

Financial Coding Cheat Sheet

Draft v 7/28/2016

Fund 4 digit	Function 4 digit	Location 3 digit	Program 3 digit	Subject 2 digit	Account 6 digit
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Fund	Function	Building	Program	Subject	Account
1000 District Operation - CRT Teacher Salary	1105 Pre-kindergarten	050 Amboy Elem	000 unallocated	00 payroll	61110 CRT Salary - Normal Duties
1053 GT Summer Quest - CRT Teacher Salary	1110 Kindergarten	054 Boone Park Elem	001 NSLA Literacy, Math, Science Specialists	03 Central Office	61120 CLS Salary - Normal Duties
1223 State PD - CRT Teacher Salary	1120 Elementary	055 Crestwood Elem	002 NSLA PD for Literacy, Math, or Science	05 Bldg budget	61210 CRT Temp Job - Summer School, After School, extra duties
1260 Early Childhood Sp Ed - CRT Teacher Salary	1130 Middle School	056 Glenview Elem	004 NSLA Before and After School Program	99 NLR Academy	61220 CLS Temp Job - Summer School, After School, extra duties
1265 Catastrophic - CRT Teacher Salary	1140 High School	057 Indian Hills Elem	005 NSLA Pre-K		61320 CLS Salary - OT (CLS only - CRT exempt from OT)
1275 ALE - CRT Teacher Salary	1150 Athletics	058 Lakewood Elem	006 NSLA Tutors		61610 CRT Salary - Workshop or PD only
1276 ELL - CRT Teacher Salary	1170 Summer school	061 Meadow-Park-Elem	007 NSLA Teacher's Aide		61620 CLS Salary - Workshop or PD only
1281 NSLA - CRT Teacher Salary	1200's Sp Ed	067 Pike View ECC	011 NSLA Summer Programs		63210 Purchased Service: Consultant to teach kids
1365 ABC Grant - CRT Teacher Salary	1357 Pre-Engineering	069 Seventh St Elem	012 NSLA Early Intervention Program		63220 Purchased Service: CRT Sub (PCMI)
1380 DHS/Infant Toddler - CRT Teacher Salary	1360 FACS	070 NLR Middle School	013 NSLA School Improvement Plan		63221 Purchased Service: CLS Sub (PCMI)
2000 District Operation Budget - CLS Salary & other purchases	1511 Befre/After School	084 Ridgeroad Elem	014 NSLA Other Activities		63230 Purchased Service: Consultant to teach Staff
2001 District Grants & Donations - CLS Salary & other purchases	1591 Title I - School-wide	082 NLR High School	016 NSLA ACT fees for 11th graders		63240 Purchased Service: Student Assessment
2053 GT Summer Quest - CLS Salary & other purchases	1910 Gift & Talented	000 Unallocated - District	110 Pre-kindergarten		63310 Purchased Service: PD-CRT
2223 State PD - CLS Salary & other purchases	1911 IB		115 Athletics		63320 Purchased Service: PD-CLS
2260 Early Childhood Sp Ed - CLS Salary & other purchases	1915 Music		116 Extra-Curricular Activity		63460 Purchased Service: Information Technology
2265 Catastrophic - CLS Salary & other purchases	1916 Band		117 Summer school (non-NSLA expense)		63490 Purchased Service: Other Professional Services
2275 ALE - CLS Salary & other purchases	1917 Choir		200 Special Education		63530 Purchased Service: Software Maintenance / Support
2276 ELL - CLS Salary & other purchases	1930 English as Second Language		270 Gifted & Talented		63590 Purchased Service: Other Technical Services
2281 NSLA - CLS Salary & other purchases	1950 ALE		438 ALE		63591 Purchased Service: Drug Testing
2223 State PD - CLS Salary & other purchases	1961 Art		900 Saturday school		63900 Purchased Service: Other Professional & Technical Services
2340 CTE: Start-up Grants	1962 Drama		901 IC-Federal		64310 Purchased Service: Non-tech Services Repair/Maintenance Services
6501 Title I - All Salary (CRT/CLS) & other purchases	1999 ROTC		902 Catholic Academy-Federal		64421 Purchased Service: Charters (operated by the school district)
6505 Title I 1003(a) - All Salary (CRT/CLS) & other purchases	2120 Guidance		903 Archery		65320 Purchased Service: Postage
6530 McKinney Vento - Federal Homeless Grant	2134 Nurses		904 Shooting Sports		65330 Purchased Service: Internet Service from Cable, Satellite, etc
6556 Coordinated School Health Grants - Healthy School Grants	2212 Instruction & Curriculum Dev (Rosie)		905 ISEP Grant		65331 Purchased Service: Broadband
	2213 Instructional Staff Training		906 Fit-2-Live Grant		65400 Purchased Service: Advertising
	2220 Library		907 AR Dept Health 1305 Grant		65500 Purchased Service: Printing & Binding
	2230 Instructional Technology		908 ISEP Family Transition Grant		65810 Travel - CRT - In District
	2241 Testing Coordinator		909 Whole Foods Grant		65820 Travel - CLS - In District
	2291 Gifted & Talented		910 Wildcat Foundation Grant		65830 Travel - CRT - Out of District
	2292 Director of Special Services		911 Coordinated School Health Grant		65840 Travel - CLS - Out of District
	2293 Director of College & Career		912 AR Minority Health Commission Grant		65880 Meals
	2296 Pre-K Coordinator		913 Gene Haas Foundation Grant		65890 Lodging
	2410 Office of Principal				66100 General Supplies < \$1,000 each
	2411 Office of Assisant Principal				66108 Food
	2710 Transportation: Supervision				66260 Gasoline
	2720 Transportation: Vehicle Operation				66265 Diesel
	2740 Transportation: Servicing and Maintenance				66410 Textbooks
	2760 Transportation: Student Transportation Security				66411 eTextbooks

