

CHART OF ACCOUNTS

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This Chart of Accounts prescribed for school districts provides for the establishment of a complete fund accounting system, including the recording of assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund balance/fund net position, revenues, other financing sources, expenditures and other financing uses.

The standardized account code structure for use by districts and county school superintendents accomplishes several key objectives:

- To ensure districts comply with U.S. generally accepted accounting principles (GAAP) the Governmental Accounting Standards Board (GASB) promulgated in its *Codification of Governmental Accounting and Financial Reporting Standards*.
- To establish a uniform, comprehensive, minimum chart of accounts State-wide to improve financial data collection, reporting, transmission, accuracy, and comparability among Arizona districts and nationally. *The Uniform System of Financial Records* (USFR) Chart of Accounts meets the requirements of the U.S. Department of Education's account classifications.
- To reduce the administrative burden on districts in preparing required financial reports.
- To create a logical framework that districts can use to determine where monies for education originate and how they are used.
- To provide better information for administrators, parents, board members, legislators, and other interested parties.

ACCOUNT CODE STRUCTURE

The account code structure provides a basis for financial reporting and budgeting and consists of the following required elements:

1. **FUND**—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 balances, and changes therein, which are separated to carry on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. Districts must organize and operate accounting systems on a fund basis. Individual funds are first classified by category and then by fund type within each category. See the **Fund Accounting section** for information on fund types for financial reporting purposes. There are 3 fund categories:
 - a. **Governmental Funds**—Funds used to account for most of a district's financial resources based on the purposes for which these resources may or must be used.
 - b. **Fiduciary Funds**—Funds used to account for fiduciary activities.
 - c. **Proprietary Funds**—Funds used to account for a district's ongoing activities that are financed and operated in a manner similar to private business enterprises. Proprietary funds are generally self-sustaining with the primary source of revenues being user charges.
2. **BALANCE SHEET CLASSIFICATIONS**—Corresponds to items normally appearing on the

balance sheet. The primary account classifications are Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Fund Balance/Fund Net Position.

3. **REVENUES AND OTHER FINANCING SOURCES CLASSIFICATIONS**—Separates revenues by source. The source classifications are Local, County, State, and Federal. Other Financing Sources and Other Items are also coded here.
4. **EXPENDITURES AND OTHER FINANCING USES CLASSIFICATIONS:**

Program

A plan of activities and procedures designed to accomplish a predetermined objective or set of objectives. This element provides the framework for classifying expenditures by objective to determine cost. The primary program classifications are Regular Education; Special Education; Career Technical Education; Pupil Transportation; Programs Requiring Separate Budgets; Other Instructional; Adult/Continuing Education; Community College Education; and Community Services.

Function

Describes the activity for which a service or material is acquired. The function classifications are Instruction, Support Services, Operation of Noninstructional Services, Facilities Acquisition and Construction, Debt Service, and Other Financing Uses.

Object

Describes the service or material obtained as the result of a specific expenditure. The object classifications are Personal Services—Salaries, Personal Services—Employee Benefits, Purchased Professional and Technical Services, Purchased Property Services, Other Purchased Services, Supplies, Property, and Debt Service and Miscellaneous. Other Financing Uses and Other Items are also coded here.

Unit

Separates expenditures by instructional level, such as elementary, high school, and district-wide and individual schools. Districts with some of their schools operating on an alternative calendar must separately budget for such schools within the district.

Optional Elements

Each required element of the account code contains a specified number of digits in a specific configuration as illustrated on the next page. However, for internal management purposes, districts may assign additional, nonrequired elements, such as course or job classification. Add such elements after the unit code element in the account code.

Course

To accumulate costs of providing instruction in particular courses or subject groups, such as English, math, and science. As an alternative to using a separate optional

element for course codes, districts may establish course codes under function **1000—Instruction**.

Job Classification

To further break down expenditures for salaries and benefits by purpose, bargaining unit, or otherwise, such as office/clerical, administrative, professional-education, technical, and laborer.

Besides Course and Job Classification, districts may choose to categorize transactions by time of year, bus route, construction project, or any other method useful to the district.

ACCOUNT CODE FORMAT

The table below illustrates the required account code format. Each required element must contain the specified number of digits and must be in the specified location in the account code structure. Balance sheet and revenues and other financing sources accounts consist of fund and object code elements only. Other elements are generally zero filled. However, a district may choose to use program, function, and unit codes to better track revenues. Expenditures and other financing uses accounts consist of fund, program, function, object, and unit code elements.

Required account code numbers are shown in the Chart of Accounts in bold type. Optional numbers are italicized and not bolded. Districts are required to record transactions to the most detailed bold level for all areas.

BALANCE SHEET:

<u>Fund</u>	<u>Program</u>	<u>Function</u>	<u>Object</u>	<u>Unit</u>
XXX	000	0000	0XXX	000

REVENUES AND OTHER FINANCING SOURCES:

<u>Fund</u>	<u>Program</u>	<u>Function</u>	<u>Object</u>	<u>Unit</u>	
XXX	000	0000	1XXX	000	Revenue from local sources
XXX	000	0000	2XXX	000	Revenue from county sources
XXX	000	0000	3XXX	000	Revenue from State sources
XXX	000	0000	4XXX	000	Revenue from federal sources
XXX	000	0000	5XXX	000	Other financing sources and other items

EXPENDITURES AND OTHER FINANCING USES:

<u>Fund</u>	<u>Program</u>	<u>Function</u>	<u>Object</u>	<u>Unit</u>	
XXX	XXX	XXXX	6XXX	XXX	(place optional elements here)

COST ALLOCATION

Expenditures specifically assignable to 2 or more programs, functions, or units must be allocated among those programs, functions, or units. For example, the salary of a teacher who teaches both regular education and special education must be allocated between programs **100** and **200**, the salary of an individual who works in a district warehouse and also drives a school bus must be allocated between functions **2500** and **2700**; and the salary of a maintenance worker who works at 2 schools must be allocated between the applicable school unit codes.

Districts may use an allocation base to allocate specifically assignable expenditures for which actual cost apportionment is not easily determinable. Commonly used allocation bases include average daily membership, time spent, full-time equivalent teaching staff, number of transactions, floor space occupied, labor hours, meals served, miles driven, and driver hours. The allocation base used can greatly affect the accuracy of cost allocation; therefore, districts should choose an allocation base that will most closely approximate actual costs incurred. Costs requiring allocation that are not allocated when incurred must be allocated by journal entries before the accounting records are closed at fiscal year-end.

Indirect costs such as utilities and building rent are not allocated among the various programs or functions. However, the school-level reporting instructions in the annual financial report describe requirements for allocating district-wide costs at the unit code level.

INDIRECT COST REPORTING

The United States Department of Education (US DOE) allows the Arizona Department of Education (ADE) to establish the indirect cost rates for school districts receiving federal grants through an approved delegation agreement. To facilitate the calculation of indirect costs, districts should classify the expenditures in the related function and object codes included throughout the Chart of Accounts.

To ensure executive administration and heads of components costs are reported accurately for indirect cost reporting, districts should classify expenditures associated with executive administration and employees that are considered heads of components, including their office support staff (e.g., administrative assistants, secretaries) in the required heads of components detailed function codes within the functional area they direct.

Executive Administration

The Superintendent and any administrators with key decision-making authority over all or 1 or more parts of district operations. Costs associated with Executive Administration, including any office support staff (e.g., administrative assistants, secretaries) working directly for these administrators are classified in function **2320—Executive Administration**.

Heads of Components

Administrators that directly report to a member of the district's executive administration (see definition above). These administrators are generally shown on an organizational chart as 1 management level below the executive administration. Costs associated with heads of components, including any office support staff (e.g., administrative assistants, secretaries) working directly for these administrators are classified in the heads of components detailed functions provided throughout the chart.

For example, districts would classify an administrator over business operations, such as a Chief Financial Officer or Associate Superintendent for Business Operations that has the authority to make key decisions for district business operations in **2320** as an executive administrator. Districts would classify an administrator that directs the business office staff and reports to that executive administrator, such as a business manager, in **2530** as a head of component rather than **2510—Fiscal Services** to allow for correct treatment of those costs in the indirect cost rate calculation.

Code	Description
001	Maintenance and Operation —Accounts for all of a district's financial resources except those required to be accounted for in another fund. For example, districts cannot use this fund for transactions related to capital items as funds in the 600 range are generally used to account for capital transactions.
010	Classroom Site Fund—Accounts for the portion of State sales tax collections and permanent State school fund earnings districts receive. Districts must use the monies in this fund to supplement, and not supplant, existing monies. Districts can use monies for class size reduction; teacher compensation increases, including a base pay and performance pay component; assessment intervention programs; teacher development; dropout prevention programs; teacher liability insurance premiums; student support services (as defined in function 2100—Support Services—Students); and registered warrant expenses for the fund. Expenditures for class size reduction, assessment intervention, and dropout prevention programs must be appropriate expenditures under function 1000—Instruction, excluding athletics. A.R.S. §15-977 <i>011-019</i> Districts may establish subfunds in this range, that roll up to 010 for reporting purposes, to account for carryover balances or monies received that are restricted for different purposes by A.R.S. §15-977.
020	Instructional Improvement —Accounts for monies received from State gaming revenue. Districts may use up to 50 percent of the monies received for teacher compensation increases and class size reduction as provided in A.R.S. §15-977. The expenditures for class size reduction, if any, must be appropriate expenditures under function 1000—Instruction , excluding athletics. Districts may use the remaining monies for the following maintenance and operation purposes: dropout prevention programs and instructional improvement programs, including programs to develop minimum reading skills for students by the end of the third grade. The monies in the fund may not be used to supplant existing State and local monies. A.R.S. §15-979
050	County, City, and Town Grants —Accounts for monies received from county, city, and town grants.

Code	Description
071	English Language Learner (ELL) —Accounts for monies received to provide for the incremental cost of ELL instruction and must be used to supplement existing programs. In accordance with A.R.S. §15-756.03, monies must not be used to supplant federal, State, or local monies, including desegregation monies, previously used for ELLs, or used to pay for the normal costs of conducting programs for English-proficient students. As defined in A.R.S. §15-756.01, incremental costs are the costs that are associated with a structured English immersion program pursuant to A.R.S. §15-752 or an alternative English instruction program pursuant to A.R.S. §15-753 and that are in addition to the normal costs of conducting programs for English-proficient students. Incremental costs do not include costs that replace the same types of services provided to English-proficient students or compensatory instruction. A.R.S. §15-756.04
072	Compensatory Instruction —Accounts for monies received for compensatory instruction programs, in addition to normal classroom instruction, that may include individual or small group instruction, extended day classes, summer school, or intersession school. These programs are limited to improving the English proficiency of current ELLs and students who have been reclassified from ELL to English-proficient within the previous 2 years. Districts must not use monies to supplant federal, State, or local monies, including desegregation monies, previously used for ELLs. A.R.S. §15-756.11
<i>Federal Projects</i>	A group of funds used to account for revenues and expenditures of federally funded projects. Districts should establish a separate fund for each individual program. If a federal project is not specifically listed or included in a fund range below, districts should assign an unassigned fund number in the 300-399 range for that project.
100-130	ESEA Title I—Helping Disadvantaged Children Meet High Standards
140-150	ESEA Title II—Professional Development and Technology
160	ESEA Title IV—21st Century Schools
170-180	ESEA Title V—Promote Informed Parent Choice
190	ESEA Title III—Limited English & Immigrant Students
200	ESEA Title VII—Indian Education
210	ESEA Title VI—Flexibility and Accountability

CHART OF ACCOUNTS

GOVERNMENTAL FUNDS

Code	Description
220	IDEA Part B
230	Johnson-O'Malley
240	Workforce Investment Act
250	AEA—Adult Education
260-270	Vocational Education—Basic Grants
280	ESEA Title X—Homeless Education
290	Medicaid Reimbursement
349	National Forest Fees
353	Taylor Grazing Fees
374	E-Rate (A.R.S. §15-1261)
378	Impact Aid [A.R.S. §15-905(R)]
300-399	Other Federal Projects
<i>State Projects</i>	A group of funds used to account for revenues and expenditures of State-funded projects. If a State project is not specifically listed below, districts should assign an unassigned fund number in the 465-499 range for that project.
400	Vocational Education
410	Early Childhood Block Grant
420	Ext. School Yr.—Pupils with Disabilities (A.R.S. §15-881)
425	Adult Basic Education (A.R.S. §15-234)
430	Chemical Abuse Prevention Programs (A.R.S. §15-712)
435	Academic Contests (A.R.S. §15-1241)
450	Gifted (A.R.S. §15-779.03)
456	College Credit Exam Incentives (A.R.S. §15-249.06)

Code	Description	
460	Environmental Special Plate (A.R.S. §41-6013)	
484	Failing Schools Tutoring Grant (A.R.S. §15-241)	Arizona Industry Credentials Incentive monies must be recorded in Fund 597.
465-499	Other State Projects	
500	School Plant—Accounts for monies received from the sale, lease, or condemnation of school property and used as specified in A.R.S. §15-1102. However, districts must follow statutory requirements related to monies received from sales of school property, including returning monies received from the sale of land or buildings originally purchased with New School Facilities Fund monies to the State in accordance with A.R.S. § 41-5741(F), and transferring proceeds to the School Facilities Oversight Board in accordance with §15-341(G) and 15-342(10). 501-504 Districts may establish subfunds in this range, which roll up to 500 for reporting purposes, to account for monies received that are restricted for different purposes by A.R.S. §15-1102.	
510	Food Service—Accounts for the financial operations of school activities that have as their purpose the preparation and serving of regular and incidental meals and snacks in connection with school functions. A.R.S. §15-1154 511-514 Districts that receive Fresh Fruits and Vegetables Program and/or NSLP Equipment grant monies <u>must</u> establish subfunds in this range to separately account for each grant. These funds should roll up to Fund 510 for reporting purposes.	
515	Civic Center—The district’s governing board may permit the use of school facilities under its direction for civic activities as defined in A.R.S. §15-1105, such as parent-teacher association meetings, public forums, lectures, and clubs. Except as provided in A.R.S. §15-1102 related to the School Plant Fund, monies received for use of school facilities and the related expenditures must be accounted for in this fund. In accordance with A.R.S. §15-342(29), if program needs are met, districts may use excess monies for maintenance and operation or unrestricted capital outlay purposes. Upon termination of the civic center school program, districts must transfer any unused monies to the School Plant Fund (500).	

Code	Description
520	Community School —Accounts for revenues and expenditures for purposes of academic and skill development for all citizens in accordance with A.R.S. §15-1141 et seq. In accordance with A.R.S. §15-342(30), if program needs are met, districts may use excess monies for maintenance and operation or unrestricted capital outlay purposes. Upon termination of a community school program, districts must transfer any unused monies to the Maintenance and Operation Fund (001). A.R.S. §15-1143
525	Auxiliary Operations —Accounts for revenues and expenditures arising from bookstore operations, athletic operations, and miscellaneous district-related operations. Revenues may include the sale or rental of books, supplies and materials; course fees; fees for optional, noncredit, educational, or recreational activities; deposits for the use of district supplies; athletic gate receipts and concession sales; and other miscellaneous receipts. Districts may also use this fund to account for revenues and expenditures of monies collected in support of extracurricular activities to be taken as a tax credit by the taxpayer in accordance with A.R.S. §43-1089.01 and spent on the activities for which they are collected. Districts must maintain detailed records to ensure that tax credit monies are used only for allowable expenditures and in support of both the school and purpose the taxpayer designated.
526	Extracurricular Activities Fees Tax Credit —Accounts for revenues and expenditures of monies collected in support of extracurricular activities for the taxpayer to take as a tax credit in accordance with A.R.S. §43-1089.01. Districts should spend amounts in this fund on the activities for which they are collected and must maintain detailed records to ensure that they use tax credit monies only for allowable expenditures and in support of both the school and purpose the taxpayer designates. Districts may choose to account for these monies in the Auxiliary Operations Fund rather than this fund.
530	Gifts and Donations —Accounts for the revenues and expenditures of gifts, donations, bequests, and private grants made to a district. Districts must use any balance remaining in this fund after expenditures for the intended purpose have been made, to reduce taxes if not inconsistent with the donor's terms for the gifts, grants, and devises. A.R.S. §15-341(A)(14)
535	Career and Technical Education Projects —Accounts for revenues and expenditures from the sale of items produced or services provided in an instructional program by career and technical education pupils. Districts must transfer monies in the fund in excess of \$100,000 at fiscal year-end to the M&O Fund (001). A.R.S. §15-1231

Code	Description
540	Fingerprint —Accounts for revenues and expenditures related to fingerprinting employees. A.R.S. §15-512
545	School Opening —Accounts for monies transferred in from the Maintenance and Operation Fund (001) ending cash balance for districts to use for maintenance and operation purposes incurred in the first year of operation of a new school within a district. At the end of 5 years without any activity in the fund, districts must transfer any remaining monies to the Maintenance and Operation Fund. A.R.S. §15-943.01
550	Insurance Proceeds —Accounts for the monies received from insurance claims. Insurance proceeds are not considered revenues under GAAP, but districts should record them as other financing sources in object code 5300 or as unusual or infrequent items in object code 5700 , as applicable. Districts may use such proceeds to pay outstanding bonded indebtedness or to construct, acquire, improve, repair, or furnish school property after notice, or if applied to a project costing more than \$250,000 after notice and a hearing. A.R.S. §15-1103
555	Textbooks —Accounts for monies received from students to replace or repair lost or damaged textbooks, subject matter materials, supplementary books, or instructional computer software in accordance with A.R.S. §15-729. Additionally, districts may account for monies received from students to replace or repair lost or damaged library books here. Districts should account for monies received from the sale of books and other printed materials in the Auxiliary Operations Fund (525).

