

**Garnet Valley School District**

**Fund Structures,  
Accounting &  
Main Account Codes**

# GARNET VALLEY SCHOOL DISTRICT

## FUND STRUCTURE AND ACCOUNTING

The accounting system of the School District is organized on the basis of funds. Each fund is considered a separate accounting entity, with a set of self-balancing accounts that comprise its assets, liabilities and fund equity, revenues and expenditures or expenses, as appropriate. School District resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The fund classifications used by the School District have been defined by generally accepted accounting standards that include three broad fund types: governmental, proprietary, and fiduciary.

Resources segregated into the Governmental Fund types are those used for the usual school services financed by local taxes, state subsidy and federal aid. The District uses two Governmental Funds: a General Fund, and a Capital Projects Funds. The General Fund is the operating fund of the School District. Capital Project Funds are used to account for financial resources to pay for the renovation, acquisition or construction of major capital equipment and facilities.

Resources segregated into the Proprietary Fund category are those used to finance activities similar to those often found in the private sector. The activities are usually financed, at least partially, from a user charge. The District uses one Proprietary Fund, an Enterprise Fund for the Food Service Fund. The Food Service Fund is used to account for all revenues, food purchases, costs and expenses pertaining to food service operations which are financed and operated in a manner similar to private business enterprises where the stated intent is that the cost, including depreciation and indirect costs, of providing goods or services to the students on a continuing basis are financed or recovered primarily through user charges.

Resources segregated into the Fiduciary Fund are those held by the School District as a trustee for some other entity or group. The District uses one type of Fiduciary Fund types - Agency Funds. The Agency Fund is used to account for the receipts and disbursements of monies from student activity organizations. These organizations exist at the explicit approval of and are subject to revocation by the District's governing body. This accounting reflects the District's agency relationship with the student activity organizations.

**FUND STRUCTURE - FUND LEVEL PERSPECTIVE**

	Types of Funds		
	Governmental Funds	Proprietary Funds	Fiduciary Funds
Scope	The activities of the District that are not proprietary or fiduciary, such as special education and building maintenance.	Activities the District operates similar to private businesses, such as food services.	Instances in which the District administers resources on behalf of someone else, such as scholarship programs and student activities monies.
Required financial statements	Balance Sheet	Statement of Net Assets	Statement of Fiduciary Net Assets
	Statement of revenues, expenditures and changes in fund balance	Statement of revenues, expenses and changes in net assets	Statement of changes in fiduciary net assets
		Statement of cash flows	
Accounting basis and measurement focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus	Accrual accounting and economic resources focus
Type of asset/liability information.	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included.	All assets and liabilities both financial and capital, and short-term and long-term.	All assets and liabilities, both short-term and long-term.
Type of inflow/outflow information.	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter.	All revenues and expenses during the year, regardless of when cash is received or paid.	All revenues and expenses during the year, regardless of when cash is received or paid.

## **BASIS FOR MEASURING AVAILABLE REVENUE AND EXPENDITURES**

The modified accrual basis of accounting is used for all governmental fund types and expendable trust and agency fund types. Under this system, revenues are recognized when susceptible to accrual - both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay the liabilities of the current period. Expenditures are generally recognized when the related fund liability is incurred except for principal and interest on general long-term debt which is recognized when due.

Property taxes are recorded as assets when levied. Because the collection of those unpaid at the end of the fiscal year is not assured, they are recorded as deferred revenue rather than revenue. This deferred revenue becomes revenue in the fiscal year in which the taxes are collected. Property taxes collected within sixty (60) days subsequent to year end are susceptible to accrual under the modified accrual basis of accounting and are recognized as revenue in the current year.

The accrual basis of accounting is utilized by the Proprietary Fund and the Fiduciary Fund. Under the accrual basis of accounting, revenues are recognized in the accounting period earned and expenses are recognized in the period incurred.

## **CLASSIFICATION AND PRESENTATION OF REVENUE AND EXPENDITURES**

The Pennsylvania Department of Education has adopted a system for the classification of revenue and expenditures based on generally accepted accounting standards for school entities. The system is used for budgeting, accounting, and financial reporting in compliance with Generally Accepted Accounting Principles (GAAP), as established by the Governmental Accounting Standards Board (GASB).

