

A SYSTEM FOR PUBLIC SCHOOL BUDGETING, ACCOUNTING, & REPORTING

Idaho Financial Accounting Reporting Management System (IFARMS)



IDAHO STATE DEPARTMENT OF EDUCATION
PUBLIC SCHOOL FINANCE

650 W STATE STREET, 2ND FLOOR
BOISE, IDAHO 83702
208 332 6800 OFFICE
WWW.SDE.IDAHO.GOV

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Fund Balances

Fund balances of governmental funds may be classified either as reserved or unreserved. The unreserved portion may be further classified as designated or undesignated.

Reserved Fund Balances are established to identify:

- The existence of assets that, because of their nonmonetary nature or lack of liquidity, represent resources not available for current appropriation or expenditure. *Example: Reserve for Inventory.*
- A portion of the fund balance legally segregated for a specific future use. *Example: Reserve for Encumbrances.*

Unreserved Fund Balances exist where a portion of the Fund Balance has been reserved; the portion remaining after reservations is the Unreserved Fund Balance.

Designated Fund balance designations may be recorded as a demonstration of future expenditure intentions or restrictions. Such designations reflect tentative managerial plans and should be clearly distinguished from reserves. The tentative plan may never be legally authorized or may be changed; therefore, designations should be reported as part of unreserved Fund Balance, designated for..., or disclosed in the notes to the financial statements.

Undesignated Fund balance remaining (after reduction for reserved and designated balances) is identified as the unreserved and undesignated fund balance.

FINANCIAL REPORTING PROCEDURES

Reporting is the third component of the IFARMS management system. It is the process of communicating information concerning the financial position and the financial results of operations to the board of trustees and other interested parties. Financial statements are to be prepared from the accounts of funds operated by the school district. (Most districts will find it impracticable to produce full accrual school district – wide statements on a basis other than yearly. Thus, this section only discusses fund statements.) Monthly and annual reporting periods are most commonly used to present financial information, but local management may adopt reporting schedules which will present financial data on a quarterly or semiannual basis.

Monthly Reporting

The monthly financial reports are prepared primarily for the board of trustees and the school administrators who are responsible for the prudent control of school district resources. These reports will provide a source of information which may be of interest to other segments of the public and therefore, such reports may be made available for public reference. Each school district may determine the type and form of each monthly report. The IFARMS manual recommends that the following monthly reports be considered for use:

- Balance Sheet
- Statement of Revenues and Expenditures with Budget Comparison
- Schedule of Investments Held
- Monthly Bill Payment List
- Schedule of Taxes Receivable
- Cash Flow Schedule

Ideally, all funds should be reported on a monthly basis, but a minimum requirement should include the reporting of the General M & O Fund.

Annual Reports

Reporting financial information on an annual basis is controlled by regulations adopted by the State Board of Education and by Section 33-701 (5) of Idaho Code. As per regulation, each school district is required to submit to the Idaho Department of Education on or before October 31, an annual report. The content of this report should be based on the accounts of funds operated by the school district and reported on a fiscal year which shall include the dates July 1 through June 30.

The annual financial report should be prepared by the financial officer of the school district and the report is to be signed by the chairman of the board of trustees, the clerk, and the superintendent of schools. The financial information to be reported will include:

- Combined Balance Sheet – All Funds
- Combined Statement of Revenues, Expenditures, and Changes in Balances – All Funds
- Combining Balance Sheet – Special Revenue Funds
- Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Special Revenue Funds
- Detail of Capital Assets
- Detail of Bond Issue Balance and Activity

The information required is on a fund format and does not include all data required in the annual audit report. However, such data should be the same or reconciled to the audit report.

Examples of these reports appear in the Appendix. The information supplied through these reports should provide an accurate representation of the financial operations of the school district for the completed fiscal year. The information becomes part of the Idaho Department of Education’s publication, *Financial Summaries – Idaho School Districts and Charter Schools*.

The annual Statement of Financial Condition may be prepared for publication by the financial officer of the school district or the statement may be a product of the independent audit required by Idaho Code 33-701 (5, 6). The IFARMS manual recommends the following reports be completed and submitted for publication within 120 days after the end of the fiscal year as required by Idaho Code:

- Combined Balance Sheet – All Funds
- Complete Statement of Revenues and Expenditures with Budget Comparison

Audit Report

The final financial report for the fiscal year is the full and complete audit report submitted in compliance with Idaho Code 33-701 (6). Specific requirements of the law include:

- An independent auditor shall be employed on a written contract
- All funds shall be audited, including student activity funds
- The audit shall be made in accordance with generally accepted auditing standards and procedures
- The completed audit report shall be accepted by the board of trustees

- Copies of the audit report shall be filed with the Idaho Department of Education and Legislative Services no later than November 10.

The purpose of the audit should be to determine whether:

- Financial operations are conducted properly.
- Financial statements are presented fairly.
- Compliance exists with laws and regulations affecting the expenditure of special revenue funds.
- Internal controls have been established to meet the objectives of federal, state, and local regulations.
- Accurate and reliable information is being provided to the public and government agencies.

It should be clear that the financial statements are the representations of the school district, not those of the auditor. In practice, the auditor may draft the statements and footnotes, type, and reproduce the statements, but the responsibility is still that of school district management.

The audit report will have both school district wide financial statements and fund statements. However, the focus of fund financial statements is on “major” funds. Major funds are based on the following criteria:

- Total assets, liabilities, revenues, or expenditures/expenses of that individual fund are at least 10% of the corresponding total for all funds of that type and
- Total assets, liabilities, revenues or expenditures/expenses of the individual governmental or enterprise funds one at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The general fund is always a major fund and government officials can designate a fund that does not meet the criteria to be a major fund because of public interest, consistency, etc.

The Idaho Department of Education has designated the following as major funds:

- General
- School Lunch
- Debt Service
- Capital Projects

Unless meeting the definition of a major fund, all other funds are non-major funds and combined in one column. The Idaho Department of Education requests that non-major funds be shown individually in combining statements.

Management Discussion and Analysis (MD&A)

The management's discussion and analysis (MD&A) is part of the required supplementary information (RSI); however, it precedes the financial statements. It should be based on currently known facts as of the date of the audit report and should:

- Provide a concise, unbiased, and easily readable description of the government's financial activities and
- Help users understand the relationship of the results reported in the governmental activities in the government wide financial statements and the results reported in the governmental funds financial statements (usually focused on the major funds).

The focus of the MD&A should be on the primary government. However, information on any discretely presented component units may be presented as well. GASB has stated that both the positive and negative aspects of the government's operations should be presented to inform the reader about whether the government is in better or worse financial condition than in the prior year. The focus should be on only significant or material items.

MD&A is restricted to the following topics, although there is no limit to the information that may be presented about these topics.

- **Information and discussion on the basic financial statements presented, their relationship to one another, and the significant differences in the information they provide.** The discussion should include the different methods of accounting used in the government wide and fund financial statements.
- **Condensed financial information comparing the current year and the prior year.** The analysis should include specific economic factors that contributed to the change. Charts and graphs may be used to supplement information in the condensed statements but should not be used in place of it.
- **Objective analysis of the governmental entity's financial condition as a whole.** Analysis of the government's overall financial position and results of operations should address both governmental and business-type activities separately.
- **An analysis of balances and transactions on a fund basis, addressing the reasons for significant changes in fund balances or fund net assets.** The analysis should also include

information on whether restrictions, commitments, or other limitations significantly affect the availability of fund resources for future use.

- **A discussion on significant variances among the entity's original budget, final budget, and actual expenditures for the General Fund or its equivalent and the impact of these variances on the entity's future liquidity.**
- **A description of activity relating to the government's capital assets and long-term debt activity during the year.** This discussion should include commitments made for capital expenditures, changes in credit ratings, and debt limitations affecting the financing of planned facilities for services.
- **A discussion of information about the modified approach used to report some or all of the infrastructure assets, if applicable.**
- **A description of currently known facts, decisions, or conditions expected to have an impact on financial position and results of operation.** The term currently known is limited to events or decisions that have occurred, been enacted, adopted, agreed on, or contracted as of the date of the auditor's report. The discussion should address expected effects on both governmental and business-type activities.

Information that does not address the requirements above should not be included in the MD&A but instead be reported as supplementary information or included in the letter of transmittal.

The entity should ensure that information contained in MD&A is not duplicated in the letter of transmittal.

In the reporting entity provides comparative financial statements by presenting basic financial statements and RSI for two years, a separate MD&A for each year is not required, but it must address both years presented in the comparative financial statements. MD&A should include comparative condensed financial information and related analysis for both years.

