

generally accepted accounting principles. Ultimately, funds MAY NOT be intermingled, and expenses for each “Fund” must be accounted for separately. Please review the following list of some common “Funds.” An extensive (long) list of current “Funds” can be referenced in **Appendix A-1**, and a working (short) list in **Appendix A-2**.

FUND

OPER	Operating Funds
FLEX	Flexible Instructional Materials Funds
xxLOT	Lottery Funds
xxREC	Florida School Recognition Award Funds
xxTEC	Public Schools Technology Funds
ADVPL	Advanced Placement Funds
xxLSA	Local Capital Improvement (LCI/“2mil”) Technology Funds
xxTT1	Title 1 Funds
TRAIN	Inservice Funds
TEXT	Textbooks
BAND	Band Field Trips
SCAMP	Summer Reading Program

Again, look at the example. In this example, the repair cost is being charged to the “Operating” (OPER) budget of the school:

EXAMPLE: 1181ROPER 4350000

The final portion of the accounting system is called the G/L account or “**Commitment Item.**” This number represents “what” the expenditure was. Refer to **Appendix D-1**; it is a list of commonly used G/L accounts, along with some useful additional information. A complete list of G/L accounts can be found in **Appendix D-2**. In the example above, the G/L number **4350000** represents a “repair.”

The remainder of this manual is intended to give school-based financial personnel a “one stop” resource for answering common questions, and explaining concepts regarding Polk’s Finance processes. You will find numerous tables, examples, and explanations of common questions. We hope you find this guide useful.

B. FUNDS CENTER:

A table of “Location Numbers” can be referenced in **Appendix B**.
A complete “Function Code” list can be referenced in **Appendix C**.

C. COST CENTER & FUND:

An expanded list of “Funds” can be referenced in **Appendix A-1**.

IMPORTANT: Budgets spent from the **LCI** or **CAPID** “Funds” can ONLY be used with G/L accounts beginning with 46 (EXAMPLE: 4610000). (Note: Schools do not use the CAPID Fund)

Also, any dollars spent from **FLEX** “Funds” MUST be made within the G/L 4510000, 4520000, 4610000, 4621000, 4622000, 4691000, or 4692000. Equipment MAY NOT be purchased with **FLEX** funds. Items purchased with **FLEX** funds must also be “Instructional in nature or have intellectual content.” **FLEX** funds can ONLY be spent from Cost Center Functions “I” or “M” per Florida Statute 1006.29

D. COMMITMENT ITEM (GENERAL LEDGER):

A useful table for determining common G/L account usage can be found in **Appendix D-1**. A complete list of G/L accounts related to expenditures can be referenced in **Appendix D-2**.

E. CAPITALIZATION RULES:

CAPITALIZED: Currently, the PCSB “capitalizes” software, equipment, computer-related equipment, and audio-visual materials costing in excess of \$749.99. This means any equipment costing \$750.00 (shipping included) or more is considered an “asset” and will be assigned an “**Asset Number**” for property record purposes. It is recognized that equipment with higher values should have a longer service life, and therefore their value must be depreciated over time. **Assets are entered as an “A” when creating requisitions in SAP.**

Inventory is maintained by the use of “**Asset Numbers**” assigned to each item that is capitalized. These numbers are sent to each location in the form of bar-coded labels. These labels are attached to the equipment, and PCSB Property Auditors complete physical inventories annually to assure this is done correctly, and all equipment is accounted for properly.

NON-CAPITALIZED: Software, equipment, computer-related equipment, and audio-visual materials falling within the cost range of \$250.00 to \$749.99, must be non-consumable, and are treated as a “non-capitalized” items. **These items are entered as a “K” when creating requisitions in SAP.** An exception would be a purchase costing over \$250.00 that is a consumable “supply.” Two rare examples are a toner cartridge for a laser printer, or a replacement bulb for an overhead projector costing more than \$250.00.

Note: If an item (over \$250.00) is purchased to **upgrade an existing asset**, the item will be **entered with an “A” in SAP, and the asset number of the original asset should be referenced in the “long text” field of the requisition being prepared.**

The G/L account for all “capitalized” items and “non-capitalized” items begins with a 46 (EXAMPLE: 4610000). Capitalized and non-capitalized items must cost over \$250.00 and can NEVER be consumable; they must be non-consumable items.

SUPPLY: Supplies are considered “consumable,” or to be expended (used up) within one year. Software, equipment, computer-related equipment, and audio-visual materials costing under \$250.00 will ALWAYS be considered a “supply” and MUST be purchased from G/L account 4510000.

F. EXAMPLES OF COMMITMENT ITEM (GENERAL LEDGER) USAGE:

Following are specific examples of how to classify common purchases. Refer to **Appendix D-1** for general information regarding G/L accounts.

4310000 Professional curriculum related services performed by a consultant not employed by the School Board (with no training involved).

EXAMPLE 1181COPER 4310000

4312000 Professional and technical services related to training performed by a consultant not employed by the School Board.

EXAMPLE 1181DOPER 4312000

4330000 Job related travel (not training related).

EXAMPLE 1181AOPER 4330000 (Administrative Travel Only)

4331000* All training related travel, and training (if the cost of the training is under \$100 per person, if over \$100 use G/L 4731000). ***The Cost Center Functions must be "D" or "U" only with this GL account.**

EXAMPLE 1181D00TEC 4331000 (Instructional Personnel)
1181UOPER 4331000 (Non-Instructional)

4350000 Repairs and maintenance of facility and equipment.

EXAMPLE 1181ROPER 4350000 (Copier Repair)

4360000 Rental of buildings, vehicles, equipment, copy machines, films, and software maintenance.

EXAMPLE 1181MOPER 4360000 (Internet Service – Media Center)

4370000 Postage (for mailings)

EXAMPLE 1181VOPER 4370000 (Postage for Vocational Instr.)

