



Accounting Codes & Cost Reporting

ACCOUNTING CODES

- Are used to identify and track both revenues and expenditures.
- Are mandated by the state and prescribed through set parameters.
- Coding must be based on what the item is and what the item is to be used for.





Expenditure Accounting Codes

Expenditure codes and state reporting:

Divides			Who or what			
Fund	Facility	Project	Function	Object	Subproject	*Program
A Fiscal and Accounting entity used to segregate funding sources.	Each school or department has its own unique number.	Describes the focus of the expenditure.	Describes the overall purpose or objective of an expenditure.	Describes the actual goods or services being purchased.	A field used for additional local tracking purposes.	A field used for additional local tracking purposes.



*Program in expenditure code should not be confused with student reporting programs (see next page).

The Department of Education (DOE) requires districts to classify expenditures three ways:

1. Direct Classroom
2. Schools Indirect
3. District Indirect

Direct Costs are those costs identified with Expense Function 5xxx (Instruction), except costs under Functions 5500 (Pre-kindergarten) and 5900 (Other Instruction). Below is how these Expense Code Functions correlate to Student Reporting Programs (FTE) for cost reporting.

*Program in expenditure code should not be confused with student reporting programs (see next

<u>This Expenditure Code Function</u>		<u>Correlates to these Student Reporting Programs</u>
		
5100	Basic	101 Basic Grades K-3** 102 Basic Grades 4-8 103 Basic Grades 9-12
5200	Exceptional	111 Basic Grades K-3, with ESE Services*** 112 Basic Grades 4-8, with ESE Services 113 Basic Grades 9-12, with ESE Services 254 Support Level 4 255 Support Level 5
5301	Career Tech (Vocational)	300 Career Tech (Vocational)
***5100	ESOL	130 ESOL

** Includes Prekindergarten Students In Teen Parent Program (not ESE).

*** Includes Prekindergarten ESE students if not Level 4 or Level 5.

*** Portion from Basic that serves ESOL

Indirect Costs are functions other than 5xxx and are classified as school-level or district-level.

A complete listing of indirect functions is provided on the Finance Department intranet web page, link as follows:

<http://intranet.staff.lakeschools.local/Page/1875>

Cost Reporting - Florida Statute Requirements

The cost report performs calculations using Student FTE, Staff FTE and payroll & expense records to make sure we are meeting Florida Statute 1010.20 (3) (a) 1.

This Statute states that each district shall spend at least the following percent of funds generated by each of the programs listed on the aggregate for total school costs for the following:

- ▶ Kindergarten and grades 1, 2, and 3: 90%
- ▶ Grades 4, 5, 6, 7, & 8: 80%
- ▶ Grades 9, 10, 11 & 12: 80%
- ▶ Programs for exceptional students, on an aggregate program basis: 90%
- ▶ Grades 7 through 12 career education programs, on an aggregate program basis: 80%
- ▶ Students-at-risk programs. on an aggregate program basis: 80%





In summary, the cost report calculates costs as follows:

- ▶ Direct Classroom + School Indirect = School Total
- ▶ School Total + District Indirect = Grand Total

Reports Generated From Cost Report Data:

- ▶ Educational Funding Accountability Report

One for each school. Located on district external website, Financial Transparency Link. <http://www.lake.k12.fl.us/page/230>

- ▶ DOE Transparency Website Link.

<http://public2.fldoe.org/TransparencyReports/ReportView.aspx?ReportID=6>