

**UNIFORM SYSTEM
OF
FINANCIAL RECORDS
FOR
ARIZONA SCHOOL DISTRICTS**



Effective: July 1, 2021

INTRODUCTION

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 has been developed to accomplish several key objectives:

- To ensure districts comply with U.S. generally accepted accounting principles (GAAP) promulgated by the Governmental Accounting Standards Board (GASB) 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 can be used 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 equities or balances, and changes therein, which are separated to carry on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. District accounting systems must be organized and operated on a fund basis. Individual funds are first classified by category and then by fund type within each category. See §V, Fund Accounting, for information on fund types for financial reporting purposes. There are three fund categories:

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.

Fiduciary Funds—Funds used to account for assets a district holds in a trustee capacity or as an agent for individuals, private organizations, and other governmental entities.

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, Intermediate (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; 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. If such elements are used, they should be added 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 intermediate 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 two 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 two 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, solely for reporting in the district's annual report card in accordance with Arizona Revised Statutes (A.R.S.) §15-746, such costs coded to a districtwide unit code in the district's accounting records must be allocated to the schools at the unit code level by fiscal year-end.

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. The revised delegation agreement prepared in December 2014 updated the indirect cost calculation based on guidance received from US DOE. As a result, several changes were made to the Chart of Accounts to increase the required detail for expenditure classification at the function and object code level.

One area of increased reporting detail is for the costs of executive administration and functional area administration (heads of components). Descriptions of executive administration and heads of components adapted from the federal guidelines to more specifically relate to school districts have been included below. These descriptions should be used to determine how to classify the expenditures in the related function codes included throughout the Chart of Accounts. Expenditures associated with executive administration should be classified in function **2320**. Expenditures associated with employees that are considered heads of components, including their office support staff (e.g., administrative assistants, secretaries), should be classified 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 one 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 one 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, 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 would be classified in **2320** as an executive administrator. An administrator that directs the business office staff and reports to that executive administrator, such as a business manager, would be classified 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.

FUNDS

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, this fund cannot be used for transactions related to capital items as funds in the 600 range are generally used to account for capital transactions.
010	<p>Classroom Site Fund—Accounts for the portion of state sales tax collections and permanent state school fund earnings districts receive. The monies in this fund must be used to supplement, and not supplant, existing monies. Monies can be used 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</p> <p><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.</p>
020	Instructional Improvement —Accounts for monies received from gaming revenue. Up to 50 percent of the monies received may be used 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. The remaining monies must be used 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.
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 to be used for compensatory instruction for 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. Monies must not be used to supplant federal, state, or local monies, including desegregation monies, previously used for ELLs. A.R.S. §15-756.11

CHART OF ACCOUNTS

GOVERNMENTAL FUNDS

Code	Description
<i>Federal Projects</i>	A group of funds used to account for revenues and expenditures of federally funded projects. A separate fund should be established for each individual program. If a federal project is not specifically listed or included in a fund range below, an unassigned fund number in the 300-399 range should be assigned 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
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, an unassigned fund number in the 465-499 range should be assigned 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)

ADE administered COVID-19 federal relief grants:

326 ESSER I

336 ESSER II

346 ESSER III

Governor's Office administered COVID-19 federal relief grants:

328 Enrollment Stability Grant Program

See [Chart of Accounts FAQ #21](#) for a list of other COVID-19 federal relief grants that are not assigned a fund number but must be tracked separately.

CHART OF ACCOUNTS

GOVERNMENTAL FUNDS

Code	Description
450	Gifted (A.R.S. §15-779.03)
456	College Credit Exam Incentives (A.R.S. §15-249.06)
457	Results-based Funding (A.R.S. §15-249.08)
460	Environmental Special Plate (A.R.S. §37-1015)
484	Failing Schools Tutoring Grant (A.R.S. §15-241)
465-499	Other State Projects
500	<p>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, monies received from the sale of land originally purchased with School Facilities Board monies must be returned to the State in accordance with A.R.S. §15-2041(F).</p> <p><i>501-504</i> Districts may establish subfunds in this range, that roll up to 500 for reporting purposes, to account for monies received that are restricted for different purposes by A.R.S. §15-1102.</p>
510	<p>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</p> <p>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.</p>
515	<p>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. 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, excess monies may be used for maintenance and operation or unrestricted capital outlay purposes. Upon termination of the civic center school program, any unused monies must be transferred to the School Plant Fund (500).</p>
520	<p>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, excess monies may be used for maintenance and operation or unrestricted capital outlay purposes. Upon termination of a community school program, any unused monies must be transferred to the Maintenance and Operation Fund (001). A.R.S. §15-1143</p>
525	<p>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. This fund may also be used 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 designated by the taxpayer.</p>

Code	Description
526	Extracurricular Activities Fees Tax Credit —Accounts 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. Amounts in this fund should be spent on the activities for which they are collected and 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 designated by the taxpayer. 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. Any balance remaining in this fund after expenditures for the intended purpose have been made, must be used to reduce taxes if not inconsistent with the terms of the gifts, grants, and devises given. 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. Monies in the fund in excess of \$100,000 at fiscal year-end must be transferred to the M&O Fund (001). A.R.S. §15-1231
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 to be used 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, any remaining monies must be transferred 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 should be recorded as other financing sources in object code 5300 or as special or extraordinary items in object codes 5700 or 5800 , 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, monies received from students to replace or repair lost or damaged library books may be accounted for here or in the Unrestricted Capital Outlay Fund (610). Monies received from the sale of books and other printed materials should be accounted for in the Auxiliary Operations Fund (525).