The classification and coding structure to record financial transactions under the accounting system provides for three basic types of activity: revenues and other financing sources; expenditures and other financing uses; and transactions affecting the balance sheet/statement of net assets only. For each type of transaction, the specific account code is made up of a combination of dimensions. Each dimension describes one way of classifying financial activity.

As required by the Pennsylvania Department of Education, the District classifies revenues by fund and revenue source dimensions. Revenues are segregated into three sources: Local Sources, State Sources, and Federal Sources. Local sources include such receipts as property taxes and interest on investments. State sources consist of monies received by the District from the Commonwealth of Pennsylvania among which are funds to support the basic instructional program, special education services, and the transportation of students. Federal sources are those funds provided by the federal government, of which the largest is the Title I program for disadvantaged students.

**REVENUE DIMENSIONS**

<u>Fund</u>	<u>Revenue Accounting</u>	<u>Funding Source</u>
XX	XXXX	XXX

**Fund**

(Use Required For State Reporting Purposes)

A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources. It also contains all related liabilities and residual equities or balances or changes therein.

Funds are established to carry on specific activities or attain certain objectives of an LEA according to special legislation, regulations or other restrictions.

**Revenue Source**

(Use Required For State Reporting Purposes)

This dimension permits segregation of revenues by source. The primary classification differentiates Local, State and Federal revenue sources. Other Financing Sources are included in the dimension breakdown, although in a strict accounting sense, these are not revenues.

**Funding Source**

This dimension is recommended for program reporting and district-wide reporting when classifying revenues and related expenditures.

Revenue Coding Example – General Fund Current Real Estate Taxes			
<u>Fund</u>	<u>Revenue Source</u>		
10	6111		
10 = General Fund			
6111 = Local Revenue – Taxes Levied – Real Estate Taxes – Current Real Estate Taxes			
6	1	1	1

The Department requires the District to classify expenditures by a combination of dimensions. The required expenditure dimensions include: fund, function, object, funding source, and instructional organization. The function dimension is used to classify expenditures according to the principal purpose for which expenditures are made (e.g. Instruction and Support Services). As used in the expenditure classification system, the object dimension applies to the article purchased or the service obtained (e.g. Salaries, Fringe Benefits, Supplies and Equipment). While not required, the District also classifies expenditures by operational unit, responsibility cost center, subject matter and job classification dimensions. The responsibility cost center dimension (e.g. instructional services and transportation) is used to classify expenditures by operational units defined by the District.

The District is legally required to prepare its general fund budget at the fund, function and object level of classification. The District also presents expenditures by responsibility cost center in its summary global budget and monthly internal operating budget documents since this classification system used to manage and control the resources provided for educational programs and services.

**EXPENDITURE DIMENSIONS**

<u>Fund</u>	<u>Function</u>	<u>Object</u>	<u>Funding Source</u>	<u>Instructional Organization</u>
XX	XXXX	XXX	XXX	XX

X = Digital Coding  
Fund, Function, Object, etc. = Dimension

The dimensions in the above illustration provide the information required for reporting to the Commonwealth of PA.

<u>Fund</u>	<u>Function</u>	<u>Object</u>	<u>Funding Source</u>	<u>Instructional Organization</u>	<u>Operational Unit</u>	<u>Subject Matter</u>	<u>Job Classification</u>	<u>Special Cost Center</u>
XX	XXXX	XXX	XXX	XX	XXX	XXX	XXX	Number of Digits Varies

X = Digital Coding  
Fund, Function, Object, etc. = Dimension

The full system of expenditure dimensions is illustrated above; it provides additional dimensions for use by an LEA for internal accounting purposes: Operational Unit, Subject Matter, Job Classification, Special Cost Center.

## **REVENUE CLASSIFICATION**

### **6000 LOCAL REVENUE SOURCES**

Revenue produced within the boundaries of the District and available to the District for its use.

#### **. 6111 Current Real Estate Tax**

Real Estate Tax is the main source of revenue for funding the operation of the School District. It is based on the assessed valuation, as determined by the Delaware County Board of Assessment, of all taxable property within the School District and is collected through a bank-operated lock box.

