<b><u>Administrative Technology Services:</u></b> Technology activities that support the School District's information technology systems, including support of the administrative networks, maintenance of administrative information systems, and administrative and managerial data processing. These activities include expenditures for internal technology support, as well as support provided by external vendors using operating funds. These activities include costs associated with the administration and supervision of technology personnel, systems planning and analysis, systems application development, systems operations, network support services, hardware maintenance and support services, and other technology-related administrative costs.
9000	<b><u>Community Services &amp; Non-Programmed Changes</u></b>
9100	<b><u>Community Services:</u></b> Community Services consist of those activities that are not related to providing education for pupils in a school system. These include services provided by the school system for the community as a whole or some segment of the community; such as community recreation programs, civic activities, public libraries, programs of custody and care of children, and community welfare activities.
9200	<b><u>Debt Service:</u></b> Expenditures for the retirement of debt and expenditures for interest on debt including interest on current loans.
9700	<b><u>Transfer of Funds:</u></b> These are budgeted transactions which withdraw money from one fund and place it in another fund, under control of the Board.
9800	<b><u>Internal Accounts:</u></b> Fee-supported payroll.

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