IFARMS CODING STRUCTURE

A uniform account code structure gives an entity the ability to accurately and effectively report on its financial activities. The hierarchy for both revenues and expenditures gives districts the necessary code structure to segregate and group accounts with the greatest amount of flexibility and, therefore, the ability to produce the most useful financial statements. It also allows the Idaho Department of Education to collect uniform information from the school districts. The IFARMS coding structure recommends the use of a minimum of 9 digits to a maximum of 17 digits to accommodate an adequate system of accounts for the various sizes of school districts in the state. IFARMS will use the following code classification:

FUND <u>XXX</u>	ACCOUNTS <u>XXXXXX</u>	LOCATION <u>XXX</u>	PROJECT <u>XXX</u>	FY <u>XX</u>
3 digits (see p. 33)	6 digits 100000 Assets (see p. 37) 200000 Liabilities (p. 38) 300000 Equity (p. 40) 400000 Revenue (p. 41) 500000 Expenditure (p. 45) 600000 Expenditure (p. 45) 700000 Expenditure (p. 46) 800000 Expenditure (p. 46) 900000 Expenditure (p. 47) Object Codes (p. 47)	3 digits (see p. 49)	3 digits (see p. 50)	2 digits (see p. 51)

Only FUND and ACCOUNT codes are required for use when reporting to the Idaho Department of Education. Usage of Location, Project, and Year designations is optional, depending on a district's individual desire for specificity. The page numbers indicated refer to the definitions for each item in the Accounting Structure.

FUNDS

A FUND is an independent fiscal and accounting entity with a self-balancing set of accounts, which includes its own assets, liabilities, and equities. A fund is segregated for the purpose of carrying on a specific activity of the school district in accordance with specific legislation, regulations, or limitation. All financial accounting transactions of the school district are the responsibility of the board of trustees and are to be charged to one of the following:

Governmental Funds

100 General M & O

Includes state appropriation enhancements

- Advanced Opportunities
- College & Career Advisors/Mentors
- Content & Curriculum
- Continuous Improvement
- Gifted and Talented
- Idaho Reading Initiative
- Leadership Premiums
- Limited English Proficiency (State LEP)
- Literacy Proficiency
- Math & Science
- Remediation
- School Facilities (Lottery & Match payments)
- Teacher Incentive – National Certification

200 Special Revenue

- 220 Federal Forest Reserve
- 230-239 Local Special Projects
- 238 Student Activity
- 240 School Building Maintenance (Student-Occupied)
- 241 Driver Education – State
- 243 Professional Technical – State
- 245 Technology – State
- 246 Substance Abuse – State
- 240-249 State Special Projects (except 240, 241, 243, 245, 246)
- 250 ESSER III (ARPA) American Rescue Plan Act
- 251 Title I-A, ESSA – Improving Basic Programs
- 252 ESSER I (CARES) Coronavirus Aid, Relief and Economic Security Act
- 253 Title I-C, ESSA – Education of Migratory Children
- 254 ESSER II (CRRSA) Coronavirus Response and Relief Supplemental Appropriations

255	Title I-D, ESSA – Neglected & Delinquent Children
256	Reserved (formerly Title I-F, ESEA – Comprehensive School reform (CSR))
257	IDEA Part B (611 School-Ages 3-21)
258	IDEA Part B (619 Pre-School Ages 3-5)
260	School-Based Medicaid
261	Title IV-A, ESSA – Student Support & Academic Enrichment
262	Title V-B, ESSA – Rural Education Initiative
263	Perkins III – Professional Technical Act
267	Title VII-A, Indian Education
269	Johnson O’Malley
270	Title III, ESSA – English Language Acquisition
271	Title II-A, ESSA – Supporting Effective Instruction
273	Title IV-B, ESSA – 21 st Century Community Learning Centers
282	Reserved (formerly Title II-D, ESEA – Technology)
271-289	Federal Special Projects (unless used above)
290	Child Nutrition

300 Debt Service

310	Bond Redemption & Interest
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400 Capital Project Funds

410	Capital Construction Projects
420	Plant Facilities
424	Plant Facilities – Bus Depreciation
425	Plant Facilities – Lottery
427	Plant Facilities – Lease Excess
430	Plant Facilities – School Building Maintenance (Student-Occupied)
490	Insurance Adjustment Fund

Proprietary Funds

500* Enterprise Funds

510	Enterprise Fund
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600* Internal Service Funds

610	internal Service
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Fiduciary Funds

700 **Fiduciary Funds**

720-729	Permanent Trust
730	Private-Purpose Trust
750	Reserved (Formerly School Activity Fund)

810* **Capital Assets Inventory**

910* **Long-Term Debt**

*Non-expendable trust funds became permanent funds and were placed in Governmental Funds.
Expendable trust funds should be reclassified as special revenue funds.*

**Balance Sheet Accounts*

CAPITAL ASSETS & LONG-TERM DEBT

GASB 34 did away with Account Groups. However, they did not do away with the need to account for both capital assets and long-term debt. Account groups were used to establish accounting control and accountability for the district's general fixed assets and the unmatured principal of its general long-term debt. Because there is still a need, the coding structure was left intact but the terminology was changed so districts could use this method to account for capital assets and long-term debt. Districts are free to use other systems.

Account

Designation	Account
800	Capital Assets Inventory
810	Capital Assets – General Fund
900	Long Term Debt
910	Capital Term Debt

Coding Example

These FUND and ACCOUNT designations will precede the regular account codes:

- 100 - 111100 = General Fund – Cash in Bank
- 810 – 122100 = Capital Assets General Buildings

BALANCE SHEET ACCOUNTS

Balance Sheet is the basic financial statement which presents the Assets, Liabilities, and Equity accounts of each fund. The codes and titles for the classifications of the balance sheet accounts are:

Code	Title
100000	Assets and Other Debits
110000	Current Assets
111000	Cash
111100	Cash in Bank
111200	Cash on Hand
111300	Petty Cash
111400	Cash with Fiscal Agents
112000	Investments
112100	Investments
112200	Unamortized Premiums on Investments
112300	Unamortized Discounts on investments
113000	Taxes Receivable
113100	Taxes Receivable
113110	Provision for Uncollectable Taxes
114000	Other Receivables
114100	Intergovernmental Accounts Receivable
114200	Interfund Accounts Receivable
114300	Interest Receivable on Investments
114400	Notes/Loans Receivable
114500	Other Receivables
115000	Inventories
115100	Material & Supply – General
115200	Food Service
116000	Other Current Assets

116100	Prepaid Expenses
116200	Deposits
116300	Other Current Assets
120000	Fixed Assets
121000	Sites
121100	Sites
121200	Site Improvements
121300	Accumulated Depreciation – Site Improvements
122000	Buildings
122100	Buildings
122200	Accumulated Depreciation – Buildings
123000	Equipment
123100	Equipment
123200	Accumulated Depreciation – Equipment
124000	Construction in Process
130000	Other Debits
131000	Amount Available in Debt Service Funds
132000	Amount to be Provided for Retirement of General Long-Term Debt
200000	Liabilities
210000	Current Liabilities
211100	Interfund Loans Payable
211200	Interfund Accounts Payable
213000	Accounts Payable
214000	Contracts Payable
215000	Construction Contracts Payable
215100	Construction Holdback

215200	Construction Accounts Payable
216000	Current Portion – Bonds Payable
216100	Current Bonds Payable
216200	Matured Bonds Payable
216300	Unamortized Premiums on Bonds Sold
217000	Salaries/Benefits Payable
217100	Salaries Payable
217200	Benefits Payable
218000	Payroll Withholding
218100	Payroll Withholding
218200	Compensated Absence
219000	Current Loans Payable
219100	Tax Anticipation Loan
218200	Compensated Absence
220000	Other Liabilities
221000	Deferred Revenues
222000	Returnable Deposits
223000	Other Liabilities
223100	Sales Tax Payable
223200	Other Current Liabilities
230000	Non-Current Liabilities
231000	Bonds Payable Non-Current Portion
232000	Loans Payable Non-Current Portion
233000	Lease Obligations
234000	Accumulated Compensated Absences
239000	Other Non-Current Liabilities

300000	Fund Equity/Fund Balance
310000	Reserved Fund Balances
310500	Reserve for Retirement of Long-Term Debt
310600	Reserve for Inventories
310700	Reserve for Prepaid Expenses
310800	Reserve for Encumbrances
310900	Other Reserves
320000	Unreserved Fund Balances
320100	Designated
320200	Undesignated
330000	Investment in General Fixed Assets
340000	Contributed Capital
350000	Retained Earnings

REVENUE ACCOUNTS

Revenues are additions to assets of a school district which do not increase a liability, do not represent the recovery of an expenditure, and do not represent the cancellation of a certain liability without a corresponding increase in other liabilities or a decrease in assets.

