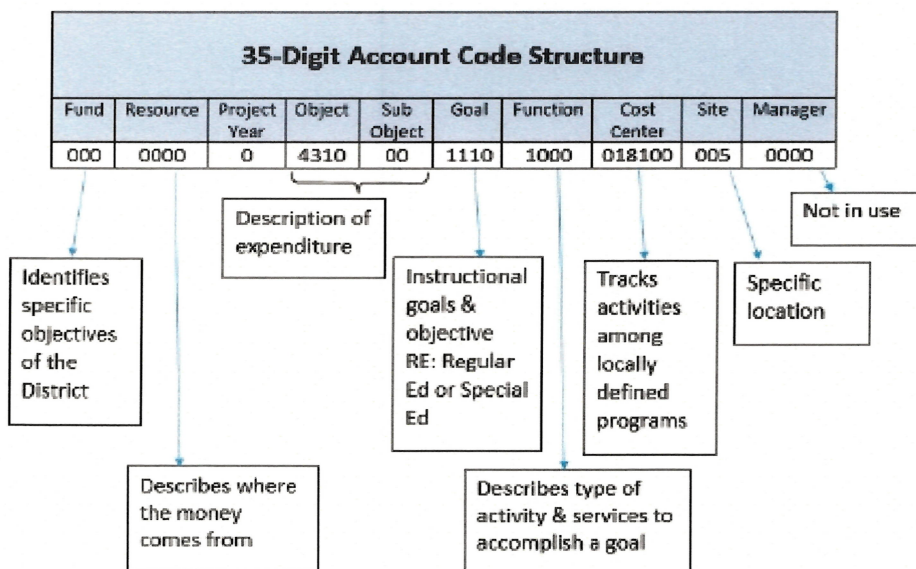


NEW & IMPROVED CHART OF ACCOUNTS

Available On-Line
In Google Drive

SITE BUDGET LAYOUT
Layout of the Account Code Structure



Ever wonder what
budget code to put
on a PO?

I need a budget code
for my Print Shop
Order

Where do I charge
Professional
Development?

Where do I deposit
site donations?

What is the code for
site discretionary
purchases?

NEED ASSISTANCE?

Call the Business Office at
Ext. 100217

Common Budget Code For School Site

Site Discretionary - Cost Center 018100

000-0000-0-xxxx-00- xxxx-xxxx-018100-xxx

35-Digit Account Code Structure

Fund	Resource	Project Year	Object	Sub Object	Goal	Function	Cost Center	Site	Manager
000	0000	0	4310	00	1110	1000	018100	005	0000

Budget Code for Instructional : Student, Teacher (Ordering Supplies for Classroom) (Goal -Function: 1110-1000)

Description (Object)	
Supplies	000-0000-0-4310-00-1110-1000-018100-site
Print Shop	000-0000-0-5716-00-1110-1000-018100-site
Field Trip	000-0000-0-5712-00-1110-1000-018100-site



(only use it if it is budgeted here)

Budget Code for Custodial Supplies

000-0000-0-4310-00-0000-8200-018100-site

Budget Code for Health Supplies

000-0000-0-4310-00-0000-3140-018100-site

Budget Code for Admin: Principal, Secretary (Goal -Function: 0000-2700)

Description (Object)	
Supplies	000-0000-0-4310-00-0000-2700-018100-site
Print Shop	000-0000-0-5716-00-0000-2700-018100-site

Budget Code for Expense Reimbursement

Description (Object)	
Instructional Supplies	000-0000-0-4310-00-1110-1000-018100-site
Admin Supplies	000-0000-0-4310-00-0000-2700-018100-site
Meeting Expense	000-0000-0-5214-00-0000-2700-018100-site
Postage	000-0000-0-5910-00-0000-2700-018100-site
Conference	000-0000-0-5206-00-0000-2700-018100-site
Mileage	000-0000-0-5212-00-0000-2700-018100-site

Common Budget Code For School Site

Site Discretionary -LCFF- Cost Center 018600

000-0000-0-xxxx-00- xxxx-xxxx-018600-xxx

35-Digit Account Code Structure

Fund	Resource	Project Year	Object	Sub Object	Goal	Function	Cost Center	Site	Manager
000	0000	0	4310	00	1110	1000	018100	005	0000