699 Location code - Fund 6501
Functions 1000-1399
Functions 1500-2133
Functions 2135-2199
Functions 2220-2229
Functions 2400-2499

For Fund 6501 the Location code for the above functions cannot be 699.

Coding examples using different buildings and different funds as examples:

Description	Budget Unit	Account
MP Elem - purchase textbooks from district school operating	2000 1120 061 000 05	66410
NLRMS - purchase etextbooks from district school operating	2000 1130 070 000 05	66411
NLRHS - pay CRT teachers from Title I for after school tutoring	6501 1511 082 000 00	61210
NLRHS - pay CRT teachers from NSLA for after school remediation	1281 1511 082 004 00	61210
BP Elem - purchase ipads (<\$1000 each) from Title I money	6501 1591 054 000 05	66512
IH Elem - purchase a subscription to electronic periodicals for library from district school budget	2000 2220 057 000 05	66431
NLR Academy - use Title I funds to purchase supplies for after school program	6501 1511 <u>082 438 95</u>	66100
Amboy Elem - use Title I funds to purchase paper for after school program	6501 1511 050 000 05	66100
Crestwood - use district school funds to purchase access to a teacher website	2000 1120 055 000 05	66510
RR Elem - use Title I funds to purchase computers (>\$1,000) for a computer lab	6501 1591 084 000 05	67340
LW Elem - pay CRT teachers for milage to a PD (out of district) from PD funds	2223 2213 058 000 05	65830
NLRHS - pay CRT Teachers salary for summer school from NSLA	1281 1170 082 011 00	61210
Glenview - purchase library books from district school operating	2000 2220 056 000 05	66420
NLRMS - purchase technolog apps for GT students using district school operating	2000 1130 070 270 05	66511
RR Elem - use district school operating to purchase new library books for new library	2000 2220 084 000 05	67210
NLR Academy - use district school operating to purchase books for exisiting library	2000 2220 <u>082 438 95</u>	66420
CW Elem - use district school funds to pay a vendor to repair video surveillance equip	2000 1120 055 000 05	63460
SS Elem - Title I funds to pay CRT teachers a stipend to attend a school improvement PD	6501 2213 069 000 00	61610
NLR Academy - <u>salary</u> CRT teachers from Title I for after school tutoring	6501 1511 <u>082 438 90</u>	61210

BUDGET UNIT	Account	BUDGET UNIT Title
2001115008211580	66100	DIST OPER: ATH DIRECTOR
2001115108211581	66100	DIST OPER: FALL/FOOTBALL
2001115108211582	66100	DIST OPER: FALL/GOLF
2001115108211583	66100	DIST OPER: FALL/TENNIS
2001115108211584	66100	DIST OPER: FALL/VOLLEYBAL
2001115208211585	66100	DIST OPER: WINTER/BOYS BB
2001115208211586	66100	DIST OPER: WINTER/GIRLS BB
2001115208211587	66100	DIST OPER: WINTER/WRESTLIN
2001115208211588	66100	DIST OPER: WINTER/SWIMMING
2001115308211589	66100	DIST OPER: SPRING/BASEBALL
2001115308211590	66100	DIST OPER: SPRING/SOFTBALL
2001115308211591	66100	DIST OPER: SPRING/BOYS SOC
2001115308211592	66100	DIST OPER: SPRING/GIRL SOC
2001115408211593	66100	DIST OPER: SUMMER/TRACK
2001115408211594	66100	DIST OPER: SUMMER/CR COUN
2001115508211596	66100	DIST OPER: CHEERLEADING
2001115508211597	66100	DIST OPER: DANCE TEAM
2001115608211580	66100	DIST OPER: SPORTS BANQUET
2001115708211580	66100	DIST OPER: SPORTS TRAVEL
2001115808211580	63900	DIST OPER: OFFICIALS
2001115908211580	66100	DIST OPER: UNIFORMS

Function Descriptions

2710 Supervision of Student Transportation Services. Activities pertaining to directing and managing student transportation services... This would be services and supplies and all expenses that Mr. Donaldson needs to do his job as supervisor, or to operate the office areas, office supplies, expenses for training, drivers-supplies and services, etc.

2720 Vehicle Operation. Activities of operating vehicles for student transportation purposes.... This would be services and supplies and all expenses to operate the bus fleet. Supplies for drivers, fuel and supplies for buses, etc.

