

## 2005 REVISED ACCOUNTING HANDBOOK/MODEL CHARTS OF ACCOUNTS

### FREQUENTLY ASKED QUESTIONS

#### *Adult Ed*

- **We employ a GED Tester; how would I code that?** Use program code 6000, function code 2000 and the appropriate object codes (1010 for salary).
- **In the past, we have tracked our Adult Ed program as a fund 50; the revised handbook guidance is that this is now a program in the general fund. I would like to further segregate it; could I do that?** Yes, you may do that using fund 150 in conjunction with the program codes that are outlined in the handbook and model chart of accounts for Adult Education.

#### *Allocations*

- **There was discussion about charging superintendents to several cost centers.** Maine Statutes 20-A § 1055 Superintendent; powers and duties. 8. Full-time employment. The entire time of a full-time superintendent shall be devoted to superintendence in the school supervisory unit which employs the superintendent. Unless a Superintendent is certified and has a contract as a Curriculum Coordinator, Special Education Director, Transportation Director, etc and is reported under MEDMS staffing as the same, they should be charged to the Superintendent's Office.
- **Our district employees a special education teacher that works in three program areas as follows: regular classroom for 50% of her time, resource room for 40% of her time and in a self-contained classroom for 10% of her time. Do I need to break her time down accordingly under the model chart of account guidelines?** The expectation of MDOE is that if an individual spends 25% or less of his/her time in a particular program area, that the individual's time will be allocated to the programs where he/she spends the most time. In the previous example, we would only expect you to allocate her time between the regular classroom and the resource room in the manner that you see fit.
- **How do I allocate supplies that are considered operations and maintenance items such as cleaning supplies and restroom supplies?** The expectation of MDOE is that all building supplies, such as custodial supplies and restroom supplies coded to the function code series 2600, be allocated by square footage of the building.

## ***Assessment***

- **What is the definition of Student Assessment:** This function is inclusive of those services rendered for the academic assessment of the student. Used with programs 100-400, 600, 700). Snacks/meals provided to students during testing is not coded under student assessment, but should be coded to consumable supplies. Costs for staff training on student assessment systems would be allowable under EPS targeted funds using function code 2240 and object code 3310. Snacks/meals provided to staff during training is not coded under student assessment, but should be coded to consumable supplies. To receive targeted student assessment funds calculated pursuant to subsection 2, a school administrative unit must be in compliance with applicable state statutes and department rules regarding local assessment systems for the system of learning results established in section 6209 and be in compliance with applicable federal statutes and regulations pertaining to student assessment as required by the federal No Child Left Behind Act of 2001, 20 United States Code, Chapter 70. [2003, c. 504, Pt. A, §6 (new).]

## ***Budget Categories***

- **What are the 6 categories and the 11 categories for SAD's/CSD's. Will the Articles be posted soon?** Articles for 11 categories are on the posted on the web at:  
<http://www.maine.gov/education/forms/misteam/efm46/articlesstatutory.rtf>

**Cost center summary budget format.** The school administrative district budget must consist of the following cost centers and supporting data:

### **6 Budget Categories**

1. Pre-kindergarten to grade 12 instruction;
  2. Instructional support;
  3. Leadership;
  4. Operations;
  5. Transportation; and
  6. Other Commitments
- [1999, c. 710, §5 (new).]

### **11 Budget Categories**

1. Regular Instruction
  - Regular Instruction Programs
  - K-2 Instruction Programs
  - Other Instructional Programs

- Alternative Education
- English as a 2<sup>nd</sup> Language
- Contingency
- 2. Special Education Instruction
  - Special Education Programs
  - Gifted and Talented Programs
  - Contingency
- 3. CTE Instruction
  - Career and Technical Education
    - Career and Technical Education Student Support Services
    - Career and Technical Education Instruction
    - Career and Technical Education Operations & Maintenance of Plant
    - Career and Technical Education School Administration
  - Contingency
- 4. Other Instruction
  - Co-curricular
  - Extra-curricular
  - Other Instructional Programs
    - Summer School
  - Post Secondary Enrollment
  - Contingency
- 5. Student and Staff Support
  - Student Support Services
    - Guidance Services
    - Health Services
    - Instructional Technology
    - Other Student Support Services
  - Staff Support Services
    - Improvement of Instruction
    - Improvement of Staff Training
    - Library Services
    - Student Assessment
  - Contingency
- 6. System Administration
  - School Board
  - Superintendent
  - Business Office
  - Human Resources
  - Contingency
- 7. School Administration
  - Contingency
- 8. Transportation and Buses
  - Contingency

9. Facilities Maintenance

Operation & Maintenance of Plant  
Maintenance/Custodial  
Capital Enhancement & Improvement  
Capital Renewal & Renovation