Code	Description
565	<p>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. Expenditures from the fund may be made to procure legal services or for the costs of litigation. However, if monies are received specifically for the purpose of replacing or repairing school buildings or other school property, the monies may only be used to:</p> <ol style="list-style-type: none"> 1. Reimburse the School Facilities Board's Building Renewal Grant or Emergency Deficiencies Corrections funds. 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.
570	<p>Indirect Costs—Accounts for monies transferred in to 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.</p>
575	<p>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 excess must be used to reduce district taxes for the budget year. A.R.S. §15-1104</p>
580	<p>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 be used exclusively as teacherages. Monies in this fund may be used to reduce local taxes if accumulation in the fund warrants such use. A.R.S. §§15-342(6) and 15-1106</p>
585	<p>Insurance Refund—Accounts for insurance premium payments that are refunded to a district at the end of a fiscal year. The monies may be used for insurance premium payments; placed 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 used for reduction of district taxes in the budget year. A.R.S. §15-386</p>
590	<p>Grants and Gifts to Teachers—Accounts for grants and gifts under \$1,500 received from private sources that are designated for use by a teacher for instructional purposes. A.R.S. §15-1224</p>
595	<p>Advertisement—Accounts for monies received from the sale of advertising that may be used for any district purpose. A.R.S. §15-342(27)(c)</p>
596	<p>Career Technical Education—Accounts for monies received by member districts from Career Technical Education Districts for vocational education programs. A.R.S. §15-393</p>

Code	Description
597	Arizona Industry Credentials Incentive —Accounts for incentive monies received based on high school graduates who obtain a certification, credential, or license that is accepted by a vocation or industry through a career technical education course or program. Monies received should be used in accordance with A.R.S. §15-249.15.
610	<p>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:</p> <ol style="list-style-type: none"> 1. Land, buildings, and improvements to land and buildings, including labor and related employee benefits costs and material costs if the work is performed by district employees 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.
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). Bond proceeds are recorded as other financing sources in object code 5110 or 5120, as applicable. Interest earned on investments must be used 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 interest to be used for capital expenditures, or the voters authorized the interest to be credited to the Bond Building Fund in a separate question in a bond election. If there is no outstanding bonded indebtedness, any balance remaining in this fund, after acquisition and construction is completed, on written request of the governing board, should be used to reduce taxes. A.R.S. §15-1024
639	Impact Aid Revenue Bond Building —Accounts for proceeds from impact aid revenue bond issuances that are used for capital projects authorized in accordance with A.R.S. §15-491. The proceeds may also be used for bond-related expenses and other costs as allowed by A.R.S. §15-2102. Bond proceeds are recorded as other financing sources in object code 5110 or 5120. Interest earned on investment of these monies must be credited to the Impact Aid Revenue Bond Debt Service Fund. After the acquisition or construction of facilities for which the bonds were issued is completed, and after the payment of other related costs, the remaining balance must be transferred to the Impact Aid Fund (378). A.R.S. §§15-905(R), 15-2104, 15-2107, and 15-2108
650	Gifts and Donations—Capital —Accounts for gifts and donations to be used for capital acquisitions. A.R.S. Any balance remaining in this fund after expenditures for the intended purpose have been made, must be used to reduce taxes if not inconsistent with the terms of the gifts, grants, and devises given. A.R.S. §15-341(A)(14)

Code	Description
660	<p>Condemnation—Used for the following purposes. After 10 years, any unused monies must be transferred to the School Plant Fund (500). A.R.S. §15-1102(E) and (F)</p> <ol style="list-style-type: none"> 1. Proceeds from sales by condemnation or threat of condemnation may be accounted for in this fund. If accounted for in this fund, these proceeds must be used either: 2. For the payment of a district's outstanding bonded indebtedness that is payable from the levy of taxes upon the property within the district, or 3. To construct, acquire, improve, repair, or furnish school facilities or sites after notice and a hearing. 4. Proceeds from a right-of-way settlement must be accounted for in this fund. These proceeds must be used to construct, acquire, improve, repair, or furnish school facilities or sites after notice and a hearing.
665	<p>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). Any monies associated with an energy or water savings project remaining in the fund after capital investment monies are repaid in full may also be transferred to the Maintenance and Operation Fund.</p>
686	<p>Emergency Deficiencies Correction—Accounts for monies received from the School Facilities Board to correct emergency deficiencies. A.R.S. §15-2022</p>
691	<p>Building Renewal Grant—Accounts for building renewal grant monies that districts may request from the School Facilities Board. These monies may be used 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. These monies may not be used 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 is being leased to another entity. A.R.S. §15-2032</p>
695	<p>New School Facilities—Accounts for monies received from the School Facilities Board to be used for constructing new school facilities and purchasing land for new school sites as prescribed by A.R.S. §15-2041. Any surplus monies received from the School Facilities Board may be used only for capital purposes for the project up to 1 year after completion of the project. Any surplus monies remaining after 1 year must be returned to the School Facilities Board.</p>
699	<p>Federal Impact Aid (Construction)—Accounts for impact aid monies that are received specifically for construction.</p>
700	<p>DEBT SERVICE FUNDS—Account 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</p>
720	<p>Impact Aid Revenue Bond Debt Service—Accounts for impact aid monies received and interest earned that is used for the payment of impact aid revenue bond principal and interest payments. Any surplus monies remaining in the fund must be transferred to the Impact Aid Fund (378). A.R.S. §§15-905(R), 15-2104, 15-2107, 15-2108, and 15-2109</p>
750	<p>PERMANENT FUNDS—Accounts for resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support district programs.</p>

Code	Description
FIDUCIARY FUNDS	
800-849	Trust and Custodial Funds*
	<p>Pension (and Other Employee Benefit) Trust Funds—Accounts for resources that are held 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, these funds are used to account for local pension and other employee benefit trusts that are provided by a district in lieu of or in addition to any state retirement system.</p> <p>Monies to fund other postemployment benefits (OPEB) that are deposited in a trust account in accordance with A.R.S. §15-1225 should be included 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 provided by the Arizona State Retirement System. If monies to fund other postemployment benefits are not deposited in a trust account, they should be accounted for in an Internal Service Fund.</p>
	Investment Trust Funds —Accounts for the external portion (i.e., the portion that does not belong to a district) of investment pools operated by a district that are held 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.

