



Finance Training

Part 1 of 2

Training For School Secretaries and Bookkeepers

Agenda-Finance Part 1 of 2

Finance Part 1 of 2

- [Account Structure](#)
- [P-Cards](#)
- [Duty Leave Forms](#)

Next: Finance Part 2 of 2 Contains

- [Petty Cash & Postage & Travel](#)
- [Internal Accounts](#)
- [Important System Reports](#)

Account Structure

Organization Key and Function/Object

The Organization Key

12 345 678 90

Fund Loc Project Subj

The org key consists of 10 digits

- Fund -2 digits
- Location – 3 digits
- Project -3 digits
- Subject – 2 digits



Fund – 2 digits in the Org Key

12	345	678	90
Fund	Loc	Project	Subj

- Funds
 - The first 2 digits, of the 3, are used in the Org Key
 - Refers to the fund the money come from
 - Different funds can have different documentation requirements, and this must be noted on the Purchase Order.
- Most common funds used at Schools and Departments are:
 - 10 is the General Fund – This is used most
 - 4# are Federal Funds (examples: 42, 43, & 44)
 - Special Revenue – Food Service (41)
 - 37 is Capital Projects / Expenditures

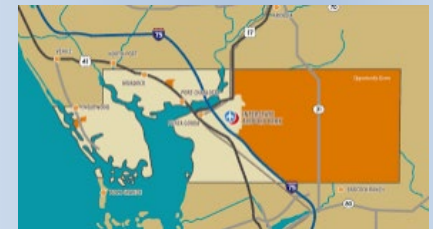


Location – 3 digits in the key

12	345	678	90
Fund	Loc	Project	Subj

- Location

- The next 3 digits in the Org Key
- It is the last 3 digits of the school or location number
- Tells which location the money is designated for
- It represents your school or Department



- Examples:

- 0021 is Sallie Jones Elementary
 - » 021 is its Location in the Org Key (drop the first “0”)
- Departments with zero after the “9”, drop the “0”
 - » 9033 is ESE’s Department number;
 - » 933 is the location in the Org Key

Projects - 3 Digits in the Key

12	345	678	90
Fund	Loc	Project	Subj

- Projects
 - The next 3 digits in the Org Key
 - Refers to funds set aside for a specific or certain purpose
 - Examples:
 - 000 Account: Basic operating budget for each school or department
 - 000 to 299: General Fund projects (Ex: 153-School Improvement)
 - 300 to 399: Capital Fund projects (Ex: 369-Musical Instruments)
 - 400 to 499: Federal Fund projects
 - Exceptions: A few others do **not** have 400 project numbers. Other federal projects include 004 (ESSER II) and 005 (ESSER III). Projects that begin with '00' (ex. 001, 004, 005) typically have an identifying subject behind it. For example, in ESSER II there is 00100 001BB, 001TA, etc. Each of these represent a separate grant.



Subject – 2 Digits in the Key

12	345	678	90
Fund	Loc	Project	Subj



- **Subject**

- Used primarily to break down projects that may have to be separated for reporting or easier budgeting, further specifies monies inside a project.
- ***Most commonly used with Grants and can include letters***
 - *Example: 10151131G25100510*
- Subject 01 is used for each school or department not coded to a specific project

What makes up the Function & Object?

The Function and Object consists of 6 digits and tell about the item(s) being purchased

- Function - 4 digits
- Object – 3 digits

7400	642
Function	Object



Functions – 4 digits

7400	642
Function	Object

- Functions
 - 4 digit code
 - Describes the objective or purpose of an item being purchased

Example:

- 5100: Basic K-12 expenditures
- 6400: Training for instructional employees
- 7400: Acquisition of land and buildings
Remodeling, construction of building and additions
Other built-in equipment and improvements.
- 7600: Normally only used in the Food Service Fund
It should not be used in the General Fund
- 9100: For community services such as before and after-school care

Object Codes – 3 digits

1234 264
Function Object

- **Object**

- Defines the item being purchased. It indicates the types of goods and services obtained as a result of a specific expenditure.
- Examples:
 - 100: Salaries
 - 200: Benefits
 - 300: Purchased Services
 - 400: Energy
 - 500: Material and Supplies
 - 600: Capital Outlay
 - 700: Other



Object Codes – 3 digits

Closer Look at Salaries

1234	264
Function	Object

- **Salary object codes are 100 numbers**
 - 1#1 are primary paylines
 - Examples: 121 are teachers
151 are para's
 - 1#2 is overtime payroll
 - Example: 162 is Custodial overtime
 - 129 is Other pay for teachers



Object Codes – 3 digits

Closer look at Benefits

1234 264
Function Object

- **Benefits object codes are 200 numbers**
 - They include:
 - Retirement
 - Employer portion of social security and Medicare
 - Worker's compensation
 - Health insurance
 - Life and long-term disability



Object Codes – 3 digits

Closer look at Purchased Services

1234 264
Function Object

- **Purchased services object codes are 300 numbers**
 - 331: In County travel
 - 332: Out of County travel
 - 333: Taxable meals
 - When travel does not require an over night stay, the meals are taxable and are added to your payroll check.
 - 350: Repairs and maintenance (Tech related is 359)
 - 360: Rentals (Tech related 369)
 - 373: Postage
 - Technology-related purchase services are coded separately for reporting purposes.