Contingency

10. Debt Services and Other

Contingency

11. All other expenditures, including school lunch:

Contingency

Food Service Transfer

School Nutrition Expenditures (local only)

Director & Other indirect program expenditures

Summer

A La Carte

Breakfast

Lunch

Milk

After School

Community Service

Non-Public School Services

### ***Career and Technical Education***

- **My tech center has a position for VICA, which is co-curricular. What would I use as a program code to designate co-curricular?** Use 3950.
- **I operate a Career and Technical Education Center; how do I record costs for Instructional Technology and other student support services?** If approved by Lora Downing of MDOE staff, these costs may be reported under program code 3000 with the appropriate function code, such as 2230 for instructional technology.
- **I have an Ed Tech who is not assigned to a specific program; the employee works under several programs. How would this best be coded?** Use function code 2100, student support services – this code will also encompass the guidance services and other CTE student support services.
- **How do I track Career and Technical Education costs by course?** A program code has been created for each CIP course code. Please see the revised accounting handbook report entitled “Career and Technical Education Program Codes” on the Department’s website.

### ***Contingency***

- **Contingency - Is there any way that we can budget for contingency in each budget category? With the 5% transfer limit, most units would not be able to use their entire contingency amount.** Contingency may be split out among the cost centers (or budget categories) and will be a subset of each cost center as shown in the budget categories, using object code 9000. At the end of the fiscal year, that account must have a zero balance before being electronically submitted to MDOE. Transactions funded by contingency should be transferred to the relevant program/function areas.

## ***Cost Centers***

- **Are cost centers pre-determined or am I allowed to use my own set of cost center numbers?** They are pre-determined within a range of numbers. For schools with grade configurations of K-8, use numbers 01-19. For schools with grade configurations of 9-12, use 30-38. For Career and Technical Centers, use 39.
- **In reviewing the model charts, there is a K-2 template and a K-8 template; which do we use? If we break down our elementary school into K-2 and 3-6, how do we report the middle school? In my unit, 6-8 is currently broken down in its own budget. Will that change to a K-8 budget or a further breakdown of K-2, 3-5 and 6-8?** Under the Revised Accounting Handbook, cost centers are used to track costs by building within grade levels. For buildings that house grades K-8, an individual cost center number between 01 and 19 should be assigned to each school. Within the building configuration, you will need to designate K-2 programs by program code 1120, for EPS purposes. For example, expense coding for a grade one teacher located in an elementary school would look like this: 100-1120-1000-1010 -01 Coding for a grade 7 teacher salary could look like this: 100-1100-1000-1010-02 MDOE is not requiring you to segregate middle school grades using cost centers at this time.
- **I have two schools; one is K-6, the other 7-12. Can I use cost center 30 for the 7-12 school?** Unfortunately, no; you will need to use a cost center in the K-8 range for costs associated with grades 7-8 and then a cost center in the 9-12 range for those grades – therefore, you will have two cost centers for that building.
- **Please help me with cost center clarification for technology -** The technology function category 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 also include costs associated with the

administration and supervision of technology personnel, systems planning and analysis, systems application and development, systems operations, network support services, hardware maintenance and support services, and other technology-related costs that relate to the support of instructional networks. Teachers providing instruction in computer labs should not be accounted for in this function code but as art of instruction. Office of the director is a system-wide cost center of 90; Elementary K – 8 related costs should be coded using cost centers 01 – 19 and Secondary 9 – 12 related costs should be coded using cost centers 30 – 38.

### ***Debt Service***

- **Can I charge my general obligation debt service to 5100 if it is not state funded?** No – Debt services is for activities relating to servicing the long-term debt of the school district, 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), capital lease payments, and other long-term notes. Interest on short-term notes or loans (repayable within one year of receiving the obligation) is charged to function 2513. The receipt and payment of principal on those loans are treated as adjustments to the balance sheet account. (Used with all programs 100-900).

### ***Instruction***

- **How do I code Art, Music and Phys Ed?** These are all instructional costs using program code 1100 for elementary and 1200 for secondary, with function code 1000
- **How do I track Career and Technical Education costs by course?** A program code has been created for each CIP course code. Please see the revised accounting handbook report entitled “Career and Technical Education Program Codes” on the Department’s website.
- **If secondary students go whale watching as a class science field trip, how do I code that?** You may make a one line entry for these costs in the appropriate program area. For this question, use the 1200 program code for secondary education, the 2700 function code and object code 8500.
- **How is Instructional Leadership defined under the EPS model and coded per the handbook?** Instructional Leadership encompasses stipends paid to instructional staff for their roles as department heads and teacher leaders. These will be discerned in your financial records by object codes 1510 and 1560, respectively. Also included in this category is Improvement of Instruction (Curriculum Development and Coordination).