OTHER FUNDS*	
850-899	
850	Student Activities —Accounts for all monies raised with the approval of the governing board by the effort of students 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 monies received from employees, monies contributed by a district, and monies received from former employees, current and former board members, and board members' surviving spouses and dependents, to be used for the payment of 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. Disbursements may be made 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

* Governmental Accounting Standards Board Statement No. 84 revised the definition of fiduciary funds initially required for FY 2020 financial statements but delayed to FY 2021. As a result, Funds 850-899 are no longer fiduciary funds and should be reported in the District's financial statements with the governmental funds. The Other Funds section above was added to separate these non-fiduciary funds. Districts may continue using funds 850-899 for activity related to the statutorily established bank accounts but should work with their auditors to ensure correct financial statement presentation.

Code	Description
PROPRIETARY FUNDS	
900-949	Enterprise Funds —Accounts for activities that provide goods or services to external users for a fee. Enterprise funds are required to be used 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) policy decision of the governing board or management to recover the costs of providing services through fees or charges.
950-989	<p>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, the activity should be reported as an enterprise fund. Examples of internal service funds are activities such as central data processing, central printing and duplicating, and self-insurance.</p> <p>District Services Funds established in accordance with A.R.S. §15-1108 should be accounted for as Internal Service Funds.</p> <p>Monies to fund other postemployment benefits (OPEB) that are not deposited in a trust account in accordance with A.R.S. §15-1225 should be accounted for 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. This fund may be used for administrative and management costs and payment of benefits. At the end of 5 years of no activity in the fund, any remaining monies must be transferred to the Maintenance and Operation Fund. Postemployment benefits do not include benefits provided by the Arizona State Retirement System. A.R.S. §15-1225</p>
955	Intergovernmental Agreements —Used by a fiscal agent to account for monies of an intergovernmental agreement (IGA). Revenues include amounts received from participants. Expenditures include salaries, supplies, etc. (Depending on specific provisions of the agreement, IGAs may also be accounted for in a Trust or Agency Fund.) A.R.S. §15-342(13)

EXPENDITURE PROGRAMS

CHART OF ACCOUNTS

EXPENDITURE PROGRAMS

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. Regular programs should be distinguished 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. Expenditures not specifically assignable to other programs should be coded 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. CTED program expenditures should be coded in the appropriate code in the program 300 range. Prekindergarten programs not serving those with disability classifications should be coded 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>	
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	CIP # 52.0301.00
302	Unassigned – do not use	<div> Program 300 should be used to code expenditures made for multiple CTED programs that are not directly assignable to Programs 301-399. </div>
303	Air Transportation	
304	Aircraft Mechanics	
305	Unassigned – do not use	
306	Digital Animation	CIP # 10.0304.00
307	Architectural Drafting	CIP # 15.1300.20
309	Automation and Robotics	CIP # 48.0500.20

CHART OF ACCOUNTS

EXPENDITURE PROGRAMS

Code	Description	
310	Automotive Collision Repair	CIP # 47.0600.30
311	Automotive Technologies	CIP # 47.0600.20
312	Bioscience	CIP # 41.0100.00
313	Business Management	CIP # 52.0201.00
314	Business Operations	CIP # 52.0408.00
315	Cabinetmaking	CIP # 48.0703.00
316	Carpentry	CIP # 46.0400.30
317	Technology Devices Maintenance	CIP # 15.1202.00
318	Construction Technologies	CIP # 46.0400.20
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 # 47.0600.40
323	Digital Photography	CIP # 50.0605.00
324	Digital Printing	CIP # 10.0200.20
325	Early Childhood Education	CIP # 13.1210.00
326	Education Professions	CIP # 13.1200.00
327	Electronic Technologies	CIP # 14.1001.00
328	Electronics Drafting	CIP # 15.1305.00
329	Emergency Medical Services	CIP # 51.0904.00
330	Engineering	CIP # 15.0000.00
332	Unassigned – do not use	
333	Fashion Design and Merchandising	CIP # 52.1900.20
334	Film and TV Production	CIP # 50.0602.00
335	Finance	CIP # 52.0801.00
336	Fire Service	CIP # 43.0200.00
337	Graphic Design	CIP # 50.0409.00
338	Medical Records Technologies	CIP # 51.0707.00
339	Heating, Ventilation and Air Conditioning	CIP # 47.0200.00
340	Heavy Equipment Operations	CIP # 49.0200.00
341	Unassigned - do not use	
342	Hospitality Management	CIP # 52.0900.00
343	Unassigned - do not use	
344	Interior Design and Merchandising	CIP # 52.1900.30
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 # 15.1300.40
349	Medical Assisting Services	CIP # 51.0801.00
350	Unassigned - do not use	

Use detailed Programs 300-399
in all funds, not just Fund 596.

CHART OF ACCOUNTS

EXPENDITURE PROGRAMS

Code	Description	
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	Unassigned - do not use	
357	Precision Machining	CIP # 48.0500.30
358	Marketing	CIP # 52.1801.00
359	Electrical and Power Transmission Installation	CIP # 46.0300.20
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	Unassigned - do not use	
370	Unassigned - do not use	
371	Unassigned - do not use	
372	Unassigned - do not use	
373	Home Health Aide	CIP # 51.2602.00
374	Power, Structural and Technical Systems	CIP # 01.0100.60
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 same program number should be used by the CTED and its members.	
400	PUPIL TRANSPORTATION —Expenditures for transporting students to and from school and school activities (e.g., field trips, competitions, conferences, athletics, etc.). <i>(See additional bold codes below)</i>	
410	<i>Pupil Transportation Regular Education</i>	
420	<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.)	