Code	Description
565	Litigation Recovery—Accounts for monies received for and derived from the settlement of legal controversies or from the recovery of costs, attorney fees, or damages in litigation by or against a district in accordance with A.R.S. §15-1107. Districts may make expenditures from the fund to procure legal services or for the costs of litigation, or for remedial measures reasonably related to a legal controversy or litigation by or against the district. However, if monies are received specifically for the purpose of replacing or repairing school buildings or other school property, districts may use the monies to: 1. Reimburse the ADOA School Facilities Division’s Building Renewal Grant (691) or Emergency Deficiencies Correction (686) Funds to the extent that monies were received from those funds for replacing or repairing school buildings or other school property that was the subject of the dispute and the monies recovered by the school district are designated for the replacement or repair. 2. Pay any outstanding bonded indebtedness of a district that is payable from the levy of taxes on property within a district. 3. Construct, acquire, improve, repair, or furnish school buildings after notice, or if applied to a project costing more than \$250,000 after notice and a hearing. 4. Replace or repair school property other than school buildings. After all other expenditures authorized in A.R.S. §15-1107, a district may use remaining monies in this fund for maintenance and operation or unrestricted capital outlay purposes.
570	Indirect Costs—Accounts for monies transferred into this fund (object code 5200) from federal project funds or the Food Service Fund (510). These transfers are for indirect costs related to federal grants based on an Arizona Department of Education approved indirect cost rate and interest earned on federal grant monies that is not required to be reverted. Federal guidance restricts the use of interest retained by districts to administrative expenditures. Districts that choose to transfer allowable federal program interest to this fund should separately track the use of those monies to document compliance with the federal guidance.
575	Unemployment Insurance—Used by districts using the reimbursement method of accounting for unemployment insurance contributions. Deposits to this fund consist of contributions from other funds. Expenditures consist of reimbursement payments to the Department of Economic Security. When the governing board determines that monies accumulated are in excess of insurance needs, the district must use the excess to reduce district taxes for the budget year. A.R.S. §15-1104

Code	Description
580	Teacherage —Accounts for the operations of district housing facilities provided for district employees that the governing board determined necessary for district operation. Revenues consist of lease receipts. Disbursements consist of payments for maintenance, operation, and debt service related to teacherages. Also, districts located on Indian and federal lands may purchase houses, including mobile and modular housing, to use exclusively as teacherages. Districts may use monies in this fund to reduce local taxes if accumulation in the fund warrants such use. A.R.S. §§15-342(6) and 15-1106
585	Insurance Refund —Accounts for insurance premium payments that are refunded to a district at the end of a fiscal year. Districts may use the monies for insurance premium payments; place the monies into a trust to be used for payments of uninsured losses, claims, defense costs, and other related expenses as provided in A.R.S. §15-382; or use the monies for reduction of district taxes in the budget year. A.R.S. §15-386
590	Grants and Gifts to Teachers —Accounts for grants and gifts under \$1,500 received from private sources that are designated for a teacher to use for instructional purposes. A.R.S. §15-1224
595	Advertisement —Accounts for monies received from the sale of advertising that districts may use for any district purpose. A.R.S. §15-342(27)(c)
596	Career Technical Education —Accounts for monies member districts receive from Career Technical Education Districts for vocational education programs. A.R.S. §15-393
597	Arizona Industry Credentials Incentive —Accounts for incentive monies received based on high school graduates who obtain a certification, credential, or license through a career technical education course or program that a vocation or industry accepts. Districts should use monies received in accordance with A.R.S. §15-249.15.

Code	Description
610	Unrestricted Capital Outlay—Accounts for transactions relating to the acquisition of items by purchase, lease-purchase (GASB Statement No. 87 reclassified contracts that transfer ownership as financed purchases), or lease as prescribed by A.R.S. §15-903(C). Revenues include equalization assistance, tuition, property taxes, and interest on investments. Expenditures include: 1. Land, buildings, and improvements to land and buildings, including labor and related employee benefits costs and material costs if district employees perform the work. 2. Furniture, furnishings, athletic equipment, and other equipment, including computer software. 3. Pupil and nonpupil transportation vehicles and equipment, including all capital expenditures within a contract if a district contracts for pupil transportation. 4. Textbooks and related printed subject matter materials adopted by the governing board. 5. Instructional aids. 6. Library books. 7. Payment of principal and interest on bonds. 8. District administration emergency needs that are directly related to pupils.
620	Adjacent Ways—Accounts for transactions relating to special assessments to finance the improvement of public ways adjacent to school property, in accordance with A.R.S. §15-995.

Code	Description
630	Bond Building—Accounts for proceeds from district bond issues that are used for acquiring or leasing school sites; constructing or renovating school buildings; supplying school buildings with furniture, equipment, and technology; improving school grounds; purchasing pupil transportation vehicles; or paying existing bonded indebtedness in accordance with A.R.S. §15-491(A)(3). Districts must expend bond proceeds for voter-authorized purposes and not for items with useful lives less than the average life of the bonds issued or 5 years in accordance with A.R.S. §15-1021(F). Districts record bond proceeds as other financing sources in object code 5110 or 5120, as applicable. Districts must use interest earned on investments to reduce outstanding bonded indebtedness, unless a district requests the monies be deposited in the Bond Building Fund if federal laws or rules require the districts to use interest for capital expenditures, or the voters authorized the district to credit the interest to the Bond Building Fund in a separate question in a bond election. If there is no outstanding bonded indebtedness, districts should use any balance remaining in this fund, after acquisition and construction is completed, on written request of the governing board, to reduce taxes. A.R.S. §15-1024
639	Impact Aid Revenue Bond Building—Accounts for proceeds from impact aid revenue bond issuances that districts use for capital projects authorized in accordance with A.R.S. §15-491. Districts may also use the proceeds for bond-related expenses and other costs as allowed by A.R.S. §41-5802. Districts record bond proceeds as other financing sources in object code 5110 or 5120. Districts must credit interest earned on investment of these monies to the Impact Aid Revenue Bond Debt Service Fund. After districts complete the acquisition or construction of facilities for which the bonds were issued, and after the payment of other related costs, districts must transfer the remaining balance to the Impact Aid Fund (378). A.R.S. §§15-905(R), 41-5804, 41-5807, and 41-5808
650	Gifts and Donations—Capital—Accounts for gifts and donations districts use for capital acquisitions. Districts must use any balance remaining in this fund after expenditures for the intended purpose have been made to reduce taxes if not inconsistent with the donor's terms for the gifts, grants, and devises. A.R.S. §15-341(A)(14)

Code	Description
660	Condemnation—Accounts for monies from condemnations or right-of-way settlements as described below: 1. Proceeds from sales by condemnation or threat of condemnation may be accounted for in this fund. If accounted for in this fund, districts must use these proceeds either: a. For the payment of outstanding bonded indebtedness that is payable from the levy of taxes upon the property within the district, or b. To construct, acquire, improve, repair, or furnish school facilities or sites after notice and a hearing. 2. Districts must account for proceeds from a right-of-way settlement in this fund. Districts must use these proceeds to construct, acquire, improve, repair, or furnish school facilities or sites after notice and a hearing. After 10 years, districts must transfer any unused monies to the School Plant Fund (500). A.R.S. §15-1102(E) and (F)
665	Energy and Water Savings (EWS)—Accounts for capital investment monies, energy-related rebate or grant monies, and monies from other funding sources, including clean renewable energy bonds, to fund energy or water saving projects in school facilities in accordance with A.R.S. §15-910.02. This fund also accounts for payment amounts transferred to the EWS Fund from the Maintenance and Operation Fund (001). Districts may transfer any monies associated with an energy or water savings project remaining in the fund after capital investment monies are repaid in full to the Maintenance and Operation Fund.
686	Emergency Deficiencies Correction—Accounts for monies received from ADOA's School Facilities Division to correct emergency deficiencies. A.R.S. §41-5721
691	Building Renewal Grant—Accounts for building renewal grant monies that districts may request from ADOA's School Facilities Division. Districts may use these monies for major renovations and repairs to buildings used for student instruction or other academic purposes, upgrading systems and areas that will maintain or extend buildings' useful lives, and infrastructure costs. Districts may not use these monies for new construction; remodeling interior space for aesthetic or preferential reasons; exterior beautification; demolition; routine preventive maintenance; or any project in a building, or part of a building, that districts are leasing to another entity. Districts must return any monies remaining in the fund after the expiration of a grant, to the School Facilities Division. A.R.S. §41-5731

Code	Description
695	New School Facilities —Accounts for monies received from ADOA's School Facilities Division. Districts may use these monies for constructing new school facilities and purchasing land for new school sites. Districts may use any extra monies received as a result of a modification based on geographic conditions or site conditions to address unforeseen costs at any stage of a project. Districts may use any surplus monies received from the School Facilities Division only for capital purposes for the project up to 1 year after completion of the project. Districts must return any surplus monies remaining after 1 year to the School Facilities Division. A.R.S. §41-5741
699	Federal Impact Aid (Construction) —Accounts for impact aid monies that districts receive specifically for construction.
700	DEBT SERVICE FUNDS —Accounts for the accumulation of resources and the payment of principal and interest on bonds. A.R.S. §15-1022 If there is no outstanding bonded indebtedness, any balance remaining in or accruing to this fund, on written request of the governing board, must be used to reduce taxes. A.R.S. §15-1028
720	Impact Aid Revenue Bond Debt Service —Accounts for impact aid monies received and interest earned that districts use for the payment of impact aid revenue bond principal and interest payments. Districts must transfer any surplus monies remaining in the fund to the Impact Aid Fund (378). A.R.S. §§15-905(R), 41-5804, 41-5807, 41-5808, and 41-5809
750	PERMANENT FUNDS —Accounts for resources that are legally restricted to the extent that districts may use only earnings, and not principal, for purposes that support district programs.

Code	Description
850-899	Prior to Governmental Accounting Standards Board Statement No.84 the funds listed in this range were fiduciary funds (850) or authorized bank accounts with fiduciary type activities (855 and 865). As a result, these funds are listed here out of sequence to avoid requiring districts to change long-standing fund numbers. Funds 800-849 are covered on the next page. Districts should include Fund 850 with other governmental funds in financial statement reporting. While districts may continue using funds 855-899 for activity related to the listed, statutorily-established bank accounts, they should work with their auditors to ensure correct financial statement presentation.
850	Student Activities—Accounts for all monies raised with the governing board's approval by students' effort in pursuance of or in connection with all activities of student organizations, clubs, school plays, or other student entertainment other than Auxiliary Operations Fund monies. A.R.S. §15-1121
855	Employee Insurance Program Withholdings—Accounts for insurance premium monies received from current and former employees, board members, and board member's surviving spouses. Districts may also contribute monies to the account to pay insurance premiums. Disbursements may only be made to insurance carriers or to make refunds of insurance premiums to individuals. The governing board must transfer any interest at fiscal year-end to the Maintenance and Operation Fund. A.R.S. §15-1223
865	State Income Tax Withholdings—Accounts for monies withheld from employees for State income tax until remitted to the Arizona Department of Revenue. Districts may make disbursements only to the Department of Revenue. The governing board must transfer any interest at fiscal year-end to the Maintenance and Operation Fund. A.R.S. §15-1222

Code	Description
800-849	Trust and Custodial Funds Pension (and Other Employee Benefit) Trust Funds—Accounts for resources that districts hold in a trust for members and beneficiaries of defined benefit pension plans, defined contribution plans, other post-employment benefit plans, or other benefit plans. Typically, districts use these funds to account for local pension and other employee benefit trusts that a district provides in lieu of or in addition to any State retirement system. Districts should include monies to fund other postemployment benefits (OPEB) that districts deposit in a trust account in accordance with A.R.S. §15-1225 as a Pension Trust Fund (OPEB Trust Fund). The OPEB Trust Fund accounts for monies accumulated to pay for postemployment benefits offered to district employees or their spouses and dependents. This fund may be used for administrative and management costs and payment of benefits. Postemployment benefits do not include benefits the Arizona State Retirement System provides. If districts do not deposit monies to fund other postemployment benefits in a trust account, they should account for them in an Internal Service Fund. Investment Trust Funds—Accounts for the external portion (i.e., the portion that does not belong to a district) of investment pools a district operates that the district holds in a trust. Private-Purpose Trust Funds—Accounts for other trust arrangements under which the principal and income benefit individuals, private organizations, or other governments. Custodial Funds—Accounts for fiduciary activities not held in a trust.

Code	Description
900-949	Enterprise Funds—Accounts for activities that provide goods or services to external users for a fee. Districts are required to use enterprise funds to account for any activity whose principal revenue sources meet any of the following criteria: (1) debt backed solely by revenues from fees and charges (thus, not debt that is backed by the full faith and credit of a district); (2) legal requirement to recover costs through fees and charges; (3) the governing board's or management's policy decision to recover the costs of providing services through fees or charges.
950-989	Internal Service Funds—Accounts for activities that provide goods or services to other funds, departments, component units, or other governmental entities on a cost-reimbursement basis. The use of an internal service fund is appropriate only for activities in which a district is the predominant participant in the activity. Otherwise, districts should report the activity as an enterprise fund. Examples of internal service funds are activities such as central warehousing and purchasing, central data processing, central printing and duplicating, motor pool services, and self-insurance. Districts with an ADE-approved grant cost allocation plan should record those pooled costs in an Internal Service Fund and charge the applicable grants for services provided. Districts should account for District Services Funds established in accordance with A.R.S. §15-1108 as Internal Service Funds. Districts should account for monies to fund other postemployment benefits (OPEB) that are not deposited in a trust account in accordance with A.R.S. §15-1225 as an Internal Service Fund (OPEB Fund). The OPEB Fund accounts for monies accumulated to pay for postemployment benefits offered to district employees or their spouses and dependents. Districts may use this fund for administrative and management costs and payment of benefits. At the end of 5 years of no activity in the fund, districts must transfer any remaining monies to the Maintenance and Operation Fund. Postemployment benefits do not include benefits the Arizona State Retirement System provides. A.R.S. §15-1225

Code	Description
955	Intergovernmental Agreements (IGA)—Used only by a fiscal agent to account for monies related to other members of a written IGA, including agreements to provide services jointly with other districts. Revenues reported in this fund include amounts received by the fiscal agent from participants or other funding such as grants through the fiscal agent. Expenditures include salaries, supplies, pass-through payments (see object code 6870), etc., related to the agreement. The fiscal agent should report revenues and expenditures to other IGA participants monthly. Each participant should recognize (i.e., record) their appropriate share of revenues and expenditures in the fiscal year incurred. Transactions processed in this fund during the year may include activity of the fiscal agent district. However, before fiscal year-end, fiscal agent districts should remove, through an adjusting journal entry, any of their own activities and record those revenues and expenditures in an appropriate district fund. A.R.S. §15-342(13)

ASSETS AND DEFERRED OUTFLOWS OF RESOURCES

Object Code	Description
0100	CASH <i>(Use detailed codes below)</i>
0101	Cash on Hand —Currency, coins, checks, warrants, postal and express money orders, and bank drafts on hand physically located at a district or in the possession of its representative, such as cash from sales of student lunches that districts have not deposited in the bank.
0102	Cash in Bank —All funds on deposit in a financial institution, including time certificates of deposit. Districts should record revolving fund monies here.
0103	Cash on Deposit with County Treasurer —All funds on deposit with the county treasurer who, by statute, is the designated custodian of district cash and bank deposits.
0105	Cash with Fiscal Agent —Deposits with fiscal agents, such as commercial banks, for paying matured bonds and interest.
0110	INVESTMENTS —U.S. government securities and other investments held for the earning of income in the form of interest or dividends. Districts should present investments at fair value as of the reporting date. Districts should code gains and losses from changes in the fair value of investments to revenue object code 1530 .
0111	Unamortized Premiums —Used only with short-term money market investments and participating interest-earning investment contracts.
0112	Unamortized Discounts (Credit) —Used only with short-term money market investments and participating interest-earning investment contracts.
0120	TAXES RECEIVABLE <i>(Use detailed codes below)</i>
0121	Personal Property Taxes Receivable—Current Year —The uncollected portion of the tax levy for personal property that has become due, including interest or penalties that it may accrue.
0122	Personal Property Taxes Receivable—Back (prior years) —The uncollected portion of the tax levy for personal property that was due, including interest or penalties that it may accrue.

Object Code	Description
0123	Real Property Taxes Receivable—Current Year —The uncollected portion of the tax levy for real property that has become due, including interest or penalties that it may accrue.
0124	Real Property Taxes Receivable—Back (prior years) —The uncollected portion of the tax levy for real property that was due, including interest or penalties that it may accrue.
0130	OTHER RECEIVABLES <i>(Use detailed codes below)</i>
0131	Revenue in Lieu of Taxes Receivable —For example, payments from Salt River Project.
0132	Accounts Receivable —Amounts due on open account from individuals or other entities.
0134	Interest Receivable —Amount of interest receivable on investments.
0135	Refundable Deposits Receivable —District monies business entities or individuals hold as security or as a prerequisite to receiving goods or services.
0136	Notes Receivable —Amounts due from a note or mortgage received from the sale of district buildings or property.
0137	Leases Receivable —Amounts due from leases measured at the present value of lease payments districts expect to receive during the lease term.
0140	DUE FROM OTHER FUNDS AND GOVERNMENTAL ENTITIES <i>(Use detailed codes below)</i> These amounts may represent grants-in-aid, shared taxes, taxes another governmental unit collects for a district, charges for goods or services rendered, and monies other governmental units hold as security.
0141	Due from Other Funds
0142	Due from Other Districts
0143	Due from County
0144	Due from State

Object Code	Description
0145	Due from Federal
0150	PREPAID ITEMS —Cash outlays for benefits that districts have not received.
<i>0151</i>	<i>Insurance</i> —Amounts paid for insurance coverage not yet received, such as fire insurance and property insurance paid in advance.
0160	INVENTORY OF SUPPLIES FOR CONSUMPTION —Supplies on hand, valued at cost, that districts will use for district operations.
<i>0161</i>	<i>Supplies</i> —General supplies used in district operations.
<i>0162</i>	<i>Fuel and Oil</i> —Supplies used for transportation activities.
0170	INVENTORY OF SUPPLIES FOR SALE OR RENTAL —Inventory on hand, valued at cost or market, that districts will sell or rent.
<i>0171</i>	<i>Bookstore</i> —Inventory the bookstore will sell or rent.
<i>0172</i>	<i>Food and Milk</i> —Food service inventory, including USDA commodities.
0180	OTHER CURRENT ASSETS <i>(Use detailed codes below)</i>
0182	Premium and Discount on Issuance of Bonds —Represents amounts districts will amortize as debt premium/discount in connection with the issuance of bonds.
0185	DEFERRED OUTFLOW OF RESOURCES—Represents net assets the district consumes related to a future reporting period. Districts should include only the following items in this code: 1. The difference between the reacquisition price and the net carrying amount of debt for current and advance refundings resulting in defeasance of debt when the reacquisition price exceeds the net carrying amount of the defeased debt. 2. Employer's share of pension contributions to the Arizona State Retirement System and other deferred outflows related to pensions. Use this code in proprietary funds only.

