

# School District Account Codes

## General Fund: Assets

Cash	A200
Cash in Time Deposits	A201
Petty Cash	A210
Cash From Obligations	A220
Cash for Tax Anticipation Notes	A221
Cash for Revenue Anticipation Notes	A222
Cash With Fiscal Agent	A223
Cash, Special Reserves	A230
Cash in Time Deposits, Special Reserves	A231
Taxes Receivable, Current	A250
Taxes Receivable, Overdue	A260
Allowance for Uncollectible Taxes	A342
Accounts Receivable	A380
Allowance for Receivables	A389
Due From Other Funds	A391
Due From State and Federal	A410
Due From Other Governments	A440
Inventory of Materials & Supplies (Optional)	A445
Investment in Securities	A450
Investment in Repurchase Agreements	A451
Investment in Securities, Special Reserves	A452
Investment in Repurchase Agreements, Special Reserves	A453
Mortgages Receivable	A455
Prepaid Expenditures	A480

# School District Account Codes

## General Fund: Liabilities and Deferred Revenues

Accounts Payable	A600
Accrued Liabilities	A601
Tax Anticipation Notes Payable	A620
Revenue Anticipation Notes Payable	A621
Budget Notes Payable	A622
Bond Anticipation Notes Payable	A626
Bond Interest and Matured Bonds Payable	A629
Due To Other Funds	A630
Due To Other Governments	A631
Due To State Teachers' Retirement System	A632
Due To Employees' Retirement System	A637
Accrued Interest Payable	A651
Compensated Absences	A687
Overpayments	A690
Deferred Revenues	A691
Deferred Revenues - Planned Balance	A692
Deferred Revenues, Special Taxes, Suffolk Co.	A693
Deferred Tax Revenues (City)	A694

# School District Account Codes

## General Fund: Fund Balance

Workers' Compensation Reserve	A814
Unemployment Insurance Reserve	A815
Reserve for Encumbrances	A821
Reserve for Retirement Contributions	A827
Reserve for Inventory of Materials/Supplies	A845
Reserve for Property Loss	A861
Reserve for Liability Claims	A862
Insurance Reserve	A863
Reserve for Tax Certiorari	A864
Reserve for Employee Benefits and Accrued Liabilities	A867
Reserve for Taxes Raised Outside Tax Limit (Cities Over 125,000)	A874
Capital Reserve	A878
Reserve for Repairs	A882
Mandatory Reserve	A884
Reserve for Tax Reduction	A891
Unreserved Appropriated Fund Balance (Next Year's Budget)	A910*
Unappropriated Fund Balance	A911*

\* Reporting code only. Accounting entries will use code A909.

# School District Account Codes

## General Fund: Revenues

<b>Local Sources</b>	
Real Property Taxes (Excludes STAR Revenue)	A1001
Appropriation of Planned Balance	A1040
Appropriation of Special Taxes (Suffolk Co)	A1041
Federal Payments in Lieu of Taxes	A1080
Other Payments in Lieu of Taxes	A1081
School Tax Relief Reimbursement	A1085
Interest and Penalties On Real Property Taxes	A1090
Tax On Consumer Utility Bills	A1111
Nonproperty Tax Distribution By Counties	A1120
Gross Receipts Tax	A1130
Day School Tuition-Resident Nonveteran Postgrad Tuition (from Individuals)	A1310
Other Day School Tuition (from Individuals)	A1311
Continuing Education Tuition (from Individuals)	A1315
Summer School Tuition (from Individuals)	A1320
Textbook Charges (from Individuals)	A1330
Other Student Fee/Charges (from Individuals)	A1335
Admissions (from Individuals)	A1410
Other Charges - Services (from individuals)	A1489
Data Processing for Other Districts and Governments	A2228
Day School Tuition - Other Districts in NYS	A2230
Summer School Tuition - Other Districts in NYS	A2232
Services Provided for BOCES Other Than Transportation	A2235
Health Services for Other Districts	A2280
Narcotic Control Service for Other Governments	A2290
Narcotic Control Service for BOCES	A2291
Transportation for Other Districts On Contract Buses	A2304
Transportation for Other Districts On District Owned or Operated Buses	A2304
Transportation for BOCES	A2308
Youth Services, Other Governments	A2350
Tuition from NYS for Native American Students who Reside on Reservations	A2389
Contractual Payments from NYS for Native American Student Transportation	A2389
Transportation Revenues for Non-resident Pre-K or DFY (Section 1709(25)(h) of Education Law)	A2389
Tuition - Districts in Other States	A2395

# School District Account Codes

## General Fund: Revenues

Other Misc Revenues – Districts in Other States	A2395
Interest and Earnings	A2401
Rental of Real Property, Individuals	A2410
Rental of Real Property, Other Governments	A2412
Rental of Real Property, BOCES	A2413
Rental of Equipment (Not Buses), Individuals	A2414
Rental of Equipment (Not Buses), Other Governments	A2416
Rental of Buses	A2440
Rental (Not Buses), Other (Specify)	A2440
Commissions	A2450
Forfeiture of Deposits	A2620
Sale of Scrap and Excess Materials	A2650
Minor Sales, Other (Specify)	A2655
Sale of Real Property	A2660
Sale of Equipment	A2665
Sale of Transportation Equipment	A2666
Sale of Instructional Supplies	A2670
Insurance Recoveries -Transportation Related	A2680
Insurance Recoveries - Other	A2680
Self Insurance Recoveries	A2683
Other Compensation for Loss	A2690
Reimbursement of Medicare Part D Expenditures	A2700
Refund of Prior Years Expenses - BOCES Services Approved for Aid	A2701
Refund of Prior Years Expenses - Contracted Transportation (Including BOCES)	A2702
Refund of Prior Years Expenses - District Owned Transportation	A2702
Refund of Prior Years Expenses - Other-Not Transportation	A2703
Refund of Prior Years Expenses - Tuition for Spec Act District Approved Private School Disabled	A2704
Gifts and Donations	A2705
Other Unclassified Revenues	A2770
Refund of Transportation Contract Expense for Advertising on School Buses	A2770
Interfund Revenues	A2801
<b>State Sources</b>	
Loss of Public Utility Valuation	A3017
Real Property Tax Administration	A3040

# School District Account Codes

## General Fund: Revenues

Records Management	A3060
Rail Infrastructure Investment Act	A3070
Basic Formula Aid - General Aids (Excludes Excess Cost) (Section 3609a Education Law)	A3101
Basic Formula Aid - Excess Cost Aids Only (Excludes Charter Schools) (Section 3609b Education Law)	A3101
Basic Formula Aid - Excess Cost Aids for Charter Schools (Section 3609b Education Law)	A3101
Lottery Aid (Section 3609a Education Law)	A3102
BOCES Aid (Section 3609d Education Law)	A3103
Tuition for Students with Disabilities (Chapters 47, 66 and 721)	A3104
Transportation for Students with Disabilities in an ICF (Chapter 721)	A3104
Sound Basic Education Aid	A3106
Textbook Aid (Including Textbook/Lottery Aid)	A3260
Special Aid for Small City School Districts	A3261
Computer Software Aid	A3262
Library A/V Loan Program Aid	A3263
Small Government Assistance	A3265
Other State Aid (Specify)	A3289
Youth Programs	A3820
Emergency Disaster Assistance (NYS Emergency Management Office)	A3960
<b>Federal Sources</b>	
Federally Affected Areas Operating Aid	A4107
Federally Affected Areas - Students with Disabilities	A4108
Other Federal Aid (Specify)	A4289
Medicaid Assistance-School Age-School Year Programs	A4601
Emergency Disaster Assistance (FEMA)	A4960
<b>Interfund Transfers and Proceeds of Obligations</b>	
Interfund Transfers (Other Than Debt Service)	A5031
Interfund Transfer for Debt Service	A5050
Term Bonds	A5700
Serial Bonds	A5710
Statutory Bonds	A5720
Bond Anticipation Notes	A5730
Capital Notes	A5740
Other Debt (Specify)	A5789