- **The handbook shows a preschool program under program code 1121; instead, may I include it under program code 1120?** Yes, at this time, a preschool program may be a subset of K-2 programs (code 1120).
- **My high school has started extended day detention; how do I account for those costs?** Record these as a secondary instructional cost.

### ***Instructional Leadership Support***

- **We have a school health coordinator, currently funded by a grant, which will need to be part of the general fund budget in the future. How would I code the expenditures for this individual?** Include these expenditures under Improvement of Instruction, function code 2210.

### ***MEDMS***

- **I have heard that where positions are budgeted will be checked against MEDMS Staffing. Is the correct? If so, who will be checking and when will it start?** MDOE will do random checking to make sure that positions are budgeted where they should be according to where they are in MEDMS Staffing.

### ***Operations and Maintenance***

- **How do I code building insurance?** 100-0000-2600-5000 and then the cost center you assign to the building. If you need more detail in the object line, use code 5200.
- **How do I code telephone costs?** 100-0000-2600-5000 and then the cost center you assign to the building. If you need more detail in the object line, use code 5320.
- **How do I code costs for electricity and fuel?** Both may be coded as follows: 100-0000-2600-6200 and then the cost center that you assign to the building. If you need more detail in the object line, use 6220 for electricity and 6240 for heating oil.
- **We have an operations and maintenance account called “special outlay” which is for purchasing non-recurring items such as carpeting, or other similar projects. How would I code it?** I would consider this an “enhancement or improvement” project and would code it to 100-0000-2680-4300 and the appropriate cost center for the building in which the project occurs.

- **Where would I put costs for water, sewer, heat, electricity for the Superintendent's Office?** You may record them under function 2620 with the applicable cost center (91 or 92) if the office is not part of a school building or 2600 with the applicable cost center if the office is part of a school building.  
**Please note: This had to be approved through MEDMS first.**
- **Where do I code costs for water and sewer?** Function 2600, object 4000, cost center by building – please review the model chart of accounts for this function code.
- **What is the difference between function code 2600 and 2620? Also, where do I put maintenance supplies?** 2620 is for system-wide maintenance such as building and equipment repairs – code maintenance supplies to this function. 2600 is used for items in each building that are neither maintenance or custodial such as safety and security.
- **Where do I record grounds maintenance, including my snow plowing contract?** Use function code 2620.
- **How do I classify payments for: 1) repayment of the revolving renovation fund? Function code 2600, object code 8310 2) state approved classroom lease purchases? Function code 2600, object code 4411**
- **How do I code costs for custodian overtime during co or extra curricular events?** Code these expenditures to co or extra curricular so that they are reflected in those programs when financial data is reviewed to update the EPS model. Doing so will reflect a true cost of those events as without those events, these specific overtime expenditures would not be needed.
- **Where do I record costs for equipment repair?** Guidance under the Federal Accounting Handbook is that care and upkeep of equipment (such as repairing furniture and machines) be recorded under function 2620. However, you may prefer to keep costs for copier repairs in the same function in which the other copier costs are budgeted – that is fine as both object categories for repair will be picked up when calculating per pupil rates in the EPS model.
- **There was some confusion about when to use Function Code 2600 and 2620.** Function Code 2620 is for system-wide maintenance expenses and 2600 is building based expenses. Function 2600 is used for items in each building that are neither maintenance or custodial such as safety and security. Function 2620 is used for maintenance such as building and equipment repairs; except when used for a non-instructional based building with a unique code.

- **I want to be able to show the entire amount of the budget that is related to sports – especially field maintenance costs and lights for night games. Is this possible?** Function 2630 is for operations and maintenance – care & upkeep of grounds. You could use this function for your athletic expenditures and 2620 for regular operations and maintenance expenditures.
- **Where should I charge classroom furniture – OMP or Instruction?** Classroom furniture should be coded to operations and maintenance of plant.
- **We have always charged telephones to school administration, transportation and system administrative functions. It seems that we are the only doing that and everyone else is charging operations and maintenance of plant. I noticed that in the FAQ's that it does indeed belong to O&M. Does that include every phone line?** Land lines should be charged to operations and maintenance using function code 2600, cellular phones should follow the user with field trip phones being charged to school administration, ATM's should be charged to instructional technology using function code 2230.
- **For electricity, we currently charge an O&M function, but transportation's costs have always gone to the 2700 function. At what point does the argument of that being a direct cost of the transportation or school building become lost and the fact that it is a utility and goes to O&M. All utilities should be charged to operations and maintenance with using the appropriate cost centers.**

### ***Personnel Costs***

- **How should I budget for my nurse who does not have to pay into Medicare since she was hired prior to 1986?** If you have teachers or other employees who do not belong to Medicare due to their hire date and they are the only person receiving wages for an account number, you still need to have a Medicare line and journal entry 1¢ in that account. Without this journal entry your upload to MEDMS will fail.
- **If I have a line for sub bus drivers or sub teachers or any other sub person, do I put the benefits into the lines as 2230 which are benefits for subs (FICA in this case) or is that only for sub teachers and then the benefits for sub drivers would go in the same line as regular bus drivers?** Benefit line object codes for any substitute personnel end in “30”, no matter what program or function. We will further define what type of “sub” it is by the program or function code; for example, subs coded to transportation will be assumed to be drivers.