Object Code	Description
0190	CAPITAL ASSETS <i>(Use detailed codes below)</i> For discussion of capital assets, see the Property Control section. Use these codes in fiduciary and proprietary funds only. For financial reporting purposes, districts should maintain documentation to separately disclose right-to-use lease and subscription assets, assets held for sale, and other capital assets recorded in these codes.
0191	Land and Land Improvements —Land a district owns, including legal fees, razing, filling, excavation, and other associated costs the district incurs to put the land in condition for its intended use. Further, the district should account for permanent improvements to land, such as grading and fill, in this account. Also includes land held for sale and intangible right-to-use assets acquired through leases of more than 12 months, if any, related to land.
0192	Site Improvements —Account that reflects the value of nonpermanent improvements to building sites, other than buildings, that add value to land. Examples of such improvements are fences, retaining walls, sidewalks, pavements, gutters, tunnels, and bridges. Also includes site improvements held for sale and intangible right-to-use assets acquired through leases of more than 12 months, if any, related to site improvements.
0193	Accumulated Depreciation and Amortization on Land and Site Improvements
0194	Buildings and Building Improvements —Account that reflects the acquisition value of permanent and relocatable district structures used to house persons and property. This account includes the value of all permanent buildings and the fixtures attached to and forming a permanent part of such buildings. This account includes all building improvements, including upgrades made to building wiring for technology. Also includes buildings held for sale and intangible right-to-use assets acquired through leases of more than 12 months, if any, related to buildings and building improvements.
0195	Accumulated Depreciation and Amortization on Buildings and Building Improvements
0196	Equipment —Account that reflects the value of machinery, vehicles, computers, software, furniture, and other equipment, including specialized electronic and athletic equipment. Also includes equipment held for sale and intangible right-to-use assets acquired through leases and subscriptions of more than 12 months, if any, related to equipment.

Object Code	Description
0197	Accumulated Depreciation and Amortization on Equipment
0198	Construction in Progress —Account that reflects the value of construction undertaken but not yet completed. When completed, districts must transfer the cost to the appropriate asset account.

LIABILITIES AND DEFERRED INFLOWS OF RESOURCES

Object Code	Description
0200	NONPAYROLL PAYABLES <i>(Use detailed codes below)</i>
0201	Accounts Payable —Amounts owed on open accounts for goods or services received, such as maintenance agreements, professional services, and short-term (12 months or less) leases.
0202	Refundable Deposits —Liability for amounts received as a prerequisite to providing goods or services, such as deposits students make on textbooks and lab deposits.
0203	Bank Revolving Line of Credit Payable —Liability for monies borrowed through a revolving line of credit as authorized by A.R.S. §11-604.01.
0205	Tax Anticipation Notes (TANs) Payable —Amounts owed on tax anticipation notes a district issues pursuant to A.R.S. §35-465.01.
0210	DUE TO OTHER FUNDS, GOVERNMENTAL ENTITIES, STUDENT GROUPS, AND OTHERS <i>(Use detailed codes below)</i>
0211	Due to Other Funds
0212	Due to Other Districts
0213	Due to County
0214	Due to State
0215	Due to Federal

Object Code	Description
0216	Due to Student Groups
0217	Due to Others
0220	ACCRUED PAYROLL AND RELATED BENEFITS <i>(Use detailed codes below)</i> Salary and fringe benefit costs incurred but not yet paid during the current accounting period.
0221	Salaries and Wages —Gross amount of salaries and wages employees earned but is not due until a later date.
0222	Social Security—OASDI (Employer's Portion) —Amount of matching social security taxes incurred because of salaries and wages employees earned.
0223	Medicare—Hospital Insurance (Employer's Portion) —Amount of matching Medicare taxes incurred because of salaries and wages employees earned.
0224	State Retirement System Contributions (Employer's Portion) —Amount of matching State retirement contributions incurred because of salaries and wages employees earned. Include both State retirement and related long-term disability contributions.
0225	Employee Insurance —Amount incurred for premiums on insurance a district provides for employees (health and accident, medical, life, etc.).
0226	Unemployment Insurance —Amount incurred for unemployment insurance taxes.
0227	Workers' Compensation —Amount incurred for workers' compensation premiums.
0228	Self-Insurance Employee Claims Payable —Amount owed to employees for insurance claims from the Self-Insurance Fund.
0229	Compensated Absences —Liability for accrued vacation (or annual) leave, sick leave, paid time off (PTO), holidays, parental leave, bereavement leave, and certain types of sabbatical leave.
0230	OTHER ACCRUED ITEMS <i>(Use detailed codes below)</i>
0231	Interest Payable (Other than Bond Interest) —Interest costs incurred but not yet paid during the current accounting period, including interest on tax anticipation notes.

Object Code	Description
0232	Bond Interest Payable —The current portion of the liability for interest on bonds issued. Includes interest expense incurred but not yet paid.
0233	Self-Insurance Claims Payable —Amounts owed from an Internal Service Fund (Self-Insurance) for claims and judgments payable to other than employees.
0240	PAYROLL DEDUCTIONS AND WITHHOLDINGS (EMPLOYEES) <i>(Use detailed codes below)</i> Amounts deducted from employees' salaries that have not yet been paid to the respective agencies.
0241	Federal Income Taxes
0242	State Income Taxes
0243	Social Security—OASDI
0244	Medicare—Hospital Insurance
0245	State Retirement Contributions —Amounts deducted from employees' salaries for State retirement contributions. Districts should record the portion representing long-term disability contributions under balance sheet object code 0246.
0246	Long-Term Disability —Amounts deducted from employees' salaries for long-term disability benefits for employees who participate in the Arizona State Retirement System.
0247	Voluntary Deductions —Amounts deducted from employees' salaries for voluntary deductions, such as annuities and dependent health insurance premiums.
0248	Court-Ordered Assignments —Amounts garnished from the salaries or wages of employees for child support or spousal maintenance pursuant to a court-ordered assignment of earnings. A.R.S. §§25-504 and 25-505.01
0250	UNEARNED REVENUES —Revenues collected before they are earned, such as grants.

Object Code	Description
0260	CONTRACTS PAYABLE <i>(Use detailed codes below)</i>
0261	Financed Purchase Agreements —Amounts due on financed purchase agreements for the purchase of property.
0262	Construction —Amounts due on construction contracts.
0263	Leases —Amounts due on leases (more than 12 months). Districts should code contracts that transfer ownership of property to the district to balance sheet object code 0261. Districts should code short-term leases (12 months or less) to balance sheet object code 0201 .
0270	BONDS PAYABLE <i>(Use detailed codes below)</i>
0271	Current —Liabilities for redemption of bonds that are payable within 1 year.
0272	Long-Term —Liabilities for redemption of bonds that are not payable within 1 year.
0280	ARBITRAGE REBATE —Liabilities arising from arbitrage rebates to the Internal Revenue Service from bond financing.
0290	DEFERRED INFLOWS OF RESOURCES <i>(Use detailed codes below)</i>
0291	Unavailable Revenues —Revenues that are measurable but not available, such as property taxes. Use this code in governmental funds only.
0292	Deferred Revenue on Refunding —Represents the difference between the reacquisition price and the net carrying amount of debt for current and advance refundings resulting in defeasance of debt when the reacquisition price is less than the net carrying amount of the defeased debt. Use this code in proprietary funds only.
0293	Pension-related Deferred Inflows of Resources —Represents the acquisition of pension related net assets that is applicable to a future reporting period. Use this code in proprietary funds only.

Object Code	Description
0294	Lease-related Deferred Inflows of Resources —Revenues due from leases. At lease inception, the amount should be reported as the value of the lease receivable plus any payments received at or before the start of the lease term that relate to future periods.

FUND BALANCE/FUND NET POSITION

Object Code	Description
0300	GOVERNMENTAL FUND BALANCE
<i>0310</i>	<i>NONSPENDABLE FUND BALANCE</i> —Amounts that districts cannot spend because they are either not in spendable form or districts are legally or contractually required to maintain them intact. This would include items not expected to be converted to cash including inventories and prepaid amounts. It may also include the long-term amount of notes receivable and the principal of a permanent fund.
<i>0311</i>	<i>Prepaid Items</i> —An amount equal to the balance in the Prepaid Items asset account (0150).
<i>0312</i>	<i>Inventory of Supplies for Consumption</i> —An amount equal to the balance in the Inventory of Supplies for Consumption asset account (0160).
<i>0313</i>	<i>Inventory of Supplies for Sale or Rental</i> —An amount equal to the balance in the Inventory of Supplies for Sale or Rental asset account (0170).
<i>0314</i>	<i>Other Nonspendable Fund Balance</i>
<i>0320</i>	RESTRICTED FUND BALANCE—Amounts that are restricted to specific purposes. Districts should report fund balance as restricted when constraints placed on the use of resources are either: 1. Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or 2. Imposed by law through constitutional provisions or enabling legislation.

Object Code	Description
0330	<i>COMMITTED FUND BALANCE</i> —Amounts that districts can only use for specific purposes pursuant to constraints imposed by the governing board's formal action. Districts cannot use these amounts for any other purpose unless the governing board removes or changes the specific purpose by taking the same kind of formal action previously used to commit these amounts. Adoption of the annual budget does not constitute a commitment as appropriations lapse at year-end without governing board action. This code should also include contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.
0340	<i>ASSIGNED FUND BALANCE</i> —Amounts that are constrained by a district's intent to be used for specific purposes, but are neither restricted nor committed. The intent should be expressed by the governing board or a body (i.e., budget or finance committee) or official to which the governing board has delegated the authority to assign amounts districts can use for specific purposes. Assigned fund balance in governmental funds, other than the general fund, includes all spendable amounts that are not restricted or committed, if that amount is positive. See discussion of the General Fund in the Fund Accounting section .
0350	<i>UNASSIGNED FUND BALANCE</i> —For the general fund, spendable amounts that are not restricted, committed, or assigned. The general fund is the only fund that may report a positive unassigned fund balance amount. For governmental funds other than the general fund, negative fund balances are reported here if restricted, committed, or assigned amounts exceed total spendable fund balance. See discussion of the General Fund in the Fund Accounting section .
0400	PROPRIETARY FUND NET POSITION
0410	<i>NET INVESTMENT IN CAPITAL ASSETS</i> —Capital assets less accumulated depreciation and debt directly related to capital assets.
0420	<i>RESTRICTED NET POSITION</i>—Restricted assets and deferred outflows of resources less liabilities and deferred inflows of resources related to those assets. Districts should report net position as restricted when constraints placed on the use of net position are either: 1. Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or 2. Imposed by law through constitutional provisions or enabling legislation.

Object Code	Description
<i>0430</i>	<i>UNRESTRICTED NET POSITION</i> —The net amount of assets and deferred outflows of resources and liabilities and deferred inflows of resources not coded to 0410 or 0420.
0500	FIDUCIARY FUND NET POSITION —The net position of trust and custodial funds.

Object Code	Description
1000	REVENUE FROM LOCAL SOURCES <i>(Use detailed codes below)</i>
1100	Taxes Levied/Assessed on Behalf of a District <i>(Use detailed codes below)</i>
1110	Property Taxes —Taxes the county levies on the assessed value of real and personal property located within a district. Districts may maintain separate accounts for real property and for personal property. Districts should include penalties and interest on property taxes in revenue object code 1140.
1111	<i>Personal</i>
1115	<i>Real</i>
1140	Penalties and Interest on Taxes —Revenue from penalties for the payment of taxes after the due date, and the interest charged on delinquent taxes from the due date to actual payment. Districts may maintain a separate account for penalties and interest on each type of tax.
1200	Revenue from Local Governmental Units Other Than Districts —Revenue from the appropriations of another local governmental unit not properly coded in object 1280.
1280	Revenue in Lieu of Taxes —Payments a local governmental unit made to a district in lieu of taxes it would have had to pay had its property or other tax base been subject to taxation on the same basis as privately owned property. Such revenue would include payments made for privately owned property that is not subject to taxation on the same basis as other privately owned property because of action by the local governmental unit. Payments received from the Salt River Project are an example of revenue in lieu of taxes.
1300	Tuition <i>(Use detailed codes below)</i> Code the portion of tuition representing transportation fees in the 1400 revenue object code range.
1310	Tuition from Individuals <i>(Use detailed codes below)</i>
1311	Tuition from Individuals Excluding Summer School
1312	Tuition from Individuals for Summer School

Object Code	Description
1320	Tuition from Other Arizona Districts
1330	Tuition from Out-of-State Districts
1340	Tuition from Other Private Sources (Other than Individuals)
1350	Tuition from Other Government Sources Within Arizona (such as the Arizona State Schools for the Deaf and the Blind)
1360	Tuition from Other Government Sources Outside Arizona
1400	Transportation Fees <i>(Use detailed codes below)</i>
1410	Transportation Fees from Individuals
1420	Transportation Fees from Other Arizona Districts
1430	Transportation Fees from Out-of-State Districts
1440	Transportation Fees from Other Private Sources (Other than Individuals)
1450	Transportation Fees from Other Government Sources Within Arizona
1460	Transportation Fees from Other Government Sources Outside Arizona
1500	Investment Income —Revenue from short-term and long-term investments.
1510	<i>Interest on Investments</i> —Interest revenue on temporary or permanent investments in United States treasury and agency obligations, commercial paper, savings accounts, time certificates of deposit, or other interest-bearing investments.
1530	<i>Net Increase/(Decrease) in the Fair Value of Investments</i> —Gains/losses recognized from the sale of investments or changes in the fair value of investments.
1540	<i>Investment Income from Real Property</i> —Revenue for rental and use charges on real property held for investment purposes.
1600	Food Service —Revenue from sales of food to students and adults.

Object Code	Description
1610	<i>Daily Sales—Reimbursable Programs</i> —Revenue from students for the sale of breakfasts, lunches, and milk that the United States Department of Agriculture considers reimbursable. Code federal reimbursements to revenue object code 4500 .
1611	<i>Daily Sales—School Lunch Program</i> —Revenue from students for the sale of reimbursable lunches as part of the National School Lunch Program.
1612	<i>Daily Sales—School Breakfast Program</i> —Revenue from students for the sale of reimbursable breakfasts as part of the School Breakfast Program.
1613	<i>Daily Sales—Special Milk Program</i> —Revenue from students for the sale of reimbursable milk as part of the Special Milk Program.
1614	<i>Daily Sales—After School Care Snack (ASCS) Program</i> —Revenue from students for the sale of reimbursable snacks as part of the ASCS program.
1620	<i>Daily Sales—Nonreimbursable Programs</i> —Revenue from sales to adults, a la carte sales, and sales to students for nonreimbursable breakfasts, lunches, and milk.
1630	<i>Special Functions</i> —Revenue from students, adults, or organizations for the sale of food products and services at special functions. Some examples would include potlucks, PTA/PTO-sponsored functions, and athletic banquets.
1640	<i>Daily Sales—Summer Food Program</i> —Revenue from students for the sale of reimbursable items as part of summer programs.
1700	District Activities <i>(Use detailed codes below)</i>
1750	Revenue from Enterprise and Student Activities —Revenue from school-sponsored and student activities including athletics, bookstore sales, concerts, and vending machines and concessions not related to the regular food service program. Also include athletic and miscellaneous fees not properly coded to object 1790.

Object Code	Description
1755	Revenue from Fees Paid on a Student's Behalf with Grant Monies—Revenue received from a grant fund to pay class, summer school, field trip, or other student fees on a student's behalf, in lieu of a parent or guardian payment. Used only with expenditure object code 6886 to record the related grant fund expenditure. Districts should evaluate all transactions using this revenue object code to determine if interfund activity should be eliminated for financial statement reporting purposes. However, charges for interfund activity are not eliminated if the prices approximate their external exchange values (i.e., similar to what a parent would pay).
1790	Extracurricular Activities Fees Tax Credit—Revenue (donations and fees) collected in support of extracurricular activities or character education for the donor to take as a tax credit in accordance with A.R.S. §43-1089.01.
1800	Revenue from Community Services Activities—Revenue from community services activities a district operates. For example, record revenue received from operating a swimming pool or civic center as a community service here. Code revenues from the long-term rental of district property, typically involving a formal lease agreement, to revenue object code 1910. Districts may establish multiple accounts within the 1800 range to differentiate various activities.
1900	Other Revenue from Local Sources <i>(Use detailed codes below)</i>
1910	Rentals—Revenue from the rental of either real or personal property a district owns. Code revenues from the short-term rental of district property, such as daily use fees, to revenue object code 1800. Code rental of property held for investment purposes to revenue object code 1540.
1920	Contributions and Donations from Private Sources—Revenue associated with contributions and donations private individuals or organizations make. These organizations include, but are not limited to, educational foundations, PTA/PTO organizations, and campus booster clubs. Code revenue received as donations in support of extracurricular activities for the donor to take as a tax credit in accordance with A.R.S. §43-1089.01 to revenue object code 1790.
1930	Gain or Loss on Sale of Capital Assets—Amount received from the sale of capital assets in excess of the assets' book value. Use this code with proprietary and fiduciary funds only. For governmental funds, use other financing sources object code 5300.