# School District Account Codes

## General Fund: Expenditures

<b>General Support</b>	
Board of Education	A1010.XX
District Clerk	A1040.XX
District Meeting	A1060.XX
Chief School Administrator	A1240.XX
Business Administration	A1310.XX
Auditing	A1320.XX
Treasurer	A1325.XX
Tax Collector	A1330.XX
Purchasing	A1345.XX
Fiscal Agent Fee	A1380.4
Legal	A1420.XX
Personnel	A1430.XX
Records Management Officer	A1460.XX
Public Information and Services	A1480.XX
Operation of Plant	A1620.XX
Maintenance of Plant	A1621.XX
Central Storeroom	A1660.XX
Central Printing and Mailing	A1670.XX
Central Data Processing	A1680.XX
Special Items	A1710.XX
Excess Insurance	A1722.4X
Unallocated Insurance	A1910.4
School Association Dues	A1920.4
Judgment and Claims	A1930.4
Property Loss	A1931.4
Purchase of Land/Right of Way	A1940.4
Assessments on School Property	A1950.4
Refund on Real Property Taxes	A1964.4
BOCES Administrative Costs	A1981.49
BOCES Capital Expenses	A1983.49
Unclassified	A1989.4
<b>Instruction</b>	
Curriculum Development and Supervision	A2010.XX
Supervision - Regular School	A2020.XX
Supervision - Special School	A2040.XX

# School District Account Codes

## General Fund: Expenditures

Research, Planning, and Evaluation	A2060.XX
Inservice Training - Instruction	A2070.XX
Teaching - Regular School	A2110.XX
Program for Students with Disabilities School Age - School Year	A2250.XX
Occupational Education (Grades 9-12)	A2280.XX
Teaching - Special Schools	A2330.XX
School Library and Audiovisual	A2610.XX
Educational Television	A2620.XX
Computer Assisted Instruction	A2630.XX
Attendance Regular School	A2805.XX
Guidance Regular School	A2810.XX
Health Services Regular School	A2815.XX
Psychological Services Regular School	A2820.XX
Social Work Services Regular School	A2825.XX
Pupil Personnel Services Special Schools	A2830.XX
Co-Curricular Activities Regular School	A2850.XX
Interscholastic Athletics Regular School	A2855.XX
<b>Transportation</b>	
District Transportation Services	A5510.XX
Garage Building	A5530.XX
Contract Transportation	A5540.4
Public Transportation	A5550.4
Transportation from BOCES	A5581.49
<b>Community Service</b>	
Recreation	A7140.XX
Youth Program	A7310.XX
Civic Activities	A8060.XX
Census	A8070.XX
<b>Employee Benefits</b>	
State Retirement	A9010.8
Teachers' Retirement	A9020.8
Social Security	A9030.8
Workers' Compensation	A9040.8
Life Insurance	A9045.8
Unemployment Insurance	A9050.8
Disability Insurance	A9055.8
Hospital, Medical and Dental Insurance	A9060.8



# School District Account Codes

## General Fund: Expenditures

Union Welfare Benefits	A9070.8
Other, (Specify)	A9089.8
<b>Debt Service</b>	
Term Bonds Principal - Public Library	AL9700.6
Term Bonds Principal- School Construction	A9701.6
Term Bonds Principal - Bus Purchases	A9702.6
Term Bonds Principal- BOCES Construction	A9703.6
Term Bonds Principal - Other (Specify)	A9700.6
Serial Bonds Principal- Public Library	AL9710.6
Serial Bonds Principal- School Construction	A9711.6
Serial Bonds Principal- Bus Purchases	A9712.6
Serial Bonds Principal- BOCES Construction	A9713.6
Serial Bonds Principal- Real Property Tax Refund	A9714.6
Serial Bonds Principal- Other (Specify)	A9710.6
Statutory Bonds Principal - Public Library	AL9720.6
Statutory Bonds Principal - School Construction	A9721.6
Statutory Bonds Principal - Bus Purchases	A9722.6
Statutory Bonds Principal- BOCES Construction	A9723.6
Statutory Bonds Principal- Real Property Tax Refund	A9724.6
Statutory Bonds Principal - Other (Specify)	A9720.6
Bond Anticipation Notes Principal - Public Library	AL9730.6
Bond Anticipation Notes Principal- School Construction	A9731.6
Bond Anticipation Notes Principal - Bus Purchases	A9732.6
Bond Anticipation Notes Principal - BOCES Construction	A9733.6
Bond Anticipation Notes Principal - Other (Specify)	A9730.6
Capital Notes Principal- Public Library	AL9740.6
Capital Notes Principal- School Construction	A9741.6
Capital Notes Principal- Bus Purchases	A9742.6
Capital Notes Principal- BOCES Construction	A9743.6
Capital Notes Principal - Real Property Tax Refund	A9744.6
Capital Notes Principal-Other (Specify)	A9740.6
Installment Purchase Debt Principal - Bus Purchases	A9787.6
Installment Purchase Debt Principal- State Aided Computer Hardware	A9785.6
Installment Purchase Debt Principal- Other (Specify)	A9785.6
Other Debt Principal (Specify)	A9789.6
Term Bonds Interest- Public Library	AL9700.7

# School District Account Codes

## General Fund: Expenditures

Term Bonds Interest- School Construction	A9701.7
Term Bonds Interest - Bus Purchases	A9702.7
Term Bonds Interest- BOCES Construction	A9703.7
Term Bonds Interest- Other (Specify)	A9700.7
Serial Bonds Interest- Public Library	AL9710.7
Serial Bonds Interest- School Construction	A9711.7
Serial Bonds Interest- Bus Purchases	A9712.7
Serial Bonds Interest- BOCES Construction	A9713.7
Serial Bonds Interest - Real Property Tax Refund	A9714.7
Serial Bonds Interest - Other (Specify)	A9710.7
Statutory Bonds Interest - Public Library	AL9720.7
Statutory Bonds Interest - School Construction	A9721.7
Statutory Bonds Interest- Bus Purchases	A9722.7
Statutory Bonds Interest- BOCES Construction	A9723.7
Statutory Bonds Interest- Real Property Tax Refund	A9724.7
Statutory Bonds Interest - Other (Specify)	A9720.7
Bond Anticipation Notes Interest - Public Library	AL9730.7
Bond Anticipation Notes Interest - School Construction	A9731.7
Bond Anticipation Notes Interest - Bus Purchases	A9732.7
Bond Anticipation Notes Interest- BOCES Construction	A9733.7
Bond Anticipation Notes Interest- Real Prop Tax Refund	A9734.7
Bond Anticipation Notes Interest- Other (Specify)	A9730.7
Capital Notes Interest- Public Library	AL9740.7
Capital Notes Interest- School Construction	A9741.7
Capital Notes Interest - Bus Purchases	A9742.7
Capital Notes Interest- BOCES Construction	A9743.7
Capital Notes Interest - Real Property Tax Refund	A9744.7
Capital Notes Interest - Other (Specify)	A9740.7
Budget Notes Interest	A9750.7
Tax Anticipation Notes Interest	A9760.7
Revenue Anticipation Notes Interest	A9770.7
Installment Purchase Debt Interest- Bus Purchases	A9787.7
Installment Purchase Debt Interest- State Aided Computer Hardware	A9785.7
Installment Purchase Debt Interest- Other (Specify)	A9785.7
Other Debt Interest (Specify)	A9789.7