#### **. 6112 Interim Real Estate Tax**

Interim taxes are levied under Act 544 of 1952 (Section 677.1) on the increase in assessed valuations of local property as a result of construction or improvements to that property during the school year.

#### **. 6113 Public Utility Realty Tax**

Lands and structures owned by public utilities and used in providing their services are subject to state taxation under Act 66 of 1970. The state collects and then distributes a prescribed sum among local taxing authorities including school districts and that payment of state tax is in lieu of local taxes upon public utility realty.

#### **. 6114 Payments in Lieu of Current Taxes - State/Local Reimbursement**

Revenue received in lieu of taxes for property withdrawn from the tax rolls of the School District for public housing, forest lands, game lands, water conservation or flood control. This revenue is classified as local although payments may be received from any one of several State agencies.

#### **. 6153 Real Estate Transfer Tax**

Transfer tax is levied under Act 511 at the rate of one half of one percent (.5%) of the value on the transferring of real estate or interest in real property situated within the boundaries of the School District.

#### **. 6400 Delinquent Taxes**

Delinquent taxes are taxes that were not collected during the original year of issue. Included here are the applicable interest and penalties on tax revenue classified as delinquent. (Revenues are not recorded to this account number but to the following subaccounts.)

#### **. 6411 Delinquent Real Estate Taxes**

Revenue received from taxes assessed and levied upon real property which have become delinquent.

#### **. 6510 Interest on Investments**

Interest on investments is revenue received from the investing of School District money as it becomes available in investment vehicles as permitted by Pennsylvania law.

Investments are made through programs provided by PSDLAF and are consistent with provisions of the School Code.

#### **. 6530 Gains or Losses on Sale of Investments**

Gains or losses from the sale of bonds or stocks. Gains or losses represent the difference between sales proceeds and cost as of the date of sale.

#### **. 6820 Revenue from Intermediate Sources – Commonwealth Funds**

Revenue received through an intermediate source as an agent of the Commonwealth.

#### **. 6830 Revenue from Intermediate Sources – Federal Funds**

Revenue received through an intermediate source as an agent of the Federal Government.

. 6910 Rent of Facilities

Rent of Facilities is revenue received from various government bodies, organizations, and civic groups for the rental of the District's buildings and facilities.

. 6920 Contributions and Donations from Private Sources

Revenues from philanthropic foundations, private individuals or private organizations for which no repayment or special service is expected.

. 6940 Tuition from Patrons

Tuition from patrons includes regular day school tuition for non-resident students temporarily living within the School District boundaries; revenue received from students, their parents or their guardians for summer school education provided by the School District; and revenue received from other school entities for mainstreaming of special education students in district regular education programs.

. 6980 Revenue from Community Services Activities

Revenue from community service activities operated by the School District

. 6990 Miscellaneous Revenue

Revenue from local sources not classified elsewhere.

## **7000 REVENUE FROM STATE SOURCES**

Revenue from funds produced within the boundaries of and collected by the state and distributed to school districts in amounts different proportionately from the amounts collected within such school districts.

. 7100 Basic Instructional and Operating Subsidies

Revenue received from Commonwealth appropriations as subsidy for basic instruction and operations. (Revenues are not recorded to this account but to the following 7100 subaccounts.)

. 7110 Equalized Subsidy for Basic Education

The Equalized Subsidy for Basic Education (ESBE) is the major grant program through which funds are distributed from the State to school districts. The first five payments, each equivalent to 15% of the estimated net subsidy, are made on the fourth Thursday of August, October, December, February and April. The balance due is paid on June 1.

. 7140 Charter Schools

Revenue received from the Commonwealth of Pennsylvania to fund the Charter Schools initiative.

The revenue includes money from Nonpublic Transfers and Transitional Grants.

. 7160 Tuition for Orphans and Children Placed in Private Homes

Revenue received from the Commonwealth as tuition for children who are orphans and/or children who are placed in private homes by the court. Payments are made in accordance with Sections 1305 and 1306 of the School Code.

. 7210 Homebound Instruction

Revenue received from the Commonwealth as subsidy for expenses incurred for the instruction of homebound pupils. Payments are made in accordance with Section 2510.1 of the School Code.