Object Code	Description
1940	Government Property Lease Excise Tax (GPLET) —Revenue received from annual excise taxes levied by cities, towns, counties, and county improvement districts on lessees of government property in accordance with A.R.S. §42-6201 et seq. Record these revenues in the Maintenance and Operation Fund.
1950	Miscellaneous Revenues from Other Districts —Revenue from services provided to other districts other than for tuition and transportation services. These services could include data processing, purchasing, maintenance, cleaning, and consulting. Record revenues member districts receive from Career Technical Education Districts here.
1960	Miscellaneous Revenues from Other Local Governmental Units —Revenue from services provided to other local governmental units. These services could include data processing, purchasing, maintenance, cleaning, cash management, and consulting.
1970	Revenues from Other Departments in a District —Revenues from services provided to other funds such as printing, data processing, or contributions made by a district or district employees for self- insurance or unemployment insurance. Internal Service Fund revenues from grant funds with an ADE-approved grant cost allocation plan should be recorded here. Use this code in proprietary funds only. Code revenue from private individuals, businesses, and associations for services provided to revenue object code 1990.
1980	Refund of Prior Year's Expenditures —Expenditures that occurred last year that are refunded this year, including voided stale-dated warrants where another warrant is not issued. If both expenditure and refund occurred in current year, districts should reduce the year's expenditures, as prescribed by GAAP.
1990	Miscellaneous —Revenue from local sources not provided for elsewhere. Do not code other financing sources , such as transfers, here. <u>Fingerprinting Fees</u> —Fees collected from paid employees for fingerprinting costs. <u>Advertising Fees</u> —Fees collected from the sale of advertising.
2000	REVENUE FROM COUNTY SOURCES <i>(Use detailed codes below)</i>
2100	Unrestricted —Revenue from the county that districts can use for any legal purpose without restriction.

Object Code	Description
2110	County School Fund —Revenue received that represents apportionments from the County School Fund, such as Taylor Grazing. A.R.S. §15-1000
2200	Restricted —Revenue from the county that districts must use for a categorical or specific purpose.
2210	Special County School Reserve Fund —Revenue received from the Special County School Reserve Fund that districts must spend in accordance with A.R.S. §15-1002.
2900	Revenue for/on Behalf of a District —Commitments or payments the county made for a district's benefit, or county contributions of equipment or supplies. Separate accounts may be maintained to identify the specific nature of the revenue item.
3000	REVENUE FROM STATE SOURCES <i>(Use detailed codes below)</i>
3100	Unrestricted —Revenue from State funds that districts can use for any legal purpose without restriction.
3110	State Equalization Assistance —Revenue received from the State under the provisions of A.R.S. §15-971(C).
3120	Additional State Aid —Revenue received from the State under the provisions of A.R.S. §15-972.
3130	Certificates of Educational Convenience —Revenue received from the State pursuant to certificates of educational convenience for pupils who are precluded by distance, lack of adequate transportation facilities, or a parent's or guardian's employment from attending a school in the district or county of the pupil's residence, or pupils who reside in unorganized territories; State rehabilitation or corrective institutions; foster homes, child care agencies, or institutions the Department of Economic Security or the Department of Health Services licenses and supervises; residential facilities the Department of Economic Security or the Department of Health Services operates or supports; or residences the Department of Juvenile Corrections supervises pursuant to the Interstate Compact on Juveniles. A.R.S. §§15-825, 15-825.01, and 15-825.02

Object Code	Description
3140	Institutional Vouchers —Revenue received from the State pursuant to institutional vouchers for special education students who reside in the Arizona State School for the Deaf and the Blind; Arizona Training Program Facilities, as provided in A.R.S. §36-551; or the Arizona State Hospital. A.R.S. §15-1204
3150	State Impact Assistance —Revenue received from the State for pupils whose parents or legal guardians are employed by and live at the State Hospital, the Arizona State School for the Deaf and the Blind, Intellectual Disability Centers, Port of Entry Inspection Stations, and institutions and facilities the Department of Corrections maintains. A.R.S. §15-976
3200	Restricted —Revenue from the State that districts must use for a categorical or specific purpose, such as Classroom Site, Instructional Improvement, and ADOA's School Facilities Division monies.
3900	Revenue for/on Behalf of a District —Commitments or payments the State makes for a district's benefit, or State contributions of equipment or supplies. Districts must maintain separate accounts to identify the specific nature of the revenue item.
4000	REVENUE FROM FEDERAL SOURCES <i>(Use detailed codes below)</i>
4100	Unrestricted Revenue Received Directly from the Federal Government —Revenues received directly from the federal government that districts can use for any legal purpose without restriction.
4200	Unrestricted Revenue Received from the Federal Government through the State —Revenues received from the federal government through the State that districts can use for any legal purpose without restriction, such as Medicaid Reimbursement.
4300	Restricted Revenue Received Directly from the Federal Government —Revenue received directly from the federal government that districts must use for a categorical or specific purpose. If such money is not completely used, it usually is returned to the governmental unit, such as ESEA Title VII—Indian Education, Federal Impact Aid (Construction).

Object Code	Description
4500	Restricted Revenue Received from the Federal Government through the State —Revenues received from the federal government through the State that districts must use for a categorical or specific purpose, including most federal grants districts receive through ADE, such as IDEA, Title I, and federal food service reimbursements.
4700	Revenue Received from the Federal Government through Other Intermediate Agencies —Revenues received from the federal government through other intermediate agencies, such as a county or tribal government, including National Forest Fees and Johnson-O'Malley assistance.
4800	Revenue in Lieu of Taxes —Commitments or payments the federal government makes out of general revenues in lieu of taxes it would have had to pay had a district subjected its property or other tax base to taxation on the same basis as privately owned property or other tax base. Such revenue would include payment made for privately owned property that is not subject to taxation on the same basis as other privately owned property due to action by the federal government, such as impact aid.
4900	Revenue for/on Behalf of a District —Commitments or payments the federal government makes for a district's benefit, or federal contributions of equipment or supplies. Such revenues include E-rate monies the Schools and Libraries Division of the Universal Service Administrative Company (USAC) pay directly to vendors and food the federal government donates. Districts may maintain separate accounts to identify the specific nature of the revenue item.

Object Code	Description
5000	OTHER FINANCING SOURCES AND OTHER ITEMS <i>(Use detailed codes below)</i>
5100	Issuance of Bonds—Bonds must be calculated and issued in accordance with Arizona Revised Statutes and the Arizona Constitution. A.R.S. §15-1021 <i>(Use detailed codes below)</i>
5110	Bond Principal —Face amount of bonds sold. (Bond Issuance costs are not netted here but should be coded to expenditure object code 6860 .)
5120	Premium or Discount on the Issuance of Bonds —Portion of the sale price of bonds in excess of or below their par value.
5200	Fund Transfers-In —Used to classify operating transfers from other funds of a district. Districts may establish multiple accounts within the 5200 range to identify transfers from specific funds. Districts should use other financing uses object code 6910—Indirect Cost Transfers-Out or 6930—Fund Transfers-Out to record the corresponding transfer-out as applicable. See list of authorized transfers .
5300	Proceeds From the Disposal of Real or Personal Property —Proceeds from the disposal of district property or compensation for the loss of real or personal property. The disposal of an asset that is either unusual in nature or infrequent in occurrence should be coded to object code 5700 . Districts should code any gain or loss on the disposal of property for proprietary or fiduciary funds to revenue object code 1930 .
5400	Capital Contributions —Capital assets acquired as the result of a donation or bequest of an individual, estate, other government, a corporation, or an affiliate organization.
5500	Lease Proceeds —Proceeds from leases. Record the present value of expected lease payments.
5600	Other Long-Term Debt Proceeds —Proceeds from other long-term debt instruments not captured in the preceding codes, including financed purchase agreements.

Object Code	Description
5700	Unusual or Infrequent Items—Transactions or events that are unusual in nature or infrequent in occurrence. For financial reporting purposes, districts should maintain documentation to separately report and disclose inflows related to each unusual or infrequent item, including note disclosures of the related program, function, or identifiable activity the unusual or infrequent item is related to, if applicable. • <i>Unusual nature</i>—The underlying event or transaction should possess a high degree of abnormality and be of a type clearly unrelated to, or only incidentally related to, the ordinary and typical activities of the district, taking into account the environment in which the district operates. • <i>Infrequency of occurrence</i>—The underlying event or transaction should be of a type that would not reasonably be expected to recur in the foreseeable future, taking into account the environment in which the district operates. For some districts, these include the sale of certain general governmental capital assets; significant forgiveness of debt by a financial institution; insurance proceeds to cover significant costs related to a natural disaster caused by fire, flood, tornado, hurricane, or hail storm; insurance proceeds to cover costs related to an environmental disaster; or a private citizen's large bequest to a small district.

Code	Description
100	REGULAR EDUCATION —Activities that provide students in kindergarten through grade 12 with learning experiences to prepare them for further education or training and for responsibilities as citizens, family members, and workers. Districts should distinguish regular programs from special education programs that focus on adapting curriculum or instruction to accommodate a specific disability, from vocational/technical programs that focus on career skills, and from alternative education programs that focus on the educational needs of students at risk of failing or dropping out of school because of academic, behavioral, or situational factors. Districts should code expenditures not specifically assignable to other programs here, such as district office and food service expenditures.
200	SPECIAL EDUCATION —Special Programs include activities for elementary and secondary students (prekindergarten through grade 12) receiving services outside the realm of “regular programs” in accordance with disability classifications defined in A.R.S. §15-761, and for gifted, remedial, English immersion, vocational and technical, career education and CTED programs. Districts should code CTED program expenditures in the appropriate code in the program 300 range. Districts should code prekindergarten programs not serving those with disability classifications to program code 900. <i>(See additional bold codes below)</i>
201	<i>Autism</i>
202	<i>Emotional Disability</i>
203	<i>Hearing Impairment</i>
204	<i>Other Health Impairments</i>
205	<i>Specific Learning Disability</i>
206	<i>Mild, Moderate, or Severe Intellectual Disability</i>
207	<i>Multiple Disabilities</i>
208	<i>Multiple Disabilities with Severe Sensory Impairment</i>
209	<i>Orthopedic Impairment</i>
210	<i>Developmental Delay</i>
211	<i>Preschool Severe Delay</i>

CHART OF ACCOUNTS

EXPENDITURE PROGRAMS

Code	Description			
213	<i>Speech/Language Impairment</i>			
214	<i>Traumatic Brain Injury</i>			
215	<i>Visual Impairment</i>			
240	Gifted Education			
250	Remedial Education			
260	English Language Learners Incremental Costs (A.R.S. §15-756 et seq)			
265	English Language Learners Compensatory Instruction (A.R.S. §15-756 et seq)			
270	Vocational and Technical Education (Do not include CTED costs here.)			
280	Career Education			
300	CAREER TECHNICAL EDUCATION (CTED) (See additional bold codes below)			
301	Accounting	Districts should use Program 300 to code expenditures made for multiple CTED programs that are not directly assignable to Programs 301-399.	CIP #	52.0301.00
302	Legal Assistant		CIP #	22.0302.00
303	Air Transportation		CIP #	36.0202.00
304	Aircraft Mechanics		CIP #	47.0608.00
305	Unassigned – do not use			
306	Digital Animation	Use detailed Programs 300-399 in <u>all</u> funds, <u>not</u> just Fund 596.	CIP #	10.0304.00
307	Architectural Drafting		CIP #	15.1303.00
309	Automation and Robotics		CIP #	14.4201.00
310	Automotive Collision Repair		CIP #	47.0603.00
311	Automotive Technologies		CIP #	47.0604.00
312	Bioscience		CIP #	41.0100.00
313	Business Management		CIP #	52.0201.00

CHART OF ACCOUNTS

EXPENDITURE PROGRAMS

Code	Description		
314	Business Operations	CIP #	52.0408.00
315	Cabinetmaking	CIP #	48.0703.00
316	Carpentry	CIP #	46.0201.00
317	Technology Devices Maintenance	CIP #	15.1202.00
318	Construction Technologies	CIP #	46.0415.00
319	Cosmetology and Related Services	CIP #	12.0400.00
320	Culinary Arts	CIP #	12.0500.00
321	Dental Assisting	CIP #	51.0600.00
322	Diesel Engine Repair	CIP #	47.0613.00
323	Digital Photography	CIP #	50.0605.00
324	Unassigned – do not use		
325	Early Childhood Education	CIP #	13.1210.00
326	Education Professions	CIP #	13.1200.00
327	Electronic Technologies	CIP #	14.1001.00
328	Unassigned – do not use		
329	Emergency Medical Services	CIP #	51.0904.00
330	Engineering	CIP #	15.0000.00
332	Energy Systems	CIP #	47.0701.00
333	Fashion Design and Operations	CIP #	50.0407.00
334	Film and TV Production	CIP #	50.0602.00
335	Finance	CIP #	52.0801.00
336	Fire Service	CIP #	43.0202.00

CHART OF ACCOUNTS

EXPENDITURE PROGRAMS

Code	Description		
337	Graphic Design	CIP #	50.0409.00
338	Medical Records Technologies	CIP #	51.0707.00
339	Heating, Ventilation and Air Conditioning	CIP #	47.0201.00
340	Heavy Equipment Operations	CIP #	49.0202.00
341	Heavy Industrial Maintenance	CIP #	47.0300.00
342	Hospitality Management	CIP #	52.0900.00
343	Unassigned - do not use		
344	Interior Design	CIP #	50.0408.00
345	Digital Communication	CIP #	09.0702.00
346	Laboratory Assisting	CIP #	51.0802.00
347	Law and Public Safety	CIP #	43.0100.00
348	Mechanical Drafting	CIP #	15.1306.00
349	Medical Assisting Services	CIP #	51.0801.00
350	Unassigned - do not use		
351	Mental and Social Health Technician	CIP #	51.1502.00
352	Music and Audio Production	CIP #	15.0307.00
353	Network Security	CIP #	11.1999.00
354	Nursing Services	CIP #	51.3902.00
355	Pharmacy Support Services	CIP #	51.0805.00
356	Plumbing	CIP #	46.0503.00
357	Precision Machining	CIP #	48.0510.00
358	Marketing	CIP #	52.1801.00

CHART OF ACCOUNTS

EXPENDITURE PROGRAMS

Code	Description		
359	Electrical and Power Transmission Installation	CIP #	46.0301.00
360	Unassigned - do not use		
361	Software and App Design	CIP #	11.0202.00
362	Sports Medicine and Rehabilitation	CIP #	51.0913.00
363	Unassigned - do not use		
364	Stagecraft	CIP #	50.0599.00
365	Therapeutic Massage	CIP #	51.3501.00
366	Veterinary Assisting	CIP #	01.8301.00
367	Unassigned - do not use		
368	Welding Technologies	CIP #	48.0508.00
369	JROTC Airforce/Spaceforce	CIP #	28.0101.00
370	JROTC Army	CIP #	28.0301.00
371	JROTC Navy/Marine	CIP #	28.0401.00
372	Unassigned - do not use		
373	Home Health Aide	CIP #	51.2602.00
374	Unassigned – do not use		
375	Unassigned - do not use		
376	AgriScience	CIP #	01.0000.00
380-399	Local Occupational Need Programs —Activities related to ADE approved CTED programs not included in the statewide approved programs (program codes 301-379). Each CTED should assign a specific program code in this range for each approved local CTED program to identify costs by CIP #. The CTED and its members should use the same program number.		

Code	Description
400	PUPIL TRANSPORTATION —Expenditures for transporting students to and from school <u>and</u> school activities (e.g., field trips, competitions, conferences, athletics, etc.). <i>(See additional bold codes below)</i>
<i>410</i>	<i>Pupil Transportation Regular Education</i>
<i>420</i>	<i>Pupil Transportation Special Education</i>
430	English Language Learners Incremental Costs
435	English Language Learners Compensatory
450	CTED Central
460	CTED Satellite
470	Vocational and Technical Education (Do not include CTED costs here.)
500	PROGRAMS REQUIRING SEPARATE BUDGETS (Use detailed codes below)
510	Desegregation (Use detailed codes below) Expenditures incurred solely as a result of compliance with a court order of desegregation or administrative agreement with the U.S. Department of Education Office for Civil Rights as provided in A.R.S. §15-910.
511	Desegregation Regular Education
512	Desegregation Special Education
513	Desegregation Pupil Transportation
514	Desegregation English Language Learners Incremental Costs
515	Desegregation English Language Learners Compensatory Instruction
530	Dropout Prevention Programs —Accounts for expenditures for dropout prevention programs the State Board of Education approves.

Code	Description
540	Joint Career and Technical Education and Vocational Education Center— Accounts for vocational expenditures that are specifically exempt in whole or in part from the revenue control limit for a period of not more than 3 years, beginning the first year that the career and technical education and vocational education center is operating and serving students as provided in A.R.S. §15-910.01.
550	K-3 Reading Program— Accounts for expenditures from the amount the K-3 Reading support level weight generated for districts to use only on instructional purposes intended to improve reading proficiency for pupils in kindergarten and grades 1, 2, and 3 with particular emphasis on pupils in kindergarten and grades 1 and 2. A.R.S. §15-211
600	OTHER INSTRUCTIONAL PROGRAMS <i>(Use detailed codes below)</i>
610	School-Sponsored Cocurricular Activities— School-sponsored activities, under the guidance and supervision of district staff, designed to provide students such experiences as motivation, enjoyment, and improvement of skills. Cocurricular activities normally supplement the regular instructional program and include such activities as band, chorus, choir, speech, and debate. Districts should code athletics to program 620.
620	School-Sponsored Athletics— School-sponsored activities, under the guidance and supervision of district staff, that provide opportunities for students to pursue various aspects of physical education. Athletics normally involve competition between schools and frequently involve offsetting gate receipts or fees.
630	Other— Activities that provide students with learning experiences not included in the other program 600 codes.
700	ADULT/CONTINUING EDUCATION PROGRAMS— Activities that develop knowledge and skills to meet immediate and long-range educational objectives of adults who, having completed or interrupted formal schooling, have accepted adult roles and responsibilities. Programs include activities to foster the development of fundamental tools of learning, prepare students for a postsecondary career, prepare students for postsecondary education programs, upgrade occupational competence, prepare students for a new or different career, develop skills and appreciation for special interests, or enrich the aesthetic qualities of life. Adult basic education programs are included in this category. Additionally, associate degrees offered by a CTED in accordance with A.R.S. §15-398 should be included here.