EXPENDITURE FUNCTIONS

Function code	Description	Program guidance
1000	INSTRUCTION —Instruction includes the activities dealing directly with the interaction between teachers and students. Teaching may be provided 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. It may also be provided 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 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>	
<i>2110</i>	<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.	
<i>2120</i>	<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.	
<i>2130</i>	<i>Health Services</i> —Health services that are not direct instruction. Included are activities that provide students with appropriate medical, dental, and nursing services.	
<i>2140</i>	<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 indicated by psychological tests and behavioral evaluation; 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.	
<i>2150</i>	<i>Speech Pathology and Audiology Services</i> —Activities that identify, assess, and treat children with speech, hearing, and language impairments.	Usually 200

Function code	Description	Program guidance
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 on page III-5 . Used in the indirect cost calculation.	
2190	<i>Other Support Services</i> —Students—Other support services to students not coded elsewhere in the function 2100 range. Students' food and hotel costs associated with student travel should be coded 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 the ongoing growth and development of instructional personnel. Technology training for instructional staff should also be coded here. The incremental costs associated with providing substitute teachers in the classroom (while regular teachers attend training) should be captured in this function code. All costs should be coded here regardless of whether training services are provided internally or purchased from vendors.	
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. Textbooks should be coded to function 1000 .	

Function code	Description	Program guidance
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 provided by 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. Activities concerned with supporting and maintaining computer centers (outside the classroom) that are established to support the instructional environment should also be coded here. These centers may be located in the library or in other locations, but are not primarily dedicated to student-teacher learning. (Computer centers that are primarily dedicated to instruction and technology used by students in the classroom or that have a student instruction focus should be coded to function 1000 .) Professional development costs for instruction-focused technology personnel should also be coded here. (Technology training for instructional staff should be coded to function 2213 .)	
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 on page III-5 . 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. (<i>See additional bold codes below</i>)	
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. Election services should be coded 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. Activities of directing operations below the level of such administrators may be coded 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 on page III-5 . Used in the indirect cost calculation.	
2400	Support Services—School Administration —Activities concerned with overall administrative responsibility for a school. <i>(See additional bold code below)</i>	
2410	Office of the Principal —Activities concerned with directing and managing the operation of a school. This function includes the activities performed by the principal, assistant principals, and other assistants 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. This function should be used to report all heads of components within Support Services—School Administration for the indirect cost calculation. See description of heads of components on page III-5 .	
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. <i>(See additional bold codes below)</i>	
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 on page III-5 . Used in the indirect cost calculation.	

Function code	Description	Program guidance
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.	
2550	<p>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.</p> <p><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.</p> <p><u>Research Services</u>—Activities concerned with the systematic study and investigation of the various aspects of education, undertaken to establish facts and principles.</p> <p><u>Development Services</u>—Activities in the deliberate evolving process of improving educational programs.</p> <p><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.</p> <p>Used in the indirect cost calculation.</p>	
2560	<p>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. Technology that supports this code should be coded to function 2580.</p> <p>Used in the indirect cost calculation.</p>	
2570	<p><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.</p> <p><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. All costs should be coded here regardless of whether training services are provided internally or purchased from vendors.</p>	

Function code	Description	Program guidance
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 provided by 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. (<i>See additional bold code 2680 below</i>)	
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 owned or used by a district. 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 on page III-5. 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
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 on page III-5. 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 on page III-5. Used in the indirect cost calculation.	

Function code	Description	Program guidance
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 on page III-5 . Used in the indirect cost calculation.	
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. Food service operations should be coded 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 on page III-5 . 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. Activities related to counseling students and parents as described in function 2120 should be coded 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 on page III-5 . 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 on page III-5 . Used in the indirect cost calculation.	
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>	
4100	Land Acquisition —Activities concerned with initially acquiring and improving land.	

Function code	Description	Program guidance
4200	<i>Land Improvement</i> —Activities concerned with making permanent improvements to land, such as grading, fill, and environmental remediation.	
4300	<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.	
4400	<i>Educational Specifications Development</i> —Activities concerned with preparing and interpreting descriptions of specific space requirements to be accommodated in a building. These specifications are interpreted by the architects and engineers in the early stages of blueprint development.	
4500	<i>Building Acquisition and Construction</i> —Activities concerned with buying or constructing buildings.	
4600	<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.	
4700	<i>Building Improvement</i> —Activities concerned with building additions, reconstruction, remodeling, and with initially installing or extending service systems and other built-in equipment.	
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 on page III-5 . 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 including payments of both principal and interest. This function should be used to account for bond interest payments, retirement of bonded debt including current and advance refundings, financed purchase agreements, leases other than short-term, and other long-term notes. Interest on short-term obligations that are repayable within 1 year, such as tax anticipation notes and lines of credit, should be coded to function 2510 . Short-term leases should be coded to the appropriate function served by the lease.	
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.	