. 7220 Vocational Education

Revenue received from the Commonwealth of PA for vocational education expenditures, which are

classified as current operating expenditures and also for preliminary expenses in establishing an area vocational education school. Payments are made in accordance with Sections 2504, 2506, and 2507

of the Public School Code.

. 7230 Alternative Education

Revenue received from the Commonwealth of PA for alternative education expenditures.

Alternative

education is specialized educational instruction and support services to students that must be

removed from regular classrooms because of disruptive behavior. These funds enable schools to

provide students with a sound education course of study and counseling designed to modify

disruptive behavior and return the students to a regular school curriculum.

. 7270 Special Education of Exceptional Pupils

Revenue received from the Commonwealth as subsidy for the cost of instructing exceptional children.

Payments are made in accordance with Section 2509 and/or 1373.1 of the Public School Code.

. 7292 Pre-K Counts

Revenue received from the Commonwealth for the Pre-K Counts program.

. 7300 Subsidies for Noneducational Programs

Revenue received from Commonwealth appropriations as subsidy for noneducational programs.

(Revenues are not recorded to this account but to the following 7300 subaccounts.)

. 7310 Transportation (Regular and Additional)

Revenue received from the Commonwealth as subsidy on account of pupil transportation expenditures and/or board and lodging in lieu of transportation. Payments for pupil transportation are

made in accordance with Section 2541 of the Public School Code. Payments for board and lodging

in lieu of transportation are made in accordance with Section 2542 of the Public School Code.

. 7320 Rental and Sinking Fund Payments/Building Reimbursement Subsidy

Revenue received from the Commonwealth as a full or partial subsidy payment for approved lease rentals, sinking fund obligations, or any approved lease rentals, sinking fund obligations, or any approved LEA debt obligations for which the Department of Education has assigned a lease number.

. 7330 Health Services

Revenue received from the Commonwealth as subsidy on account of health services, including medical, dental and nurse services. Payments are made in accordance with Section 2505.1 of the Public School Code and Act 25

7340 State Property Tax Reduction Allocation

Revenue received from the Commonwealth of Pennsylvania designated for school district property tax reduction. Payments are made in accordance with Section 505 of Special Session Act 1 of 2006.

. 7500 Extra Grants

Revenue received from the Commonwealth as extra grants not specified elsewhere in the Revenue from State Sources section. (Subaccounts may be established if more than one extra grant is received.)

. 7810 Revenue for Social Security Payments

Revenue received from the Commonwealth designated as the Commonwealth's matching share of

the employer's contribution of the Social Security Taxes for covered employees which are not federally funded.

. 7820 Revenue for Retirement Contributions

Revenue received from the Commonwealth designated as the Commonwealth's required share of contributions to the Public School Employees' Retirement System (PSERS).

. 7900 Revenue for Technology

Revenue received for technology initiatives that allow the school to develop new information technology projects, such as additional or improved computer hardware, software and network infrastructure. (Revenues are not recorded to this account but to the following subaccounts)

. 7910 Education Technology

Revenue received from the Commonwealth of Pennsylvania to provide administrative staff, students and teachers with improved access to a broad array of courses and research materials. This account should also be used for grants received to upgrade the school's network and hardware and software capabilities so that schools are prepared for interconnectivity through the Pennsylvania Education Network (PEN). PEN will link all Pennsylvania schools through a comprehensive, state-wide computer network and provide connections to the world-wide network. Record all Basic Education grants previously known as Link-to-Learn grants here.

. 7920 Classrooms for the Future

Revenue received from the Commonwealth to provide laptops for high school classrooms in English, mathematics, science and social studies in public school districts and career and technical centers.

**8000 REVENUE FROM FEDERAL SOURCES**

Revenue from funds collected by the Federal Government and distributed to school districts in amounts that differ in proportion from those which were collected within such school districts.

. 8300 Restricted Grants Directly from the Federal Government

Revenue received directly from the Federal Government as grants to the school district which must be used for a categorical or specific purpose. (Revenues are not recorded to this account but to the following subaccounts.)

. 8390 Other Restricted Grants Directly from the Federal Government

Revenues received from the Federal Government not specified elsewhere in the 8300 series of accounts.