Code	Description
800	COMMUNITY COLLEGE EDUCATION PROGRAMS —Activities for students attending an institution of higher education that usually offers the first 2 years of college instruction. If a district has the responsibility of providing this program, districts should code all costs of the program here.
900	COMMUNITY SERVICES PROGRAMS —Activities that are not directly related to the provision of educational services in a district. These include services such as community recreation programs, civic activities, public libraries, programs of custody and care of children, prekindergarten programs that are not appropriately coded to program code 200, and community welfare activities a district provides for the community as a whole or some segment of the community.

Function Code	Description	Program Guidance
1000	INSTRUCTION —Instruction includes the activities dealing directly with the interaction between teachers and students. Districts may provide instruction for students in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving cocurricular activities and school-sponsored athletics. Districts may also provide instruction through some other approved medium, such as television, radio, computer, Internet, multimedia, telephone, and correspondence, that is delivered inside or outside the classroom or in other teacher-student settings. Include salaries and benefits of certified teachers, classroom furniture, and technology used by students in the classroom or that has a student instruction focus. As an alternative to using a separate optional element in the account string for course codes, districts may establish course codes under this function. <i>(See additional bold code below)</i>	
1900	Other Instructional Staff —Include salaries and benefits of noncertified, instructional personnel (e.g., aides, noncertified athletic coaches, tutors, etc.).	
2000	SUPPORT SERVICES <i>(Use detailed codes below)</i>	
2100	Support Services—Students —Activities designed to assess and improve the students' well-being and to supplement the teaching process. <i>(See additional bold code 2170 below)</i>	
2110	<i>Attendance and Social Work Services</i> —Activities designed to improve student attendance at school and that attempt to prevent or solve student problems involving the home, school, and community. This function includes attendance services, social work services, student accounting services, and student attendance software. Registration activities for adult education programs are also included here.	

Function Code	Description	Program Guidance
2120	<i>Guidance Services</i> —Activities involving counseling with students and parents, consulting with other staff members on learning problems, evaluating the abilities of students, assisting students as they make their own educational and career plans and choices, assisting students in personal and social development, providing referral assistance, and working with other staff members in planning and conducting guidance programs for students. This function also includes supervision, appraisal, record maintenance, and placement services.	
2130	<i>Health Services</i> —Health services that are not direct instruction. Included are activities that provide students with appropriate medical, dental, and nursing services.	
2140	<i>Psychological Services</i> —Activities concerned with administering psychological tests and interpreting the results; gathering and interpreting information about student behavior; working with other staff members in planning school programs to meet the students' special needs as psychological tests and behavioral evaluation indicate; and planning and managing a program of psychological services, including psychological counseling for students, staff, and parents. This function also includes the supervision of psychological services and psychotherapy services.	
2150	<i>Speech Pathology and Audiology Services</i> —Activities that identify, assess, and treat children with speech, hearing, and language impairments.	Usually 200
2160	<i>Occupational/Physical Therapy—Related Services</i> —Activities that assess, diagnose, or treat students for all conditions requiring the services of an occupational or physical therapist.	Usually 200
2170	Heads of Components Support Services—Students —Activities associated with the overall administration of Student Support Services below the executive level. See description of heads of components in the introduction . Used in the indirect cost calculation.	

Function Code	Description	Program Guidance
2190	<i>Other Support Services—Students</i> —Other support services to students not coded elsewhere in the function 2100 range. Districts should code students' food and hotel costs associated with student travel here.	
2200	Support Services—Instruction —Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students. This function also includes curriculum directors, special education directors, or others who supervise staff performing these functions. <i>(See additional bold codes below)</i>	
2210	Improvement of Instruction —Activities primarily for assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences for students. These activities include curriculum development, developing instruction techniques, child development and understanding, and staff training.	
2212	<i>Instruction and Curriculum Development</i> —Activities that aid teachers in developing the curriculum, preparing and using special curriculum materials, and understanding and appreciating the various techniques that stimulate and motivate students.	
2213	<i>Instructional Staff Training</i> —Activities associated with the professional development and training of instructional personnel. These include such activities as in-service training (including mentor teachers), workshops, conferences, demonstrations, courses for college credit (tuition reimbursement), and other activities related to instructional personnel's ongoing growth and development. Districts should also code technology training for instructional staff here. Districts should capture the incremental costs associated with providing substitute teachers in the classroom (while regular teachers attend training) in this function code. Districts should code all costs here regardless of whether training services are provided internally or purchased from vendors.	

Function Code	Description	Program Guidance
2220	Library/Media Services —Activities concerned with directing, managing, and supervising educational media services, as well as activities such as selecting, acquiring, preparing, cataloging, and circulating books and other printed materials; planning for the use of the library by students, teachers, and other members of the instructional staff; and guiding individuals in their use of library books, reference guides and materials, catalog materials, special collections, and other materials, whether maintained separately or as a part of an instructional materials center. These activities include developing and acquiring library materials and operating library facilities. Districts should code textbooks to function 1000 .	
2230	<i>Instruction—Related Technology</i> —Encompasses all technology activities and services for the purpose of supporting instruction. These activities include expenditures for internal technology support as well as support districts purchase from external vendors using operating funds. These activities include costs associated with the administration and supervision of technology personnel, systems planning and analysis, systems application development, systems operations, network support services, hardware maintenance and support services, and other technology-related costs such as virus and filtration software that relate to the support of instructional activities. Districts should also code activities concerned with supporting and maintaining computer centers (outside the classroom) that are established to support the instructional environment here. These centers may be located in the library or in other locations, but are not primarily dedicated to student-teacher instruction activities. (Districts should code computer centers that are primarily dedicated to instruction and technology used by students in the classroom or that have a student instruction focus to function 1000 .) Districts should also code professional development costs for instruction-focused technology personnel here. (Districts should code technology training for instructional staff to function 2213 .)	

Function Code	Description	Program Guidance
2240	Heads of Components Support Services—Instruction —Activities associated with the overall administration of Instructional Support Services below the executive level. See description of heads of components in the introduction . Used in the indirect cost calculation.	
2260	<i>Academic Student Assessment</i> —Services rendered for the academic assessment of the student.	
2290	<i>Other Support Services—Instruction</i> —Other support to the instructional staff not coded elsewhere in the function 2200 range.	
2300	Support Services—General Administration —Activities associated with establishing and administering policy for operation of a district. (See additional bold codes below)	
2310	<i>Governing Board</i> —Activities of the elected body that has been created according to State law and vested with responsibilities for educational activities in a given administrative unit. This function includes board secretary/clerk services, board treasurer services, staff relations and negotiations services, legal services, and external audit services. Districts should code election services to function 2340 .	
2320	Executive Administration —Activities associated with overall general administration or executive responsibility for the school district. This function includes the office of the superintendent and related office support staff (e.g., administrative assistant, secretary), community relations, and State and federal relations services. Activities of administrators with key decision-making authority and their related office support staff are also included here regardless of the specific job title used. Such administrators are often referred to as associate, assistant, or deputy superintendents, but may not be limited to such designations. Districts may code activities of directing operations below the level of such administrators to another support services function if they fit within that function. Used in the indirect cost calculation.	

Function Code	Description	Program Guidance
2330	Lobbying —Activities related to the attempt to influence the passage or defeat of any legislation by communicating with any member or employee of the Legislature.	
2340	Election Services —Activities related to district elections including elections of governing board members and bond and override elections. Used in the indirect cost calculation.	
2350	Retiree Health —Payments made to provide retiree health benefits. If a retired employee returns to district employment only classify health related costs in the detailed function below if the costs result from an agreement made when the employee retired. Classify health related costs for employees in the same function as their other compensation and benefits. Used in the indirect cost calculation.	
2351	Executive Administration and Heads of Components —Retiree health payments for retired executive administrators or heads of components. See description of executive administration and heads of components in the introduction . Used in the indirect cost calculation.	
2400	Support Services—School Administration —Activities concerned with overall administrative responsibility for a school. (See additional bold code below)	
2410	Office of the Principal —Activities concerned with directing and managing the operation of a school. This function includes the activities the principal, assistant principals, and other assistants perform while supervising all school operations, evaluating staff members, assigning duties to staff members, maintaining the school records, and coordinating school instructional activities with those of a district. Districts should use this function to report all heads of components within Support Services—School Administration for the indirect cost calculation. See description of heads of components in the introduction .	

Function Code	Description	Program Guidance
2490	<i>Other Support Services—School Administration</i> —Other school administration services. This function includes graduation expenses and department chairs.	
2500	Central Services —Activities that support other administrative and instructional functions, including fiscal services, human resources, planning, and administrative information technology. (See additional bold codes below)	
2510	<i>Fiscal Services</i> —Activities concerned with the fiscal operations of a district. This function includes budgeting, receiving and disbursing monies, financial and property accounting, payroll, inventory control, internal auditing, and investments and funds management, as well as supervision of fiscal services.	
2520	<i>Purchasing, Warehousing, and Distributing Services</i> —Activities concerned with purchasing, receiving, storing, and distributing supplies, furniture, equipment, and materials used in schools or school system operations.	
2530	Heads of Components Support Services—Central —Activities associated with the overall administration of Central Support Services below the executive level. See definition of heads of components in the introduction . Used in the indirect cost calculation.	
2540	<i>Printing, Publishing, and Duplicating Services</i> —The activities of printing and publishing administrative publications such as annual reports, school directories, and manuals. Activities also include centralized services for duplicating school materials and instruments such as school bulletins, newsletters, and notices.	

Function Code	Description	Program Guidance
2550	Planning, Research, Development, and Evaluation Services—Activities associated with conducting and managing system-wide programs of planning, research, development, and evaluation for a school system. <u>Planning Services</u>—Activities concerned with selecting or identifying the overall, long-range goals and priorities of the organization or program. They also involve formulating various courses of action needed to achieve these goals. This is done by identifying needs and the relative costs and benefits of each course of action. <u>Research Services</u>—Activities concerned with the systematic study and investigation of the various aspects of education, undertaken to establish facts and principles. <u>Development Services</u>—Activities in the deliberate evolving process of improving educational programs. <u>Evaluation Services</u>—Activities concerned with ascertaining or judging the value or amount of an action or an outcome. This is done through careful appraisal of previously specified data in light of the particular situation and the goals previously established. Used in the indirect cost calculation.	
2560	Public Information Services—Activities concerned with writing, editing, and otherwise preparing educational and administrative information for dissemination to students, staff, managers, and the general public through direct mailing, the various news media, email, the Internet, websites, and personal contact. The information services function code includes related supervision and internal and public information services. Districts should code technology that supports activities classified in this code to function 2580. Used in the indirect cost calculation.	

Function Code	Description	Program Guidance
2570	<i>Personnel Services</i>—Activities concerned with maintaining personnel for the school system. It includes such activities as recruitment and placement, noninstructional personnel training, staff transfers, health services, and staff accounting. <u>Noninstructional Personnel Training</u>—Activities associated with the professional development and training of noninstructional personnel. These include such activities as in-service training, seminars and conferences, continuing professional education, courses for college credit (tuition reimbursement), and other activities related to the ongoing growth and development of noninstructional personnel. The incremental costs associated with providing temporary employees to perform job duties while regular employees attend training should be captured in this function code. Districts should code all training costs here regardless of whether training services are provided internally or purchased from vendors.	
2580	<i>Administrative Technology Services</i>—Activities concerned with supporting a district's information technology systems, including supporting administrative networks, maintaining administrative information systems, and processing data for administrative and managerial purposes. These activities include expenditures for internal technology support, as well as support districts purchase from external vendors using operating funds. These activities include costs associated with the administration and supervision of technology personnel, systems planning and analysis, systems application development, systems operations, network support services, hardware maintenance and support services, and other technology-related administrative costs such as virus and filtration software.	
2590	<i>Other Central Services</i>—Other central support services not coded elsewhere in the function 2500 range.	
2600	Operation and Maintenance of Plant—Activities concerned with keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, buildings, and equipment in effective working condition and state of repair. These include the activities of maintaining safety in buildings, on the grounds, and in the vicinity of schools. (See additional bold code 2680 below)	

Function Code	Description	Program Guidance
2610	<i>Operation of Buildings</i> —Activities concerned with keeping the physical plant clean and ready for daily use. They include operating lighting and HVAC systems and doing minor repairs. Also included are the costs of building rental and property insurance.	
2620	<i>Maintenance of Buildings</i> —Activities associated with keeping buildings at an acceptable level of efficiency through repairs and preventive maintenance.	
2630	<i>Care and Upkeep of Grounds</i> —Activities involved in maintaining the land and improvements (but not the buildings). These include snow removal, landscaping, and grounds maintenance.	
2640	<i>Care and Upkeep of Equipment</i> —Activities involved in maintaining equipment a district owns or uses. They include such activities as servicing and repairing furniture, machines, and movable equipment.	
2650	<i>Vehicle Operation and Maintenance (Other than Student Transportation Vehicles)</i> —Activities involved in maintaining general purpose vehicles such as trucks, tractors, graders, and staff vehicles. These include such activities as repairing vehicles; replacing vehicle parts; and cleaning, painting, greasing, fueling, and inspecting vehicles for safety (i.e., preventive maintenance).	
2660	<i>Security</i> —Activities concerned with maintaining a secure environment for students and staff, whether they are in transit to or from school, at a campus or administrative facility, or participating in school-sponsored events. These include costs associated with security plan development and implementation; installation of security monitoring devices, such as cameras and metal detectors; security personnel, such as campus police and security guards; purchase of security vehicles and communication equipment; and related costs.	

Function Code	Description	Program Guidance
2670	<i>Safety</i> —Activities concerned with maintaining a safe environment for students and staff, whether they are in transit to or from school, at a campus or administrative facility, or participating in school-sponsored events. These include costs associated with installing and monitoring school fire alarm systems and providing school crossing guards, as well as other costs incurred in an effort to ensure the basic safety of students and staff.	
2680	Heads of Components Operation and Maintenance of Plant —Activities associated with the overall administration of Plant Operations and Maintenance below the executive level. See description of heads of components in the introduction . Used in the indirect cost calculation.	
2690	<i>Other Operation and Maintenance of Plant</i> —Operation and maintenance of plant services that are not coded elsewhere in the function 2600 range.	
2700	Student Transportation —Activities concerned with conveying students to and from school, as provided by state and federal law. This includes trips between home and school, and trips to school activities. <i>(See additional bold code below)</i>	Only 400 513
2710	<i>Vehicle Operation</i> —Activities involved in operating vehicles for student transportation, from the time the vehicles leave the point of storage until they return to the point of storage. These include driving buses or other student transportation vehicles.	Only 400 513
2720	<i>Monitoring Services</i> —Activities concerned with supervising students in the process of being transported between home and school, and between school and school activities. Such supervision can occur while students are in transit and while they are being loaded and unloaded, and it includes directing traffic at the loading stations.	Only 400 513
2730	<i>Vehicle Servicing and Maintenance</i> —Activities involved in maintaining student transportation vehicles. It includes repairing and replacing vehicle parts, and cleaning, painting, fueling, and inspecting vehicles for safety.	Only 400 513

Function Code	Description	Program Guidance
2740	Heads of Components Student Transportation —Activities associated with the overall administration of Student Transportation below the executive level. See description of heads of components in the introduction . Used in the indirect cost calculation.	Only 400 513
2790	<i>Other Student Transportation</i> —Student transportation services that are not coded elsewhere in the function 2700 range.	Only 400 513
2900	Other Support Services —All other support services not coded elsewhere in the function 2000 range and not properly coded to function 2910.	
2910	Heads of Components Support Services—Other —Activities associated with the overall administration of Other Support Services below the executive level. See definition of heads of components in the introduction . Used in the indirect cost calculation.	
3000	OPERATION OF NONINSTRUCTIONAL SERVICES (<i>Use detailed codes below</i>)	
3100	Food Service Operations —Activities concerned with providing food to students and staff in a school or district not properly coded to function 3110. This function includes preparing and serving regular and incidental meals, lunches, or snacks in connection with school activities and food delivery.	
3110	Heads of Components Food Service Operations —Activities associated with the overall administration of Food Service Operations below the executive level. See definition of heads of components in the introduction . Used in the indirect cost calculation.	

Function Code	Description	Program Guidance
3200	Enterprise Operations —Activities that are financed and operated in a manner similar to private business enterprises, where the stated intent is to finance or recover the costs primarily through user charges not properly coded to function 3210. Districts should code food service operations to function 3100.	
3210	Heads of Components Enterprise Operations —Activities associated with the overall administration of Enterprise Operations below the executive level. See definition of heads of components in the introduction . Used in the indirect cost calculation.	
3300	Community Services Operations —Activities concerned with providing community services to students, staff, or other community participants not properly coded to function 3310. Examples of this function would be offering parental training or operating a community swimming pool, a recreation program for the elderly, or a childcare center for working parents. Districts should code activities related to counseling students and parents as described in function 2120 there.	Only 900
3310	Heads of Components Community Services Operations —Activities associated with the overall administration of Community Services Operations below the executive level. See definition of heads of components in the introduction . Used in the indirect cost calculation.	Only 900
3400	Bookstore Operations —Activities concerned with bookstore operations not properly coded to function 3410.	
3410	Heads of Components Bookstore Operations —Activities associated with the overall administration of Bookstore Operations below the executive level. See definition of heads of components in the introduction . Used in the indirect cost calculation.	

