

*Sstandardized
Account
Code
Structure*

A Guide to the Use of Budget Codes using SACS

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Objectives

- SACS Overview
- SACS Components
- SACS Logic

WHAT and WHY of Budget Codes

String of sets of numbers to record financial activities for reporting purposes.

They describe where revenues come from and how funds are spent.

Example:

- How much we receive from:
 - Title I
 - Local Control Funding Formula (LCFF)
 - Local Donations
- How much we spend on:
 - Instruction
 - Professional Development
 - Utilities (electric/gas, alarm system...)

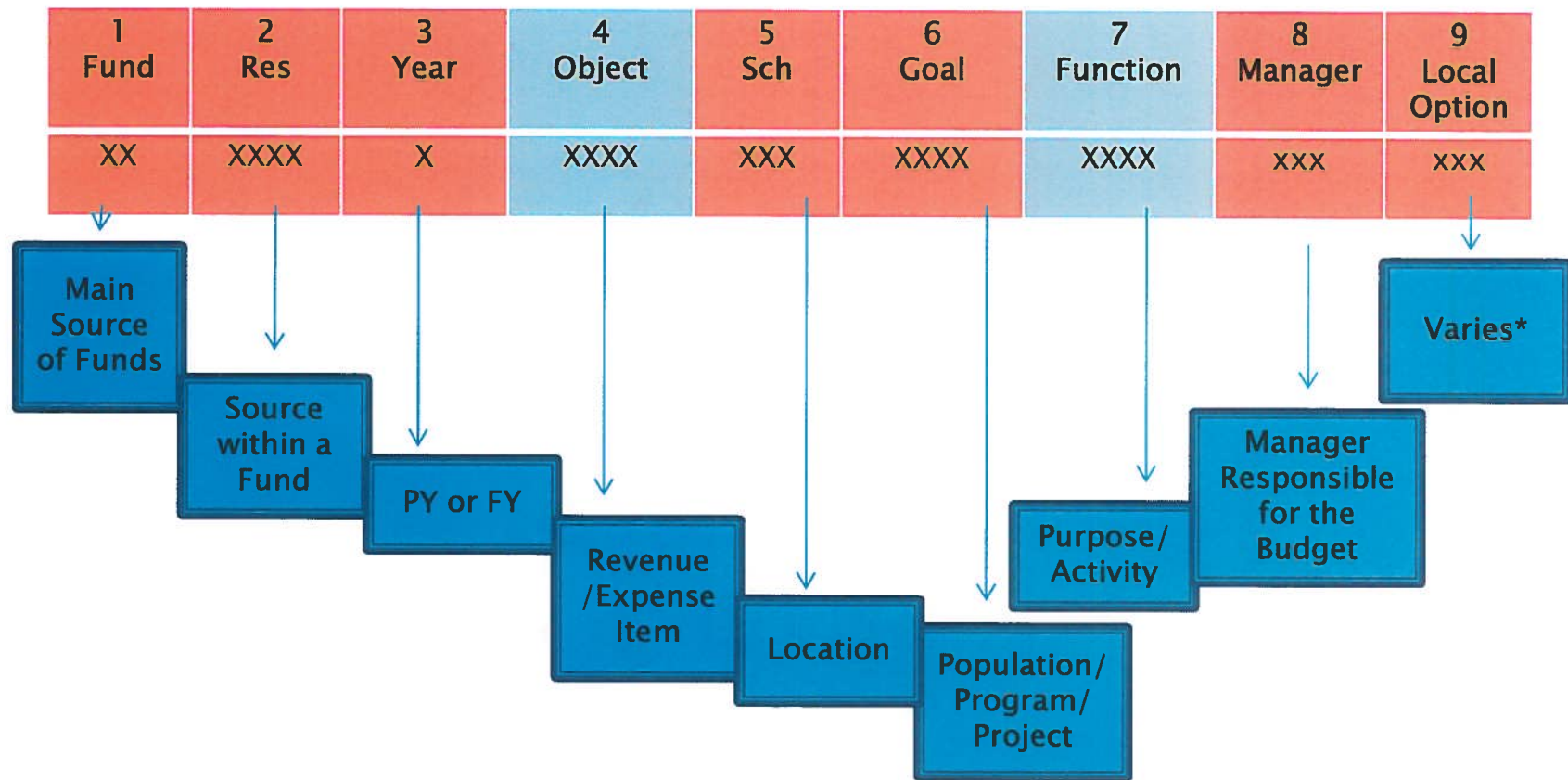
WHAT and WHY of SACS

- Comprehensive system of accounting for recording and reporting financial activities to provide uniformity, transparency, and accountability.
 - Reduce the administrative burden on LEAs in preparing financial reports
 - Create a logical framework that can be used to determine where funds come from and how they are used
 - Provide uniform information for use by administrators, parents, board members, legislators, and others interested in school finance
 - All local agencies were mandated to use SACS by 2003-04

WHAT and WHY of SACS

With the Local Control Funding Formula (LCFF) and Local Control Accountability Plan (LCAP), knowing and understanding SACS is more important than ever in developing and managing a budget

SACS Components



IMPORTANT: The order or arrangement vary from one agency to another. This is HUSD's coding.