- . 8513 Education of Disadvantaged Children - ECIA, Title I  
Revenue received for the education of disadvantaged children under the Education Consolidation and Improvement Act Public Law 97.35, of 1981, Title 1 (formerly Chapter I).
- . 8514 NCLB, Title I – Improving the Academic Achievement of the Disadvantaged  
Revenue received for the education of disadvantaged children under NCLB, Title I.
- . 8515 NCLB, Title II – Preparing, Training and Recruiting High Quality Teachers and Principals  
Revenue received for the education of children under NCLB Title II.
- . 8516 NCLB, Title III – Language Instruction for Limited English Proficient and Immigrant Students  
revenue received for the education of children under NCLB, Title III.
- . 8517 NCLB, Title IV – 21st Century Schools  
Revenue received for the education of children under NCLB, Title IV. Includes funding for Safe and Drug-Free Schools and Communities and 21st Century Learning Communities.
- . 8518 NCLB, Title V – Promoting Informed Parental Choice and Innovative Programs  
Revenue received for the education of children under NCLB, Title V.
- . 8519 NCLB, Title VI – Flexibility and Accountability  
Revenue received for the education of children under NCLB Title VI includes programs such as Improving Academic Achievement and Rural Education Initiative.
- . 8560 Federal Block Grants, ECIA, Title VI  
Revenue from Federal block grant legislation Public Law 97-35, the Education Consolidation and Improvement Act of 1981, Title VI (formerly Chapter 2).
- . 8570 Education for Economic Security Act of 1984 - Title II  
Revenue received to improve inservice training and retraining of teachers.
- . 8670 Drug-Free Schools  
Revenue received in support of programs conducted under the Drug-Free Schools and Communities Act of 1986 - P.L. 99-570.
- . 8690 Other Restricted Federal Grants-In-Aid Through the Commonwealth  
Record revenue received for Other Restricted Federal Grants-In-Aid through the Commonwealth not recorded in the accounts above.
- . 8701 ARRA – IDEA, Part B  
ARRA revenue received for the education of individuals with disabilities under IDEA, Part B, including 611 money.
- . 8708 ARRA – State Fiscal Stabilization Fund  
ARRA revenue received under the State Fiscal Stabilization Fund.
- . 8709 ARRA – Education Jobs Fund (EduJobs)  
ARRA revenue received under the Education Jobs Fund.
- . 8810 Medical Assistance Reimbursements (ACCESS)  
Reimbursement received from the Federal Government through the Commonwealth of PA for eligible related health services provided to special education students as part of their Individual Education Plan (IEP). Reimbursable services include, but are not limited to, occupational therapy, physical therapy and psychological counseling.

**9000 OTHER FINANCING SOURCES**

Includes funds received from proceeds of long-term debt issues, receipt of interfund transfers, or the sale of fixed assets.

. 9300 Interfund Transfers

Proceeds received from another fund which will not be repaid and for which goods or services were not provided by the receiving fund. (Transfers are not recorded in this account but to the appropriate sub accounts.) Transfers to fund the Debt Service Fund in order to meet the District's debt service payments for both principal and interest are budgeted from the General Fund.

. 9400 Sale or Compensation for Loss of Fixed Assets

Monies received from the sale of or compensation for the loss of fixed assets.

**EXPENDITURE CLASSIFICATION BY FUNCTION**

The District uses five (5) major functional classifications to record and control financial transactions. However, expenditures are not charged directly to these major functional categories described below but to subaccounts or subfunctions that provide a more detailed classification of expenditures.

**1000 INSTRUCTION**

Activities dealing directly with the teaching of pupils, or the interaction between teacher and pupils. Teaching may be provided for pupils in a school classroom, in another location and in other learning situations. It may also be provided through some other approved medium. Included in this function are the salaries for teachers and assistants of any type that provide support for the instructional process. Also included in this function are equipment and supplies directly related to instruction and the instructional process.

. 1100 Regular Programs

Elementary and Secondary programs include activities designed to provide students (grades K through 12) with the learning experiences to prepare them for activities as citizens, family members, and non-vocational workers as contrasted with programs designed to improve or overcome physical, mental, social and/or emotional handicaps.