Function Code	Description	Program Guidance
4000	FACILITIES ACQUISITION AND CONSTRUCTION —Activities concerned with acquiring land and buildings, remodeling buildings, constructing buildings and additions to buildings, initially installing or extending service systems and other built-in equipment, and improving sites. <i>(See additional bold code below)</i>	
<i>4100</i>	<i>Land Acquisition</i> —Activities concerned with initially acquiring and improving land.	
<i>4200</i>	<i>Land Improvement</i> —Activities concerned with making permanent improvements to land, such as grading, fill, and environmental remediation.	
<i>4300</i>	<i>Architecture and Engineering</i> —The activities of architects and engineers related to acquiring and improving sites and improving buildings. Charges are made to this function only for those preliminary activities that may or may not result in additions to a district's property. Otherwise, code these services to function 4100, 4200, 4500, 4600, or 4700, as appropriate.	
<i>4400</i>	<i>Educational Specifications Development</i> —Activities concerned with preparing and interpreting descriptions of specific space requirements to be accommodated in a building. The architects and engineers interpret these specifications in the early stages of blueprint development.	
<i>4500</i>	<i>Building Acquisition and Construction</i> —Activities concerned with buying or constructing buildings.	
<i>4600</i>	<i>Site Improvement</i> —Activities concerned with making nonpermanent improvements or enhancements to building sites. These improvements include fencing, walkways, tunnels, landscaping, and playground and shade structures.	
<i>4700</i>	<i>Building Improvement</i> —Activities concerned with building additions, reconstruction, remodeling, and with initially installing or extending service systems and other built-in equipment.	

Function Code	Description	Program Guidance
4800	Heads of Components Facilities Acquisition and Construction —Activities associated with the overall administration of Facilities Acquisition and Construction below the executive level. See description of heads of components in the introduction . Used in the indirect cost calculation.	
4900	<i>Other Facilities Acquisition and Construction</i> —Facilities acquisition and construction activities that are not coded elsewhere in the function 4000 range.	
5000	DEBT SERVICE —Activities related to servicing long-term debt and other long-term obligations including payments of both principal and interest. Districts should use this function to account for bond interest payments; retirement of bonded debt including current and advance refundings; financed purchase agreements; leases and subscription-based information technology arrangements (software subscriptions) other than short-term; and other long-term notes. Districts should code interest on short-term obligations that are repayable within 1 year, such as tax anticipation notes and lines of credit, to function 2510 . Districts should code short-term leases and software subscriptions to the appropriate function the underlying lease or subscription asset serves.	
6000	OTHER FINANCING USES —A number of outlays are not properly classified as expenditures, but still require budgetary or accounting control. These include certain transfers of monies from one fund to another, indirect costs, and payments to bond escrow agents.	

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EXPENDITURE OBJECTS

Object Code	Description	Function Guidance
6100	PERSONAL SERVICES—SALARIES <i>(Use detailed codes below)</i>	
	Certified Salaries —Amounts paid to permanent or temporary district employees certified by the Arizona Department of Education.	
6105-6109	Substitute Teachers —Amounts paid to short- or long-term substitutes.	Only 1000 2213 3300
6110-6114	Classroom Teacher Base Salaries —Amounts paid to classroom teachers for their primary teaching duties, including Classroom Site Fund base salary payments.	Only 1000 3300
6115-6119	Classroom Teacher Performance Pay —Amounts paid to classroom teachers based on the teacher's performance ratings or defined goal's achievement, including Classroom Site Fund performance payments.	Only 1000 3300
6120-6129	Classroom Teacher Payments Not Related to Additional Duties —Amounts paid to classroom teachers, in addition to their base salary payments, that do not require the employee to perform additional duties (e.g., retention, hard-to-fill positions, class size, specific certification endorsements, and signing or other incentive stipends).	Only 1000 3300
6130-6139	Classroom Teacher Payments Related to Additional Duties —Amounts paid to classroom teachers, in addition to their base salary payments, that require additional duties teachers must perform (e.g., department/chair lead, tutoring, summer school, advisors, coaches, and teaching additional periods or classes beyond base contract requirements, such as teaching a class in place of the normal teacher preparation period).	
6140-6149	Other Certified Staff —Amounts paid to certified staff other than classroom teachers, such as administrators, counselors, and other certified staff. Districts can use functions to differentiate between positions.	

Use function code 3300 for community school

CHART OF ACCOUNTS

EXPENDITURE OBJECTS

Object Code	Description	Function Guidance
6150	Classified Salaries —Amounts paid to permanent or temporary employees not certified by the Arizona Department of Education. Examples are business managers, clerks, secretaries, custodians, social workers, nurses, bus drivers, food service workers, and crossing guards.	
6200	PERSONAL SERVICES—EMPLOYEE BENEFITS <i>(Use detailed codes below)</i>	Salaries and benefits for Other Instructional Staff (e.g., classroom aides) should be coded to function code 1900
6210	Employee Insurance —Amounts paid for the employer's share of any insurance plans, such as life, health, dental, and accident insurance.	
6220	Social Security Taxes —Amounts paid for the employer's share of social security. Although expenditure object codes 6221 and 6222 are optional, districts must maintain adequate records to separately identify Social Security and Medicare.	
6221	<i>Social Security—OASDI</i>	
6222	<i>Medicare—Hospital Insurance</i>	
6230	State Retirement System Contributions —Amounts paid for the employer's share of retirement and long-term disability contributions to the Arizona State Retirement System. Although expenditure object codes 6231, 6232, and 6235 are optional, districts must maintain adequate records to separately identify State Retirement, Long-Term Disability, and the Alternative Contribution Rate amounts.	
6231	<i>State Retirement</i>	
6232	<i>Long-Term Disability</i>	
6235	<i>Alternative Contribution Rate A.R.S. §38-766.02</i>	
6240	Tuition Reimbursement —Amounts reimbursed to any employee qualifying for tuition reimbursement on the basis of district policy.	

Object Code	Description	Function Guidance
6250	Unemployment Insurance —Amounts paid to provide unemployment insurance for its employees. Districts may distribute these charges to functions in accordance with the salary budget or may code them to function 2310 .	
6260	Workers' Compensation —Amounts paid to provide workers' compensation insurance for its employees. Districts may distribute these charges to functions in accordance with the salary budget or may code them to function 2310 .	
6270	Health Benefits —Amounts paid to provide health benefits, other than insurance, for its current or former employees.	
6280	Unused Leave and Severance Payments —Amounts paid for unused leave and severance pay when employees separate from employment. Although expenditure object codes 6281 through 6283 are optional, districts must maintain adequate records to be able to report these categories for use in the indirect cost calculation.	
<i>6281</i>	<i>Unused Leave Payments</i> —Amounts paid for unused leave when an employee retires or separates from district employment.	
<i>6282</i>	<i>Normal Severance Payments</i> —Amounts paid other than leave payments, if any, when an employee retires or separates from district employment. Do not include amounts for abnormal or mass severance payments here as those are classified in 6283 below.	
<i>6283</i>	<i>Abnormal or Mass Severance Payments</i> —Amounts paid as separation incentives when offered to all employees or all employees in an employee group or class. Include payments such as lump sum payments that may be linked to years of service, increased pension benefits, and payments of unused leave beyond normal amounts.	

Object Code	Description	Function Guidance
6290	Other Employee Benefits —Employee benefits other than those coded elsewhere in the expenditure object code 6200 range, including fringe benefits such as taxable meal reimbursements, automobile allowances, housing or related supplements, moving expenses, and paid parking. Districts may establish separate codes for various accrued amounts.	
6300	PURCHASED PROFESSIONAL AND TECHNICAL SERVICES —Services that by their nature only persons or firms with specialized skills and knowledge can perform. Although a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, and accountants. It is recommended that districts establish a separate account for each type of service provided to a district. This code also includes conference registration fees and online access to information (e.g., periodicals or research libraries) or assessment materials (e.g., certification exams or standardized testing). Online access to research or assessment materials are not considered software. <i>(See additional bold code below)</i>	
6310	<i>Official/Administrative Services</i> —Services in support of a district's various policy-making and managerial activities. Include management-consulting activities oriented to general governance or business and financial management of a district, school management support activities, and election services.	Usually 2300 2400 2500
6320	<i>Professional—Educational Services</i> —Services supporting the instructional program and its administration. Include curriculum improvement services, assessment, counseling and guidance services, library and media support, and contracted instructional services.	Usually 1000 2100 2200
6330	<i>Other Professional Services</i> —Professional services other than educational services that support the operation of a district. Include medical doctors, lawyers, architects, auditors (for federal programs only), accountants, therapists, audiologists, dietitians, editors, negotiations specialists, systems analysts, and planners.	

Object Code	Description	Function Guidance
6340	Technical Services —Services that are not regarded as professional, but require basic scientific knowledge, manual skills, or both. Include data processing and coding services, data entry, formatting, and processing services other than programming; purchasing and warehousing services; and graphic arts. A separately identifiable service/support component purchased with software or with a subscription-based information technology arrangement (software subscription) should be coded here.	
6350	Audit Services —Audit services associated with financial and compliance audits of a district. Do not include amounts related to audits of federal programs. Districts should code federal program audit costs to expenditure object code 6330 .	Usually 2310
6360	<i>Employee Training and Professional Development Services</i> —Services supporting the professional development of district personnel, including instructional, administrative, and service employees. Included are course registration fees that are not tuition reimbursement; charges from vendors to conduct training courses, at either district facilities or off-site; and other expenditures associated with training or professional development by third-party vendors. Districts should capture all expenditures in this account regardless of the type or intent of the training course or professional development activity.	Only 2213 2230 2570
6400	PURCHASED PROPERTY SERVICES <i>(Use detailed codes below)</i> Although a product may or may not result from the transaction, the primary reason for the purchase is the service provided.	
6410	Utility Services —Expenditures for utility services supplied by public or private organizations other than water/sewage (6411), telecommunication (6531) and energy services (6620 range).	
6411	Water/Sewage —Expenditures for water/sewage utility services from a private or public utility company.	

Object Code	Description	Function Guidance
6420	Cleaning Services —Services purchased to clean buildings and grounds, including snow removal, custodial, and lawn care services not provided by district employees. Districts should code disposal services to object code 6421.	Only 2600
6421	Disposal Services —Expenditures for garbage pickup and handling not provided by district employees.	Only 2600
6430	Repairs and Maintenance Services—Expenditures for repairs and maintenance services not provided directly by district employees including routine preventive maintenance. Expenditures for repairs and maintenance return an asset to its normal operating condition. Routine preventive maintenance is services that are performed on a regular schedule at intervals ranging from 4 times a year to once every 3 years, or on the schedule the manufacturer recommends for the specific building system or equipment, that are intended to extend the useful life of a building system and reduce the need for major repairs. This definition aligns with the related Building Renewal Grant Fund definition in A.R.S. §41-5731. Districts cannot pay for these services from the UCO Fund. <i>(Use detailed codes below)</i>	
6431	Nontechnology-Related Repairs and Maintenance —Contracts and agreements covering the upkeep of buildings and nontechnology equipment. Districts should code costs for renovating and remodeling to expenditure object code 6450 .	Only 2600 2700
6432	Technology-Related Repairs and Maintenance —Expenditures for repairs and maintenance services for technology equipment that are not directly provided by district employees. This includes ongoing service agreements for technology hardware.	Only 2230 2580
6440	Rentals —Costs for leasing land, buildings, and equipment on a short-term (12 months or less) basis. Districts should code payments for principal and interest on leases and financed purchase agreements, to expenditure object codes 6832 and 6842 .	
<i>6441</i>	<i>Rental of Land and Buildings</i> —Expenditures for leasing land and buildings on a short-term (12 months or less) basis.	Only 2610

Object Code	Description	Function Guidance
6442	<i>Rental of Equipment</i> —Expenditures for leasing machinery, vehicles, furniture, fixtures, and other equipment on a short-term (12 months or less) basis. This includes short-term bus and other vehicle leases when district personnel operate them. Districts should code expenditures for the rental of vehicles for employee travel to expenditure object code 6580 .	
6443	Rental of Computers and Related Equipment —Expenditures for leasing computers and related equipment on a short-term (12 months or less) basis.	
6450	Construction Services—Includes amounts paid to contractors for constructing, renovating, and remodeling buildings that extends the life of a building or other property and is not done for aesthetic purposes or as routine preventive maintenance. Districts should code costs for repairs and maintenance to expenditure object code 6430. Districts should also use this code to account for amounts paid to contractors for making permanent improvements to land, such as grading, fill, and environmental remediation, and nonpermanent site improvements such as fencing, walkways, and roads. Additional examples of construction projects include asbestos removal, capital asset removal, and reroofing an entire building. Districts must pay for construction services from the UCO Fund or another allowable fund, but not from the M&O Fund. See the construction capital coding tool at the end of the chart of accounts to help determine the appropriate coding for construction purchases.	Only 4000
6490	Other Purchased Property Services —Purchased property services that are not coded elsewhere in the expenditure object code 6400 range. Districts should code communication services to expenditure object code 6531 or 6532 .	Usually 2600

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EXPENDITURE OBJECTS

Object Code	Description	Function Guidance
6500	OTHER PURCHASED SERVICES <i>(Use detailed codes below)</i> Although a product may or may not result from the transaction, the primary reason for the purchase is the service provided.	
6510	Student Transportation Services <i>(Use detailed codes below)</i>	
6511	Student Transportation Purchased From Other Arizona Districts —Amounts paid to other Arizona districts for transporting children to and from school and school-related events.	Only 2700
6512	Student Transportation Purchased From Out-of-State Districts —Payments to districts outside Arizona for transporting children to and from school and school-related events.	Only 2700
6519	Student Transportation Purchased From Other Sources —Payments to persons or agencies other than districts for transporting children to and from school and school-related events. These include payments to individuals who transport themselves or their own children or for reimbursement of transportation expenditure/expenses on public carriers. Districts should code expenditures for the short-term (12 months or less) rental of buses when district personnel operate them to expenditure object code 6442 .	Only 2700
6520	Insurance (Other than Employee Benefits) <i>(Use detailed codes below)</i>	
6521	Current Year Insurance —Expenditures for insurance coverage, including property, liability, and fidelity, for the current fiscal year. Districts should code group health insurance to expenditure object code 6210 .	Only 2310 2610 2700

Object Code	Description	Function Guidance
6522	Prepaid Insurance —Expenditures in the current year for insurance coverage, including property, liability, and fidelity, to be provided in subsequent fiscal years. Districts should code group health insurance to expenditure object code 6210 . For financial statement reporting purposes, in accordance with governmental accounting standards, district should report prepaid insurance as an asset (balance sheet object code 0151). However, districts use this expenditure code to record prepaid insurance under their budgetary basis of accounting to ensure the spending is subject to district budget limits. Therefore, districts should report the prepaid amount as an expenditure in the AFR, subject to the funds' budget limits, as applicable, and then adjust its records to reflect a prepaid asset in the financial statements.	Only 2310 2610 2700
6530	Communications <i>(Use detailed codes below)</i>	
6531	Telecommunications —Expenditures for telephone and voice communication services, and voicemail; data communication services to establish or maintain computer-based communications, networking, and Internet services; video communications services to establish or maintain one-way or two-way video communications via satellite, cable, or other devices a service provider bills.	Usually 2610 If supporting instruction: 1000 2230
6532	Other Communications Services —Costs of services persons or businesses provide that assist in transmitting and receiving messages, such as postal communication services to establish or maintain postage machine rentals, postage, express delivery services, or couriers.	Only 2500 If related to elections: 2340
6540	Advertising —Expenditures for announcements in professional publications, newspapers, broadcasts over radio and television, or on the Internet. These expenditures include advertising for such purposes as personnel recruitment, legal ads, new and used equipment, and sale of property. Districts should code costs for professional advertising or public relations services to expenditure object code 6330 .	Usually 2300 2500

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EXPENDITURE OBJECTS

Object Code	Description	Function Guidance
6550	Printing and Binding —Expenditures for job printing and binding, usually according to a district's specifications. This includes designing and printing forms and posters as well as printing and binding district publications. Districts should code preprinted standard forms to expenditure object code 6610 .	Usually 2540
6560	Tuition (<i>Use detailed codes below</i>)	
6561	Tuition to Other Arizona Districts —Tuition paid to other districts within the State that educate students residing within a district's boundaries. A.R.S. §§15-824 and 15-825	Only 1000
6562	Tuition to Out-of-State Districts —Tuition paid to districts outside the state that educate students residing within a district's boundaries. A.R.S. §15-825	Only 1000
6563	Tuition to Private Schools —Tuition paid to private schools that educate students with disabilities residing within a district's boundaries. A.R.S. §15-765	Only 1000
6564	Tuition to Educational Service Agencies, Cooperatives, IGAs, and Community College Districts —Tuition paid to a county or county educational service agency, or fiscal agent of an entity 2 or more districts form for the purpose of educating students, such as county service programs (including payments to the Small District Service Program Fund pursuant to A.R.S. §15-365). Also includes tuition paid through an intergovernmental agreement (IGA) for district students enrolled in community college district courses. Districts should record other types of payments made to fiscal agents under an IGA in applicable codes (e.g., districts should code shared services of an accountant to expenditure object code 6330). A.R.S. §15-764	Only 1000
6569	Tuition—Other —Tuition paid to the State and other governmental organizations, such as the Arizona School for the Deaf and Blind, as reimbursement for providing specialized instructional services to students residing within the boundaries of the paying district. A.R.S. §15-765	Only 1000

Object Code	Description	Function Guidance
6570	Food Service Management —Expenditures for the operation of a local food service facility by other than district personnel. Included are contracted services, such as food preparation, associated with the food service operation. Direct expenditures by a district for food, supplies, labor, and equipment should be coded to the appropriate object codes.	Only 3100
6580	Travel —Expenditures for district personnel, as well as federally funded advisory committee members and nonemployees traveling for an official district purpose. Included are transportation (e.g., public transportation fares, private vehicle reimbursement at the designated rate per mile, or vehicle rentals), meals with an overnight stay or substantial rest period, lodging, and other expenses. Payments of set amounts on a monthly or other periodic basis, regardless of actual travel time, are not considered travel expenses but should be treated as employee compensation in the applicable expenditure object code in the 6100 s. Districts should code student travel to expenditure object code 6890 . Districts should code conference registration fees to expenditure object code 6300 .	
6590	Miscellaneous Purchased Services —Purchased services other than those coded elsewhere in the expenditure object code 6500 range. Districts should code any payments made to other districts except for tuition and transportation to 6591 or 6592. <i>(See additional detailed codes below)</i>	
6591	Services Purchased from Other Arizona Districts —Payments to another district within Arizona for services rendered, other than tuition and transportation fees. Examples of such services are data processing, purchasing, nursing, and guidance. If a question arises as to whether to code such payments to the expenditure object code 6300 range or to this code, districts should use 6591 to facilitate elimination of <i>all</i> payments between districts when consolidating reports from multiple districts at State and federal levels.	