For Example...

1 Fund	2 Res	3 Year	4 Object	5 Sch	6 Goal	7 Function	8 Manager	9 Local Option
01	3010	0	4310	005	1110	1000	005	000

- ▶ Fund –main source of funds. *Ex: General Fund (01), Child Nutrition (13)*
- ▶ **Resource** – source within a fund. *Ex: Title I (3010), LCFF Suppl/Conc (0795)*
- ▶ Year – generally, use “0” (Exception is for grants on different year cycle like HPN.
- ▶ **Object** – type of revenue or expenditure. *Ex: Supplies (4310)*
- ▶ **Sch = Site** – location –(school code/building code) *Ex: 005 Bowman Elem.*
- ▶ **Goal** – student population / program. *Ex: K-12 (1110), Cont. Ed. (3200)*
- ▶ **Function** – activity / purpose. *Ex: Instruction (1000), Athletics (4200)*
- ▶ **Manager** –identifies who is responsible/can spend the budget = school site or department/subunit *Ex: 005 Bowman Elementary*
- ▶ Local Option – varies. *Ex: Site Discretionary = 001; Athletics = 002; Summer School = 716*

FUND

1 Fund	2 Res	3 Year	4 Object	5 Sch	6 Goal	7 Function	8 Manager	9 Local Option
XX	XXXX	X	XXXX	XXX	XXXX	XXXX	xxx	xxx

GAAP Definition:

A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities of balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND

1 Fund	2 Res	3 Year	4 Object	5 Sch	6 Goal	7 Function	8 Manager	9 Local Option
XX	XXXX	X	XXXX	XXX	XXXX	XXXX	xxx	xxx

There are 3 categories and 11 types of funds:

Governmental

General Fund

Special Revenue Fund (Examples: Fund 11, 12, 13)

Capital Projects Fund (Examples: Fund 21, 22, 25, 35, and 40)

Debt Service fund (Example: Fund 51)

Permanent Fund

Proprietary (more “business-like” than “government-like”)

Enterprise Fund

Internal Service Fund

Fiduciary

Pension or OPEB Trust Fund

Private Purchase Trust Fund

Agency Fund

RESOURCE

1 Fund	2 Res	3 Year	4 Object	5 Sch	6 Goal	7 Function	8 Manager	9 Local Option
XX	XXXX	X	XXXX	XXX	XXXX	XXXX	xxx	xxx

Types: <ul style="list-style-type: none"> • Unrestricted • Restricted <ul style="list-style-type: none"> ✓ Federal ✓ State ✓ Local 	RANGE	DESCRIPTION / EXAMPLE
	0000 – 1999	Unrestricted – General Purpose Example: GF Unrestricted – 0000
	2000 – 2999	Alternative Education Example: Continuation Education – 2200
	3000 – 5999	Federal Categorical Programs Example: Title I – 3010
	6000 – 8999	State Categorical Programs Example: Special Education – 6500
	9000 – 9999	Local Sources, Grants, and Donations Example: Donations – 9408

OBJECT

1 Fund	2 Res	3 Year	4 Object	5 Sch	6 Goal	7 Function	8 Manager	9 Local Option
XX	XXXX	X	XXXX	XXX	XXXX	XXXX	xxx	xxx

Quick Guide

RANGE	DESCRIPTION / EXAMPLE
1000 – 1999	Certificated Salaries Example: Teacher Salaries for FTE: 1105
2000 – 2999	Classified Salaries Example: Clerical and Office Salaries for FTE 2405
3000 – 3999	Employee Benefits Example: STRS Certificated 3101
4000 – 4999	Books & Supplies Example: Materials and Supplies 4310
5000 – 5999	Services and Other Operating Expenses Example: PD Conference /Workshop 5220
6000 – 6999	Equipment and Capital Outlay Example: Equipment 6410
7000 – 7499	Other Outgo Example :Debt Service-Interest 7438
7600 – 7699	Interfund Transfers Out Example: 7616 Transfer to Fund 13
8000 – 8999	Revenues and Other Financing Sources Example: 8699 Other Local Revenue