- **We have a Curriculum Coordinator that is in charge of Curriculum, Student Assessment and Instructional Staff Training. Would her salary and benefits be spread over these three areas, as well as the cost of her secretary?** If this individual is coded as such in the staff file system of MEDMS, then yes, salary and benefit lines would be allocated across the three functions. If this individual is NOT shown in MEDMS as working in those three areas, either her MEDMS record will need to be updated to reflect these various duties or she needs to remain in the accounting system coded only as the Curriculum Coordinator.
  
- **I am foggy on the benefit lines. Could you tell me the code for health insurance, dental/life, FICA/Medicare.** As per the handbook object code report: Group Insurance (to include health) – 2100 – Health for Teachers = 2110 and Dental/Life = 2111; Health for Ed Techs = 2120 and Dental/Life = 2121; Health for Administrators = 2140 and Dental/Life = 2141; Health for Regular Employees = 2180 and Dental/Life = 2181 and so forth. FICA/Medicare is the 2200 series and just add the last two digits of the salary code; for example, 2210 for teachers, 2220 for Ed Techs and so on. MDOE is not requiring you to report these individually, you may bundle them all into the appropriate benefit line for the job class but we understand that you may want to show them separately and thus request that you use the codes as listed in the handbook. Please review the document on the MDOE Accounting Handbook website entitled “Salary and Benefit Grid” for further guidance.
  
- **Why can’t we just use the same object code for health insurance for all employees?** The EPS model wants to see benefits by employee category so that a ratio of benefits to salary by category can be derived and used to create the total allocation.
  
- **What positions fall under the classification of administrator?** Reference the object code report, code 1040: amounts paid to full and part-time employees who are in lead administrative positions that may require, at the state or local level, a minimum of a Baccalaureate degree. Examples include: Superintendent, Assistant Superintendent, Principal, Assistant Principal, Special Education Director, Career and Technical Education Director, Adult Education Director, Assessment Director, Guidance Director, Technology Director and Curriculum Director. **HOWEVER**, that does not mean all these positions should be coded to the System Administration function in the chart of accounts. Please reference the model charts to determine which position belongs to which function.
  
- **I have the following stipend positions – to what function code do I code them? Affirmative Action Officer, Pesticide Manager, Chemical Officer, School Resource (Security) Officer?** Use System Administration, Central

Services for the AA Officer (2500 function) and use function 2610 for the Pesticide Manager and Chemical Officer. Use function 2600 for the Resource Officer.

- **Our Athletic Director is also an Assistant Principal. How do I code the salary and benefits?** If this person's staff record on MEDMS reflects this, allocate part to Extra Curricular and part to School Administration, utilizing a formula based on the number of hours devoted to each responsibility.
- **We have teachers who receive a stipend in addition to their salary for being head building teachers which MSRS translates into Assistant Principals but they aren't certified as such. How would I code these?** Just as stipends under the program/function that relates to their additional duties because these individuals are not certified as Assistant Principals and therefore should not be coded as such.
- **Do I need to discern salaries for Principals from Assistant Principals, as well as Superintendent from Assistant Superintendent via object codes?** For MDOE data collection purposes, no; you will use object code 1040 with the proper function codes. However, if you wish to separate these job classes for your purposes, you may do so using object code 1050 for Assistant Administrators.
- **We have a custodian who also receives a stipend for being the truant officer; how do I code that stipend?** Under School Administration, function 2400 with object code 1500.
- **For employees that are not "certified" teachers, my district considers certain positions as administrators and they are listed on MEDMS as Directors. What object code should I use in the chart of accounts?** If your district requires that the individual(s) in these positions hold a baccalaureate degree, use object code 1040. If the district does not require a four year degree to hold this position, use object code 1180 or, you may use 1170 if you wish to distinguish this person as a manager but at this time, MDOE will collect it as 1180.
- **Our district has an individual who is "on call" to assist the Central Office during busy periods. This individual is on our payroll; should I code her as a substitute or add her to the lines for which she works (i.e. clerical in Central Office)?** Code her as a temporary employee, object code 1230.
- **I have an employee that spends half of his time teaching and the other half involved with instructional technology – do I code his time in that**

**manner under each of those function codes?** You may only split his time in the financial system if his MEDMS staff record reflects that allocation; those two systems should match in methodology for allocation.