Object Code	Description	Function Guidance
6592	Services Purchased from Out-of-State Districts —Payments to another district outside Arizona for services rendered, other than tuition and transportation fees. Examples of such services are data processing, purchasing, nursing, and guidance. If a question arises as to whether to code such payments to the expenditure object code 6300 range or to this code, districts should use 6592 to facilitate elimination of <i>all</i> payments between districts when consolidating reports at the federal level.	
6600	SUPPLIES <i>(Use detailed codes below)</i> Items that are consumed, worn out, or deteriorate through use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances.	
6610	General Supplies—Expenditures for all supplies (other than those appropriately classified in another 6600 code listed below) for the operation of a district, including: • Construction materials—Supplies such as concrete, lumber, nails, electrical switches/outlets, wire, insulation, and roofing materials a district employee uses during original construction or renovation of a building or land improvement. Districts cannot pay for construction materials from the M&O Fund. Amounts paid to contractors for construction or renovation projects are recorded in object code 6450. See the construction capital coding tool at the end of the chart of accounts to help determine the appropriate coding for construction purchases. • Other general supplies—Supplies used in the operation of a district, such as consumable (e.g., items that are used up, worn out, or discarded relatively quickly) teaching or office supplies and supplies used in repair and maintenance projects. These supplies cannot be paid for from the UCO Fund. If an item qualifies as an instructional aid, districts should record it in object code 6643.	
6611	<i>District Supplies</i>	

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EXPENDITURE OBJECTS

Object Code	Description	Function Guidance
6612	<i>Supplies for Sale or Rental</i>	
6620	Energy <i>(Use detailed codes below)</i>	
6621	Natural Gas —Expenditures for gas utility services from a private or public utility company, or natural gas for vehicles purchased in bulk or periodically from a service station.	Usually 2610 3100 Used in vehicles: 2650 2710
6622	Electricity —Expenditures for electric utility services from a private or public utility company. Districts that maintain separate meters for food service operations or electric vehicles may choose to split expenditures between function codes, as appropriate.	Usually 2610 3100 Used in vehicles: 2650 2710
6623	Bottled Gas —Expenditures for bottled gas, such as propane received in tanks, for use in buildings or for fueling vehicles.	Usually 2610 3100 Used in vehicles: 2650 2710
6624	Oil —Expenditures for bulk oil normally used for heating.	Usually 2610
6625	Coal —Expenditures for raw coal normally used for heating.	Usually 2610
6626	Unleaded Fuel —Expenditures for unleaded fuel purchased in bulk or periodically from a service station.	Usually 2650 2710

Object Code	Description	Function Guidance
6627	Diesel Fuel —Expenditures for diesel fuel purchased in bulk or periodically from a fuel service station.	Usually 2650 2710
6629	Other —Expenditures for energy that districts cannot code in one of the preceding categories.	
6630	Food <i>(Use detailed codes below)</i>	
6631	USDA Commodities (Excluding Freight) —The fair market value of commodities donated by the U.S. Department of Agriculture for the district's food service program. Districts should code processing charges to expenditure object code 6633 and storage costs to expenditure object code 6634.	Only 3100
6632	USDA Commodities (Freight Only) —Expenditures for freight charges for USDA commodities.	Only 3100
6633	Other Food —Expenditures for food used in the district's food service program. Districts should code USDA commodities to expenditure object code 6631; however, any processing charges for USDA commodities should be coded here. Districts should code food used in instructional programs to expenditure object code 6610 .	Only 3100
6634	Storage Costs for USDA Commodities —Expenditures for the storage costs related to USDA commodities.	Only 3100

Object Code	Description	Function Guidance
6640	Books, Periodicals, and Instructional Aids <i>(Use detailed codes below)</i>	
6641	Library Books —Expenditures for purchases of library books and related items available for general use by students, including resource materials maintained in a library or classroom, such as videos, software [including short-term (12-month or less) software subscriptions], newspapers, magazines, books, and other media used in the library/media center. Also recorded here are binding or other repair costs for library books. Payments for software subscriptions more than 12 months, should be coded to expenditure object codes 6832 and 6842 . Library books must be paid for from the UCO Fund or another allowable fund, but not from the M&O Fund. See the noninstructional software coding tool at the end of the chart of accounts to help determine the appropriate coding for software purchases. A.R.S. §15-903(C)	Usually 2200
6642	Textbooks —Expenditures for printed or nonprinted instructional materials or educational systems for each course of study adopted by the governing board in accordance with A.R.S. §§15-721 and 15-722. Such materials may include books, workbooks, computer software [including short-term (12-month or less) instructional software subscriptions], videos, and other media for instructional purposes. Also recorded here are the cost of textbooks that are purchased to be resold or rented and binding or other repair costs for textbooks. Payments for instructional software subscriptions more than 12 months, should be coded to expenditure object codes 6833 and 6843 . Textbooks must be paid for from the UCO Fund or another allowable fund, but not from the M&O Fund. See the instructional software coding tool at the end of the chart of accounts to help determine the appropriate coding for software purchases. A.R.S. §15-903(C)	Usually 1000

Object Code	Description	Function Guidance
6643	Instructional Aids—Expenditures for materials used by students that supplement a district’s adopted educational program. Example instructional aids may include books or workbooks that supplement the adopted curriculum, drama scripts/plays, globes/maps, sheet music, and math manipulatives. If the Governing Board adopts an item that meets the definition of instructional aid as part of the basic instructional program, districts should code it to object code 6642. Expenditures for items appropriately coded as equipment in the 6730 object code range should not be reported here even if used in the educational program. Additionally, general supplies of a consumable nature (e.g., items that are used up, worn out, or discarded relatively quickly), such as pens, pencils, crayons, and clay, should be coded to object code 6610. Districts must pay for instructional aids from the UCO Fund or another allowable fund, but not from the M&O Fund. A.R.S. §15-903(C) See the instructional software coding tool at the end of the chart of accounts to help determine the appropriate coding for software purchases.	Usually 1000
6644	Other Books, Periodicals, and Media—Expenditures for books, periodicals, and other media such as DVDs purchased for nonstudent users or for noncredit enrichment programs. Books and periodicals for noninstructional staff should be coded to function 2590.	Usually 1000 2200 2590
6650	Supplies—Technology-Related—Technology-related supplies that are typically used in conjunction with technology-related hardware or software. Some examples are writable CDs/DVDs, flash or jump drives, parallel cables, and monitor stands.	Usually 1000 2230 2580
6655	Short-term Noninstructional Software Subscription—Payments for 12-month or less noninstructional software subscriptions. These subscriptions must be paid for from the UCO Fund or another allowable fund, but not from the M&O Fund. Noninstructional software subscriptions more than 12 months should be coded to expenditure object code 6832 and 6842. See the noninstructional software coding tool at the end of the chart of accounts to help determine the appropriate coding for software purchases.	

Object Code	Description	Function Guidance
6700	PROPERTY <i>(Use detailed codes below)</i>	
6710	Land and Existing Land Improvements—Expenditures for the purchase of land and the existing land improvements thereon. Include the present value amount of land leases in the year of acquisition. Districts should code periodic financed purchase and lease payments to expenditure object codes 6832 and 6842. Also included are special assessments against a district for capital improvements such as streets, curbs, and drains. Districts should code expenditures for the contracted services for improving sites and adjacent ways after acquisition to expenditure object codes 6300 or 6450, as appropriate. Districts should code site and adjacent ways improvements performed by district employees as salaries, benefits, and materials in the applicable object codes in the 6100s, 6200s, 6610, and 6730s. Districts cannot pay for land and existing land improvements costs from the M&O Fund.	Only 4100 4200 4600
6720	Buildings—Expenditures for acquiring existing buildings. Also, include the present value amount of building leases in the year of acquisition. Districts should code periodic financed purchase and lease payments to expenditure object codes 6832 and 6842. Districts should code expenditures for the contracted construction of buildings, for major permanent structural alterations, and for the initial or additional installation of heating and ventilating systems, fire protection systems, and other service systems in existing buildings to expenditure object code 6450. Districts should code buildings built and alterations performed by district employees as salaries, benefits, and materials in the applicable object codes in the 6100s, 6200s, 6610, and 6730s. Districts should code building rent to expenditure object code 6440. Districts cannot pay for building costs from the M&O Fund.	Only 4500 4700

Object Code	Description			Function Guidance
6730	Equipment <i>(Use detailed codes below)</i>			
6731-6742	Expenditures for initial, additional, and replacement equipment in the categories below. Districts should code periodic financed purchase and lease payments to expenditure object codes 6832 and 6842. Districts should classify nonfinanced equipment in the applicable detailed object codes below and cannot pay for them from the M&O Fund. Districts should code an item as equipment if the district determines it meets <u>all</u> of the following criteria: 1. Item under normal conditions of use, including reasonable care and maintenance, can be expected to serve its principal purpose for at least 1 year. 2. If the item is damaged or some of its parts are lost or worn out it is more feasible to repair the item than to replace it with an entirely new unit. 3. Item is an independent unit that retains its original shape, appearance, and character with use and does not lose its identity through fabrication or incorporation into a different or more complex unit or substance. For the detailed code guidance, see next page. See the equipment capital and noninstructional software coding tools at the end of the chart of accounts to help determine the appropriate coding for equipment and software purchases based on how the district acquires and uses the items.			
	Cost less than \$5,000	Cost \$5,000 or more	Cost \$10,000 or more (only required when using federal grants)	Equipment categories
	6731 and/or 6732	6733	6740	Furniture and equipment
	6734 and/or 6735	6736	6741	Vehicles
	6737 and/or 6738	6739	6742	Technology-related hardware and software

Object Code	Description	Function Guidance
	<i>*Arizona school districts do not use a dollar threshold for determining whether an item is coded as equipment or a supply. The detailed equipment classifications above allow correct coding of equipment in accordance with Arizona requirements and separate identification of items lower than \$10,000 and more than \$10,000 for federal grant reporting, including indirect cost reporting. Districts should follow guidance in the Property Control section for determining which equipment purchases within these codes should be tracked and recorded as capital asset and stewardship items.</i>	
6750	Depreciation/Amortization—Used to record depreciation or amortization to expense the cost of a capital asset, including right-to-use lease and subscription assets, less its salvage value, over the years of service. See the Property Control section for information on depreciation/amortization. Districts should use this code in proprietary funds only.	
6760	Capital Asset Impairments—Used to record impairment losses on capital assets. An asset is considered impaired when there is a significant, unexpected decline in the amount of service. If the loss meets the criteria as an unusual or infrequent item, then districts should use unusual or infrequent outflows object code 6950. Districts should use this code in proprietary funds only.	
6800	DEBT SERVICE AND MISCELLANEOUS (<i>Use detailed codes below</i>)	
6810	Dues and Fees—Expenditures or assessments for membership in professional or other organizations, personnel certification/licensing fees, or payments to a paying agent for services rendered, such as bank fees.	

Object Code	Description	Function Guidance
6820	Judgments Against a District —Expenditures from current funds for all judgments against a district that are not covered by liability insurance but are of a type that insurance might have covered . Record only amounts paid as the result of court decisions or legal agreements here. Judgments against a district resulting from failure to pay bills or debt service are recorded under the appropriate expenditure object codes as though the district had paid the bills or debt service when due.	Only 2310
6830	Redemption of Principal (<i>Use detailed codes below</i>)	
6831	Bonds —Principal payments on bonds in the current year.	Only 5000
6832	Other —Principal payments on long-term obligations, other than bonds, such as leases and financed purchase agreements for property and noninstructional software subscriptions. Districts should code short-term (12-month or less) leases to expenditure object code 6440 or 6443 . Districts should code short-term noninstructional software subscriptions to expenditure object codes 6641 or 6655 , as applicable. Districts should code separately identifiable service/support components of software subscriptions to 6340 . See the capital or noninstructional software coding tools at the end of the chart of accounts to help determine the appropriate coding for capital and software purchases.	Only 5000
6833	Instructional software subscriptions (more than 12 months)—Principal payments on instructional software subscriptions. Districts should code short-term (12-month or less) instructional software subscriptions to expenditure object code 6642 or 6643 . Districts should code separately identifiable service/support components of software subscriptions to 6340 . See 6832 for information on coding noninstructional software subscriptions. See the instructional software coding tool at the end of the chart of accounts to help determine the appropriate coding for software purchases.	Only 5000

CHART OF ACCOUNTS

EXPENDITURE OBJECTS

Object Code	Description	Function Guidance
6840	Interest on Long-Term Debt <i>(Use detailed codes below)</i>	
6841	Bonds —Interest payments on bonds.	Only 5000
6842	Other —Interest payments on long-term obligations, other than bonds, such as leases and financed purchase agreements for property and noninstructional software subscriptions. See the noninstructional software coding tool at the end of the chart of accounts to help determine the appropriate coding for software purchases.	Only 5000
6843	Instructional software subscriptions (more than 12 months) —Interest payments on instructional software subscriptions. See the instructional software coding tool at the end of the chart of accounts to help determine the appropriate coding for software purchases.	Only 5000
6850	Interest on Short-Term Debt —Expenditures for interest on tax anticipation notes, registered warrants, revolving lines of credit, and account balances not paid in full within 30 days.	Only 2510
6860	Bond Issuance and Other Debt-Related Costs —Expenses in connection with bond and other debt issuance costs, including financed purchase agreement debt issuance costs. Also include issuance costs related to issuing refunding bonds. Use Other Financing Use object code 6940 for payment of principal and interest not yet due on bonds being refunded with new bond proceeds.	Only 5000
6870	Pass-through Payments —Payments to another entity for monies the district receives on their behalf or as a legal agreement requires including IGAs. Districts pay such payments to the other entity without directly controlling how the monies are spent by that entity. Include Career Technical Education District payments made to member districts and any other similar payments that are not considered sub-awards as described in 6880 below. Used in the indirect cost calculation.	

Object Code	Description	Function Guidance
6880	Sub-awards—Sub-awards are awards a district provides to a subrecipient to carry out part of the services for which the district received the award. Sub-awards do not include payments to a contractor or payments to an individual that is a beneficiary of the program the award pays for. Districts may provide a sub-award through any form of legal agreement or contract. Districts must maintain adequate records to be able to report the portion of each individual sub-award exceeding \$50,000 for the indirect cost calculation.	
6885	Charges for District Services—Payments made to an Internal Services Fund from another district fund (quasi-external interfund transactions) for services provided such as print shops, transportation services, and other services. This code is used for all quasi-external payments to avoid double reporting district expenditures.	
6886	Fees Paid on a Student's Behalf with Grant Monies—Payments made from district grant funds to another district fund to pay class, summer school, field trip, or other school fees on a student's behalf, in lieu of a parent or guardian payment. Districts should refer to grant program guidance to determine the allowability of such expenditures. Used only with revenue object code 1755 to record the related revenue in the receiving district fund. Districts should evaluate all transactions using this expenditure object code to determine if interfund activity should be eliminated for financial statement reporting purposes. However, charges for interfund activity are not eliminated if the prices approximate their external exchange values (i.e., similar to what a parent would pay).	
6890	Miscellaneous Expenditures—Amounts paid for goods or services not properly coded to any other expenditure object code. Districts should code students' food and hotel costs associated with student travel, as well as student entrance fees here. Districts should also report the refund of prior year's revenues here.	

For codes related to transfers-out, payments to escrow agent for defeasance of debt, and unusual or infrequent items, see next 2 pages.

Object Code	Description	Function Guidance
6900	OTHER FINANCING USES AND OTHER ITEMS <i>(Use detailed codes below)</i>	
6910	Indirect Costs Transfers-Out —An amount approved as a percentage of the total project budget and used to pay overhead costs that districts cannot easily identify with a specific project. Indirect costs are calculated based on an approved indirect cost rate. This object code should be used when monies are transferred to the Indirect Costs Fund from a Federal Project Fund or the Food Service Fund. Districts should use other financing sources object code 5200 to record the transferred monies received in the Indirect Costs Fund. Districts should include this object code as a fund transfers-out for financial reporting purposes.	Only 6000
6930	Fund Transfers-Out —Used to classify operating transfers from one fund to another. Districts should use other financing sources object code 5200 to record the corresponding transfer-in amount. See list of authorized transfers .	Only 6000
6940	Payment to Escrow Agent for Defeasance of Debt —Amounts paid to an escrow agent from advance refunding bond proceeds that districts will place in an irrevocable trust.	Only 6000

Object Code	Description	Function Guidance
6950	Unusual or Infrequent Items—Transactions or events that are unusual in nature or infrequent in occurrence. For financial reporting purposes, districts should maintain documentation to separately report and disclose outflows related to each unusual or infrequent item, including note disclosures of the related program, function, or activity the unusual or infrequent item is related to, if applicable. • <i>Unusual nature</i>—The underlying event or transaction should possess a high degree of abnormality and be of a type clearly unrelated to, or only incidentally related to, the ordinary and typical activities of the district, taking into account the environment in which the district operates. • <i>Infrequency of occurrence</i>—The underlying event or transaction should be of a type that would not reasonably be expected to recur in the foreseeable future, taking into account the environment in which the district operates. For some districts, this may include termination benefits resulting from workforce reductions; costs in connection with an early retirement program offered to all employees represented in 1 or more classes of employees; significant costs related to a natural disaster caused by fire, flood, tornado, hurricane, or hail storm; or costs related to an environmental disaster.	Use the function code the unusual or infrequent item is related to.

This account code element identifies expenditures by instructional level and school. The first digit of the 3-digit unit code identifies the instructional level, and the second and third digits identify the individual school. This element is also useful for districts that have established site-based management procedures by providing each school with a budget allotment. In addition, districts with some schools operating on an alternative calendar must separately budget for such schools in accordance with A.R.S. §15-855. Districts should use this element for that purpose.