# School District Account Codes

## General Fund: Expenditures

<b>Interfund Transfer</b>	
Transfer To School Food Service Fund	A9901.93
Transfer To School Store Fund	A9901.94
Transfer To Special Aid Fund	A9901.95
Transfer To Debt Service Fund	A9901.96
Transfer To Capital Funds	A9950.9

# School District Account Codes

## Special Aid Fund: Assets

Cash	F200
Cash in Time Deposits	F201
Accounts Receivable	F380
Due From Other Funds	F391
Due From State and Federal	F410
Prepaid Expenditures	F480
Other Assets (Specify)	F489

## Special Aid Fund: Liabilities

Accounts Payable	F600
Accrued Liabilities	F601
Due To Other Funds	F630
Due To Other Governments	F631
Due To State Teachers' Retirement System	F632
Due To Employees' Retirement System	F637
Compensated Absences	F687
Other Liabilities (Specify)	F689

## Special Aid Fund: Fund Balance

Reserve for Encumbrances	F821
Unreserved Fund Balance - Appropriated	F910*
Unreserved Fund Balance - Unappropriated	F911*

\* Reporting code only. Accounting entries will use code F909.

## Special Aid Fund: Revenues

Reimbursement of Medicare Part D Expenditures	F2700
DOH-Chapter 428-Early Intervention Program	F2770
Section 4410 - 12 Month Preschool Programs	F2770
Other Local Revenues	F2770
Interfund Revenues	F2801
Employment Preparation Education Aid	F3281
Section 4408 - School Age July/August Program	F3289
Other State Aid	F3289
NCLB Title I Migrant Education	F4110
NCLB Title I Basic Grant	F4126

# School District Account Codes

## Special Aid Fund: Revenues

NCLB Title V Innovative Program Strategies	F4128
NCLB Title IV Safe & Drug Free Schools	F4129
Individuals W/ Disabilities Education Act (IDEA)	F4256
Vocational Education	F4277
Other Federal Aid (Specify)	F4289
Medicaid Assistance	F4601
Workforce Investment Act	F4791
Interfund Transfers - Special Education (Section 4408 only)	F5031
Interfund Transfers	F5031

## Special Aid Fund: Expenditures

Operation of Plant	F1620.XX
Maintenance of Plant	F1621.XX
Indirect Cost (Undistributed)	F1988.4
Unclassified Expenditures (Specify)	F1988.4
Curriculum Development and Supervision	F2010.XX
Supervision - Regular School	F2020.XX
Supervision - Special School	F2040.XX
Research, Planning, and Evaluation	F2060.XX
Inservice Training - Instruction	F2070.XX
Teaching - Regular School	F2110.XX
Program for Students with Disabilities School Age - School Year	F2250.XX
Program for Students with Disabilities - DOH - Chapter 428 - Early Intervention Program	F2251.XX
Program for Students with Disabilities - Preschool - 12 Month (Section 4410 Education Law)	F2252.XX
Program for Students with Disabilities School Age - July/August (Section 4408 Education Law)	F2253.XX
Teaching - Special Schools	F2330.XX
Employment Preparation Education	F2340.XX
Pre-Kindergarten Program (Do Not Include Students with Disabilities)	F2510.XX
School Library and Audiovisual	F2610.XX
Educational Television	F2620.XX
Computer Assisted Instruction	F2630.XX
Attendance Regular School	F2805.XX
Guidance Regular School	F2810.XX

# School District Account Codes

## Special Aid Fund: Expenditures

Health Services Regular School	F2815.XX
Psychological Services Regular School	F2820.XX
Social Work Services Regular School	F2825.XX
Pupil Personnel Services Special Schools	F2830.XX
District Transportation Services	F5510.XX
Contract Transportation	F5540.4
Public Transportation	F5540.4
Transportation Services from BOCES	F5581.49
Workforce Investment Act	F6293.XX
Work Training	F6320.XX
Work Study	F6322.XX
Civic Activities	F8060.XX
Transfers to Other Funds	F9901.9

# School District Account Codes

## School Food Service Programs: Assets

Cash	C200
Cash in Time Deposits	C201
Petty Cash	C210
Accounts Receivable	C380
Due From Other Funds	C391
Due From State and Federal	C410
Inventory of Materials & Supplies	C445
Surplus Food Inventory	C446
Purchased Food Inventory	C446
Other (Specify)	C489

## School Food Service Programs: Liabilities

Accounts Payable	C600
Accrued Liabilities	C601
Due To Other Funds	C630
Due To Other Governments	C631
Due To Employees' Retirement System	C637
Compensated Absences	C687
Other (Specify)	C689

## School Food Service Programs: Fund Balance

Reserve for Encumbrances	C821
Reserve for Inventory	C845
Unreserved Fund Balance - Appropriated	C910*
Unreserved Fund Balance - Unappropriated	C911*

\* Reporting code only. Accounting entries will use code C909.

# School District Account Codes

## School Food Service Programs: Revenues

Sale of Reimbursable Meals (Total)	C1440
Other Cafeteria Sales	C1445
Interest and Earnings	C2401
Sale of Equipment	C2665
Compensation for Loss	C2690
Reimbursement of Medicare Part D Expenditures	C2700
Refunds of Prior Years Expenditures	C2701
Gifts and Donations	C2705
Misc. Revenues from Local Sources (Specify)	C2770
State Reimbursement	C3190
Federal Reimbursement (Excl Surplus Food)	C4190
Federal Reimbursement - Surplus Food Only	C4190
Summer Food Service Program for Children	C4192
Transfer From General Fund	C5031

## School Food Service Programs: Expenditures

School Food Service	C2860.XX
State Retirement	C9010.8
Teachers' Retirement	C9020.8
Social Security	C9030.8
Workers' Compensation	C9040.8
Life Insurance	C9045.8
Unemployment Insurance	C9050.8
Disability Insurance	C9055.8
Hospital, Medical and Dental Insurance	C9060.8
Interfund Transfers	C9901.9



# School District Account Codes

## School Store Fund: Assets

Cash	B200
Cash in Time Deposits	B201
Petty Cash	B210
Accounts Receivable	B380
Merchandise Inventory	B445
Other (Specify)	B489

## School Store Fund: Liabilities

Accounts Payable	B600
Accrued Liabilities	B601
Due To Other Funds	B630
Due To Other Governments	B631
Due To Employees' Retirement System	B637
Compensated Absences	B687
Other (Specify)	B689

## School Store Fund: Fund Balance

Reserve for Encumbrances	B821
Reserve for Merchandise Inventory	B845
Unreserved Fund Balance - Appropriated	B910*
Unreserved Fund Balance - Unappropriated	B911*

\* Reporting code only. Accounting entries will use code B909.

## School Store Fund: Revenues

Sales	B1450
Reimbursement of Medicare Part D Expenditures	B2700
Other (Specify)	B2770
Interfund Transfers	B5031

## School Store Fund: Expenditures

School Store	B2870.XX
Employee Benefits	B9089.8
Interfund Transfers	B9901.9

# School District Account Codes

## Public Library Fund: Assets

Cash	L200
Cash in Time Deposits	L201
Petty Cash	L210
Accounts Receivable	L380
Due From Other Funds	L391
Investment in Securities	L450
Other (Specify)	L489

## Public Library Fund: Liabilities

Accounts Payable	L600
Accrued Liabilities	L601
Due To Employees' Retirement System	L637
Compensated Absences	L687
Other (Specify)	L689

## Public Library Fund: Fund Balance

Reserve for Encumbrances	L821
Unreserved Fund Balance - Appropriated	L910*
Unreserved Fund Balance - Unappropriated	L911*

\* Reporting code only. Accounting entries will use code L909.