Code	Object
400000	Revenues
410000	Revenues from Local Sources
411000	Ad Valorem Taxes – M & O – General Fund
411000	General M & o Levy
411200	Supplemental Levy
411300	Emergency Levy
411400	Tort Levy
411500	Cooperative Levy
411600	Tuition Levy
411700	Migratory Worker Levy
411900	Other Local Tax Levies
412000	Ad Valorem Taxes – Other funds
412100	School Plant Facilities Levy
412500	School Bond & Interest Levy
413000	Penalty & Interest on Delinquent Taxes
414000	Tuition
414100	Tuition from Individuals
414200	Tuition from Districts in Idaho
414300	Tuition from Out of State Districts
415000	Earnings on Investments
415100	Earnings on Investments
415200	Gains or Losses on Sales of Investments
416000	Food Services
416100	School Food Service

416200	Lunch Sales – Non-Reimbursable
416900	Other Food Sales
417000	Student Body Activities
417100	Admissions, Activities
417200	Bookstore Sales
417300	Clubs & Organizations Dues, & Collections
417400	School Fees and Charges
417900	Other Student Revenue
418000	Community Activity
418100	Community Service
419000	Other Local Service
419100	Rentals
419200	Contributions and Donations
419300	Transportation Fees
419900	Other Local
420000	Revenue from Intermediate Sources
429000	Other County Aid
430000	Revenue from State Sources
431000	School Support Programs
431100	Base Support
431200	Transportation Support
431400	Exceptional Child Support
431500	Border Tuition Support
431600	Tuition Equivalency Support
431800	Benefit Apportionment
431900	Other State Support
432000	Restricted State Support
432100	Driver Education
432400	Professional Technical Program

437000	Lottery Revenue/School Facility State Match
438000	Revenue in Lieu of Taxes
439000	Other State Revenue
440000	Revenue from Federal Sources
442000	Indirect Unrestricted Federal
443000	Direct Restricted Federal
445000	Restricted Grants, Indirect
445100	Title 1 – ESSA
445200	Reserved
445300	Perkins IV – Professional Technical Act
445400	Adult Education
445500	School Lunch Reimbursement
445600	IDEA Part B (<i>name change from Title VI-B IDEA</i>)
445900	Other Indirect Restricted Federal
448000	Revenue in Lieu of Taxes, Direct
448200	Impact Aid (P.L. 874)
450000	Other Sources
451000	Proceeds: Bond Sales, Capital Leases...
453000	Sale/Compensation for Loss of Fixed Assets
460000	Transfers – Interfund

EXPENDITURE ACCOUNTS

The 6-digit expenditure account codes actually consist of 3 elements:

ACCOUNTS		
FUNCTION	PROGRAM	OBJECT
X	XX	XXX

X – FUNCTIONS

<u>5</u> 00000	Instruction
<u>6</u> 00000	Support Services
<u>7</u> 00000	Non-Instructional Services
<u>8</u> 00000	Facility Acquisition
<u>9</u> 00000	Other Services

XX – PROGRAMS

<u>512</u> 000	Elementary Program
<u>515</u> 000	Secondary Program
<u>632</u> 000	Direct Administration Program
<u>810</u> 000	Facility Acquisition Program

XXX – OBJECTS

000 <u>100</u>	Salaries
000 <u>200</u>	Benefits
000 <u>300</u>	Purchased Services
000 <u>400</u>	Supplies & Materials
000 <u>500</u>	Capital Objects
000 <u>600</u>	Debt Retirement
000 <u>700</u>	Insurance – Judgment
000 <u>800</u>	Transfers

Coding Examples:

- 515100: Instruction – Secondary School Program – Regular Salary
- 681420: Support Services – Transportation Program – Supplies (Fuel)
- 512440: Instruction – Elementary Program – Textbooks

Function/Program Codes

The FUNCTIONS of a school district describe the activity or tasks for which services or material objects are acquired. The FUNCTIONS for school district budgeting and reporting are classified

into five broad areas: Instruction, Support Services, Non-Instruction Services, Facility Acquisition Services, and Other Services.

The PROGRAMS of a school district describe a plan and organization of activities and procedures designed to accomplish a predetermined objective or set of objectives. PROGRAMS are identified and listed as sub-classifications of each major FUNCTION.

Code Function/Program

500 Instruction

- 510 Regular School Programs
- 512 Elementary School Program
- 515 Secondary School Program
- 517 Alternative School Program
- 519 Vocational and Technical Program

- 520 Special School Programs
- 521 Special Education Program (*name change from Exceptional Child Program*)
- 522 Special Education Preschool Program (*name change from Preschool Exceptional Child Program*)
- 524 Gifted & Talented Program

- 530 Activity School Program
- 531 Interscholastic Program
- 532 School Activity Program

- 540 Other School Programs
- 541 Summer School Program
- 542 Adult School Program
- 546 Detention Center Program

600 Support Services

- 610 Pupil Support Services
- 611 Attendance, Guidance, & Health Program
- 616 Special Education Support Services Program (*name change from Special Services Program*)

- 620 Staff Support Services
- 621 Instructional Improvement Program
- 622 Educational Media Program
- 623 Instructional Related Technology
- 632 District Administration Services

- 640 School Administrative Services
- 641 School Administration Program

- 650 Business Administrative Services
- 651 Business Operations Program
- 655 Central Service Program
- 656 Administrative Technology Services

- 660 Operations Services
- 661 Buildings – Care Program (Custodial)
- 663 Maintenance – Bldgs. & Equipment (Non-Student-Occupied)
- 664 Maintenance – Bldgs. & Equipment (Student-Occupied)
- 665 Maintenance – Grounds
- 667 Security/Safety Program

- 680 Transportation Services
- 681 Pupil-To-School Transportation Program
- 682 Pupil-Activity Transportation Program
- 683 General Transportation Program

- 690 Other Services
- 691 Other Support Services Program

- 700 Non-Instructional Services**
- 710 Food Services Program
- 720 Community Services Program
- 730 Enterprise Operations
- 740 Student Activity Program
- 790 Refund of Prior Year Revenues/Receipts

800 Facility Acquisition Services

- 810 Capital Assets Program [Qualifying per Idaho Code 33-1019(3)]
- 811 Capital Assets Program [Non-Qualifying per Idaho Code 33-1019(3)]

- 900 Other Services
- 910 Debt Services program
- 911 Debt Services Program – Principal
- 912 Debt Services Program – Interest
- 920 Fund Transfers

(Function/Program code 950 may be used as a contingency reserve for budgeting purposes only.)

The Function/Programs identified above provide the base for school budgeting, accounting, and financial reporting required by the State. Local school districts may add Programs to their system to obtain greater cost detail. Such added Programs should be classified logically in the structure, i.e., Intermediate Programs within the REGULAR SCHOOL PROGRAMS or specific programs for Attendance, Guidance, or Health with the PUPIL SUPPORT SERVICES.

Object Codes

An OBJECT is the service or commodity received as the result of a specific expenditure by the school district or another entity on behalf of the school district. Eight major categories shall be used by the school district in budget development and financial reporting to the State. The local school district may sub-divide the major categories to obtain more specific detail for their internal accounting purposes.

Code Objects

- 100 Salaries
- 110 Certified Regular Employee
- 115 Non-Certified Regular Employee
- 160 Certified Temporary Leave
- 165 Non-Certified Temporary Employee
- 170 Leave Payment

- 200 Benefits
- 210 Retirement

220	Social Security
230	Life Insurance
240	Health Insurance
250	Unemployment Insurance
260	Physical Examinations – Employees
270	Workmen’s Compensation Insurance
280	Sick Pay – Retirement Payments
290	Other Employee Benefits
300	Purchased Services
310	Professional and Technical Services
320	Property Services
321	Rental of Buildings
322	Equipment Rental
323	Transportation Equipment Rental
330	Utilities
340	Transportation – Contracted
350	Communications
360	Data Processing
370	Tuition
380	Travel Expenses
390	Other Purchased Services (Dues & Fees)
400	Supplies/Materials
410	Supplies – General
420	Supplies – Transportation
430	Media – Audio Visual – Library
440	Textbooks
450	Foods
490	Other Miscellaneous Supplies
500	Capital Objects
510	Sites
520	Site Components
530	Buildings
540	Building Components

- 550 Equipment
- 560 Vehicles
- 580 Depreciation
- 590 Other Capital Objects

- 600 Debt Retirement
- 610 Principal Payments
- 620 Interest Payments
- 630 Other Debt Service

- 700 Insurance & Judgments
- 710 Property and Liability
- 720 Surety Bonding
- 730 Judgments

- 800 Transfer of Funds
- 810 Transfer to Other Funds
- 850 Contingency Reserve

The OBJECTS identified above provide the base for school budgeting, accounting, and financial reporting required by the State. Local school districts may add Objects to their system to obtain greater cost detail. Such added Objects should be classified logically in the structure, i.e., Heat, Electricity, Sewer, would be classified under Utilities (330).

Cost Center Location Codes

School districts may budget and control costs by using cost centers. These cost centers most logically are the district’s buildings. It is recommended that the district use the building designation numbers as reported for the Attendance Reporting System.

Code	Buildings
000-099	Non-Instructional Buildings (Administrative or Service)
100-199	Elementary Schools (K-6 or any combination of K-6)
200-299	Jr. High Schools (7-9 or any combination of 7-9)
300-399	3-Year High Schools (10-12)
400-499	4-Year High Schools (9-12)
500-599	Jr.-Sr. High Schools (7-12 or 8-12)
600-699	Misc. Combination (Middle School 5-7 or any combination of elementary and

	secondary, 1-8)
700-799	All Grade Levels (buildings housing 1-12 or K-12)
800-899	(Presently being used for nonpublic schools)
900-969	Nonpublic Agencies providing Special Education Services
971-989	Nonpublic Agencies (out-of-state) providing Special Education
990-995	Elementary Schools in Border Districts (K-6)
996-999	Secondary Schools in Border Districts (7-12)

Coding Example:

100-512110-101 General Fund Expenditure for regular employee salaries in the Instructional Function of the Regular Elementary Program being held at building #101.

Subject Matter/Project Codes

School districts may wish to accumulate cost data by SUBJECT MATTER or PROJECTS. These costs may be specifically defined at the district level and a designation code assigned. The accounting personnel should be consistent in defining and coding these projects for future reference and/or comparison. The state does not require this additional information, but the following subject matter codes should be reserved and considered if project/subject matter designations are made.