EXPENDITURE OBJECTS

CHART OF ACCOUNTS

EXPENDITURE OBJECTS

Object code	Description	Function guidance
6100	PERSONAL SERVICES—SALARIES <i>(Use detailed codes below)</i>	
6110	Certified Salaries —Amounts earned by permanent or temporary employees certified by the Arizona Department of Education. Although expenditure object codes 6111 through 6114 are optional, districts must maintain adequate records to be able to report these categories on the annual financial report.	
<i>6111</i>	<i>Administrators</i>	
<i>6112</i>	<i>Teachers</i>	
<i>6113</i>	<i>Substitute Teachers</i>	
<i>6114</i>	<i>Other</i>	
6150	Classified Salaries —Amounts earned by 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.	Salaries and benefits for Other Instructional Staff (e.g., classroom aides) should be coded to function code 1900
6200	PERSONAL SERVICES—EMPLOYEE BENEFITS <i>(Use detailed codes below)</i>	
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.	
<i>6221</i>	<i>Social Security—OASDI</i>	
<i>6222</i>	<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.	
<i>6231</i>	<i>State Retirement</i>	
<i>6232</i>	<i>Long-Term Disability</i>	
<i>6235</i>	<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.	
6250	Unemployment Insurance —Amounts paid to provide unemployment insurance for its employees. These charges may be distributed to functions in accordance with the salary budget or may be coded to function 2310 .	

Object code	Description	Function guidance
6260	Workers' Compensation —Amounts paid to provide workers' compensation insurance for its employees. These charges may be distributed to functions in accordance with the salary budget or may be coded 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.	
6281	<i>Unused Leave Payments</i> —Amounts paid for unused leave when an employee retires or separates from district employment.	
6282	<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.	
6283	<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.	
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 can be performed only by persons or firms with specialized skills and knowledge. 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 a separate account be established for each type of service provided to a district. This code also includes conference registration fees. <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

CHART OF ACCOUNTS

EXPENDITURE OBJECTS

Object code	Description	Function guidance
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.	
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.	
6350	Audit Services —Audit services associated with financial and compliance audits of a district. Do not include amounts related to audits of federal programs. Federal program audit costs should be coded 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. All expenditures should be captured 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.	
6420	Cleaning Services —Services purchased to clean buildings and grounds, including snow removal, custodial, and lawn care services not provided by district employees. Disposal services should be coded 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. These services cannot be paid for from the UCO Fund. (<i>Use detailed codes below effective July 1, 2021</i>)	
6431	Nontechnology-Related Repairs and Maintenance —Contracts and agreements covering the upkeep of buildings and nontechnology equipment. Costs for renovating and remodeling should be coded 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

Object code	Description	Function guidance
6440	Rentals —Costs for leasing land, buildings, and equipment on a short-term (12 months or less) basis. Payments for principal and interest on leases and financed purchase agreements, should be coded 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
<i>6442</i>	<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 operated by district personnel. Expenditures for the rental of vehicles for employee travel should be coded 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	<p>Construction Services—Includes amounts paid to contractors for constructing, renovating, and remodeling buildings. This code should also be used 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:</p> <ul style="list-style-type: none"> ▪ Construction of buildings ▪ Asbestos removal ▪ Recarpeting ▪ Removal of a capital asset ▪ Repaving a parking lot ▪ Reroofing an entire building <p>Construction services must be paid for from the UCO Fund or another allowable fund, but not from the M&O Fund.</p> <p>A capital coding tool is provided on page III-62 to help determine the appropriate coding for construction purchases.</p>	Only 4000
6490	Other Purchased Property Services —Purchased property services that are not coded elsewhere in the expenditure object code 6400 range. Communication services should be coded to expenditure object code 6531 or 6532 .	Usually 2600
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

CHART OF ACCOUNTS

EXPENDITURE OBJECTS

Object code	Description	Function guidance
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. Expenditures for the short-term (12 months or less) rental of buses that are operated by district personnel should be coded 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. Insurance for group health should be coded to expenditure object code 6210 .	Only 2310 2610 2700
6522	Prepaid Insurance —Expenditures in the current year for insurance coverage, including property, liability, and fidelity, to be provided in subsequent fiscal years. Insurance for group health should be coded to expenditure object code 6210 . For financial statement reporting purposes, prepaid insurance should be coded to balance sheet object code 0151 .	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 billed by a service provider.	Usually 2610 If supporting instruction: 1000 2230
6532	Other Communications Services —Costs of services provided by persons or businesses 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. Costs for professional advertising or public relations services should be coded to expenditure object code 6330 .	Usually 2300 2500
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. Preprinted standard forms should be coded to expenditure object code 6610 .	Usually 2540

CHART OF ACCOUNTS

EXPENDITURE OBJECTS

Object code	Description	Function guidance
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 —Tuition paid to a county or county educational service agency, or fiscal agent of an entity formed by two or more districts 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). Other types of payments made to fiscal agents under an intergovernmental agreement should be recorded in applicable codes (e.g., shared services of an accountant should be coded to expenditure object code 6330). A.R.S. §15-764	Only 1000
6565	Tuition Out Debt Service —The amount a district may budget for the bond issues portion of tuition charged for students attending school in another district. The amount a common school district, not within a high school district (Type 03), may budget is limited. A.R.S. §15-910(M)	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
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 6100s . Student travel should be coded to expenditure object code 6890 . Conference registration fees are not travel costs and should be coded to expenditure object code 6300 .	
6590	Miscellaneous Purchased Services —Purchased services other than those coded elsewhere in the expenditure object code 6500 range. Any payments made to other districts except for tuition and transportation should be coded to 6591 or 6592. <i>(See additional detailed codes below)</i>	

Object code	Description	Function guidance
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, 6591 should be used so that <i>all</i> payments between districts can be eliminated when consolidating reports from multiple districts at state and federal levels.	
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, 6592 should be used so that <i>all</i> payments between districts can be eliminated 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: <ul style="list-style-type: none"> ▪ Construction materials—Supplies such as concrete, lumber, nails, electrical switches/outlets, wire, insulation, and roofing materials used by a district employee during original construction or renovation of a building or land improvement. Construction materials cannot be paid for from the M&O Fund. Amounts paid to contractors for construction or renovation projects are recorded in object code 6450. A capital coding tool is provided on page III-62 to help determine the appropriate coding for construction purchases. ▪ Other general supplies—Supplies used in the operation of a district, such as consumable 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 it should be recorded in object code 6643. 	
6611	<i>District Supplies</i>	
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