# School District Account Codes

## Public Library Fund: Revenues

Real Property Taxes	L1001
Library Services for Free Assoc. Libraries	L2080
Library Charges	L2082
Library Services, Other Governments	L2360
Interest and Earnings	L2401
Rental of Real Property	L2410
Rental of Real Property, Other Governments	L2412
Commissions	L2450
Sales of Scrap and Excess Materials	L2650
Sales of Equipment	L2665
Sales of Instructional Supplies	L2670
Insurance Recoveries	L2680
Other Compensation for Loss	L2690
Reimbursement for Medicare Part D Expenditures	L2700
Refunds of Prior Years Expenditures	L2701
Gifts and Donations	L2705
Library System Grant	L2760
Unclassified Revenues (Specify)	L2770
State Aid for Libraries	L3840
Federal Aid for Libraries	L4840
Interfund Transfers	L5031

## Public Library Fund: Expenditures

Public Library	L7410.XX
State Retirement	L9010.8
Social Security	L9030.8
Workers' Compensation	L9040.8
Life Insurance	L9045.8
Hospital, Medical and Dental Insurance	L9060.8
Other (Specify)	L9089.8
Transfers To Other Funds	L9901.9
Transfer To Capital Projects Funds	L9950.9

# School District Account Codes

## Debt Service Fund: Assets

Cash	V200
Cash in Time Deposits	V201
Cash With Fiscal Agent	V223
Cash, Special Reserves	V230
Cash in Time Deposits, Special Reserves	V231
Accounts Receivable	V380
Due From Other Funds	V391
Deposits in State Sinking Fund	V397
Investment in Securities	V450
Investment in Repurchase Agreements	V451
Investment in Securities, Special Reserve Funds	V452
Investment in Repurchase Agreements, Special Reserve Funds	V453
Other (Specify)	V489

## Debt Service Fund: Liabilities

Term Bonds Payable	V623
Bond Interest and Matured Bonds Payable	V629
Due To Other Funds	V630
Accrued Interest Payable	V651
Other (Specify)	V689

## Debt Service Fund: Fund Balance

Mandatory Reserve	V884
Unreserved Fund Balance - Appropriated	V910*
Unreserved Fund Balance - Unappropriated	V911*

\* Reporting code only. Accounting entries will use code V909.

## Debt Service Fund: Revenues

Interest and Earnings	V2401
Sale of Real Property	V2660
Premium on Obligations	V2710
Interfund Transfer From General Fund (A9901.96)	V5031
Interfund Transfers, Other (Specify)	V5032
Proceeds of Advanced Refunding Bonds	V5791

# School District Account Codes

## Debt Service Fund: Expenditures

Fiscal Agent Fees	V1380.4
<b>Debt Service: Principal</b>	
Term Bonds - Public Library	VL9700.6
Term Bonds - School Construction	V9701.6
Term Bonds - Bus Purchases	V9702.6
Term Bonds - BOCES Construction	V9703.6
Term Bonds - Other (Specify)	V9700.6
Serial Bonds - Public Library	VL9710.6
Serial Bonds - School Construction	V9711.6
Serial Bonds - Bus Purchases	V9712.6
Serial Bonds - BOCES Construction	V9713.6
Serial Bonds - Refund of Real Property Taxes	V9714.6
Serial Bonds - Other (Specify)	V9710.6
Statutory Bonds - Public Library	VL9720.6
Statutory Bonds - School Construction	V9721.6
Statutory Bonds - Bus Purchases	V9722.6
Statutory Bonds - BOCES Construction	V9723.6
Statutory Bonds - Refund of Real Property Taxes	V9724.6
Statutory Bonds - Other (Specify)	V9720.6
Bond Anticipation Notes - Public Library	VL9730.6
Bond Anticipation Notes - School Construction	V9731.6
Bond Anticipation Notes - Bus Purchases	V9732.6
Bond Anticipation Notes - BOCES Construction	V9733.6
Bond Anticipation Notes - Other (Specify)	V9730.6
Capital Notes - Public Library	VL9740.6
Capital Notes - School Construction	V9741.6
Capital Notes - Bus Purchases	V9742.6
Capital Notes - BOCES Construction	V9743.6
Capital Notes - Refund of Real Property Taxes	V9744.6
Capital Notes - Other (Specify)	V9740.6
Installment Purchase Debt - Bus Purchases	V9787.6
Installment Purchase Debt - State Aided Computer Hardware	V9785.6
Installment Purchase Debt - Other (Specify)	V9785.6
Other Debt (Specify)	V9789.6
Total Principal	V9798.6

# School District Account Codes

## Debt Service Fund: Expenditures

<b>Debt Service: Interest</b>	
Term Bonds - Public Library	VL9700.7
Term Bonds - School Construction	V9701.7
Term Bonds - Bus Purchases	V9702.7
Term Bonds - BOCES Construction	V9703.7
Term Bonds - Other (Specify)	V9700.7
Serial Bonds - Public Library	VL9710.7
Serial Bonds - School Construction	V9711.7
Serial Bonds - Bus Purchases	V9712.7
Serial Bonds - BOCES Construction	V9713.7
Serial Bonds - Real Property Taxes	V9714.7
Serial Bonds - Other (Specify)	V9710.7
Statutory Bonds - Public Library	VL9720.7
Statutory Bonds - School Construction	V9721.7
Statutory Bonds - Bus Purchases	V9722.7
Statutory Bonds - BOCES Construction	V9723.7
Statutory Bonds - Refund of Real Property Taxes	V9724.7
Statutory Bonds - Other (Specify)	V9720.7
Bond Anticipation Notes - Public Library	VL9730.7
Bond Anticipation Notes - School Construction	V9731.7
Bond Anticipation Notes - Bus Purchases	V9732.7
Bond Anticipation Notes - BOCES Construction	V9733.7
Bond Anticipation Notes - Real Property Tax Refund	V9734.7
Bond Anticipation Notes - Other (Specify)	V9730.7
Capital Notes - Public Library	VL9740.7
Capital Notes - School Construction	V9741.7
Capital Notes - Bus Purchases	V9742.7
Capital Notes - BOCES Construction	V9743.7
Capital Notes - Refund of Real Property Tax	V9744.7
Capital Notes - Other (Specify)	V9740.7
Installment Purchase Debt - Bus Purchases	V9787.7
Installment Purchase Debt - State Aided Computer Hardware	V9785.7
Installment Purchase Debt - Other (Specify)	V9785.7
Other Debt (Specify)	V9789.7
Total Interest	V9798.7
Interfund Transfers	V9901.9
Payment to Escrow Agent (Advanced Refunding Bonds)	V9991.4

# School District Account Codes

## Capital Funds: Assets

Cash	H200
Cash in Time Deposits	H201
Cash for Revenue Anticipation Notes	H222
Cash Special Reserves	H230
Accounts Receivable	H380
Due From Other Funds	H391
Due From State and Federal	H410
Due From Other Governments	H440
Investment in Securities	H450
Investment in Securities, Special Reserve	H452
Other (Specify)	H489

## Capital Funds: Liabilities

Accounts Payable	H600
Accrued Liabilities	H601
Retained Percentages, Contracts Payable	H605
Revenue Anticipation Notes Payable	H621
Bond Anticipation Notes Payable	H626
Due To Other Funds	H630
Other (Specify)	H689

## Capital Funds: Fund Balance

Reserve for Encumbrances	H821
Capital Reserve Balance	H878
Unreserved Fund Balance - Unappropriated	H911*

\* Reporting code only. Accounting entries will use code H909.