- **How do I code overtime wages?** You may use object code 13xx but MDOE does not need to collect overtime wages separately.
- **I would like to track Medicare separately from FICA; any suggestions?** As the Feds lump these two items together in their handbook, let's try this example: for teachers, use object code 2210 for FICA and 2215 for Medicare. Use this methodology for other classifications of employees as delineated in the model charts.
- **As part of the negotiated contracts, employees who choose not to participate in the district's health insurance plan receive a reimbursement stipend. How would I code this?** Guidance from the Internal Revenue Service states that this is to be considered taxable salary so, include it as salary costs.
- **Is there a code for sabbatical pay?** Yes, use the 1400 object code series, keeping with the salary format outlined on the model charts; for example, sabbatical salary for an administrator would be object code 1440.

### ***Professional Development***

- **There are tuition reimbursement lines throughout the various programs and functions, in addition to a function code for "Instructional Staff Training"; is that a more narrow definition of tuition reimbursement to be coded there?** Actually, in this instance, units have some choice. Some Business Managers have stated that they would prefer an all inclusive professional development code for instructional staff and others prefer to keep it within the programs. When DOE needs information regarding professional development expenditures under EPS, we will be able to query both tuition reimbursement lines and the more inclusive function code to obtain what we need, depending on how units prefer to code those transactions.
- **We have a school nurse that is contracted through the hospital; how do I code professional courses for her 2500 or 2560?** As this individual is contracted and not employed by any costs for professional coursework should either be paid by her employer or billed to you as part of the contract under which she serves your school unit.
- **How do I distinguish between tuition reimbursement coding and conference registration coding?** Tuition reimbursement is actually an

employee benefit and may have tax implications for the employee; it would be coded to the 2500 object code series. Conference registration paid for an employee is an expense of the school administrative unit and would be coded to object code 3300. Conference registration for school board members should be recorded as part of the 8000 object code series.

- **My district purchased a vehicle to be used by staff to attend workshops and meetings; where do I code these expenditures?** As the vehicle is used by staff to attend professional development functions, you could use function code 2213 to record these expenditures. If you do not wish to segregate professional development in its own function, use the object code for employee travel under the program/object to which it pertains.

## ***Revenue***

- **Is there a model chart for revenue codes?** No, the revenue codes are provided as a report in the revised accounting handbook. Our guidance for coding revenue transactions at this time is to use the fund code and the appropriate revenue code. Revenue transactions do not need cost centers.
- **I am in a municipal school unit and the town has money in their budget that is really a reserve for minor capital projects at my K-8 school. I request the money from the town when I need it and show it as revenue in my budget – what code do I use?** Use 1201.
- **I would like to break out my athletic admissions by elementary and secondary but I don't see revenue codes for that – what should I use?** You may use 1711 for elementary athletic admission receipts and 1712 for secondary.
- **I am a SAD; how do I code the assessment amounts received from my member towns?** For the amount required to be raised under the school funding formula, use revenue code 1111; for non-state funded debt service, use 1112 and for local additional amounts, use 1113. For adult ed funds use 1114 and for nutrition use 1115.
- **I am a municipal school unit; how do I code the tax monies raised to fund the school budget?** For the amount required to be raised under the school funding formula, use revenue code 1211; for non-state funded debt service, use 1212 and for local additional amounts, use 1213. For adult ed funds use 1214 and 1215 for nutrition.

## ***Regional School Unit Start-Up Costs***

- **What should we be using for account codes for start up costs for our new RSU?**

	<u>Fund</u>	<u>Prog</u>	<u>Func</u>	<u>Object</u>	<u>CC</u>	<u>Description</u>
RSU Fiscal Agent Coding:	975	0000	2540	As needed	90	Plan, Res & Develop
RSU Member Unit Coding:	100	0000	2540	9110	90	Transfer out-Plan, Res & Develop

**Note:** Function code 2540 must be used to segregate the start up cost of the Regional School Unit so that these costs can be excluded from any analysis of system administration. This function will fall under the “All Other” category in the 11 Budget Categories.

### ***School Administration***

- **Where do I record expenses for student attendance systems?** Use school administration, function code 2400
- **Where do I record expenses related to accreditation work?** Please include them under school administration; MDOE does not need to see them delineated any further.

### ***Special Education***

- **We operate an alternative program for special education students; where do I record expenditures for this program?** This is really a special education program, not an alternative program; what you first need to determine is how the pupils are served, such as in a regular classroom, a resource room, self contained, and then code the program accordingly.
- **Do I need to segregate costs for a day treatment program?** Not for purposes of MDOE data collection; what the Department does need is the various components of the program recorded, such as resource room expenditures. See the special ed model chart for guidance on what needs to be segregated for special education costs.
- **What costs do I include under the special education transportation function code of 2750?** This function code should only be used to account for out of district placement transportation, provided as a separate bus run or other specialized transportation arrangement, for special education students. This

function code should not include costs for special education students transported as part of a regular bus run to and from school.