Code Subjects

010	Agriculture
020	Art
030	Business
040	Distributive Education
050	English Language Arts
060	Foreign Languages
070	Health Occupations Education
080	Health and Safety in Daily Living, Physical Education and Recreation
090	Home Economics
100	Industrial Arts
110	Mathematics
120	Music
130	Natural Sciences

DEFINITION OF FUNDS

Governmental Funds

Code	Funds
100	General M & O Fund: This fund is the chief operating fund of the school district. It is used to account for all financial resources of the school district except for those required to be accounted for in another fund.
200	Special Revenue Funds: These funds account for the proceeds of specific revenue sources (other than trusts and major capital projects) that are legally restricted to expenditure for specified purposes.
220	Forest Reserve Fund: This fund accounts for the revenues from the Idaho State Treasurer's office and from the Treasury of the U.S. for Federal Forest Reserves. These funds may be retained, accumulated, and expended for: the purchase of school sites; the construction and remodeling of school buildings; and provided, that when, within the discretion of the trustees, such moneys are not so needed they may be expended for current expenses (57-1301 to 1305).
230-239	Special Project Fund (Local): These funds account for the revenues from local or county agencies which are made available to school districts for special projects, and which may not be properly accounted for in any other fund.
238	Student Activity Fund: This agency fund is custodial in nature and is used to account for assets received for, and disbursed to, school related activities such as publications, clubs, student organizations, and other student activities. The accounts of this fund are generally operated for the benefit of students, are governed by school policy, are supervised by school district staff members, and are accountable to the board of trustees.
240-249	Special Project Fund (State): These funds account for the revenues from state agencies which are made available to school districts for special projects.
250-289	Special Project Fund (Federal): These funds account for the revenues from federal agencies which are made available to school districts for special projects and on which limitations of expenditures are prescribed by federal law, regulation, or direction.

- 290 **Child Nutrition Fund:** This fund accounts for all financial transactions of the school food service program in compliance with local, state, and federal laws or regulations.
- 300 **Debt Service Funds:** This fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.
- 310 **Bond Interest and Redemption Fund:** This fund accounts for revenues from tax levies for the liquidation of bonded indebtedness (33-802) and for payment of principal and interest on all general obligation bonds. (Sub-funds may be used to account for multiple general obligation issues).
- 400 **Capital Project Funds:** This fund is used to account for financial resources to be used to acquire or construct major capital facilities. The most common source of capital projects funding is the sale of bonds or other capital financing instruments.
- 410 **Capital Construction Projects Fund:** This fund is used to account for the financial resources to be used to acquire or construct major capital facilities. The most common source of capital projects funding is the sale of bonds.
- 420-427 **School Plant Facilities Reserve Fund:** This fund is used to account for all revenues accruing from: taxes levied (33-804), interest accruing from investments of any money in the fund, and any money allowed for depreciation of school plant facilities as appropriated from the General Fund. Expenditures from this fund may be made for the purposes for which general obligation bonds are issued (33-1102), and for lease and lease purchase agreements and other agreements as authorized (33-901).
- 490 **Insurance Adjustment Fund:** This fund is used to account for the proceeds from insurance claims which equal \$5,000 or more and are received for the loss on real property.
- 500 **Enterprise Funds:** This fund may be used to account for any activity for which a fee is charged to external users for goods and services. (If activity is immaterial, the Idaho Department of Education recommends using a special revenue fund.)
- 600 **Internal Service Funds:** This fund may be used to account for any activity within the school district that provides goods or services to other funds, departments, etc. on a cost-reimbursement basis. The use of an internal service fund is

appropriate only for activities in which the school district is the predominant participant in the activity. Otherwise, the activity should be reported as an enterprise fund.

- 610 **Internal Services (Local):** This fund could include activities providing for central warehousing and purchasing, central data processing, and central printing. (If activity is immaterial, the Idaho Department of Education recommends using a special revenue fund.)
- 700 **Fiduciary Funds:** These funds account for assets held by a school district in a trustee capacity for others and that therefore cannot be used to support the school district's own programs. Trust funds are generally accounted for using the economic resources measurement focus and the accrual basis of accounting.
- 730 **Private Purpose Trust Fund:** This fund is used to account for all other trust arrangements under which the principal and income benefit individuals, private organizations, or other governments.
- 800 **Capital Asset Inventory:** (Deleted with implementation of GASB 34.) A self-balancing account for property, plant, and equipment owned by the school district.
- 900 **Long-Term Debt:** (Deleted with implementation of GASB 34.) A self-balancing account established to account for unmatured long-term debt. Debt can be in the form of bonds, loans, notes payable, long-term leases, and any other long-term obligation.

DEFINITION OF ACCOUNTS

Balance Sheet

Code	Assets
100000	Assets and Other Debits: The resources owned or held by a school district which have a monetary value. Any owned object (tangible) or right (intangible) having a value to the school district. This classification also includes other debits used to balance the account groups.
110000	Current Assets: Cash and other assets expected to be converted to cash or consumed within the budget year.
111000	Cash: A summary account for accumulating the sum of the entries to the following detailed accounts:
111100	Cash in Bank: All funds on deposit with a bank or savings and loan institution, normally in non-interest bearing-accounts. Interest-bearing accounts, however, that do not meet the definition of an investment (e.g., demand deposits that are interest-bearing) should be recorded herein as well.
111200	Cash on Hand: Currency, coins, checks, postal and express money orders, and bankers' drafts on hand.
111300	Petty Cash: A sum of money set aside to pay small obligations for which the issuance of a formal voucher and check would be too expensive and time-consuming.
111400	Cash with Fiscal Agents: Deposits with fiscal agents, such as commercial banks, for paying matured bonds and interest.
112000	Investments: A summary account for accumulating the sum of the entries to the following detailed accounts:
112100	Investments: Securities and real estate held for producing income in the form of interest, dividends, rentals, or lease payments. Investments should be presented at fair value as of the reporting date. Gains and losses from changes in the fair value of investments are recorded using revenue account 415200. The account does not include capital assets used in school district operations. Separate accounts for each category of investments may be maintained.

- 112200 **Unamortized Premiums on Investments:** The excess of the amount paid for securities over the face value that has not yet been amortized. Use of this account is restricted to short-term money market investments.
- 112300 **Unamortized Discounts on Investments (Credit):** The excess of the face value of securities over the amount paid for them that has not yet been written off. Use of this account is restricted to short-term investments.
- 113000 **Taxes Receivable:** A summary account for accumulating the sum of the entries to the following detailed accounts:
- 113100 **Taxes Receivable:** The uncollected portion of taxes that a school district or government unit has levied and that has become due, including any interest or penalties that may be accrued. Separate accounts may be maintained on the basis of tax roll year, current and delinquent taxes, or both.
- 114000 **Other Receivables:** A summary account for accumulating the sum of entries to the following accounts:
- 114100 **Intergovernmental Accounts Receivable:** Amounts due to the school district from another governmental unit. These amounts may represent grants-in-aid, shared taxes, taxes collected for the school district by another unit, loans, and charges for services rendered by the school district for another government. It is recommended that separate accounts be maintained for each interagency receivable.
- 114200 **Interfund Accounts Receivable:** An asset account used to indicate amounts owed to a particular fund by another fund in the same school district for goods sold or services rendered. It is recommended that separate accounts be maintained for each interfund receivable.
- 114300 **Interest Receivable on Investments:** The amount of interest receivable on investments, excluding interest purchased.
- 114400 **Loans Receivable:** Amounts that have been loaned to persons or organizations, including notes taken as security for such loans, where permitted by statutory authority.
- 114500 **Other Accounts Receivable:** Amounts owing on open account from private persons, firms, or corporations for goods and services furnished by a school

district (but not including amounts due from other funds or from other governmental units).

- 115000 **Inventories:** A summary account for accumulating the sum of the entries to the following detailed accounts:
- 115100 **Materials and Supplies – General:** The cost of supplies and equipment on hand not yet distributed to requisitioning units.
- 115200 **Food Service Inventory:** Food and supplies held by the food service program for future consumption.
- 116000 **Other Current Assets:** A summary account for accumulating the sum of the entries to the following detailed accounts:
- 116100 **Prepaid Expenses:** Expenditures/expenses paid for benefits not yet received. Prepaid expenses differ from deferred charges in that they are spread over a shorter period of time than deferred charges and are regularly recurring costs of operation. *Examples of prepaid expenses are prepaid rent, prepaid interest, and unexpired insurance premiums.*
- 116200 **Deposits:** Funds deposited by the school district as prerequisite to receiving services, goods, or both.
- 116300 **Other Current Assets:** Current assets not provided for elsewhere.
- 120000 **Fixed Capital Assets:** Those assets that the school district intends to hold or continue in use over a long period of time. Specifically, capital assets including land, improvements to land, easements, buildings and building improvements, vehicles, machinery, equipment, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives that extend beyond a single reporting period.
- 121000 **Sites:** A summary account for accumulating the sum of the entries to the following detailed accounts:
- 121100 **Land and Land Improvements:** A capital asset account that reflects the acquisition value of land owned by a school district. If land is purchased, this account includes the purchase price and costs such as legal fees, filling and excavation costs, and other associated improvement costs incurred to put the land in condition for its intended use. If land is acquired by gift, the account

reflects its fair value at the time of acquisition. Further, permanent improvements to land, such as grading and fill, etc. should be accounted for in this account.