4390000 Purchased services such as outside printing, field trips, film developing, and other **non**-professional services.

EXAMPLE 1181AOPER 4390000 (Printing for Admin. Office)
1181IADVPL 4390000 (Printing for AP Instruction)

Costs incurred for field trip transportation arranged through the PCSB Support Services (Transportation) Division. The Finance Department, on the basis of inter-departmental billings, makes charges to this account from Support Services. Also included are costs incurred for private transportation provided. **Admission costs should be charged to G/L 4792000.**

EXAMPLE 1181TOPER 4390000 (Field Trips/School Buses)

4510000 Supplies that are consumable. Note: All AV materials, equipment, computer-related equipment, and software with a cost of less than \$250.00 are charged to this account even if they are non-consumable. Examples: planning books, record books, flash cards, posters, games, tumbling mats, camera film, magazines for classroom use, blank cassettes, (video and audio), printing done by the district's print shop, school agendas, first-aid supplies, non-media periodicals.

EXAMPLE 1181I00REC 4510000 (Student Rec. Award)
1181HOPER 4510000 (Band-aids For Clinic)
1181GOPER 4510000 (Rubber Stamp for Guidance)
1181MOPER 4510000 (Laminating Supplies for Media)
1181AOPER 4510000 (Magazine Subscription in Office)
1181OOPER 4510000 (Custodial Supplies)

Special Case: Light bulbs for use in the school, **not in the media center.**

1181OBULBS 4510000

4530000* Media periodicals and newspapers. ***The Cost Center Function must be "M" with this G/L account.**

EXAMPLE 1181MOPER 4530000 (Newspapers - Media)

4610000 New and replacement library books, and classroom books for reference use (shipping costs included).

EXAMPLE 1181IOPER 4610000 (Classroom Books)
1181MFLEX 4610000 (Library Books)

4621000 Non-consumable audio-visual materials with a cost of \$750.00 or more.

Example: Films, filmstrips, video recordings, exhibits, charts, maps, globes.

4622000 Non-consumable audio-visual materials with a cost of less than \$750.00 but more than \$250.

Example: Films, filmstrips, video recordings, exhibits, charts, maps, globes, cassette tapes, prepared overhead transparencies, CD's for CD Players, slides.

4641000 Furniture, fixtures and equipment that are not integral parts of the building or building service system that cost \$750.00 or more, and are not computer related.

EXAMPLE 1181IOPER 4641000 (Teacher Desk)
181MOPER 4641000 (Laminating Machine)
1181AOPER 4641000 (Office Typewriter)
1181OOPER 4641000 (Pressure-Washer)

4642000 Furniture, fixtures and equipment (non-consumable) that are not integral parts of the building or building services system that cost less than \$750.00 but more than \$250.00, and are not computer related.

EXAMPLE 1181IOPER 4642000 (Classroom VCR/DVD)
1181MOPER 4642000 (Ellison Machine)
1181AOPER 4642000 (FAX Machine)
1181OOPER 4642000 (Weed-Eater)

4643000 Capitalized computer hardware with a cost of \$750.00 or more.

Example: Computer, expansion cards, upgrade devices, peripherals, installable memory, monitors, video boards, sound cards, printers, digital cameras, scanners, internal and external hard drives, plotters, modems, projection devices, digital camcorders, adaptive hardware and other hardware that attach to the main unit.

4644000 Non-capitalized computer hardware (non-consumable) with a cost of less than \$750.00 but more than \$250.00.

Example: Computer, expansion cards, upgrade devices, peripherals, installable memory, monitors, video boards, sound cards, printers, digital cameras, scanners, internal and external hard drives, plotters, modems, projection devices, digital camcorders, adaptive hardware and other hardware that attach to the main unit.

4671000 Site Improvement other than buildings with a cost of \$750.00 or more.

Example: Fill dirt, shrubs, fences, sidewalks, fixed playground apparatus, flagpoles, Permanent bleachers.

4672000 Site Improvement other than buildings with a cost of less than \$750.00.

4681000 Infrastructure that is an integral part of the building or building service system with a cost of \$750.00 or more.

Example: Remodeling that involves wiring, hubs, telephone upgrades, etc.

4682000 Infrastructure that is an integral part of the building or building service system with a cost of less than \$750.00.

EXAMPLE	1181K00TEC	4681000	(Remodeling)
	1181KOPER	4682000	(Network Router Upgrade)

4691000 Computer software with a cost of \$750.00 or more.

4692000 Computer software with a cost of less than \$750.00 but more than \$250.00.

4730000 Administrative dues and fees

EXAMPLE	1181AOPER	4730000	(Admin. Dues)
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4731000* Dues and fees (or training only costing \$100 or more per person). ***The Cost Center Functions must be "D" or "U" only with this GL account.**

EXAMPLE	1181D00TEC	4731000	(Instructional Personnel)
	1181UOPER	4731000	(Non-Instructional)

4792000 Student expenses and wages, admission charges.

4794000 Other expenses, tuition reimbursement.