- **How do I record costs for student transportation to occupational and physical therapy appointments?** As part of your transportation budget, function code 2700.
- **My special education budget includes a line for legal services; how do I record them using the model chart of accounts?** Program 2500, function 2330 and object 3000.
- **IEP required differentiated transportation – should I charge this to Special Ed transportation? What about the Ed Tech riding the bus for the student?** These costs should be charged to transportation and will be used to compute the Transportation subsidy. Special education costs for subsidy purposes are defined below and do not include transportation to and from school.

## **20-A § 15672 Definitions**

### **30-A. Special education costs. “Special education costs” for subsidy purposes includes:**

The salary and benefit costs of certified professionals, assistants and aides or costs of persons contracted to perform a special education service; the costs of tuition and board to other schools for programs have been approved by the commissioner and not paid directly by the State. Medical costs are now allowable as part of a tuition charge; the following preschool handicapped services: the salary and benefit costs of certified professionals, assistants and aides or persons contracted to perform preschool handicapped services that have been approved by the commissioner; and the cost of tuition to other schools for programs that have been approved by the commissioner; and special education costs that are the costs of educational services provided to students who are temporarily unable to participate in regular school programs. Students who may be included are pregnant students, hospitalized students or those confined to their homes for illness or injury, students involved in substance abuse programs within hospital settings or in residential rehabilitation facilities licensed by the Department of Health and Human Services, Office of Alcoholism and Drug Abuse Prevention for less than 6 weeks duration or students suffering from other temporary conditions that prohibit their attendance at school. Students served under this paragraph may not be counted as children with disabilities for federal reporting purposes.

### **Transportation subsidy is calculated below:**

**3. Transportation costs.** For fiscal year 2006-07, the commissioner, using information provided by a statewide education policy research institute, shall establish for each school administrative unit a predicted per-pupil transportation cost as defined in section 15672, subsection 22-A. The established predicted per-pupil transportation cost multiplied by the number of the school administrative unit's resident students for each school administrative unit must be no less than 90% of the most recent year's reported net transportation expenditures. Beginning in fiscal year 2007-08, and for each subsequent fiscal year, the per-pupil transportation costs for each school administrative unit are its predicted per-pupil transportation cost for the most recent year adjusted by the Consumer Price Index or other comparable index, except that the established predicted per-pupil transportation cost multiplied by the number of the school administrative unit's resident students for each school administrative unit must be no less than 90% of the most recent year's reported net transportation expenditures. The commissioner shall develop an appeals procedure for established per-pupil transportation costs for school administrative units;[2005, c. 519, Pt. AAAA, §8 (rpr).]

### ***System Administration***

- **We employ an individual that calls all substitutes and coordinates all volunteers; how would I code expenses for this individual?** You should use function 2290, cost center 90.
- **My district tracks costs for system administration by elementary and secondary; how would I do that under the new model chart?** Although MDOE is only asking for this data at a system wide level, designated by cost center 90, you may use cost center 95 and 99 to segregate by elementary/secondary for your purposes.

### ***Targeted Funds***

- **I have costs for staff training on our student assessment system; would that be considered as allowable under the EPS targeted funds or should I code it as professional development?** At this time, our guidance is to consider it as allowable under the targeted funds, using function code 2240 and object code 3310.

### ***Technology***

- **I purchased computers on a cart that cost \$31,000 – how do I code that transaction?** If these are to be used instructional purposes, handbook guidance says technology equipment (function code 2230) As the \$31,000 is likely to be

over your unit's capitalization threshold, you would use object code 7340. The program code is 0000 and remember to assign the appropriate cost center to the transaction for the building(s) in which these are located.