Land and land improvements are considered non-exhaustible assets owing to their significantly long expected useful life. Non-exhaustible assets are not to be depreciated. Therefore, all assets classified by asset code 121100 will not result in a depreciation expense.

- 121200 **Site Improvements:** A capital asset account that reflects the value of non-permanent improvements to building sites, other than buildings, that add value to land. *Examples of such improvements are fences, retaining walls, sidewalks, pavement, gutters, tunnels, and bridges. If the improvements are purchased or constructed, this account contains the purchase or contract price. If improvements are obtained by gift, it reflects the fair value at time of acquisition.*
- 121300 **Accumulated Depreciation on Site Improvements:** Accumulated amounts for the depreciation of site improvements.
- 122000 **Buildings:** A summary account for accumulating the sum of entries to the following detailed accounts:
- 122100 **Buildings and Building Improvements:** A capital asset account that reflects the acquisition value of permanent structures used to house persons and property owned by the school district. If buildings are purchased or constructed, this account includes the purchase or contract price of all permanent buildings and the fixtures attached to and forming a permanent part of such buildings. This account includes all building improvements, including upgrades made to building wiring for technology. If buildings are acquired by gift, the account reflects their fair value at the time of acquisition.
- 122200 **Accumulated Depreciation on Buildings and Building Improvements:** Accumulated amounts for depreciation of buildings and building improvements.
- 123000 **Equipment:** A summary account for accumulating the sum of the entries to the following detailed accounts:
- 123100 **Machinery and Equipment:** Tangible property of a more or less permanent nature, other than land, buildings, or improvements thereto, that is useful in carrying on operations. This includes property under capital leases. *Examples are*

machinery, tools, trucks, cars, buses, computers, purchased software, furniture, and furnishings.

- 123200 **Accumulated Depreciation on Machinery and Equipment:** Accumulated amounts for depreciation of machinery and equipment. (The recording of depreciation is optional in the general fixed assets account group and required in the proprietary funds.)
- The requirements in GASB Statement #34 allow accumulated depreciation to be netted against capital assets or reported separately on the Statement of Net Assets. The Idaho Department of Education requests that accumulated depreciation be shown separately on the Statement of Net Assets.**
- 124000 **Construction in Progress:** The cost of construction work undertaken but not yet completed. Separate accounts should be maintained for each project.
- 130000 **Other Debits:** Offsetting accounts which normally have a debit balance:
- 131000 **Amount Available in Debt Service Funds:** An account in the General Long-Term Debt Account Group which designates the amount of fund balance available in the Debt Service Fund for the retirement of long-term debt.
- 132000 **Amount to be Provided for Retirement of General Long-Term Debt:** An account in the General Long-Term Debt Account Group that designates the amount to be provided from taxes or other revenue to retire long term debt. This account reflects the amount due in future years from taxes for the payment of bonds.
- 200000 **Liabilities:** The debts and other legal obligations of the school district which are payable within one year (current) or more than one year (non-current).
- 210000 **Current Liabilities:** Those debts the school district expects to pay within a short-period of time, usually within one year or less.
- 211000 **Interfund Loans Payable:** A summary account for accumulating the sum of the entries to the following detailed accounts:
- 211200 **Interfund Accounts Payable:** A liability account used to indicate amounts owed by a particular fund and services rendered. It is recommended that separate accounts be maintained for each interfund payable.
- 213000 **Accounts Payable:** Liabilities on open account owing to private persons, firms, or corporations for goods and services received by a school district (but not

including amounts due to other funds of the same school district or to other governmental units).

214000 **Contracts Payable:** Amounts due on contracts for assets, goods, and services received by a school district.

Examples include Audit Contract Payable and Bus Contracts Payable. Do not

215000 **Construction Contracts Payable:** A summary account for accumulating the sum of entries to the following detailed accounts:

215100 **Construction Contracts Payable – Retainage:** Liabilities on account of construction contracts for that portion of the work that has been completed but on which part of the liability has not been paid pending final inspection, or the lapse of a specified time period, or both. The unpaid amount is usually a stated percentage of the contract price.

215200 **Construction Contracts Payable:** Amounts due by a school district on contracts for constructing buildings and other structures and other improvements.

216000 **Current Portion – Bonds Payable:** A summary account for accumulating the sum of the entries to the

216100 **Bonds Payable – Current Portion:** Bonds that have not reached or passed their maturity date but are due within one year or less.

216200 **Matured Bonds Payable:** Bonds that have reached or passed their maturity date but remain unpaid.

216300 **Unamortized Premiums on Bonds Sold:** An account that represents that portion of the excess of bond proceeds over par value and that remains to be amortized over the remaining life of such bonds.

217000 **Salaries/Benefits Payable:** A summary account for accumulating the sum of the entries to the following detailed accounts:

217100 **Accrued Salaries Payable:** Salary costs incurred during the current accounting period that are not payable until a subsequent accounting period. (The salaries of teachers and other contracted employees to be paid during July and August which were earned in the current fiscal year.)

- 217200 **Accrued Benefits Payable:** Fringe benefit costs incurred during the current accounting period that are not payable until a subsequent accounting period. (Employer paid benefits, such as insurance, that will apply to the salaries identified above in account 217100, Accrued Salaries Payable.)
- 218000 **Payroll Withholding/Compensated Absences**
- 218100 **Payroll Withholding:** Amounts deducted from employees' salaries for withholding taxes and other purposes. District-paid benefit amounts payable are also included. A separate liability account may be used for each type of benefit.
- 218200 **Compensated Absences – Current:** Compensated absences that will be paid within one year.
- 219000 **Current Loans Payable:** A summary account for accumulating the sum of the entries to the following detailed accounts:
- 219100 **Tax Anticipation & Loans Payable:** Short-term obligations representing amounts borrowed for short periods of time, usually evidenced by notes payable or warrants payable.
- 219200 **Interest Payable:** Interest due within one year.
- 219300 **Lease Obligations – Current:** Capital lease obligations which are due within one year.
- 220000 **Other Liabilities:** A summary account for accumulating the sum of the entries to the following detailed accounts:
- 221000 **Deferred Revenues:** A liability account that represents revenues collected before they become due.
- 222000 **Deposits Payable:** Liability for deposits received as a prerequisite to providing or receiving services, goods, or both.
- 223000 **Other Current Liabilities:** A summary account for current liabilities not provided for elsewhere.
- 223100 **Sales Taxes Payable:** State sales tax collected on goods sold and not yet remitted.
- 223200 **Other Current Liabilities:** Other current liabilities not provided for elsewhere.

- 230000 **Non-Current Liabilities:** Obligations of the school district with a maturity of more than one year.
- 231000 **Bonds Payable – Non-Current:** Bonds that have not reached or passed their maturity date and that are not due within one year.
- 232000 **Loans Payable – Non-Current:** An unconditional written promise signed by the maker to pay a certain sum of money one year or more after the issuance date.
- 233000 **Capital Lease Obligations:** The amounts remaining to be paid on capital lease agreements.
- 234000 **Accumulated Compensated Absences:** Amounts remaining beyond the period of one year to be paid on compensated absences balances.
- 239000 **Other Long-Term Liabilities:** Other long-term liabilities not provided for elsewhere. This account represents amounts due after more than one year from the balance sheet date for advances from other funds and certain miscellaneous liabilities, including workers compensation, self-funded insurance and legal claims and judgments.
- 300000 **Fund Balance:** These are accounts showing the excess of a fund over its liabilities. Portions of that balance may be reserved or designated for future use. Fund Balances may be classified as either reserved or unreserved. The unreserved portion may be further classified as designated or undesignated.
- Designation cannot be made in the entity wade statements.*
- 310000 **Reserved Fund Balances:** A reserve which represents the segregation of a fund balance to indicate that assets equal to the amount of the reserve are tied up and are, therefore, not available for appropriation.
- 310600 **Reserve for Inventories:** A reserve representing portion of a fund balance segregated to indicate that assets equal to the amount of the reserve are invested in inventories and are, therefore, not available for appropriation.
- 310900 **Other Reserve and Fund Balance:** A reserve representing that portion of a fund balance segregated to indicate that assets equal to the amount of the reserve are obligated and are, therefore, not available for appropriation. It is recommended that a separate reserve be established for each special purpose.

- 320000 **Unreserved Fund Balances:** The excess of the assets of a fund over its liabilities, fund reserves, and designations.
- 320100 **Designated Fund Balance:** A designation representing that portion of a fund balance segregated to indicate that assets equal to the amount of the designation have been ear-marked for a bono-fide purpose in the future.
- 320200 **Unreserved Fund Balance:** The fund balance remaining after reduction for reserved and designated balances.
- 330000 **Investment in General Fixed Assets:** This account is used to record the net asset component invested in capital assets, net of related debt, which represents total capital assets less accumulated depreciation less debt directly related to capital assets. **This account is to be used in proprietary funds only.**
- 350000 **Retained Earnings:** This account is used to record the net asset component-unrestricted net assets-which represents net assets not classified in 330000. **This account is to be used in proprietary funds only.**

Revenue Items

Revenues are defined in general as: (1) Increases in governmental fund type net current assets without a corresponding increase in liabilities; (2) Increase in proprietary fund type total net assets without a corresponding increase in liabilities.