# School District Account Codes

## Capital Funds: Revenues

Interest and Earnings	H2401
Insurance Recoveries	H2680
Gifts and Donations	H2705
Other Miscellaneous (Specify)	H2770
State Sources, RESCUE Aid	H3297
State Sources, Other (Specify)	H3297
Federal Sources, (Specify)	H4297
Interfund Transfer from General Fund	H5031
Interfund Transfers, Other (Specify)	H5031
Term Bonds	H5700
Serial Bonds	H5710
Statutory Installment Bond	H5720
Bond Anticipation Notes	H5730
Bond Anticipation Notes Redeemed from Appropriations	H5731
Capital Notes	H5740
Installment Purchase Debt	H5785
Other Debt	H5789

## Capital Funds: Expenditures

Buildings	H1620.292
General Construction (Incl HVAC, Plumbing, Electric, Site Imp, & Utility & Service)	H1620.293
Maintenance of Plant	H1621.200
Land	H1940.291
Regular School Furniture, Equipment, Textbooks	H2110.200
Superintendent of Construction or Clerk of Works	H2110.201
Contractual and Other (Incl Architecture, Legal, Engineering, and Insurance)	H2110.240
Interest	H2110.270
Buses	H5510.210
Transfers to General Fund	H9901.9
Transfers to Debt Service Fund	H9901.96



# School District Account Codes

## Agency Funds: Assets

Cash	TA200
Cash in Time Deposits	TA201
Accounts Receivable	TA380
Due from Other Funds	TA391
Investment in Securities	TA450
Investment in Repurchase Agreements	TA451
Securities and Mortgages	TA455
Accrued Interest On Securities Acquired	TA456
Personal Property	TA457
Real Property	TA458
Cash and Securities with Deferred Compensation Plan Provider	TA460
Other (Specify)	TA489

## Agency Funds: Liabilities

Consolidated Payroll	TA10
Deferred Compensation	TA17
State Retirement	TA18
Disability Insurance	TA19
Group Insurance	TA20
New York State Income Tax	TA21
Federal Income Tax	TA22
Income Executions	TA23
Association and Union Dues	TA24
U.S. Savings Bonds	TA25
Social Security Tax	TA26
Teachers' Retirement Loan	TA27
New York City Income Tax	TA28
Employee Annuities	TA29
Guaranty and Bid Deposits	TA30
Court Order Deposits	TA36
Student Deposits	TA38
Former District Monies	TA70
Due To Other Funds	TA630
Other Liabilities (Specify)	TA85

# School District Account Codes

## Permanent Fund: Assets

Cash	PN200
Cash in Time Deposits	PN201
Cash, Special Reserves	PN230
Cash in Time Deposits, Special Reserves	PN231
Investment in Securities	PN450
Investment in Repurchase Agreements	PN451
Investment in Securities, Special Reserves	PN452
Investment in Repurchase Agreements, Special Reserves	PN453
Other (Specify)	PN489

## Permanent Fund: Liabilities

Accounts Payable	PN600
Other Liabilities	PN688

## Permanent Fund: Fund Balance

Appropriated Fund Balance	PN910*
Unappropriated Fund Balance	PN911*

\* Reporting code only. Accounting entries will use code PN909.

## Permanent Fund: Revenues

Interest and Earnings	PN2401
Gifts and Donations	PN2705
Other (Specify)	PN2770

## Permanent Fund: Expenditures

Personal Services	PN2989.1
Contractual and Other	PN2989.4

# School District Account Codes

## Miscellaneous Special Revenue Fund: Assets

Cash	CM200
Cash in Time Deposits	CM201
Cash, Special Reserves	CM230
Cash in Time Deposits, Special Reserves	CM231
Investment in Securities	CM450
Investment in Repurchase Agreements	CM451
Investment in Securities, Special Reserves	CM452
Investment in Repurchase Agreements, Special Reserves	CM453
Other (Specify)	CM489

## Miscellaneous Special Revenue Fund: Liabilities

Accounts Payable	CM600
Other Liabilities	CM688

## Miscellaneous Special Revenue Fund: Fund Balance

Appropriated Fund Balance	CM910*
Unappropriated Fund Balance	CM911*

\* Reporting code only. Accounting entries will use code CM909.

## Miscellaneous Special Revenue Fund: Revenues

Interest and Earnings	CM2401
Gifts and Donations	CM2705
Other (Specify)	CM2770

## Miscellaneous Special Revenue Fund: Expenditures

Personal Services	CM2989.1
Contractual and Other	CM2989.4

# School District Account Codes

## Private Purpose Trust Fund: Assets

Cash	TE200
Cash in Time Deposits	TE201
Cash, Special Reserves	TE230
Cash in Time Deposits, Special Reserves	TE231
Investment in Securities	TE450
Investment in Repurchase Agreements	TE451
Investment in Securities, Special Reserves	TE452
Investment in Repurchase Agreements, Special Reserves	TE453
Other (Specify)	TE489

## Private Purpose Trust Fund: Liabilities

Accounts Payable	TE600
Other Liabilities	TE688

## Private Purpose Trust Fund: Net Assets

Restricted for Other Purposes	TE923
Non Restricted for Other Purposes	TE924

## Private Purpose Trust Fund: Revenues

Interest and Earnings	TE2401
Gifts and Donations	TE2705
Other (Specify)	TE2770

## Private Purpose Trust Fund: Expenditures

Personal Services	TE2989.1
Contractual and Other	TE2989.4

# General Ledger Account Descriptions

*Some accounts are not valid for all funds; see Account Code section of this manual for a listing of valid accounts in each fund.*

## 200 CASH

Segregation of cash in separate bank accounts is generally not required.

- Debit cash receipts other than cash required to be debited to other cash accounts.
- Credit cash disbursements.

## 201 CASH IN TIME DEPOSITS

This account will be used when cash is deposited in interest-bearing time open accounts or in time certificates of deposit.

- Debit cash deposited (Credit *200 Cash*).
- Credit liquidation of time deposits (Debit *200 Cash*).

## 210 PETTY CASH

Upon audit of a claim for reimbursement of petty cash accounts, the appropriate expenditure accounts will be charged, and a check to reimburse the fund will be delivered to the responsible officer or employee.

Subsidiary accounts are required to identify each petty cash fund.

- Debit to establish or increase a petty cash fund.
- Credit when petty cash funds are reduced or abolished.

## 220 CASH FROM OBLIGATIONS

This account is used to segregate the proceeds of obligations when required by law (Local Finance Law §165.00). The balance represents the cash remaining unexpended from the proceeds of obligations.

- Debit proceeds of borrowings, including premium received.
- Credit disbursements for authorized purposes.
- Credit disbursements of an unexpended cash balance for payment of principal and interest on the related obligation.

# General Ledger Account Descriptions

## 221 CASH FOR TAX ANTICIPATION NOTES

The balance in this account represents the amount set aside for the payment of tax anticipation notes. A columnar analysis of the account should be maintained which will show separately the cash applicable to each year of tax levy concerned.

- Debit collections of taxes when they must be set aside for payment of tax anticipation notes, pursuant to Local Finance Law §24.00.
- Credit disbursements for redemption of notes within the limitation of the debit balance of this account. Cash in this account will not be used for payment of interest on notes.