- **Are copiers considered technology equipment?** No, technology equipment is only computer hardware, software and other related items such as cables. If copiers are paid for via a lease, code them to object 4445 in whichever program/function that the payment is budgeted.
- **I operate a Career and Technical Education Center; how do I record costs for Instructional Technology and other student support services?** If approved by Lora Downing of MDOE staff, these costs may be reported under program code 3000 with the appropriate function code, such as 2230 for instructional technology.
- **My Technology staff is not “certified” teachers; my district considers them as administrators and they are listed on MEDMS as Director of Data Services. What object code should I use in the chart of accounts?** If your district requires that the individual(s) in these positions hold a baccalaureate degree, use object code 1040. If the district does not require a four year degree to hold this position, use object code 1180 or, you may use 1170 if you wish to distinguish this person as a manager but at this time, MDOE will collect it as 1180.
- **How do I code hardware and software if they do not meet our capitalization threshold?** As technology supplies, object code 6500.
- **How do I code consumables for technology, such as ink cartridges and diskettes?** Using object code 6500, you may code them to the individual program/function areas to which they apply OR, you may code expenditures for instructional programs to function code 2230 but you will still need to use the appropriate function for expenditures that are not instructional, such as diskettes for the Central Office.
- **How do I code annual expenditures for attendance and grading software?** While this software supports instruction, it is not used for instruction therefore; coding it to the school administration function is the best fit. Assuming that the annual costs are under the capitalization threshold of your unit, use object code 4330 or 4432 if you wish to segregate from other computer rentals.
- **I have heard that administrative technology should go under Administration and that it should not; where should I budget administrative technology?** Instruction-related technology 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 also include costs associated with the administration and supervision of technology personnel, systems planning and analysis, systems application and development, systems operations, network support services, hardware maintenance and support services, and other technology-related costs that relate to the support of computer learning labs, media center computer labs, instructional technology centers, instructional networks, and similar operations should be accounted for in this code. Use of this function is required for tracking EPS targeted funds component; to be used with General Fund (100) ONLY. Expenditures of other funds for Instructional Technology will not be considered as fulfilling the EPS requirement for spending in this area.

Administrative technology services activities are concerned with supporting the school administrative unit's information technology system, including supporting administrative networks, maintaining administrative information systems, and processing data for administrative and managerial purposes. These activities included 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 operations, network support service, hardware maintenance and support service, and other technology related administrative costs. Used when accounting for a staff person devoted to provide services to administrative personnel only or when technology training is provided to administrative staff.

**\*\*Please keep in mind when reading this section the 25% rule – if less than 25% of the time is used in one area, it does not need to be charged there.**

Function 2580 should be used for accounting software (new purchases, maintenance agreements, upgrades), technology director (prorate with Instructional Technology to 25% of time), data coordinators (MEDMS Staff / MEDMS Financial), SAU website costs and First Class costs (other costs for district staff email, if billed). Function 2400 should be used for student system costs (Power School and data coordinator for MEDMS student data). Function 1000 should be used for Internet costs. Function 2700 should be used for Routing software (new purchase, maintenance agreements and upgrades).

- **I have heard that our Technology Integrationist should be budgeted for under Instruction and also that it should be budgeted under Technology. Where should I budget for this position?** Classroom teachers are coded in the system as teachers, regardless of their content area. Under the

premise that the teacher is teaching students computer skills, and therefore is part of the Targeted Technology Funds would mean that every teacher in grades 7 and 8 should be counted since every classroom at the 7<sup>th</sup> and 8<sup>th</sup> grade level is effectively a computer lab. The Department has continued to encourage districts to move away from computer skills classes and move toward a more integrated model. At the high school level, discrete computer skills that are necessary for success in other content areas could be acquired in coordination with that content area in context. Those skills could also be acquired in context in similar content instruction in the middle grades.

“Integration” of technology for a staff-person, as it pertains to the Targeted Technology Funds allocation, would be a person who’s role was to work with faculty in using technology effectively and meaningfully in their classrooms. So rather than teaching students excel, working with math, science, social studies and other teachers on how to teach students to analyze and interpret data, often using a spreadsheet like excel, within the context of the regular classroom. Many schools have Technology Integrators who has the sole job of working directly with the faculty as a consultant, professional development specialist, and team teacher. This is starkly different than a computer skills teacher teaching class with students on computer skills. That tpe of class is really the antithesis of integration.

Integrated Technology Teacher is coded under Technology, using the function 2230 and appropriate object codes (1010 teacher salary, 1020 ed tech salary, 2010 teacher benefits, 2020 ed tech benefits, etc) with cost center series 01 – 19 for elementary and 30 – 28 for secondary.

- **Where does technology support belong – where should it be budgeted?**  
While some software and support, such as attendance and grading software, supports instruction, it is not used for instruction, therefore, coding it to the school administration line is the best fit. Technology support for the business office should be coded to the business office.
- **Please help me with cost center clarification for technology -** The technology function category 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 also include costs associated with the administration and supervision of technology personnel, systems planning and analysis, systems application and development, systems operations, network support services, hardware maintenance and support services, and other technology-related costs that relate to the support of instructional networks. Teachers providing instruction in computer labs should not be accounted for in this function code but as art of instruction. Office of the director is a system-wide

cost center of 90; Elementary K – 8 related costs should be coded using cost centers 01 – 19 and Secondary 9 – 12 related costs should be coded using cost centers 30 – 38.