Revenues are classified as local, state, or federal sources:

Revenue from local sources is the amount of money produced within the boundaries of the school district and available to the school district for its use. It includes tax revenues and other intergovernmental revenues collected by another governmental unit, local tax collector or agent of the school district (net of collection fees). Local source revenues also include investment income, cafeteria revenues, student activity revenues, rental receipts, donations, and gifts.

Revenue from state sources includes grants, subsidies, contracts, and entitlements received from the Idaho Department of Education. This revenue includes basic instructional and operational subsidies, specific educational program subsidies, non-educational program subsidies, state reimbursements for school employee benefits, non-public program funding, vocational training for adults, and school milk, lunch, and breakfast programs. Much of this revenue is based on average daily attendance, local equalization and legislated distribution formulas. State revenues received from the Idaho Department of Education that are not part of

the public-school appropriation such as lottery dividends, should be recorded as other state revenue.

Revenue from federal sources includes grants, subsidies, contracts and entitlements received either directly from the federal government offices or through the state. This money is generally program specific with program reporting requirements attached to each program. In determining whether a revenue is a federal revenue, it is unimportant whether the funds are distributed directly to the LEA by the federal government or through some intervening state agency. Federal revenue will have a Catalog of Federal Domestic Assistance (CFDA) number and could be received from the federal government, state government, local government, or another public school.

Other Financing Sources

Other Financing Sources are not classified as revenues in most fund types because the receipts are to be earned by the school district. Other financing sources for a public school include proceeds from long-term debt financing agreements, receipt from other funds of the school, refunds of prior years' expenditures and proceeds from the sale or compensation for the loss of fixed assets.

Definition of Revenue Accounts

Code	Revenue Items
410000	Revenue from Local Sources: The amount of revenue raised, earned, or received through local effort of the school district and available to the school district for its use.
411000	Ad Valorem Taxes – M&O – General Fund: Revenue from a tax levy certified against the market valuation of property in the school district. (Sub-accounts are used to record the revenue raised from each specific levy.)
411100	General M & O (33-802): Revenue from a tax levy to support the annual general maintenance and operation fund.
411200	Supplemental Levy (33-802): Revenue from a tax levy approved by the electorate of the school district to be used as an addition to the revenue for the annual General M & O Fund.

- 411300 **Emergency Levy (33-805):** Revenue from a tax levy certified by the Board of Trustees to the Board of County Commissioners for tax assistance to offset an enrollment increase and to be used in the General M & O Fund.
- 411400 **Tort Levy (6-927):** Revenue from a tax levy certified by the Board of Trustees to the County Commissioners to provide for a comprehensive liability insurance plan in the General M & O Fund.
- 411500 **Cooperative Service Levy (33-317):** Revenue from a tax levy approved by the electorate of participating districts for the purpose of providing specific educational services for the General M & O Fund.
- 411600 **Special Tuition Levy – (33-1408):** Revenue from a tax levy certified by the Board of Trustees of a school district to the County Commissioners for the purpose of paying tuition costs of students who are authorized to attend school in another school district in or out of the state. Revenue to be used in the General M & O Fund.
- 411700 **Migratory Worker Levy – (33-803):** Revenue from a tax levy certified by the board of trustees to the County Commissioners for the purpose of educating children of migratory farm workers. Revenue to be used in the General M & O Fund.
- 411900 **Other:** Other forms of taxes the school district levies/assesses that are not classified above.
- 412000 **Ad Valorem Taxes – Other Funds:** Revenue from a tax levy certified against the market valuation of property within the district and which shall be used for the specific purpose authorized.
- 412100 **School Plant Facilities – (33-804):** Taxes levied by a school district on the assessed value of real and personal property located within the school district that has been approved by the eligible voters of a school district for purpose(s) specified in the election.
- 412500 **School Bond and Interest Levy – (33-802) & (33-1101, 1125):** Taxes levied by a school district on the assessed value of real and personal property located within the school district that has been approved by two-thirds (2/3) of the eligible voters in the school district, collected for the purpose of redeeming general obligation bonds and to pay the interest accumulated on such bonds.

- 413000 **Penalties and Interest on Delinquent Taxes:** Revenue from penalties for the payment of taxes after the due date and the interest charged on delinquent taxes from the due date of actual payment of a penalty and/or interest added to the payment of taxes.
- 414000 **Tuition – Incoming:** Revenue from individuals, welfare agencies, private sources, other schools, and other districts including in-state and out of state districts, for education provided by the school district.
- 414100 **Tuition from Individuals:** Revenue from individuals for education provided by the school district to students from other Idaho school districts or from individuals who are dually enrolled in more than one Idaho public school.
- 414200 **Tuition from Districts in Idaho:** Revenue from other Idaho districts and charter schools for education provided by the school district to students from other Idaho school districts and charter schools.
- 414300 **Tuition from Out of State Districts:** Revenue for education provided by Idaho school districts to students from non-Idaho school districts.
- 415000 **Earnings on Investments Interest**
- 415100 **Earnings on Investments:** Interest revenue on investments in U.S. Treasury and agency obligations, commercial paper, savings accounts, time certificates of deposit, mortgages, or other interest-bearing instruments.
- 415200 **Gains or Losses on Sales of Investments:** Gains or losses realized from the sale of bonds or stocks. Gains or losses represent the difference between sales proceeds and cost as of the date of sale. Also, record to the account any changes in fair value investment balances required by GASB Statement #31. (Generally, this account is used in proprietary fund accounting and reporting and entity-wide external financial reporting under GASB Statement #34.)
- 416000 **Food Services:** Revenue for dispensing food to students and adults.
- 416100 **School Food Service:** Revenue from students for the sale of breakfasts, lunches, and milk that are considered reimbursable by the U.S. Department of Agriculture. Federal reimbursements should not be entered here. They are to be recorded under revenue account 44500.

- 416200 **Meal Sales – Non-Reimbursable – (A la Carte):** Revenue from students or adults for the sale of non-reimbursable breakfasts, lunches, and milk. This category includes all sales to adults and a la carte sales.
- 416900 **Other Food Sales:** Revenue earned from the sale of food products and services considered special functions. *Some examples are potlucks, PTA/PTO sponsored functions, and athletic banquets.*
- 417000 **Student Body Activities:** Revenue resulting from co-curricular and extra-curricular activities controlled and administered by the school district.
- 417100 **Admissions/Activities:** Revenue from patrons of a school-sponsored activity such as a concert or athletic event.
- 417200 **Bookstore Sales:** Revenue from sales by students or student-sponsored bookstores.
- 417300 **Clubs and Organizations Dues & Collections:** Revenue from students for membership in school-sponsored clubs or organizations.
- 417400 **School Fees and Charges:** Revenue from students for fees such as locker fees, towel fees, and equipment fees. Transportation fees should be recorded in revenue account 419300.
- 417500 **Revenues from Enterprise Activities:** Revenue (gross) from vending machines, school stores, soft drink machines, and so on, not related to the regular food service program. These revenues are normally associated with activities at the campus level that generate incremental local revenue for campus use.
- 417900 **Other Student Revenue:** Other revenue from other student activities not identified in the above accounts.
- 418000 **Community Activities:** Revenue from community service activities operated by a district.
- 418100 **Community Service:** Revenue from community service activities operated by a school district. *For example, revenue received from operation of a swimming facility by a school district as community service would be recorded here.*
- 419000 **Other Local Services:** Other revenue from local sources not classified above.

- 419100 **Rentals:** Revenue from the rental of either real or personal property owned by the school district.
- 419200 **Contributions and Donations:** Revenue associated with contributions and donations made by private organizations. These organizations include, but are not limited to, educational foundations, PTA/PTO organizations, campus booster clubs, and private individuals.
- 419300 **Transportation Fees:** Revenue from individuals, welfare agencies, private sources, or other schools and government sources for transporting students to and from school and school activities.
- 419800 **Refund of Prior Year's Expenditures:** Expenditures that occurred last year that are refunded this year. If the refund and the expenditure occurred in the current year, reduce this year's expenditure as prescribed by GAAP.
- 419900 **Other Local:** Revenue from local sources not provided for elsewhere above.
- 420000 **Revenue from Intermediate Sources:** Revenue collected by an administrative unit of governmental entity between the level of the school district and the state (e.g., county) and distributed to the school district.
- 429000 **Other County:** Other county revenue not itemized elsewhere.
- 430000 **Revenue from State Sources:** The amount of revenue appropriated at the state level for the public schools and distributed to the eligible school districts as defined by law, regulation, or formula.
- 431000 **School Support Program:** The amount of revenue from the state for the annual operation of the education support program. A breakdown of the support program may be recorded in sub-accounts as described in Chapter 10 of the Idaho Code.
- 431100 **Base Support Program:** The amount of entitlement from the educational support program for the annual general maintenance and operations, not including specific program assistance, i.e., transportation, exceptional contracts, etc.
- 431200 **Transportation Support:** The amount of entitlements for allowable school transportation cost which is added to the Base Support Program and is included in the total School Support Program.