2730 Monitoring. Those 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. This would mostly be used to pay salaries of bus monitors. Probably will not use that much.

2740 Vehicle Servicing and Maintenance. Activities involved in maintaining student transportation vehicles. These include repairing vehicle parts; replacing vehicle parts; and cleaning, painting, fueling, and inspecting vehicles for safety... This would be used for coding expenditures for any equipment, supply, or part, repair, service or maintenance of any transportation vehicle.

2760 Student Transportation Security. Installation of GPS, security monitoring devices (e.g. cameras, metal detectors) This would be used to code the installation charges for new camera systems and any reoccurring charge for security cameras. Also could be used for any other security expense.

2790 Other Student Transportation Services. Includes student transportation services not classified above.

2792 Transportation for Choice Includes any expense related to transportation of student for choice.

List of Grants

2340 XXXX 082 000 05
 2340 XXXX 070 000 05
 6556 2139 070 000 05
 2001 2139 000 000 05
 2001 2139 000 907 05
 2001 2139 000 908 05
 2001 2139 050 908 05
 2001 2139 054 905 05
 2001 2139 056 905 05
 7839 1160 050 116 00
 7839 1160 054 116 00
 7839 1160 055 116 00
 7839 1160 056 116 00
 7839 1160 057 116 00
 7839 1160 058 116 00
 7840 1160 061 116 00
 7841 1160 067 116 00
 7842 1160 070 116 00
 7843 1160 082 116 00
 7844 1160 082 116 95
 7845 1160 084 116 00

CTE: High School Start-up Grant
 CTE: Middle School Start-up Grant
 CSH: HIV/STD Prevention Grant
 CSH: Miscellaneous Grants
 CSH: ADH 1305 Grant
 CSH: ISEP Family Transition Grant
 CSH: ISEP Family Transition Grant - Amboy
 CSH: ISEP Family Transition Grant - Boone Park
 CSH: ISEP Family Transition Grant - Glenview
 ASL Logo Grant: Amboy
 ASL Logo Grant: Boone Park
 ASL Logo Grant: Crestwood
 ASL Logo Grant: Glenview
 ASL Logo Grant: Indian Hills
 ASL Logo Grant: Lakewood Elementary
 ASL Logo Grant: Meadow Park
 ASL Logo Grant: PV ECC Pre-k
 ASL Logo Grant: NLRMS
 ASL Logo Grant: NLRHS
 ASL Logo Grant: NLR Academy
 ASL Logo Grant: Ridgeroad

List of CTE Functions

1307 Gateway to Technology
 1340 Medical Professions
 1356 Trade: Manufacturing
 1357 Trade: Pre-Engineering
 1359 Trade: Biomedical
 1360 FCCLA
 1361 Food Production Management amd Services
 1370 Career Orientation

Coding examples for transportation as examples:

<u>Description</u>	<u>Budget Unit</u>
Purchase transportation office supplies < \$1,000 each	2000 2710 000 000 05
Purchase radios for buses < \$1,000 each	2000 2720 000 000 05
Purchase bus routing software > \$1,000 each license	2000 2710 000 000 05
Purchase other software < \$1,000 each license	2000 2710 000 000 05
Purchase miscellaneous bus parts for shop < \$1,000 each	2000 2740 000 000 05
Purchase bus tires (not paying someone to mount and replace tires)	2000 2740 000 000 05
Purchase supplies < \$1,000 for driver training	2000 2710 000 000 05
Purchase bus security cameras	2000 2760 000 000 05
Purchase a bus part (such as alternator, belt, light, hose, etc)	2000 2740 000 000 05
Purchase radio repair service for bus radios	2000 2740 000 000 05
Purchase upholstery service to repair bus seats	2000 2740 000 000 05
Purchase bus body repair service	2000 2740 000 000 05
Purchase tire repair service	2000 2740 000 000 05
Purchase door mat cleaning service	2000 2710 000 000 05
Purchase bus towing service	2000 2740 000 000 05
Purchase medical services for DOT physicals	2000 2710 000 000 05
Purchase service to pickup used oil from bus shop	2000 2740 000 000 05
Purchase service to program a new engine part, or re-program an old engine part	2000 2740 000 000 05
Purchase Diesel to operate buses	2000 2720 000 000 05
Purchase fuel additive to operate buses	2000 2720 000 000 05
Purchase gasoline to operate transportation vehicles	2000 2720 000 000 05

<u>Account</u>
66100 General supplies < \$1,000 each
66527 Technology supplies < \$1,000 each
67350 Technology supplies < \$1,000 each
66510 Software < \$1,000 each
66100 General supplies < \$1,000 each
66100 General supplies < \$1,000 each
66100 General supplies < \$1,000 each
66527 Technology supplies < \$1,000 each
66100 General supplies < \$1,000 each
64320 Technology related maintenance and repairs
63900 Other prof & Tech services
63900 Other prof & Tech services
63900 Other prof & Tech services
63900 Other prof & Tech services
63900 Other prof & Tech services
63450 Medical
63900 Other prof & Tech services
63900 Other prof & Tech services
66265 Diesel
66261 Fuel additives
66260 Gasoline