## ***Transportation***

- **Can we still charge a share of supplies and a share of repairs to field trips, co-curricular transportation and extra-curricular (athletic) transportation? Our Transportation Director has calculated a cost-per-mile and allocated part of these costs to these accounts. Yes, you may use a per-mile rate to cost out student transportation that relate to instructional field trips, co and extra curricular activities.**
- **Is bus insurance transportation cost? Yes**
- **We have transportation costs for a 504 student; how do I code those costs? Just as regular transportation, function code 2700.**
- **How do I record costs for student transportation to occupational and physical therapy appointments? As part of your transportation budget, function code 2700.**
- **Do we need to continue to track field trips differently than other transportation costs? Yes, they are no longer part of transportation, they belong in the program areas – there is sample coding on the model charts for instruction, extra curricular, co curricular, etc. This is still the basis for calculation of the EPS transportation model and the law still says that field trips and sports trips are not to be part of transportation funding so therefore, they must be accounted for in the various programs, not as part of transportation. Please see the model charts for appropriate coding.**

Please note that regular transportation should be coded with only a function code – no program code (for example, 100-0000-2700-1080). Transportation costs coded with program codes (for example, 100-1200-2700-1080) will be assumed to be costs for instructional field trips, co curricular activities or extra curricular activities.

- **My unit contracts with another school unit for student transportation; I have always recorded this as one amount under purchased transportation. Should I be asking for a breakout from my contractor between the various object lines of fuel, driver time, etc? No, you may continue to post your cost as one transaction under 5110.**

- **What costs do I include under the special education transportation function code of 2750?** This function code should only be used to account for out of district transportation, provided as a separate bus run or other specialized transportation arrangement, for special education students. This function code should not include costs for special education students transported as part of a regular bus run to and from school.
- **We have a program for Senior Citizens transportation – do I code this to function 2700?** Function 2700 is student transportation only. You will need to set up this expenditure as Community Services. If you want to discern that it is transportation, you may use function 2790 with the 8000 program code.

### ***General Items***

- **I use object codes 6128 for general supplies and 6129 for instructional supplies – are those still OK to use? Or, how about breaking supply lines down by 6100, 6101 and 6102?** Under the model chart of accounts, 6100 is designated for instructional supplies and 6000 designated for general supplies. We would prefer that you use these codes or, convert the general supply number to one that begins with 60 instead of 61. But, if you absolutely cannot convert them, when we move to electronic receipt of your fiscal data, your accounting software vendor will need to provide you with some sort of ability to “translate” them into our codes before submitting your data to us as when I want to determine the cost of instructional supplies, I will query my data warehouse (made up of your data) for object code series 6100.
- **How do I know what to code to the 6100 supply object series as opposed to the 7300 equipment object series? Should I use our GASB 34 guidelines (asset capitalization amount) to distinguish between a supply and an asset?** Yes, use your capitalization threshold. Under the revised handbook, the 7000 series is only to be used for capitalized items. Also, a chart has been posted on the handbook website to be used for distinguishing supplies versus equipment.
- **How do I record costs for Maine State Billing?** Use program code 2500, function 2330 and object 8000
- **Where do I record costs for advertising personnel vacancies?** System Administration
- **The handbook provides textbook object codes to discern between hard and softcover – am I required to do that?** No, you may simply use the 6400 code; coding for further detail is provided for any unit that wishes to use it but it is not required by MDOE.

- **My school unit operates a cable access television station that is not related to classroom instruction (it's not a class project) nor is it a student organization. The school budget does support it via the general fund; how do I code this?** This would be considered a Community Service Program; utilize the Community Service model chart (program code 8000).
- **I need more definition than provided in the model charts around coding equipment expenditures in order to track detail at my district; what should I use?** If the purchase is over your district's capitalization threshold, use object code series 7300. If the purchase is below the capitalization threshold and is to be used for the purpose of student instruction, use object code 6110. If the purchase is for a non-instructional purchase, use object code 6050.
- **Power school – should this be charged under technology or student-staff support?** While the software supports instruction, it is not used for instruction therefore; coding it to the school administration function is the best fit using object code 4320 Technology Related Repair and Maintenance.
- **Graduation supplies – Should I charge them to School Administration or Co-Curricular?** As co-curricular activities are only being subsidized per student, MDOE has changed the coding for graduation supplies from co-curricular activities to school administration.

### ***General Ledger***

- **How would I code transactions for taxes receivable and my estimated beginning balance?** These are general ledger items and the handbook guidance is as follows: for taxes receivable, use the fund code (100) and the general ledger code of 1210; for the beginning balance, this would be the ending balance of the prior year coded to fund 100 and 7300 if undesignated.

### ***Questions specific to school unions***

- **I develop a budget for each of our union offices then, in each individual budget, I have one account for that unit's portion of the union office. Can I still do it that way?** Yes, there is still an object code for "assessment for administration" provided for this situation; use object code 3410 under the system administration model chart.