- 431400 **Exceptional Child Support:** The amount of entitlement allowed for approved contracts for services provided exceptional children. This amount is added to the Base Support Program and is included in the School Support Program.
- 431500 **Border Tuition Support:** The amount of entitlement allowed for approved contracts with out-of-state school services to provide educational services to Idaho students. This amount is added to the Base Support Program.
- 431600 **Tuition Equivalency Support:** The amount of entitlement allowed a school district for non-resident special or regular students who are temporarily placed in a district residence. This amount is added to the Base Support Program and is included in the total School Support Program.
- 431800 **Benefit Apportionment:** The amounts paid by the State of Idaho for the school district's share of Federal Insurance Compensation Act (FICA), State Retirement Program, and the State Unemployment Compensation Program.
- 431900 **Other State Support:** Revenue which may not be classified above or assigned a special sub-account.
- 432000 **Restricted State Support:** The amount of revenue from state agencies for specific programs or services.
- 432100 **Driver Education:** Revenue received for the specific purpose of providing driver education programs in public schools.
- 432400 **Professional Technical:** Revenues from the State Department of Vocational Education to provide vocational programs in public schools.
- 437000 **Lottery Revenue/School Facilities State Match:** Lottery dividends and school facility state match paid by the Idaho Department of Education for the specified purpose of school maintenance and repairs.
- 438000 **Revenue in Lieu of/AG Equipment Taxes:** Revenue from the State of Idaho in lieu of taxes it would have had to pay had its property been subject to taxation by the school district on the same basis as privately-owned property. It would include Property Tax Replacement and Agriculture Equipment Replacement revenues.
- 439000 **Other State Revenue:** Other state revenue not classified above.

- 440000 **Revenue from Federal Sources:** Revenue received from the federal government and distributed directly to school districts or indirectly to school districts through a state agency.
- 442000 **Indirect Unrestricted Federal Grants:** Revenues from the federal government through the state as grants that can be used for any legal purpose desired by the school district without restriction.
- 443000 **Direct Restricted Federal Grants:** Revenues direct from the federal government as grants to the school district that must be used for a categorical or specific purpose. If such money is not completely used by the school district, it usually is returned to the governmental unit.
- 445000 **Restricted Grants – Indirect Federal:** Revenues direct from the federal government through the state as grants to the school district that must be used for a categorical or specific purpose.
- 445100 **Title 1 – ESSA:** Revenue for specific programs to provide financial assistance to meet educational needs of disadvantaged children. Authorized programs provide services and meet the special needs of the academically at risk, neglected and delinquent, migrant, second language learners, and early childhood programs.
- 445200 **Reserved**
- 445300 **Perkins III – Vocational Technical Act:** Revenue for specific vocational-technical programs, distributed through the Idaho Department of Education or the Division of Professional Technical Education.
- 445400 **Adult Education:** Revenue for programs designated to meet the needs of adult learners.
- 445500 **Child Nutrition Reimbursement:** Revenue for programs designed to meet the nutritional needs of children including the National School Lunch Program, School Breakfast Program, and the Special Milk Program.
- 445600 **IDEA Part B:** Revenue received for the education of individuals with disabilities under the Individuals with Disabilities Act (IDEA), Part b. *For example, revenue for IDEA Part B school age and preschool would use this account code.*
- 445900 **Other Indirect Restricted Federal Programs:** Revenue not specifically identified above.

The six-digit expenditure account codes actually consist of two 3-digit portions: the first 3 digits designate FUNCTION and PROGRAM and the second 3 digits designate the OBJECTS of expenditure.

The FUNCTION of a school district describes the activity or tasks for which services or material objects are acquired. Functions for school district budgeting and reporting are classified into five broad areas: Instruction, Support Services, Non-Instructional Services, Facility Acquisition, and Other Services.

The PROGRAMS of a school district describe a plan of activities and procedures designed to accomplish a predetermined objective or set of objectives. Programs are identified and listed as a sub-classification of each major Function.

Code	Function/Program
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500	Summary Code (invalid IFARMS code)
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Instruction: Instruction includes the activities dealing directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom or in another location such as a home or hospital and in other learning situations such as those involving co-curricular activities. It may also be provided through some other approved medium such as television, radio, computer, internet, multimedia telephone, and correspondence, that is delivered inside or outside the classroom or in other teaching-student settings. Included here are the activities of aides or classroom assistants of any type (clerks, graders, teaching machines, etc.) who assist in the instructional process. (Related costs include instructional expenditures for salaries, contracted services, travel expenses, equipment rental, supplies, books, maintenance costs directly attributable to instructional equipment and other expenses such as sabbatical leave.)

510	Regular School Programs (invalid IFARMS code): The instructional programs of kindergarten through senior high school which provide personnel, services, and other resources to meet the educational goals, objectives, and standards of the school, school district, and the general academic and vocational offering of the curriculum.
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512	Elementary Program (K-6): The instruction and learning experiences which are concerned with knowledge, skills, appreciation, attitudes, and behaviors appropriate for students enrolled in kindergarten through sixth grades.
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- 515 **Secondary Program (7-12):** The instruction and learning experiences which are concerned with knowledge, skills, appreciation, attitudes, and behavior needed by students enrolled in the grade levels seven through twelve or any combinations thereof.
- 517 **Alternative School Program:** The instruction and learning experiences which are concerned with knowledge, skills, appreciation, attitudes, and behavior needed by students enrolled in the grade levels seven through twelve or any combinations thereof assigned to approved alternative schools to provide enhanced learning experiences to meet the needs of students that cannot be addressed in a traditional classroom setting.
- 519 **Vocational and Technical Programs:** The instruction and learning experiences which are concerned with preparing students to meet challenging academic standards as well as industry skill standards while preparing students for broad-based careers.
- 520 **Special School Programs (invalid IFARMS code):** The instructional programs of the K-12 school organization which provides personnel, services and other resources to meet the special needs of exceptional students, including gifted and talented students.
- 521 **Special Education Program:** The instructional activities and services of teachers and classroom aides who work to meet the needs of special education students. *(Example: Classroom teachers, aides, supplies, and equipment for the resource rooms.)*
- 522 **Special Education Preschool Program:** The instructional activities and services of teachers and classroom aides who work to meet the needs of preschool special education students.
- 524 **Gifted and Talented Program:** The instructional activities and services of teachers and classroom aides (Ancillary Personnel) who work to meet the needs of gifted and talented students. *(Example: Classroom teachers, aides, supplies, and equipment for the gifted and talented classrooms.)*
- 530 **Activity School Programs (invalid IFARMS code):** The extra-curricular programs of schools which provide students with learning experience through their participation in school-sponsored athletics, activities, clubs, and other organizations.

- 531 **Interscholastic Competition Programs:** The extra-curricular programs and activities which normally supplement the institutional curriculum program. These programs involve student participation in competitive interscholastic events which are scheduled and sponsored by the school.
- 532 **School Activities Program:** School-sponsored activities which are an adjunct to the instructional curriculum and include student-financed and managed activities.
- 540 **Other School Programs (invalid IFARMS code):** Programs of instruction designed and offered to students and adults to meet their educational needs. Such programs would be scheduled during hours of the day which are not normally reserved for the regular school programs.
- 541 **Summer School Program:** Programs of instruction that provide classroom instruction during the summer months between the end of the regular school term and the beginning of the next regular school term. Summer school programs are not considered as part of or eligible for the state educational support program.
- 542 **Adult School Program:** Programs of instruction designed to serve the needs of students and adults which are not considered part of the regular school program or a program which is required or entitled to state educational support.
- 546 **Detention Center Program:** Programs of instruction designed to service the needs of students at a Juvenile Detention Center facility.
- 600 **Summary Code (invalid IFARMS code)**
Support Services: Support services provide administrative, technical (such as guidance and health), and logistical support for fulfilling the objectives of instruction, community services, and enterprise programs, rather than as entities within themselves.
- 611 **Attendance, Guidance, and Health Programs:** Activities designed to assess and improve the well-being of students and to supplement the teaching process.
Attendance and Social Work Services: Activities designed to improve student attendance at school that attempt to prevent or solve student problems involving the home, the school, and the community. Registration activities for adult education programs are included here. *Some examples of other services to*

be reported within this function code are suspension services, attendance services, and student accounting services.

Guidance Services: Activities involving counseling with students and parents; consulting with other staff members on learning problems; evaluating the abilities of students; assisting students as they make their own educational and career plans and choices; assisting students in personal and social development; providing referral assistance; and working with other staff members in planning and conducting guidance programs for students. Guidance services may include supervision services, counseling services, appraisal services, student record services, and placement services.

Health Services: Physical and mental health services that are not direct instruction. Included are activities that provide students with appropriate medical, dental, and nursing services.

- 616 **Special Education Support Services Program:** The non-instructional personnel, activities, and services designed to assist exceptional students and staff members who work with the Exceptional Child Program. Ancillary personnel included in this program: Directors, Supervisors, Consulting Teachers, Psychologists, Social Workers, and other related services personnel.
- 620 **Support Services Instructional (invalid IFARMS code):** Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students.
- 621 **Instructional Improvement Program: *Improvement of Instruction*** – Activities primarily for assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences for students. These activities include curriculum development, techniques of instruction, child development and understanding, and staff training.