SCHOOL/SITE

1 Fund	2 Res	3 Year	4 Object	5 Sch	6 Goal	7 Function	8 Manager	9 Local Option
XX	XXXX	X	XXXX	XXX	XXXX	XXXX	xxx	xxx

005–099 Elementary

005 Bowman

010 Burbank

015 Cherryland

Etc Exception: 045 is not an elementary school

200–299 Middle Schools

210 Bret Harte

220 Cesar Chavez

240 MLK

250 Ochoa

280 Winton

300–399 High Schools

310 Brenkwitz Continuation

330 Hayward High School

340 Mt Eden

370 Tennyson

470 Adult School

Note:

Not all of our SCH codes are HUSD school sites.

Examples:

530 = SIAC

605 = Leadership Charter

810 = All Saints (Private)

910 = District Admin Building

930 = Elmhurst Building

940 = Performing Arts Center

950 = District Wide

GOAL

1 Fund	2 Res	3 Year	4 Object	5 Sch	6 Goal	7 Function	8 Manager	9 Local Option
XX	XXXX	X	XXXX	XXX	XXXX	XXXX	xxx	xxx

Quick Guide

RANGE	DESCRIPTION / EXAMPLE
1000 – 1999	K-12 Regular Education Example: General Ed K-12 – 1110
2000 – 2999	Reserved for future State Definition – N/A
3100 – 3800	Alternative Education Example: Vocational Education – 3800
4000 – 4749	Adult Education Example: Regular Adult Education – 4110
4750 – 4999	Supplemental Education Example: Bilingual Education – 4760
5000 – 5999	Special Education Example: Spec. Ed. Pre-school – 5730
6000 – 6999	ROC/P – N/A
7000 – 7999	Pass Through Accounts Example: 7110– NonAgency-Educational
8000 – 9999	Other / Locally Defined Example: 9xxx for M&O

FUNCTION

1 Fund	2 Res	3 Year	4 Object	5 Sch	6 Goal	7 Function	8 Manager	9 Local Option
XX	XXXX	X	XXXX	XXX	XXXX	XXXX	xxx	xxx

Quick Guide

RANGE	DESCRIPTION / EXAMPLE
1000 – 1999	Classroom / Instruction Note: 1100 – 1190 Special Ed Instruction
2000 – 2999	Instruction-Related Services Example: Instr. Staff Development – 2140
3000 – 3999	Pupil Services Example: Health Services – 3140
4000 – 4999	Ancillary Services Example: Athletics – 4200
5000 – 5999	Community Services
6000 – 6999	Enterprise HUSD hasn't yet used this
7000 – 7999	General Administration Example: Personnel/Human Resources Services– 7400
8000 – 8999	Plant Services Example: Operation– 8200
9000 – 9999	Other Outgo Example: 9300 Interfund Transfers

MANAGER

1 Fund	2 Res	3 Year	4 Object	5 Scb	6 Goal	7 Function	8 Manager	9 Local Option
XX	XXXX	X	XXXX	XXX	XXXX	XXXX	xxx	xxx

Quick Guide

RANGE	DESCRIPTION / EXAMPLE
000	General Budget Not Assigned to A Specific Manager – such as classroom teachers
005–095	Site Controlled Costs, Elementary = Site Code
210 – 280	Site Controlled Costs, Middle = Site Code Exception: 260 AND 265 = M&O
310–370	Site Controlled Costs, High Schools= Site Code Exception 365 = YEP
400–499	Human Resources Note: 450 = Personnel Commission Budget
500–599	Student Services Exception: 570 is now M&O Security
600–699	Business Services Exception: 680 Risk Management is HR; 260 & 265 are also Business (M&O)
700–799	Education Services
380	Special Education

LOCAL OPTION

1 Fund	2 Res	3 Year	4 Object	5 Sch	6 Goal	7 Function	8 Manager	9 Local Option
XX	XXXX	X	XXXX	XXX	XXXX	XXXX	xxx	xxx

Often the local option is 000.

Examples of other local options

001 = Site Discretionary

002 = Athletics

500 = Legal Settlement

716 = Summer 2015-16

717 = Summer 2016-17

810 = Placeholder Budget

860 = Grievance/Arbitration
Settlement

Object Code Best Practice...



General
VS
Specific

Object Codes

- Fuel
- Food
- Legal costs
- Settlements
- Rental
- Repair
- Copier lease
- Copier Maintenance
(more...)