Code	Description
100	Elementary —A school organized as an elementary school with a grade level of kindergarten through grade 8. Expenditures for preschool programs for children with disabilities are coded here.
200	High School —A school accredited as a high school with a maximum grade level span of 9 through 12.
500	District-wide —Assigned to any expenditure that applies to an entire district and is not clearly assignable to an instructional level. Districts must allocate expenditures coded to this unit code in the district's accounting records to the schools as described in the school-level reporting instructions in the annual financial report. (Districts that have more than 99 district-wide units may also assign numbers higher than 599.)

Arizona Online Instruction (AOI) schools should use a unit code within the 100-range for elementary program expenditures, and within the 200-range for high school program expenditures. If an AOI school contains both elementary and high school grade levels, a code within the 100-range should be used for kindergarten through grade 8, and a code within the 200-range should be used for grades 9 through 12. If an expenditure applies to both elementary and high school grade levels, districts should allocate the cost between the AOI school's elementary and high school unit codes.

CHART OF ACCOUNTS

AUTHORIZED TRANSFERS

Districts should make transfers of monies between funds only when statute specifically authorizes or a federal grant allows it. The following list of authorized transfers does not include any transfers that may be appropriate to allow school districts to reduce taxes as described in statute. See fund descriptions for when districts can use various funds to reduce taxes according to statute. Districts should code fund transfers-in under other financing sources object code **5200**. Districts should code fund transfers-out under other financing uses object code **6930**, or other financing uses object code **6910** when transferring to the Indirect Cost Fund. For each operating fund transfer-in, there should be a corresponding fund transfer-out.

Districts should not record adjustments due to errors or reclassifications of revenues or expenditures from one fund to another as fund transfers. Instead, districts should correct errors or reclassify transactions with journal entries involving the applicable detailed account codes.

From	To	Description	A.R.S. § reference
Bond Building (630)	Debt Service (700)	Balance upon completion of the construction or acquisition for which the bonds were issued if a district has outstanding indebtedness.	15-1024(B)
Career and Technical Education Projects (535)	M&O (001)	Monies in excess of \$100,000 at fiscal year-end.	15-1231(D)
Civic Center (515)	School Plant (500)	Balance upon termination of the civic center school program.	15-1105(F)
Community School (520)	M&O (001)	Balance upon termination of a community school program.	15-1143
Condemnation (660)	School Plant (500)	Unused monies remaining after 10 years.	15-1102(E)
Employee Insurance Program Withholdings (855)	M&O (001)	Interest at fiscal year-end.	15-1223(B)

CHART OF ACCOUNTS

AUTHORIZED TRANSFERS

From	To	Description	A.R.S. § reference
Energy and Water Savings (665)	M&O (001)	Monies associated with an energy or water savings project remaining after the capital investment monies of the qualified provider or utility, energy or water services company, plus a reasonable carrying charge, are repaid in full.	15-910.02(J)
Federal Projects (100-399) or Food Service (510)	Indirect Costs (570)	The amount transferred may not exceed the sum of the amount calculated with the district's indirect cost rate the Arizona Department of Education establishes plus any interest on federal program monies the district is not required to revert and chooses to transfer to the Indirect Cost Fund. Federal guidance restricts the use of interest districts retain to administrative expenditures. Districts that choose to transfer allowable federal program interest to the Indirect Costs Fund should separately track the use of those monies to document compliance with the federal guidance.	
Impact Aid (378)	M&O (001)	Federal impact aid monies to provide cash for the difference between the Transportation Revenue Control Limit and Transportation Support Level or to reduce or eliminate taxes.	15-905(R)
Impact Aid (378)	Teacherage (580)	Federal impact aid monies for the maintenance and renovation of teacher housing.	15-905(R) Laws 2004, Ch. 209

CHART OF ACCOUNTS

AUTHORIZED TRANSFERS

From	To	Description	A.R.S. § reference
Impact Aid Revenue Bond Building (639)	Impact Aid (378)	Balance remaining after the acquisition or construction of facilities and payment of other related costs.	15-905(R) 41-5807(C)
Impact Aid Revenue Bond Debt Service (720)	Impact Aid (378)	Surplus monies remaining after all impact aid revenue bonds are paid.	15-905(R) 41-5807(B)
Insurance Refund (585)	Self-Insurance (950-989)	For payment of uninsured losses, claims, defense costs, and other costs related to self-insurance.	15-386(B)
M&O (001)	Energy and Water Savings (665)	Districts must transfer payment amounts for repayment of the capital investment of the qualified provider or utility, energy, or water services company based on the established repayment schedule.	15-910.02(H)
M&O (001)	School Opening (545)	Districts may transfer a portion of the ending cash balance. The maximum amount that may be transferred is the lesser of the ending cash balance in the M&O Fund or the eligible budget balance carryforward.	15-943.01(C) and (D)
Other Postemployment Benefits (9XX)	M&O (001)	Monies remaining at the end of 5 years of no activity in the OPEB Internal Service Fund. This transfer does not apply to the OPEB Trust Fund (8XX).	15-1225(B)
School Opening (545)	M&O (001)	Balance remaining after 5 years of no activity in the School Opening Fund.	15-943.01(C)

CHART OF ACCOUNTS

AUTHORIZED TRANSFERS

From	To	Description	A.R.S. § reference
State Income Tax Withholdings (865)	M&O (001)	Interest at fiscal year-end.	15-1222(A)

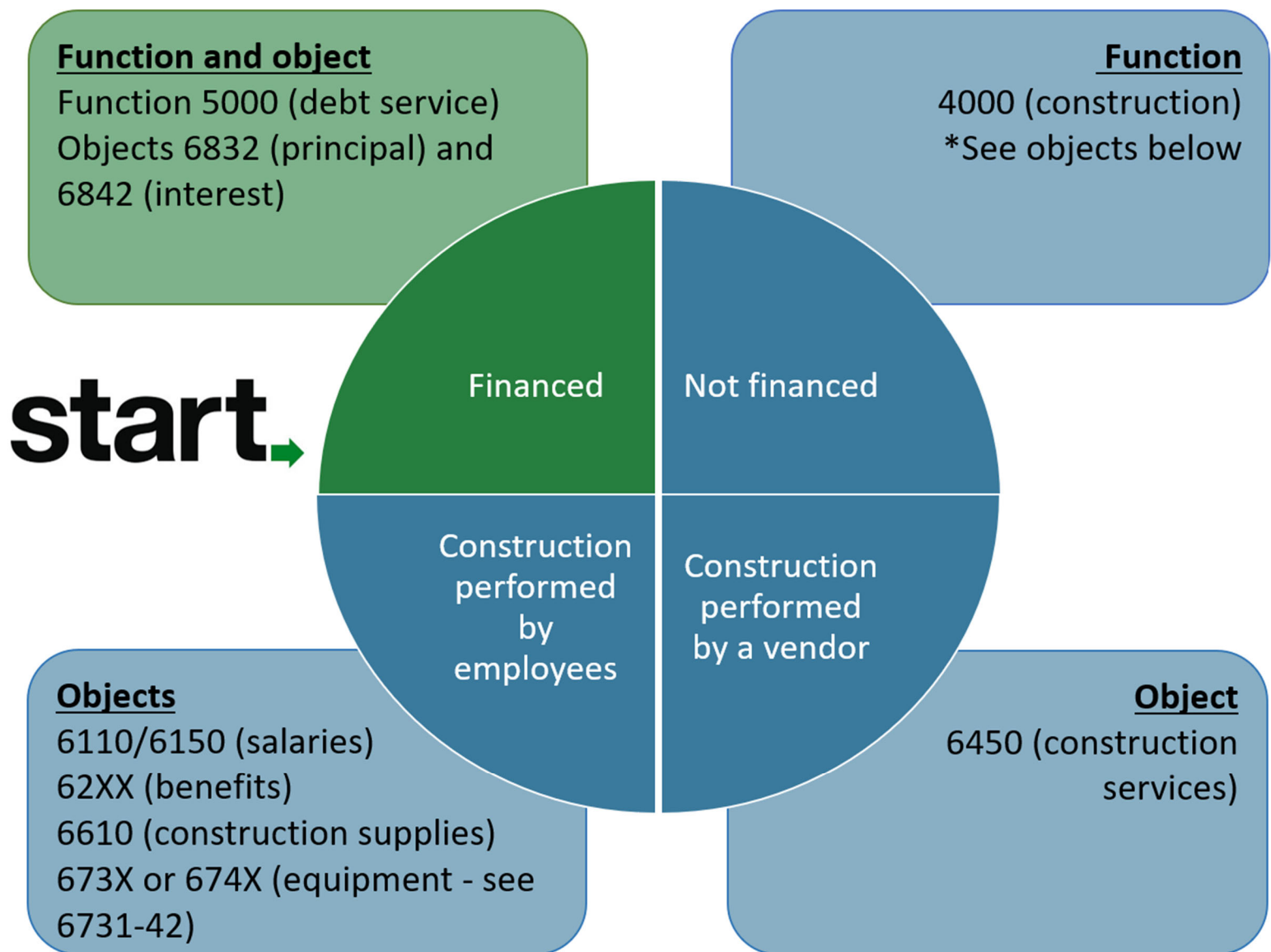
Districts should record adjusting or reversing journal entries to correct or revise their accounting records as needed. Journal entries must follow double-entry accounting as described in the [Accounting Records section](#) and use the applicable detailed account codes to classify the transaction. Districts should make journal entries, as needed, to:

- Correct posting errors.
- Reclassify revenues or expenditures from 1 fund or object code to another.
- Reverse an expenditure when a refund is received in the same fiscal year as the initial expenditure.
- Close revenue and expenditure accounts to fund balance.

While transfers between funds are done through journal entries, using the appropriate transfer object codes, districts should not use transfers to “adjust” their accounting records for errors or misclassifications. See the authorized transfers section, for a list of allowable fund transfers.

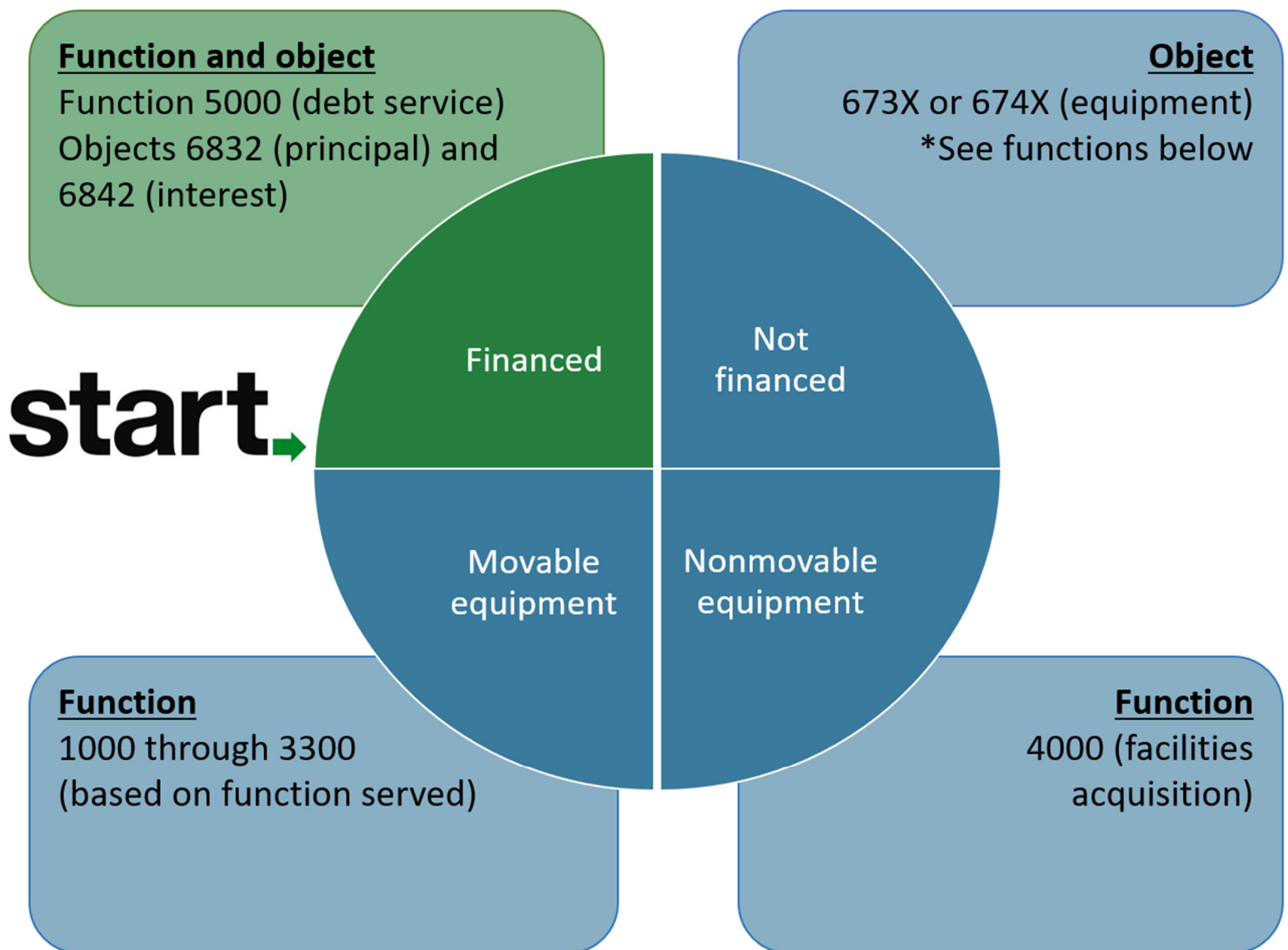
CONSTRUCTION

Use this graphic to help determine the appropriate function and object codes for construction purchases based on the acquisition method and the individuals performing the construction. See object codes 6450 and 6610 for construction services and supplies definitions.



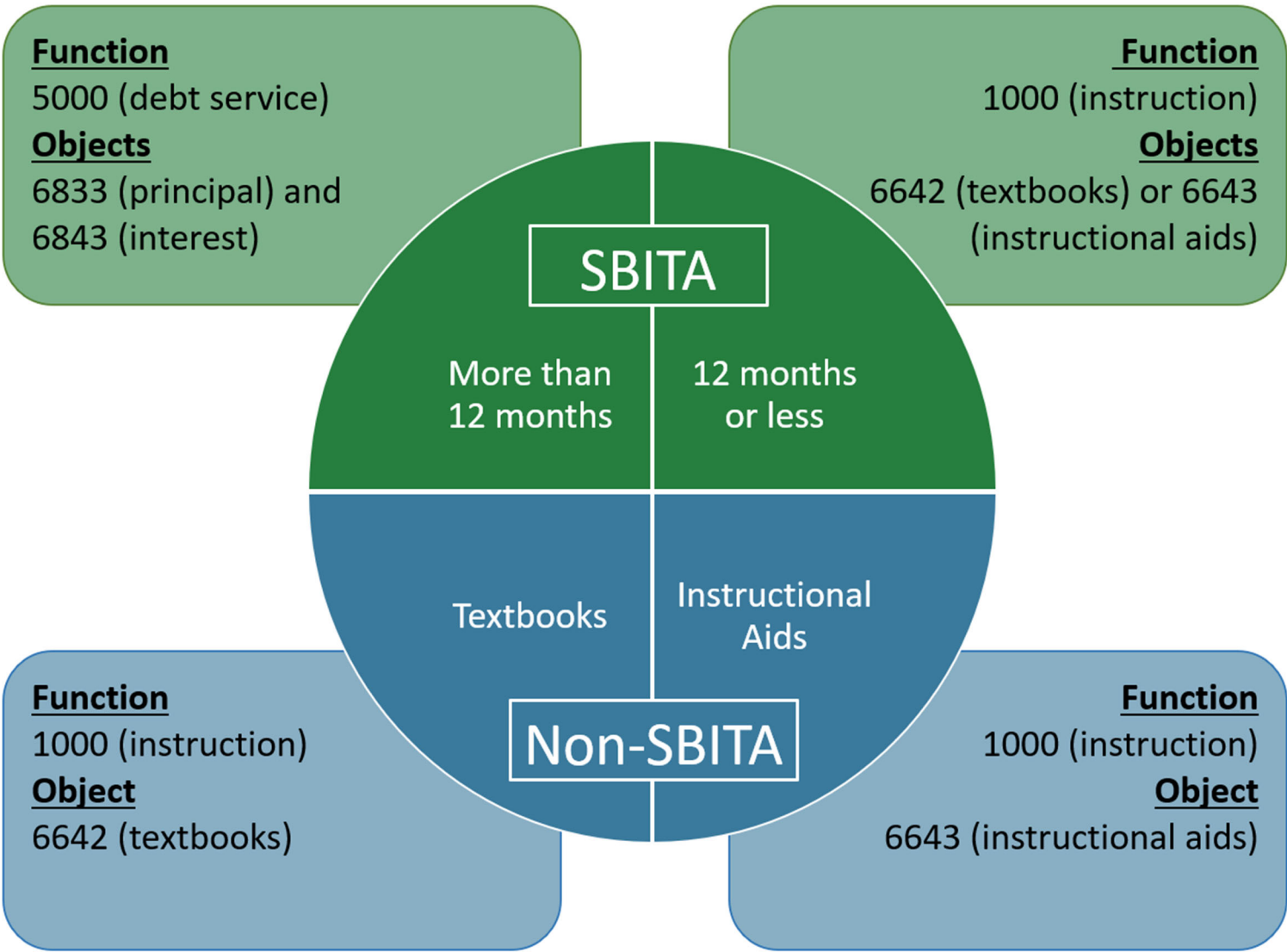
EQUIPMENT

Use this graphic to determine the appropriate function and object codes for equipment purchases based on the acquisition method and type of equipment. See object codes 6731-6742 for equipment definitions.



INSTRUCTIONAL SOFTWARE

Use this graphic to determine the appropriate function and object codes for instructional software, including subscription-based information technology arrangements (SBITAs). GASB Statement No. 96



NONINSTRUCTIONAL SOFTWARE

Use this graphic to determine the appropriate function and object codes for noninstructional software, including subscription-based information technology arrangements (SBITA). GASB Statement No. 96