Budget Code for Instructional : Student, Teacher (Ordering Supplies for Classroom) (Goal -Function: 1110-1000)

Description (Object)	
Supplies	000-0000-0-4310-00-1110-1000-018600-site
Print Shop	000-0000-0-5716-00-1110-1000-018600-site
Field Trip	000-0000-0-5712-00-1110-1000-018600-site

 (only use it if it is budgeted here)

Description	Certificated	Classified	Benefits	Supplies	Services
Object	1000-1999	2000-2999	3000-3999	4000-4999	5000-5999

Budget Code for Expense Reimbursement

Description	Only Instructional Expense can charge here
Supplies	000-0000-0-4310-00-1110-1000-018600-site
Meeting Expense	000-0000-0-5214-00-1110-1000-018600-site

Common Budget Code For School Site

Parcel Tax- Cost Center 018100

040-0000-0-xxxx-00- xxxx-xxxx-018100-xxx

35-Digit Account Code Structure

Fund	Resource	Project Year	Object	Sub Object	Goal	Function	Cost Center	Site	Manager
000	0000	0	4310	00	1110	1000	018100	005	0000

Budget Code for Instructional : Student, Teacher (Ordering Supplies for Classroom)
(Goal -Function: 1110-1000)

Description (Object)	
Supplies	040-0000-0-4310-00-1110-1000-018100-site
Print Shop	040-0000-0-5716-00-1110-1000-018100-site

Common Budget Code For School Site

Site Donation - Cost Center 059979

060-9010-0-xxxx-00- xxxx-xxxx-059979-xxx

35-Digit Account Code Structure

Fund	Resource	Project Year	Object	Sub Object	Goal	Function	Cost Center	Site	Manager
000	0000	0	4310	00	1110	1000	018100	005	0000

Budget Code for Instructional : Student, Teacher (Ordering Supplies for Classroom)
(Goal -Function: 1110-1000)

Description (Object)	
Supplies	060-9010-0-4310-00-1110-1000- 059979 -site
Print Shop	060-9010-0-5716-00-1110-1000- 059979 -site
Field Trip	060-9010-0-5712-00-1110-1000- 059979 -site



(only use it if it is budgeted here)

Budget Code for Custodial Supplies

060-9010-0-4310-00-0000-8200-059979-site

Budget Code for Health Supplies

060-9010-0-4310-00-0000-3140-059979-site

Budget Code for Admin: Principal, Secretary

(Goal -Function: 0000-2700)

Description (Object)	
Supplies	060-9010-0-4310-00-000-2700-059979-site
Print Shop	060-9010-0-5716-00-000-2700-059979-site

Budget Code for Expense Reimbursement

Description (Object)	
Instructional Supplies	060-9010-0-4310-00-1110-1000-059979-site
Admin Supplies	060-9010-0-4310-00-0000-2700-059979-site
Meeting Expense	060-9010-0-5214-00-0000-2700-059979-site
Postage	060-9010-0-5910-00-0000-2700-059979-site
Conference	060-9010-0-5206-00-0000-2700-059979-site
Mileage	060-9010-0-5212-00-0000-2700-059979-site

Common Budget Code For School Site

Associated Student Body - Cost Center 821000

088-8210-0-xxxx-00- 1110-4000-821000-xxx

35-Digit Account Code Structure									
Fund	Resource	Project Year	Object	Sub Object	Goal	Function	Cost Center	Site	Manager
000	0000	0	4310	00	1110	1000	018100	005	0000

Budget Code for ASB

(Goal -Function: 1110-4000)

Description (Object)	
Supplies	088-8210-0-4310-00-1110-4000-821000-site
Print Shop	088-8210-0-5716-00-1110-4000-821000-site
Online Subscriptions	088-8210-0-5846-00-1110-4000-821000-site
Field Trip Admissions	088-8210-0-5839-00-1110-4000-821000-site
Field Trip Bus	088-8210-0-5712-00-1110-4000-821000-site