CHART OF ACCOUNTS

EXPENDITURE OBJECTS

Object code	Description	Function guidance
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
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 cannot be coded 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. Processing charges should be coded to expenditure object code 6633 and storage costs should be coded 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. USDA commodities should be coded to expenditure object code 6631; however, any processing charges for USDA commodities should be coded here. Food used in instructional programs should be coded 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, newspapers, magazines, books, and other media used in the library/media center. Also recorded here are binding or other repair costs for library books. Library books must be paid for from the UCO Fund or another allowable fund, but not from the M&O Fund. 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, 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. Textbooks must be paid for from the UCO Fund or another allowable fund, but not from the M&O Fund. A.R.S. §15-903.C	Usually 1000
6643	<p>Instructional Aids—Expenditures for materials used by students that supplement a district's adopted, educational program. Paper used in the mass production of educational materials, such as workbooks, is included here. However, paper used in the day-to-day production of handouts or lesson materials and general supplies of a consumable nature (e.g., lasting less than 1 year), such as pens, pencils, crayons, and clay, should be reported as general supplies in object code 6610. Additionally, expenditures for items appropriately coded as equipment in the 6730 object code range should not be reported here. Instructional aids must be paid for from the UCO Fund or another allowable fund, but not from the M&O Fund. A.R.S. §15-903.C</p> <p>The following examples are provided to ensure consistent treatment by all districts, but other items may also be considered instructional aids based on the description above. If an item listed below is adopted by the Governing Board as part of the basic instructional program, it should be coded to object code 6642.</p> <ul style="list-style-type: none"> ▪ Auto parts for shop class ▪ Bats and rackets ▪ Calculators for students ▪ Drama scripts/plays ▪ Electronic book readers ▪ Electronic media (books, videos, etc.) ▪ Globes and maps ▪ Instructional games and apps ▪ Math manipulatives ▪ Musical instruments (likely to be replaced rather than repaired) ▪ Sheet music ▪ Software (Instructional) ▪ Books ▪ Workbooks 	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.	Usually 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

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. Periodic financed purchase and lease payments should be coded to expenditure object codes 6832 and 6842 . Also included are special assessments against a district for capital improvements such as streets, curbs, and drains. Expenditures for improving sites and adjacent ways after acquisition should generally be coded to expenditure object codes 6300 , 6450 , or to a code under 6730, as appropriate. Land and existing land improvements costs cannot be paid for 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. Periodic financed purchase and lease payments should be coded to expenditure object codes 6832 and 6842 . 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 should be coded to expenditure object code 6450 . Buildings built and alterations performed by district employees should be coded as salaries, benefits, and materials in the applicable object codes in the 6100s , 6200s , 6610 , and 6730s . Building rent should be coded to expenditure object code 6440 . Building costs cannot be paid for from the M&O Fund.	Only 4500 4700												
6730	Equipment <i>(Use detailed codes below)</i>													
6731- 6739	Expenditures for initial, additional, and replacement equipment in the categories below. Also, include the present value amount of leases of equipment in the year of acquisition. Periodic financed purchase and lease payments should be coded to expenditure object codes 6832 and 6842 . Equipment should be classified in the applicable detailed object codes below and cannot be paid for from the M&O Fund. A capital coding tool is provided on page III-63 to help determine the appropriate coding for equipment purchases. <table> <tr> <th>Cost Less than \$5,000*</th><th>Cost \$5,000 or More*</th><th>Equipment Categories</th></tr> <tr> <td>6731 and/or 6732</td><td>6733</td><td>Furniture and Equipment (see examples on page III-51)</td></tr> <tr> <td>6734 and/or 6735</td><td>6736</td><td>Vehicles (Buses, cars, trucks, vans, etc.)</td></tr> <tr> <td>6737 and/or 6738</td><td>6739</td><td>Technology-Related Hardware and Software (see examples on page III-51)</td></tr> </table> <p>* Arizona school districts do not use a dollar threshold for determining whether an item is equipment or a supply. The detailed equipment classifications above allow correct coding of equipment in accordance with Arizona requirements and separate identification of lower cost items for federal grant reporting, including indirect cost reporting.</p>	Cost Less than \$5,000*	Cost \$5,000 or More*	Equipment Categories	6731 and/or 6732	6733	Furniture and Equipment (see examples on page III-51)	6734 and/or 6735	6736	Vehicles (Buses, cars, trucks, vans, etc.)	6737 and/or 6738	6739	Technology-Related Hardware and Software (see examples on page III-51)	
Cost Less than \$5,000*	Cost \$5,000 or More*	Equipment Categories												
6731 and/or 6732	6733	Furniture and Equipment (see examples on page III-51)												
6734 and/or 6735	6736	Vehicles (Buses, cars, trucks, vans, etc.)												
6737 and/or 6738	6739	Technology-Related Hardware and Software (see examples on page III-51)												

CHART OF ACCOUNTS

EXPENDITURE OBJECTS

An item should be coded as equipment if it is included in the examples below or if it meets all three equipment criteria below the tables. Items listed as equipment examples below should not be evaluated using the equipment criteria. The examples are provided to ensure consistent treatment by all districts. Also, the examples include certain items that are exceptions to the equipment criteria, such as component parts.