## 222 CASH FOR REVENUE ANTICIPATION NOTES

The balance represents the amount set aside for payment of revenue anticipation notes.

- Debit collections of revenues when they must be set aside for redemption of notes, pursuant to Local Finance Law §25.00.
- Credit disbursements for redemption of revenue anticipation notes within the limitation of the debit balance of this account. Cash in this account will not be used for payment of interest on notes.

## 223 CASH WITH FISCAL AGENT

The balance in this account represents amounts held by the fiscal agent for payment on principal and interest on outstanding obligations. The balance should agree with the balance in *629 Bond Interest and Matured Bonds Payable*, and should be reconciled with the bank account.

- Debit deposits in banks acting as paying agents to pay bond principal and interest on due dates (Credit *629 Bond Interest and Matured Bonds Payable*).
- Credit upon notification of payment by the fiscal agent.

## General Ledger Account Descriptions

### 230 CASH, SPECIAL RESERVES

This account is used to record cash transactions of special reserve funds. An analysis or a subsidiary account should be maintained to segregate the cash balance of each special reserve fund.

- Debit cash receipts required to be deposited to reserve funds.
- Credit purchase price of special reserve investments, including commissions.
- Credit disbursements for authorized purposes (Debit *522 Expenditures - Subsidiary XXX*).

### 231 CASH IN TIME DEPOSITS, SPECIAL RESERVES

This account will be used when reserve fund cash is deposited in interest-bearing time open accounts or in time certificates of deposit.

- Debit cash deposited (Credit *230 Cash, Special Reserves*).
- Debit interest earned and remaining on deposit in time deposits (Credit *980 Revenues - Subsidiary XXX*)
- Credit liquidation of time deposits (Debit *230 Cash, Special Reserves*).

### 250 TAXES RECEIVABLE, CURRENT

This account will be used to record the total real property taxes receivable. Collections and reductions will be posted to this account to enable the school district officials to readily determine the amount of unpaid taxes. Do not include interest received from collector or county treasurer.

- Debit total real property taxes on the roll.
- Credit amount of tax collections.
- Credit reductions of taxes by the board of education, by the county legislature or by court order.
- Credit amount received from the county treasurer for unpaid taxes returned (Non-city school districts only.)
- Credit amount of taxes transferred to account *260 Taxes Receivable, Overdue* when unpaid taxes are transmitted to the enforcement officer. (City school districts).
- Credit amount of taxes on State lands not received by June 30 (Debit *260 Taxes Receivable, Overdue*).

## General Ledger Account Descriptions

### 260 TAXES RECEIVABLE, OVERDUE

This account will be used by city school districts when the tax warrant has expired and the unpaid taxes have been turned over to the tax enforcement officer. It will also be used by any district where taxes on State lands are unpaid at June 30.

Subsidiary records shall be kept by the year of levy.

- Debit amount of uncollected taxes transferred from account *250 Taxes Receivable, Current*.
- Debit amount of interest added to taxes returned to the proper enforcement officer (Credit *980 Revenues*).
- Credit amount of delinquent taxes received from the tax enforcement officer. Amounts received from the enforcement officer representing additional interest shall be credited to account *980 Revenues, 1090 Interest and Penalties on Real Property Taxes*.
- Credit upon receipt of payment of taxes on State lands.
- Credit reduction of taxes by court order or by the board of education (Debit *342 Allowance for Uncollectible Taxes*; only for city school districts).

### 342 ALLOWANCE FOR UNCOLLECTIBLE TAXES (Credit Account, City School District Only)

This account (credit balance) is used to provide an allowance for real property taxes deemed to be uncollectible. The account is deducted from *260 Taxes Receivable, Overdue* on the balance sheet to arrive at the net amount of taxes receivable.

- Credit amount of taxes which are estimated to be uncollectible (Debit *250 Taxes Receivable, Current*).
- Debit reductions or cancellations of taxes.

### 380 ACCOUNTS RECEIVABLE

This is one of several general ledger accounts used to record amounts due the school district. A subsidiary record should be maintained for each debtor.

- Debit amount receivable from individuals for tuition, claims for damages, etc. (Credit *980 Revenues; 389 Allowance for Receivables; or 691 Deferred Revenues*).



## General Ledger Account Descriptions

- Credit cancellations and adjustments authorized by the board of education (Debit 389 *Allowance for Receivables*; 980 *Revenues*; or 691 *Deferred Revenues*).
- Credit collections of accounts receivable.

### 389 ALLOWANCE FOR RECEIVABLES (Credit Account)

This account (credit balance) is provided to record an estimate of accounts receivable which will never be collected.

- Credit receivable estimated to be uncollectible at the time billed.
- Debit cancellations or downward adjustment.

### 391 DUE FROM OTHER FUNDS

An analysis of this account will be maintained to show the amounts due from each fund. Subsidiary accounts shall be maintained by fund.

- Debit charges to other funds.
- Credit payments by other funds.

### 410 DUE FROM STATE AND FEDERAL

The debit balance will show the amount of aid or reimbursement receivable from the State or Federal government. Adjustments to this account should be supported by adjustment memoranda or correspondence from the agencies concerned.

- Debit accrual of aid for reimbursement of expenditures.
- Debit upward adjustments upon advice that aid or reimbursement was underclaimed.
- Credit aid and reimbursements received which were previously accrued.
- Credit rejections or deductions on claims upon advice that aid or reimbursement was overclaimed (Debit 980 *Revenues*)

# General Ledger Account Descriptions

## 440 DUE FROM OTHER GOVERNMENTS

The balance will represent the amount due from other governments. Subsidiary accounts will be maintained.

- Debit claims submitted to, or amounts due from, other governments for reimbursements of the cost of services or care.
- Credit receipts from other governments in payment of claims.

## 445 INVENTORY

This account may be used to record bulk purchases. The balance represents the value of materials in inventory. The balance of this account should not exceed the balance of account *845 Reserve for Inventory*.

- Debit cost of inventory purchased.
- Debit cost of material returned to stock.
- Debit overage when a physical count of inventory exceeds the book inventory (Credit *980 Revenues, Subsidiary 2770 (specify)*).
- Credit cost of items taken from stock (Debit *522 Expenditures*).
- Credit reduction of inventory when a physical count discloses that the book figure exceeds the actual stock on hand (Debit *522 Expenditures, Subsidiary 1989.4 Unclassified*).

## 450 INVESTMENT IN SECURITIES

This account will be used to record investments in securities, other than certificates of deposit, special time deposits, repurchase agreements, and securities purchased from reserve funds.

The record of investments required by General Municipal Law, Section 10 will serve as the subsidiary for this account and other investment accounts.

- Debit purchase price of securities, including commissions.
- Credit purchase price upon sale, liquidation or maturity of the securities. Any excess over the purchase price will be credited to *980 Revenues - 2401 Interest and Earnings*.

## General Ledger Account Descriptions

### 451 INVESTMENT IN REPURCHASE AGREEMENTS

This account will be used to record investments in repurchase agreements for all moneys other than those of special reserves.

- Debit purchase price of securities.
- Credit purchase price upon resale of the securities. Any excess over the purchase price will be credited to *980 Revenues - 2401 Interest and Earnings*.

### 452 INVESTMENT IN SECURITIES, SPECIAL RESERVES

This account will be used to record investments of reserve moneys in securities other than certificates of deposit, special time deposits, and repurchase agreements.

- Debit purchase price of securities, including commissions.
- Credit purchase price upon sale, liquidation or maturity of the securities. Any excess over the purchase price will be credited to *980 Revenues - 2401 Interest and Earnings*.

