FY 2016 ACCOUNTING HANDBOOK

CODING CLARIFICATIONS AND UPDATES

Special Education

✓ If funds are being expended to provide programming and/or services to IEP identified students, code transactions per the special education model chart of accounts otherwise, your unit could experience adverse impacts in the calculation of state subsidy, maintenance of effort and excess costs.

http://www.maine.gov/education/data/handbook/charts/SpecialEducationupdated051012.pdf

✓ Expenditures for special education contracted services (i.e. OT, PT, Speech) should be coded to object 3440 and uploaded to MEDMS Financial as such; DO NOT external value to object 3400 or your unit could experience adverse impacts to the calculation of state subsidy, maintenance of effort and excess costs. See the accounting handbook definition of object 3440 to clarify which contracted services are to be included under that code.

Pre K Programs

✓ As a result of new statutory requirements, if your unit has a Pre-K program, please account for those program expenditures under program 1121.

Supplies

✓ Object 6100 may only be used with function 1000 to delineate instructional (classroom) supplies.

✓ Object 6000 should be used with functions other than 1000 to delineate supplies. Object 6000 may be used with function 1000 to delineate non-instructional supplies.

Substitutes

✓ Use object 1230 only with function 1000 to delineate instructional (classroom) substitutes.

✓ Use object 1200 with any function other than 1000 to delineate substitute/temporary workers.

Employees vs. Contractors

✓ Only individuals working in your unit and paid via your payroll system should be coded to objects within the 1000 object code series with corresponding payroll withholding codes in the 2000 object series. Individuals paid via the accounts payable system are contracted service providers and should not be coded to 1000 objects nor have corresponding payroll withholding codes.

School Level Cost Centers

✓ US DOE is beginning to ask for reports on school level spending in these function code series: 1000, 2100, 2200 and 2400 so, for those functions where you are not currently coding to school level, please start to record as many transactions as are practical (i.e. not an excessive amount of allocations) under school level cost centers instead of grade level (950/990 or system wide (900).

✓ If your unit only has one high school building, there is no reason to use cost center 990 as there is nothing to "allocate" across the secondary grade level- use the school level cost center to indicate all secondary costs. If your unit only has one elementary school building, there is no

need to use cost center 950 as there is nothing to allocate across the grade level - use the school level cost center for all elementary costs.

✓ If your school unit has only a K-8 building(s) and tuitions 9-12 students to high schools in other school units, use cost center 990 for all tuition costs in the MEDMS Financial upload, instead of a secondary school level cost center as that falsely indicates a school building.

Total Budget

✓ Before uploading to MEDMS Financial, reconcile the amount in the total budget summary article to the total expenditure being uploaded for fund 1000; if the two don't equal, resolve the issue before uploading. Also utilize the "Account Filters for Budget Categories" document on the MDOE website to ensure that your warrant articles reconcile to your MEDMS Financial data.

http://www.maine.gov/education/forms/misteam/efm46/46menu.htm

E-Rate

✓ Per the Federal Accounting Handbook, E-rate reimbursement funds received in the same fiscal year for which the services were used should be netted against the expenditure. If E-rate reimbursement funds were received in a subsequent fiscal year to when the services were used, the refund would be recorded as a refund to prior year expenditures using the revenue code in the 1980 series which corresponds to the account family (ies) where the expenditure was recorded. Revenue code 4340 will be discontinued for use in FY 2016 MEDMS Financial submissions.

Coding Changes

Balance Sheet Codes:

Code 1930 – new definition; please review to use appropriately

Code 4810 – new definition; please review to use appropriately

Code 5130 – new definition; please review to use appropriately

Object Codes:

Code 5640 – previously used to account for payments to in-state education service agencies (such as CTE Regions and regional special education programs). These types of payments should now be coded to object 5690. This object code will be discontinued for use in FY 2016 MEDMS Financial submissions.

Code 5650 – this code should be used to account for tuition paid to post-secondary schools.

Code 5690 – no longer used to account for tuition paid to post-secondary schools; used only to account for tuition paid to state or other governmental agencies (i.e. EUT and/or CDS) or regional programs, such as assessments to CTE Regions.