Furniture and Equipment Examples (Object Codes 6731-33)		
Athletic Equipment <ul style="list-style-type: none"> Blocking sleds Chalk line dispensers Fitness machines Goal posts (Movable) Helmets/Pads Hurdles Mats Nets (Tennis/Volleyball) Tackling dummies Weights 	Furniture/Furnishings <ul style="list-style-type: none"> Bookcases Chairs Desks Filing cabinets Large area rugs Tables 	Other Equipment* <ul style="list-style-type: none"> Appliances (Kitchen) Auto diagnostic machines Bar code scanners Battery chargers Cameras (photo and video) Cash registers Copiers (off network) DVD/Blu-Ray players Floor jacks Key cutters Kilns Laminators Leaf blowers Microwaves Musical instruments Paint sprayers Power tools Satellite dishes Sewing machines SPED assistance equipment Telephones TVs Two-way radios Vacuums Washers/Dryers Welders
Fixtures <ul style="list-style-type: none"> Bleachers (Indoor) Ceiling fans Chalk/white boards Drinking fountains Hot water heaters HVAC units Light fixtures Sinks Toilets Wall mirrors 	Component Parts <ul style="list-style-type: none"> A/C compressors Automotive engines Automotive transmissions 	

* Items may be coded to Technology-Related Hardware and Software if connected to the computer network.

Technology-Related Hardware and Software Examples (Object Codes 6737-39)		
<ul style="list-style-type: none"> Computers (tablets, laptops, etc.) Computer monitors Copiers (on network) 	<ul style="list-style-type: none"> Network equipment Projectors Printers 	<ul style="list-style-type: none"> Scanners Smart Boards Software (Non-instructional)

If an item is not included in the examples above, it should be coded as equipment if it meets all of the following:

EQUIPMENT CRITERIA

- Typically has a useful life of at least one year.
- Typically repaired rather than replaced when worn or damaged.
- 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.

CHART OF ACCOUNTS

EXPENDITURE OBJECTS

Object code	Description	Function guidance
6740	Depreciation —The portion of the cost of a capital asset that is charged as an expense during a particular period. In accounting for depreciation, the cost of a capital asset, less any salvage value, is apportioned over the estimated useful life of such an asset, and each period is charged with a portion of such cost. Through this process, the cost of the asset is ultimately charged off as an expense. This code should be used in proprietary funds only.	
6750	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 a special or extraordinary item, then other financing uses and other items object code 6950 or 6960 should be used. This code should be used 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.	
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 might have been covered by insurance. Only amounts paid as the result of court decisions are recorded 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 bills or debt service had been paid 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. Short-term (12 month or less) leases should be coded to expenditure object code 6440 or 6443 .	Only 5000
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. Short-term leases (12 month or less) should be coded to expenditure object code 6440 or 6443 .	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

Object code	Description	Function guidance
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 received by the district on their behalf or as required by legal agreement. Such payments are paid 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.	
6880	Sub-awards —Sub-awards are awards provided by a district to a subrecipient to carry out part of the services for which the award was received by the district. Sub-awards do not include payments to a contractor or payments to an individual that is a beneficiary of the program paid for by the award. A sub-award may be provided 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 \$25,000 for the indirect cost calculation.	
6890	Miscellaneous Expenditures —Amounts paid for goods or services not properly coded to any other expenditure object code. Students' food and hotel costs associated with student travel, as well as student entrance fees paid by a district should be coded here. The refund of prior year's revenues should also be reported here.	

For codes related to transfers-out, payments to escrow agent for defeasance of debt, and special and extraordinary items, see page III-54.

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, to be used to pay overhead costs that cannot be easily identified with a specific project. Indirect costs are calculated on total actual expenditures less capital expenditures, multiplied by the 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. Other Financing Sources object code 5200 should be used to record the transferred monies received in the Indirect Costs Fund. This object code should be included 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. Other Financing Sources object code 5200 should be used 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 are to be placed in an irrevocable trust.	Only 6000
6950	Special Items —Transactions or events within the control of district administration that are either unusual in nature or infrequent in occurrence. For some districts, this may include termination benefits resulting from workforce reductions or costs in connection with an early retirement program offered to all employees represented in one or more classes of employees.	Only 6000
6960	Extraordinary Items —Transactions or events that are both unusual in nature and infrequent in occurrence. For some districts, this includes significant costs related to a natural disaster caused by fire, flood, tornado, hurricane, or hail storm, or costs related to an environmental disaster.	Only 6000

UNIT CODES

UNIT CODES	
UNIT	Description
000	SYSTEM REQUIRED
101	ISAAC MIDDLE SCHOOL
102	J B SUTTON SCHOOL
103	ALTA E BUTLER SCHOOL
104	P T COE SCHOOL
105	JOSEPH ZITO SCHOOL
106	MITCHELL SCHOOL
108	ESPERANZA SCHOOL
109	BRET TARVER
110	**DO NOT USE- Use the 110 Course** AZTECA SCHOOL
111	PUEBLO DEL SOL MIDDLE SCHOOL
112	MORRIS K UDALL SCHOOL
113	**DO NOT USE- Use the 113 Course** KAZAN
114	MOYA ELEMENTARY SCHOOL
115	**DO NOT USE- Use the 115 Course** L ALSTON SCHOOL
116	**DO NOT USE- Use the 116 Course* C.T.SMITH SCHOOL
117	**DO NOT USE (USE 590)** BOYS & GIRLS CLUB
118	ONLINE ACADEMY
120	**DO NOT USE** STEAM SCHOOLS
500	DISTRICTWIDE
501	SUPERINTENDENT'S OFFICE
502	COMMUNICATIONS
503	SAFETY
504	FAMILY RESOURCE CENTER
510	BUSINESS OFFICE
511	**DO NOT USE**
512	WAREHOUSE
513	GOVERNING BOARD
514	TRANSPORTATION
515	TECHNOLOGY
516	OPERATIONS
517	FOOD SERVICE
518	HEART OF ISAAC
520	HUMAN RESOURCES
530	TEACHING AND LEARNING
532	STATE AND FEDERAL PROGRAMS
580	St. Agnes (Private School)
581	St. Gregory (Private School)
582	St. Louis the King (Private School)
583	St. Matthew (Private School)
584	St. Simon and Jude (Private School)
585	St. Vincent de Paul (Private School)
586	Most Holy Trinity (Private School)
587	Our Lady of Perpetual Help (Private School)
588	Phoenix Christian Prep (Private School)
590	BOYS & GIRLS CLUB
599	CONTINGENCY BUDGET