### 453 INVESTMENT IN REPURCHASE AGREEMENTS, SPECIAL RESERVES

This account will be used to record investment of special reserve moneys in repurchase agreements.

- Debit purchase price of securities.
- Credit purchase price upon resale of the securities. Any excess over the purchase price will be credited to *980 Revenues - 2401 Interest and Earnings*.

### 480 PREPAID EXPENDITURES

This account may be used when items are purchased for the benefit of future periods (i.e., insurance coverage, rent, etc.). Also use this account when purchase orders for books and supplies for the ensuing fiscal year are made in the spring and are delivered before the beginning of the ensuing fiscal year.

- Debit expenditures made for items which will benefit future periods.
- Debit the amount of orders filled for the ensuing fiscal year (Credit *600 Accounts Payable*).
- Credit as expenditures are incurred (Debit *522 Expenditures*).

# General Ledger Account Descriptions

## 510 ESTIMATED REVENUES

This account is one of several budgetary accounts which will be used to record and summarize budgetary actions. It will not be used to record actual revenues. Details will be recorded in the subsidiary revenue ledger.

- Debit aggregate of estimated revenues, including real property taxes.
- Debit excess revenue appropriated to meet additional appropriations or increase existing appropriations.
- Credit reduction in estimated revenues upon determination of the governing board that actual revenues will not equal estimated revenues. A corresponding reduction will be made in appropriations.
- Credit to close (Debit *960 Appropriations*).

## 511 APPROPRIATED RESERVES

This account will be used solely for budgetary entries. An analysis of the account should be maintained to segregate the amounts appropriated from each special reserve.

- Debit special reserves appropriated in the adopted budget or in subsequent budget modifications (Credit *960 Appropriations*).
- Credit to close (Debit *960 Appropriations*).

## 521 ENCUMBRANCES

Encumbrances are obligations in the form of purchase orders or contracts. A portion of the appropriation is reserved at the time orders are placed and contracts approved, and prior to the actual expenditure of funds.

The balance represents the total outstanding encumbrances; the details will be maintained in the subsidiary appropriation ledger. The balance before closing shall agree with the balance of *821 Reserve for Encumbrances*.

- Debit encumbrances outstanding at the end of the preceding fiscal year (Credit *909 Fund Balance*).
- Debit encumbrances placed (Credit *821 Reserve for Encumbrances*).
- Credit encumbrances liquidated upon payment of vouchers or cancellation of unneeded encumbrances (Debit *821 Reserve for Encumbrances*).
- Credit to close (Debit *909 Fund Balance*).

# General Ledger Account Descriptions

## 522 EXPENDITURES

Details of this account shall be maintained in the subsidiary appropriation-expenditure ledger.

- Debit amount of claims, vouchers and payrolls paid or accrued, include expenditures of special reserves.
- Debit amount withheld from State aid representing the district's contribution to the retirement system.
- Debit at the end of the fiscal year with the amount of outstanding claims and the accrual of expenditures.
- Debit when the County Vocational Education and Extension Board or BOCES receives State aid which is used to reduce the charges for services to be paid by the district (*Credit 980 Revenues*).
- Debit when BOCES settlement is accrued for deficit (*Credit 601 Accrued Liabilities*).
- Credit the amounts of voided checks of the current year for expenditures initially charged to this account.
- Credit when BOCES settlement is accrued for surplus (*Debit 440 Due from Other Governments*).
- Credit refunds of expenditures of the current year.
- Credit closing entry to the appropriate fund balance account.

## 530 OBLIGATIONS AUTHORIZED

This account will be used solely for budgetary entries. The balance will represent the net amount of obligations authorized to finance appropriations of the current year.

- Debit budget notes or other obligations authorized by the finance board (*Credit 960 Appropriations*).
- Credit authorizations rescinded by the finance board (*Debit 960 Appropriations*).
- Credit to close (*Debit 960 Appropriations*).

# General Ledger Account Descriptions

## 599 APPROPRIATED FUND BALANCE

This is a budgetary account.

- Debit estimated fund balance appropriated in the adopted budget or in the subsequent modifications (*Credit 960 Appropriations*).
- Credit reduction by the governing body in the appropriation of fund balance when it is determined that the amount appropriated exceeds the actual amount available (*Debit 960 Appropriations*).
- Credit to close (*Debit 960 Appropriations*).

## 600 ACCOUNTS PAYABLE

This account will be used to record liabilities due private persons, firms or corporations for goods or services received.

- Credit the accrued claims, vouchers, judgments, court orders or other instruments of expenditures due person or firms for materials received or services performed (*Debit 522 Expenditures*).
- Debit amounts liquidated.

## 601 ACCRUED LIABILITIES

This account will be used at the closes of the fiscal year to accrue the liability for expenditures chargeable to the current fiscal year but which are not due and payable until the following fiscal year. Expenditures for which vouchers or bills have been received should be credited to *600 Accounts Payable*, *630 Due to Other Funds*, or *631 Due to Other Governments* according to the character of the vendor (i.e., commercial, interfund or other government).

- Credit with the accrued (prorated amount chargeable to the current year) payrolls remaining unpaid at the end of the fiscal year.
- Credit employer's share of employees' benefits chargeable to the current year.
- Debit in the following year with amounts actually paid.
- Debit liquidation of unneeded balances (*Credit 980 Revenues - 2701 Refunds of Prior Years Expenditures*)

## General Ledger Account Descriptions

620 TAX ANTICIPATION NOTES PAYABLE

621 REVENUE ANTICIPATION NOTES PAYABLE

These accounts will be used to record the liability for outstanding notes. The note register maintained pursuant to Local Finance Law, §163.00 will serve as a detailed subsidiary record.

- Credit principal amount of notes issued. Do not include accrued interest, if any, received as part of the proceeds of the notes.
- Debit and credit renewals of notes.
- Debit disbursements from *200 Cash*, *221 Cash for Tax Anticipation Notes* and/or *222 Cash for Revenue Anticipation Notes* for redemption of notes.

622 BUDGET NOTES PAYABLE

This account will be used to record the liability for budget notes issued to finance unanticipated expenditures. A note register must be maintained. (Local Finance Law, §163.00)

- Credit notes issued.
- Debit and credit renewals of obligations.
- Debit payments from *220 Cash From Obligations* which represents the application of unexpended proceeds for redemption of the related obligations.
- Debit payment from *200 Cash* for the redemption of obligations.

626 BOND ANTICIPATION NOTES PAYABLE

This account will be used to record the liability for bond anticipation notes issued for operating expenditures (judgments and claims, deficit financing, etc.).

- Credit proceeds of bond anticipation notes.
- Debit principal payments on bond anticipation notes.

## General Ledger Account Descriptions

### 629 BOND INTEREST AND MATURED BONDS PAYABLE

The balance of this account represents unpaid principal and interest on mature bonds. This account should agree with the balance in account 223 *Cash With Fiscal Agent*.

- Credit amounts transferred to a paying agent.
- Debit amounts paid by the paying agent as evidenced by cancelled bonds and notes or certification from the paying agent.

### 630 DUE TO OTHER FUNDS

An analysis of this account will be maintained to identify the amount due to each fund.

- Credit advances from other funds.
- Debit payments to other funds for amounts previously advanced.

### 631 DUE TO OTHER GOVERNMENTS

This account is provided to record the liability to other units of governments. A subsidiary record will be maintained to show the liability to each unit of government.

- Credit amounts due to other units of government.
- Debit with liquidation of liabilities.

### 632 DUE TO STATE TEACHERS' RETIREMENT SYSTEM

This account reflects the liability for amounts withheld from salaries as State Teachers' Retirement Contributions and for the school district's share of retirement.