Object Codes for Salary Costs

Object 1XXX – CERTIFICATED STAFF

- ▶ 1000 Classroom Teacher
 - 1105 Teacher Salary
 - 115x Teacher Substitutes
 - 1120 Teacher Stipends
 - 1128 Teacher Hourly

Best
Practice

NOTE the variations under
“Classroom Teacher”.

- ▶ 1200 Certificated Pupil Support
- ▶ 1300 Certificated Supervisors & Administration
- ▶ 1900 Other Certificated Staff

Object 2XXX – CLASSIFIED STAFF

- ▶ 2000 Classified Classroom Staff i.e. Instructional Aides
 - 2105 Instructional Aides Salary
 - 2150 Instructional Aides Substitute
 - 2128 Instructional Aides Hourly

NOTE the last two
digits of each code.

- ▶ 2200 Classified Pupil Support Staff i.e. Custodian
- ▶ 2300 Classified Supervisors & Management
- ▶ 2400 Classified Clerical and Office Staff
- ▶ 2900 Other Classified Staff

NOTE: The object code examples in this
page are specific to HUSD.

“What code do I use?”

Use the following questions as guide...

What grant or program is it for?

→ The answer will help determine the fund, resource, and (possibly) goal

For what purpose or activity?

→ The answer will determine the function

What are we buying or paying for?

→ The answer will determine the object

Who's the signature authority?

→ The answer will determine the Manager

Knowing the answers to the above questions
would give you most of the numbers you need...

1 Fund	2 Res	3 Year	4 Object	5 Sch	6 Goal	7 Function	8 Manager	9 Local Option
XX	XXXX	X	XXXX	XXX	XXXX	XXXX	xxx	xxx

Valid Combos – each field must work together

Considering what each field means, the combinations must be valid:

Example:

Fund x Object

→ *Fund 13 (Child Nutrition) will not work with Object 8011 (State Aid Revenue)*

Fund x Resource

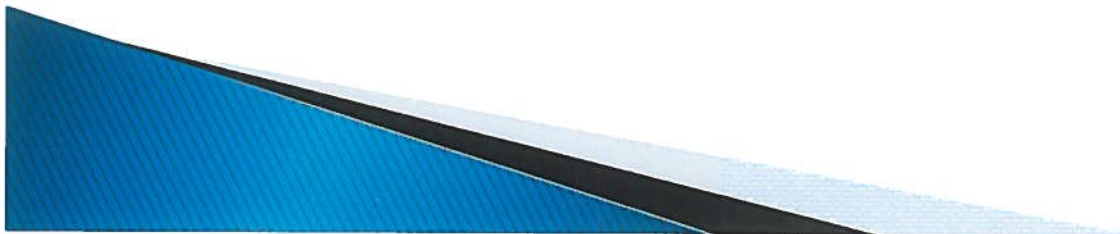
→ *Fund 01 (General Fund) will not work with Resource 5320 (CACFP)*

Goal by Function

→ *Goal 3800 (Voc-Ed) will not work with Function 3700 (Child Nutrition)*

Function by Object

→ *Function 8200 (Custodial-Operations) will not work with Object 11xx (Certificated Teacher)*



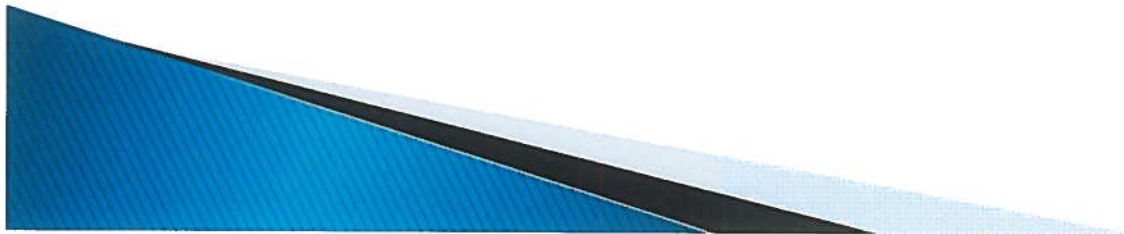
Final Thoughts

A string of budget codes
tells a story

The codes we use describe
revenues and expenses, and
therefore illustrate our financial
activities and our priorities as a
District.

References:

- ▶ California School Accounting Manual (CSAM)
 - <http://www.cde.ca.gov/fg/ac/sa/documents/csam2013complete.pdf#search=csam&view=FitH&pagemode=none>



The End