PROJECT CODES

PROJECT CODES

PROJECT CODES ARE ADDED AS NEEDED

Element Name	Element	Description
PROJ	0003	HELIOS EDUCATION FOUNDATION
PROJ	0004	TECHNOLOChicas
PROJ	0005	MUSIC DONATION
PROJ	0007	WALMART
PROJ	0008	PROMOTION
PROJ	0010	FTF ADVERTISING
PROJ	0011	FTF PROGRAM SUPPLIES
PROJ	0012	FTF PROGRAM INCENTIVES
PROJ	0013	FTF SOFTWARE
PROJ	0015	ATHLETIC UNIFORMS
PROJ	0019	RELATED TO CORONAVIRUS
PROJ	0020	WH Supplies
PROJ	0027	AFTER SCHOOL
PROJ	0051	IMS SCHOLARSHIPS
PROJ	0052	PDS COMMUNITY GARDEN PROJECT
PROJ	0053	RODEL FOUNDATION
PROJ	0057	JUMP START
PROJ	0068	MCKINNEY VENTO
PROJ	0070	BEFORE & AFTER SCHOOL
PROJ	0073	PARENT EDUCATION
PROJ	0077	SUMMER SCHOOL
PROJ	0100	ARIZONA TOOTH DOCTOR FOR KIDS
PROJ	0101	LITERACY
PROJ	0102	STEPPING STONE
PROJ	0104	STEAM
PROJ	0106	CHILD CARE
PROJ	0107	AZ DIAMONDBACKS FOUNDATION
PROJ	0109	STAFF TRAINING/MEETING
PROJ	0116	LITERACY - TYLER ALLEN GRANT
PROJ	0124	ROBOTICS
PROJ	0125	YEARBOOK CLUB
PROJ	0127	BAND
PROJ	0132	ART PROGRAM
PROJ	0133	CITY OF PHX BLOCKWATCH
PROJ	0134	UNIV OF AZ MIDDLE SCHOOL GRANT
PROJ	0135	ATHLETICS - SOCCER
PROJ	0137	TABACCO-FREE KIDS
PROJ	0142	VIRGINIA PIPER BACK TO SCHOOL UNIFORM DONATION
PROJ	0143	DHL DONATION
PROJ	0152	INTEL FOUNDATION
PROJ	0171	FIELD TRIPS
PROJ	0201	AZALAS

PROJ	0256	LITERACY - WF FAM LIT/READING-OXFORD
PROJ	0274	COMPREHENSIVE AND TARGETED SCHOOLS
PROJ	0278	COMPREHENSIVE AND TARGETED SCHOOLS
PROJ	0281	IBIS GRANT
PROJ	0282	KINDER PROMOTION
PROJ	0283	PBIS
PROJ	0301	Board Member 1 - P. Jimenez
PROJ	0302	Board Member 2 - R. Santa-Cruz
PROJ	0303	Board Member 3 - H. Garewel
PROJ	0304	Board Member 4 - M. Guzman
PROJ	0305	Board Member 5 - M. Hernandez
PROJ	0330	WELLNESS PROGRAM
PROJ	0600	MOVE TO GREATES NEED (EXTRACURRICULAR)
PROJ	0601	AFTER SCHOOL CLUB (EXTRACURRICULAR)
PROJ	0602	ATHLETICS (EXTRACURRICULAR)
PROJ	0603	CHARACTER COUNTS - PBIS (EXTRACURRICULAR)
PROJ	0604	TUTORING (EXTRACURRICULAR)
PROJ	0605	HEALTHY LIFESTYLE CLUB (EXTRACURRICULAR)
PROJ	0606	FIELD TRIPS (EXTRACURRICULAR)
PROJ	0607	MUSIC (EXTRACURRICULAR)
PROJ	0608	BAND (EXTRACURRICULAR)
PROJ	0609	CHESS CLUB (EXTRACURRICULAR)
PROJ	0610	PERFORMING ARTS (EXTRACURRICULAR)
PROJ	0611	FINE ARTS (EXTRACURRICULAR)
PROJ	0699	MOVE FUNDS
PROJ	0800	CONTRACT OR AGREEMENT
PROJ	0900	UTILITIES
PROJ	0999	GENERAL GIFT & DONATION
PROJ	1550	NSLP EQUIPMENT GRANT
PROJ	1718	TITLE I AFTER SCHOOL
PROJ	1790	EXTRACURRICULAR
PROJ	1791	INSTRUCTION
PROJ	1901	COMPENSATORY TIME
PROJ	8501	CLUB 1 (Student Activities)
PROJ	8502	CLUB 2 (Student Activities)
PROJ	8503	CLUB 3 (Student Activities)
PROJ	8504	CLUB 4 (Student Activities)
PROJ	8505	CLUB 5 (Student Activities)
PROJ	8506	CLUB 6 (Student Activities)
PROJ	8507	CLUB 7 (Student Activities)
PROJ	8508	CLUB 8 (Student Activities)
PROJ	8509	CLUB 9 (Student Activities)