. 1200 Special Education Programs

Activities designed primarily for students having special needs. These special programs include services for the gifted, learning disabled and physically handicapped students.

. 1300 Vocational Education Programs

Pennsylvania Department of Education approved programs designed to prepare students to pursue occupational fields including agriculture, business, distribution, health, home economics and trade and industry.

. 1400 Other Instructional Programs

Elementary and Secondary programs that provide students (grades K through 12) with learning experiences not included in the regular, special education or vocational education programs. This includes the Summer School Program, Homebound Instruction, Driver Education Classroom Instruction, and Federal Instructional Programs.

. 1700 \* Higher Education Programs

Instructional programs for secondary education students attending an institution of higher education that offers college instruction. If the LEA has the responsibility of providing this program, all costs of the program should be coded here. Include here costs for students taking postsecondary courses through a dual enrollment program. Includes the district share of community college cost passed through to Bethel Township taxpayers by means of a supplemental real estate tax.

## **2000 SUPPORT SERVICES**

Services which provide administrative, technical, personal and logistical support to facilitate and enhance instruction. Support services exist to sustain and enhance instruction, rather than entities within themselves. They include such services as: pupil personnel, guidance, psychology, library, health, attendance, and transportation.

### **. 2100 Pupil Services**

Activities designed to assess and improve the well-being of students, to supplement the teaching process, and meet the provisions of Article XIII of the Public School Code of 1949, as amended. This includes the Director of Pupil Services, guidance counselors and psychological services.

### **. 2200 Instructional Staff Services**

Those activities associated with assisting, supporting, advising and directing the instructional staff in improving the content and process of providing learning experiences for students. These activities include audio-visual/multi-media services, library operations, curriculum development and staff development.

### **. 2300 Administration**

Activities concerned with establishing and administering policy in connection with operating the LEA. (Expenditures are not recorded to this account but to the following sub-accounts.

#### **2310 \* Board Services**

Those activities required to perform the duties of the Secretary / Clerk of the Board of Education and all members, excluding activities related to board Treasurer responsibilities. Include in this function lawsuit settlements using object 820.

#### **2330 \* Tax Assessment and Collection Services**

Services rendered in connection with tax assessment and collection.

#### **2340 \* Staff Relations and Negotiation Services**

Those activities concerned with staff relations system wide and the responsibilities for contractual negotiations with both instructional and non-instructional personnel.

#### **2350 \* Legal and Accounting Services**

Legal and accounting services provided to the LEA by law firms, attorneys, it's solicitor and the local auditing firm.

#### **2360 \* Office of the Superintendent Services**

The activities performed by the superintendent, and such assistants as deputy, associate and assistant superintendents and executive directors, in general direction and management of the affairs of the LEA. This includes all personnel and materials in the Office of the Chief Executive Officer. Activities of the Office of the Deputy Superintendents should be charged here unless the activities can be placed properly into a service area.

#### **2370 \* Community Relations Services**

The activities and programs developed and operated system wide for the betterment of school / community relations.

#### **2380 \* Office of the Principal Services**

Those activities concerned with directing and managing the operation of a particular school. It includes the activities performed by the principal, assistant

principals, and other assistants in general supervision of all operations of the school, evaluation of the staff members of the school, assignment of duties of staff members, supervision and maintenance of the records of the school, and coordination of school instructional activities with instructional activities of the LEA. It includes clerical staff for these activities.

**2390 \* Other Administrative Services**

Other administrative services which cannot be classified elsewhere in the 2300 series of functions. Record to this account: bond issuance costs, arbitrage rebates, and graduation expenditures. Those activities concerned with recommending new policies, administering existing policies and the developing and implementing of procedures in connection with the operation of the School District. It also includes the services of those professional, independent, and separate agencies or individuals that are elected, appointed, or retained to assist in the administration including the Board Treasurer, attorneys, accounting services and tax collection services.

**. 2400 Pupil Health Services Programs**

Activities that provide physical and mental health services which are not part of curriculum and instruction. Included are activities that provide students and staff with appropriate medical, dental, and nursing services as required by the state.

**. 2500 Business Services**

Those activities concerned with the administering of the District's business functions, the accounting of the District's receipts and expenditures, and the purchasing, storage and maintenance of goods and services.