Instruction and Curriculum Development: Activities that aid teachers in developing the curriculum, preparing and using special curriculum materials, and understanding and appreciating the various techniques that stimulate and motivate students.

Instructional Staff Training: Activities associated with the professional development and training of instructional personnel. These include such activities as in-service training (including mentor teachers), workshops, conferences,

demonstrations, and courses for college credit (tuition reimbursement), and other activities related to the ongoing growth and development of instructional personnel. Training that supports the use of technology for instruction should be included in this code. The incremental costs associated with providing substitute teachers in the classroom (while regular teachers attend training) should be captured in this function code. All costs should be charged to this code regardless of whether training services are provided internally or purchased from external vendors.

622 **Educational Media Program:** Activities concerned with directing managing, and supervising educational media services (e.g. supervisory personnel) as well as such activities as selecting, acquiring, preparing, cataloging, and circulating books and other printed materials; preparing, cataloging, and circulating books and other printed materials; planning for the use of the library by students, teachers, and other members of the instructional staff; and guiding individuals in their use of library books, reference guides and materials, catalog materials, special collections, and other materials, whether maintained separately or as part of an instructional materials center. These activities include developing and acquiring library materials and operating library facilities. Textbooks are not charged to this function but rather to the instruction function.

623 **Instructional Related Technology:** This functional category encompasses all 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 utilizing 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 relate to the support of instructional activities. Specifically, costs associated with 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.

Student Learning Centers: Activities concerned with supporting and maintaining labs and centers (outside the classroom) that are established to support the instructional environment. These labs and centers may be located in the library or in other locations but are not primarily dedicated to student-teacher learning.

Labs or learning centers that are primarily dedicated to instruction should be coded in instruction.

Technology Service Supervision and Administration: Activities concerned with directing, managing, and supervising data processing services.

Systems Analysis and Planning: Activities concerned with searching for and evaluating alternatives for achieving defined objectives, based on judgment and, wherever possible, on quantitative methods. Where applicable, these activities pertain to the development of data processing procedures or application to electronic data processing equipment.

Systems Application Development: Activities concerned with the preparation of a logical sequence of operations to be performed, either manually or electronically, in solving problems or processing data. These activities also involve preparing coded instructions and data for such sequences.

Systems Operations: Activities concerned with scheduling, maintaining, and producing data. These activities include operating business machines, data preparation devices, and data processing machines.

Network Support: Services that support the networks used for instruction-related activities.

Hardware Maintenance and Support

Professional Development for Instruction-Focused Technology Personnel: Costs that are incurred as a result of acquiring knowledge and skills to support instructional technologies.

Technology training for instructional staff should be reported in 621 – Instructional Improvement Programs.

630 **General Administrative Services (invalid IFARMS code):** Activities concerned with establishing and administering policy for operating the school district.

631 **Board of Education:** Activities of the elected body that has been created according to state law and vested with responsibilities for educational activities in a given administrative unit. *Some examples of services to be included here are board secretary and clerk service.*

Supervision of Board of Education Services: Activities concerned with directing and managing the general operation of the Board of Education. These include the activities of the members of the Board of Education, but do not include any special activities defined in the other areas of responsibility described below. They also include any activities of the districts performed in support of the school district meeting. Legal activities to interpret the laws and statues and general liability situations are charged here, as are the activities of external auditors.

Board Secretary/Clerk Services: The activities required to perform the duties of the Secretary or Clerk of the Board of Education.

Board Treasurer Services: The activities required to perform the duties of the Treasurer of the Board of Education.

Election Services: Services rendered in connection with any school's system election, including elections of officers and bond elections.

Tax Assessment and Collection Services: Services rendered in connection with tax assessment and collection.

Staff Relations and Negotiations: Activities concerned with staff relations system wide and the responsibilities for contractual negotiations with both instructional and non-instructional personnel.

Other Board of Education Services: Board of Education services that cannot be classified under the preceding areas of responsibility.

Legal Services.

- 632 **District Administration:** Activities associated with the overall general administration of or executive responsibility for the entire school district.
- 640 **School Administration Program (invalid IFARMS code):** Activities concerned with the overall administration's responsibility for a school.
- 641 **School Administration Program:** Activities concerned with directing and managing the operation of a particular school. They include the activities performed by the principal, assistant principals, and other assistants while they supervise all operations of the school, evaluate the staff members of the school, assign duties to staff members, supervise and maintain the records of the school,

and coordinate school instructional activities with those of the school district. These activities also include the work of clerical staff in support of the teaching and administrative duties and full-time department chairpersons.

650 **Business Administration Services (invalid IFARMS code):** Activities that support other administrative and instructional functions including fiscal services, human resources, planning, and administrative information technology.

651 **Business Operations Program:** Activities concerned with the fiscal operations of the school district. This function includes budgeting, receiving and disbursing, financial and property accounting, payroll, inventory control, internal auditing, and funds managing. Fiscal services are inclusive of supervision of fiscal services, budgeting services, and payroll, internal audit, and general accounting functions.

655 **Capital Services Program:** Activities concerned with purchasing, receiving, storing, and distributing supplies, furniture, equipment, and materials used in schools or school system operations.

656 **Administrative Technology Services:** Activities concerned with supporting the school district's information technology systems, including supporting administrative networks, maintaining administrative information systems, and processing data for administrative and managerial purposes. These activities may include expenditures for internal technology support, as well as support provided by external vendors utilizing operating funds. These activities include costs associated with 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.

Technology Service Supervision and Administration: Activities concerned with directing, managing, and supervising data processing services.

Systems Analysis and Planning: Activities concerned with searching for and evaluating alternatives for achieving defined objectives, based on judgement and, wherever possible, on quantitative methods. Where applicable, these activities pertain to the development of data processing procedures or application to electronic data processing equipment.

Systems Application Development: Activities concerned with the preparation of a logical sequence of operations to be performed, either manually or

electronically, in solving problems or processing data. These activities also involve preparing coded instructions and data for such sequences.

Systems Operations: Activities concerned with scheduling, maintaining, and producing data. These activities include operating business machines, data preparation devices, and data processing machines.

Network Support

Hardware Maintenance and Support

Professional Development Costs for Administrative Technology Personnel

Other Technology Services: Activities concerned with data processing not described above.

- 660 **Operation and Maintenance Services (invalid IFARMS code):** Activities concerned with keeping the physical plant open, comfortable, and safe for use with keeping the grounds, buildings, and equipment in effective working condition and state of repair. These include the activities of maintaining safety in buildings, on the grounds, and in the vicinity of schools.
- 661 **Buildings – Care Program (Custodial):** The programs concerned with the daily custodial needs and the utility services for all school buildings in the district. Objects of expenditure would include salaries, benefits, utilities, supplies, building insurance, and other building care costs as well as building rental and property insurance costs.
- 663 **Maintenance – Buildings and Equipment (Non-Student Occupied Buildings):** Activities associated with the physical maintenance of buildings and equipment in the school district for non-student occupied buildings, i.e. the annual repairs, modifications, and improvements necessary to provide safe facilities and equipment. Also included are expenditures to student-occupied buildings that are not in 664-Maintenance-Buildings and Equipment (Student-Occupied Buildings ONLY).
- 664 **Maintenance – Buildings and Equipment (Student-Occupied Buildings ONLY):** Activities associated with the physical maintenance of buildings and equipment in student-occupied buildings, i.e. the annual repairs, modifications, and improvements necessary to provide safe facilities.

- 665 **Maintenance – Grounds:** Activities involved in maintaining and improving the land (but not the buildings). These include snow removal, landscaping, grounds and roadway maintenance, and other general grounds work.
- 667 **Security/Safety:** Activities concerned with maintaining an environment for students and staff, whether they are in transit to or from school, on a campus or an administrative facility, or participating in school-sponsored events. These include costs associated with security plan development and implementation, installation of security monitoring devices (e.g., cameras, metal detectors), security personnel (e.g., campus police, security guards), purchase of security vehicles and communication equipment, installation and monitoring of school fire alarm systems, providing school crossing guards, and related costs incurred in effort to ensure the basic safety and security of students and staff. Costs associated with in-service training related to school safety, drug and violence prevention training, and alternative schools should not be accounted for under this function code.
- 680 **Transportation Services (invalid IFARMS code):** Activities concerned with conveying students to and from school, as provided by state and federal law. This includes trips between home and school and trips to school activities.
- 681 **Pupil-To-School Transportation:** Activities involved in operating school buses for student transportation to and from school, between schools within the district, and for approved instructional field trips from the time the vehicle leaves the point of storage until they return to the point of storage. (Allowable costs for reimbursement under the School Support Program are defined in the Transportation Manual.)
- 682 **Pupil-Activity Transportation:** Activities involved in operating school buses for student transportation to approved school athletic or activity events. (Such programs are not eligible for state transportation assistance.)
- 683 **General Transportation Program:** Activities involved in maintaining school vehicles. These include repairing or replacing vehicle parts, cleaning, painting, fueling, and inspecting vehicles for safety. (Maintenance of school buses should be coded to 681 Pupil-To-School Transportation.)
- 690 **Other Services (invalid IFARMS code):** All other support services not classified elsewhere.