- Credit amount of teachers' retirement contributions withheld from teachers' salaries paid from the General Fund (Debit 522 *Expenditures*).
- Credit amount of teachers' retirement contributions withheld from teachers' salaries paid from other funds. Such amounts shall be withdrawn from the funds when salaries are paid (Debit 200 *Cash*).
- Credit the district's share of teachers' retirement contributions.
- Debit amount withheld from State aid to satisfy the liability of the employees to the State Teachers' Retirement System and the liability for the district's share of accrued teachers' retirement contributions.



# General Ledger Account Descriptions

## 637 DUE TO EMPLOYEES' RETIREMENT SYSTEM

This account is provided to record the accrued liability to the New York State Employees' Retirement System.

- Credit with the amount accrued each year.
- Debit payments to the retirement system.

## 651 ACCRUED INTEREST PAYABLE

- Credit accrued interest received at the time of sale of obligations.
- Debit with the balance at the time of the first interest payment.

## 687 COMPENSATED ABSENCES

- Credit for amounts for absences, such as vacation or sick leave, for which it is expected employees will be paid.
- Debit payments.

## 690 OVERPAYMENTS

- Credit overpayments.
- Debit refunds of overpayments.

## 691 DEFERRED REVENUE

The balance of this account represents amounts for which asset recognition criteria have been met, but which revenue recognition criteria have not been met.

- Credit amounts which are not available in accordance with revenue recognition criteria.
- Debit when amounts become available (Credit *980 Revenue*).

# General Ledger Account Descriptions

## 692 DEFERRED REVENUES - PLANNED BALANCE

This account will be used to segregate the amount in the current tax levy to meet the expenditures of the first 120 days of the following school year as permitted by Education Law.

- Credit with amount of taxes levied to provide funds to meet expenditures of the first 120 days of operation of the year following that in which the taxes were levied (Debit *250 Taxes Receivable, Current*)
- Debit at the beginning of the succeeding year to appropriate money for use (Credit *980 Revenues - 1040 Appropriation of Planned Balance*).

## 694 DEFERRED TAX REVENUES (City School Districts Only)

- Credit taxes levied in excess of budgetary requirements (tax overlay).
- Credit additional amounts when the deferral is deemed inadequate (Debit *980 Revenues - 1001 Real Property Taxes*)
- Debit at the close of the fiscal year with the amount deemed to be excessive. (Credit *980 Revenues - 1001 Real Property Taxes*)

## 909 FUND BALANCE, UNRESERVED

This account reflects the net result of operations.

- Credit as a closing entry with the balance of *980 Revenues* (less amounts closed to special reserves).
- Credit at the beginning of the year with the amount of encumbrances outstanding at the end of the previous year (Debit *521 Encumbrances*).
- Debit as a closing entry with the amount of outstanding encumbrances (Credit *521 Encumbrances*).
- Debit as a closing entry with the balance of *522 Expenditures* (less amounts closed to special reserves).

**For reporting purposes, 909 Fund Balance, Unreserved will be broken down to:**

- 910 Unreserved - Appropriated Fund Balance
- 911 Unreserved - Unappropriated Fund Balance

# General Ledger Account Descriptions

## 960 APPROPRIATIONS

This account is one of several budgetary accounts used to record and summarize all budgetary actions of the governing board. It will not be used to record actual expenditures. The credit balance before closing will represent budgetary appropriations and modifications.

- Credit at the beginning of the year with the opening balance of *821 Reserve for Encumbrances* to provide the appropriation for outstanding encumbrances (Debit *599 Appropriated Fund Balance*).
- Credit with the aggregate of all appropriations in the adopted budget.
- Credit supplemental appropriations (Debit *510 Estimated Revenues*, *511 Appropriated Reserves* or *599 Appropriated Fund Balance*).
- Credit appropriations financed by obligations (Debit *530 Obligations Authorized*).
- Debit reductions of appropriations when the governing board determines that actual revenues will not equal estimated revenues (Credit *510 Estimated Revenues*).
- Debit with the closing entry to *510 Estimated Revenues*, *511 Appropriated Reserves*, *530 Obligations Authorized* and *599 Appropriated Fund Balance*).

## 962 BUDGETARY PROVISION FOR OTHER PURPOSES

This account is one of several budgetary accounts. It is used to record taxes levied for purposes other than current operations such as a repair reserve and taxes levied to redeem short-term notes.

- Credit estimated amounts levied for other than current year appropriations, e.g., tax overlay, reserves, or short-term notes (Debit *510 Estimated Revenues*).
- Debit as a closing entry to *510 Estimated Revenues*.

## 980 REVENUES

This account will be used to record revenues including revenues of special reserves. Detail accounts will be maintained in accordance with the chart of revenue accounts in a subsidiary revenue ledger.

- Credit amount of cash receipts representing revenues.
- Credit levy of real property taxes for budgetary appropriations and special reserves (Debit *250 Taxes Receivable, Current*).

## General Ledger Account Descriptions

- Credit amount of interest added to taxes returned to the enforcement officer (Debit *260 Taxes Receivable, Overdue*) (City School Districts only).
- Credit amount withheld from State aid for teachers' and districts' contributions to Teachers' Retirement System (Debit accounts *391 Due from Other Funds* (their share), *522 Expenditures* (district's share), and *632 Due to State Teachers' Retirement System* (teachers' share and district share of accrued)).
- Credit revenues collected in advance (i.e., deferred revenues) and/or receivables which are now available to finance current appropriations. (Debit *691 Deferred Revenues*, *692 Deferred Revenues Planned Balance*, and *694 Deferred Revenues, Taxes*).
- Credit accrued revenues.
- Debit corrections or refunds of revenues except taxes of prior years which are charged to *1964.4 Refund on Real Property Taxes*.
- Debit closing entry to *909 Fund Balance* and to Special Reserves.

### Accounting Reserves

#### 821 RESERVE FOR ENCUMBRANCES

The balance of this account represents the amount of outstanding encumbrances.

- Credit encumbrances placed.
- Debit encumbrances liquidated or cancelled.

#### 845 RESERVE FOR INVENTORY

The purpose of this account is to limit the maximum investment in inventory and to restrict that portion of fund balance which is not available for appropriation. The maximum investment in *445 Inventory* should not exceed the balance in this account.

- Credit amount provided to establish or increase a reserve for inventory purposes (Debit *909 Fund Balance, Unreserved*).
- Credit to record material year end values of inventories.
- Debit when the reserve is to be reduced or eliminated.

# General Ledger Account Descriptions

## Legal Reserves

- 814 WORKERS' COMPENSATION RESERVE (GML §6-j)
- 815 UNEMPLOYMENT INSURANCE RESERVE (GML §6-m)
- 827 RESERVE FOR RETIREMENT CONTRIBUTIONS (GML §6-r)
- 861 RESERVE FOR PROPERTY LOSS (EL §1709[8-c])
- 862 RESERVE FOR LIABILITY CLAIMS (EL §1709[8-c])
- 863 INSURANCE RESERVES (GML §6-n)
- 864 RESERVE FOR TAX CERTIORARI (EL §3651[1-a])
- 867 EMPLOYEE BENEFIT ACCRUED LIABILITY RESERVE (GML §6-p)
- 878 CAPITAL RESERVE (EL §3651[1])
- 882 REPAIR RESERVE (GML §6-d)
- 884 MANDATORY RESERVE (GML §6-l)
- 891 RESERVE FOR TAX REDUCTION (EL §§1604[36], 1709[37])