**. 2600 Plant Operation and Maintenance**

Those activities concerned with keeping the physical plant open, comfortable, and safe. This includes keeping the grounds, buildings and equipment in effective working condition and maintaining safety on all school property.

**. 2700 Transportation**

Those activities concerned with the conveyance of students to and from school, as provided by state law, including trips between home and school and trips to school activities.

**. 2800 Central Support Services**

Activities, other than general administration, which support each of the other instruction and supporting services programs. These activities include planning, research, development, evaluation, information, staff and technical services.

**. 2900 Other Support Services**

All other support services not classified elsewhere in the 2000 series. This includes amounts paid for services from the Delaware County Intermediate Unit.

**3000 OPERATION OF NONINSTRUCTIONAL SERVICES**

Activities concerned with providing noninstructional services to students, staff or the community. Expenditures accounted for in this function include student activities and community services.

. 3200 Student Activities

School sponsored activities, under the guidance and supervision of the School District's staff, designed to provide students such experiences as motivation, enjoyment, and improvement of skills. Co-curricular activities normally supplement the regular instructional program and include such activities as band, chorus, speech and debate. Also, student activities involve the athletic program, which provides competition between schools.

. 3300 Community Services

Activities concerned with providing recreation for the community as a whole. Included is the Community Swim Program.

**4000 FACILITIES ACQUISITION, CONSTRUCTION AND IMPROVEMENT SERVICES**

Represent capital outlay for the purchase of land, buildings, service systems and built-in equipment. Expenditures include the initial purchase of land and buildings, construction remodeling and additions and improvement to buildings, initial installation, replacement or extension of service systems and other built-in equipment, as well as improvement to sites, and activities related to all of the above.

. 4100 Site Acquisition Services

Costs incurred to purchase land and make initial improvements to new land acquisitions. Expenditures recorded here include the purchase price of the land, settlement costs, transfer fees, demolition, grading, survey, paving, sealing, lighting and all other professional fees associated with the purchase.

. 4200 Existing Site Improvement Services

Costs incurred to improve existing land and land improvements, which are non-routine and extraordinary costs incurred to improve or maintain existing sites.

. 4300 Architecture and Engineering Services/Educational Specification Development – Original and Additional

Cost incurred for the activities and engineers related to acquiring and improving sites and improving buildings. Also, those activities concerned with preparing and interpreting to architects and engineers descriptions of space requirements for the various learning experiences of students to be accommodated in a building. These specifications are interpreted to the architects and engineers in the early stages of blueprint development. Charges are made to this account only for those preliminary activities, which may or may not result in additions to the LEA's property.

. 4400 Architecture and Engineering Services/Educational Specifications - Improvements

Costs incurred for the activities and engineers related to existing site improvement and existing building improvement services. Also, those activities concerned with preparing and interpreting to architects and engineers descriptions of the improvements services. These specifications are interpreted to the architects and engineers in the early stages of blueprint development. Charges are made to this account only for those preliminary activities, which may or may not result in improvements to the LEA's property.

. 4500 Building Acquisition and Construction Services

Costs incurred to purchase or construct buildings, additions to buildings, and original or additional installation or extension of service systems and built-in equipment.

. 4600 Existing Building Improvement Services

Capital expenditures incurred to renovate or improve existing buildings, service systems and other built-in equipment. Capital expenditures include non-routine and substantial costs incurred to maintain or improve buildings, service systems and other built-in equipment.

**5000 OTHER EXPENDITURES AND FINANCING USES**

Other financing uses represent the disbursement of governmental funds not classified in other functional areas that require budgetary and accounting control. These include transfers of monies from one fund to another and budgetary reserve.

. 5100 Other Expenditures and Financing Uses This function is used to record and accumulate costs representing payments on general long-term debt principal and interest. It also includes the recognition of all refunds of prior year revenues and receipts including deductions taken from the basic education subsidy to adjust for prior year audits and subsidy calculation changes.

. 5200 Fund Transfers

This function provides for funds to be transferred from one fund to another fund without expectation of repayment. Transfers from the General Fund are budgeted to fund the Capital Reserve Fund; to fund the Internal Service Fund; and to fund the Debt Service Fund in order to meet the District's debt service payments for both principal and interest. (Transfers are not recorded in this account, but to the appropriate subaccounts).

. 5900 Budgetary Reserve

The District maintains a budgetary reserve account in order to provide for operating contingencies. Expenditures may not be made through the budgetary reserve, but only against the line items which appear throughout the appropriations. An amount equal to the expenditure shall be transferred from the budgetary reserve into the appropriate line item. The Board of School Directors shall approve each transfer.

**EXPENDITURE CLASSIFICATION BY OBJECT**

The District uses nine (9) major object classifications to record and control financial transactions. However, expenditures are not charged directly to these major object categories described below but to subaccounts or subobjects that provide a more detailed classification of expenditures.

. 100 Personnel Services - Salaries

Gross salaries paid to employees of the District. Salary costs are related to personnel positions, overtime, temporary employees and supplemental pay.

. 200 Personnel Services - Benefits

Amounts paid on behalf of employees; these amounts are not included in gross salary, but are in addition to that amount. Such payments are fringe benefit payments; and, while not paid directly to employees, are part of the cost of personnel services. Fringe benefits include health insurance, retirement plans, Social Security, life insurance, unemployment compensation and workers' compensation.

. 300 Professional Services

Services that by their nature require persons or firms with specialized skills and knowledge. Included in this classification are contracted services such as; legal and

accounting services, tax collection and administrative services, curriculum improvement and instructional services, counseling and guidance services, computer services and medical and dental services. This classification also includes fees paid to the Delaware County Intermediate Unit for special education services and alternative regular education services.

. 400 Purchased Property Services

Services required to operate, repair, and maintain property used by the District. Such costs include housekeeping, lawn care, maintenance, repairs, and snow removal.

. 500 Other Purchased Services

Amounts paid for services not provided by District personnel but rendered by organizations or personnel, other than Professional Services and Purchased Property Services. Such services include those for contractual agreements to transport students, the cost of student field trips, postage, printing and binding, travel, the cost of tuition at approved private schools for special education programs, costs incurred to educate adjudicated or court placed children, liability insurance and telephone costs.

. 600 Supplies

Amounts paid for material items of an expendable nature that are consumed, worn out, or deteriorated in use. Such costs include textbooks and periodicals, instructional supplies and materials, general and office supplies, custodial supplies, medical supplies, maintenance and transportation materials and energy costs for electricity and heating.

. 700 Equipment

Expenditure for the purchase of fixed assets. Such expenditures include initial equipment, additional equipment, and the replacement of equipment.

. 800 Other Objects

Amounts paid for goods and services not otherwise classified in the foregoing objects. Such expenditures include dues and fees and contingency (budgetary reserve).

. 900 Other Uses of Funds

This object and subaccounts are used to classify Governmental Fund transactions which are not recorded as expenditures to the District but require budgetary or accounting control. These include General Fund transfers to the Capital Reserve Fund, the Internal Service Fund and the Debt Service Fund and the Enterprise (Food Service) Fund.

# GARNET VALLEY SCHOOL DISTRICT

## Department Codes

11	Concord Elementary School – Fixed
12	Concord Elementary School – Variable
13	Garnet Valley Elementary School – Fixed
14	Garnet Valley Elementary School – Variable
15	Bethel Springs Elementary School – Fixed
16	Bethel Springs Elementary School – Variable
21	Garnet Valley Middle School – Variable
22	Garnet Valley Middle School – Fixed
31	Garnet Valley High School – Variable
32	Garnet Valley High School – Fixed
40	Transportation Department
50	Maintenance Department
65	Special Education Department
70	Curriculum & Staff Development Department
80	Federal Programs
99	District Wide

## Object Codes

431	Repairs & Maintenance	432	Service Agreements	532	Postage
541	Advertising	551	Printing & Binding	581	Staff Development
611	Supplies/Testing Materials	641	Books	811	Memberships/Dues/Fees

## Funding Source Codes

207	School Improvement Grant	212	Accountability Block Grant	341	Classroom of the Future
411	Title I	421	Title II A	424	Title II D

491 Title V  
981 ARRA

520 IDEA

890 ACCESS