Object Codes – 3 digits

Closer look at Energy

1234 264
Function Object

- **Energy object codes are 400 numbers**

- They include:
 - Electricity
 - Water
 - Gas
- They are generally coded to your location with project number 000, subject 01 as they are not in your operating budget.

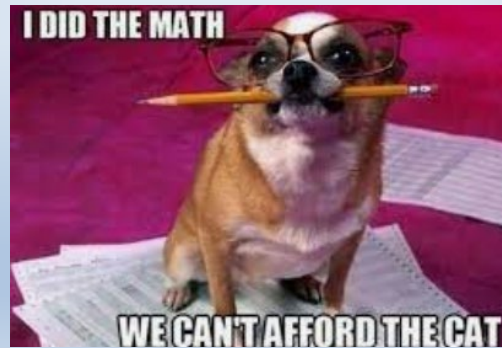


Object Codes – 3 digits

Closer look at Materials and Supplies

1234	264
Function	Object

- **Materials and Supplies object codes are 500 numbers**
 - 510 is the object code for Consumable Supplies, the majority of supplies at the school.



Object Codes – 3 digits

Closer look at Capital Outlay

1234	264
Function	Object

- **Capital Outlay object codes are 600 numbers**

- Assets that last longer than a year.
- CCPS capitalization threshold is \$5,000.
- If the cost is below \$5,000 the asset is not capitalized.
 - 610 – Library Books
 - 642 - Non-capitalized furniture, fixtures, or equipment.
 - 644 – Non-capitalized computer hardware.
- If the cost is \$5,000 or more the asset is capitalized.
 - 641 – Capitalized furniture, fixtures, or equipment.
 - 643 – Capitalized computer hardware.

Object Codes – 3 digits

Closer look at Other

1234 264
Function Object

- **Other expenditures object codes are 700 numbers**
 - They include:
 - 730: Dues, and Temporary and Substitute employees
 - 753: Teacher sub
 - 754: Para sub

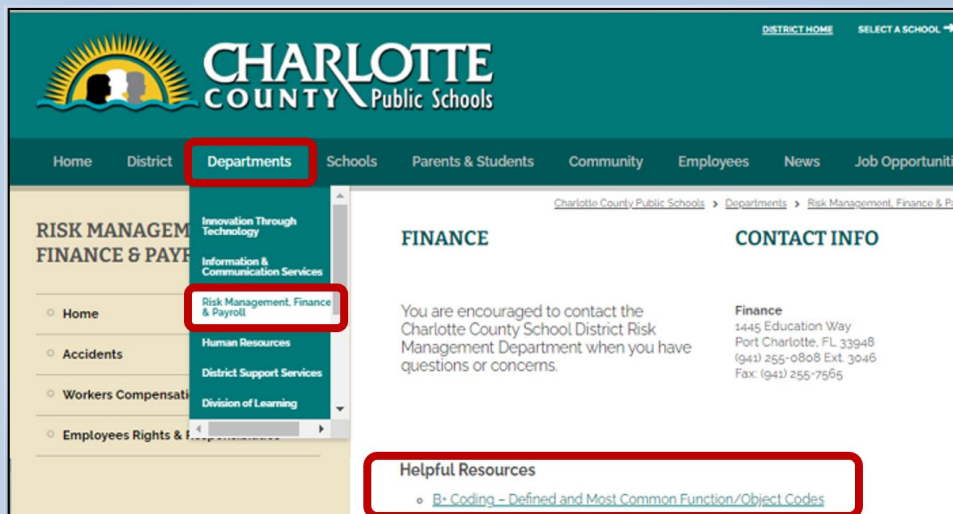


Account Structure – Organization Key and Function/Object

Helpful Resources

Visit www.yourcharlotteschools.net

Select **Departments** > *Risk Management, Finance & Payroll*



To view more detail and
A list of most common
Function/Object codes

B+ Coding – Defined and List of Most Used Function/Object at Schools

Org Key

Function Object

3 7 0 3 1 3 7 8 0 0 | 7 4 0 0 6 4 2
Fund

The **first two numbers** refer to the **fund** that the money comes from.

For instance, 10 refers to the General fund. Coding that begins with a 4 refers to the federal funds and 37 refers to capital projects. This can be important because different funds can have different documentation requirements and this must be noted on the Purchase Order.

2 7 0 3 1 3 7 8 0 0 | 7 4 0 0 6 4 2

P-CARDS

Purchasing Card Reminders

P-Cards

- Open Excel file ***Transaction Log-Template*** from G:\Shared Finance-Payroll\Accountants\PCARD
 - Log each month's purchases (***Please do not print and hand write the log.***)
 - Save with a new filename
 - Email the completed Excel file to Linda Porter and Lori Jones.

CHARLOTTE COUNTY PUBLIC SCHOOLS		CARDHOLDER	SAMPLE				
PURCHASE CARD PROGRAM							
MONTHLY TRANSACTION LOG		MONTH	July-20		Total:		
				SUPPORT DOCUMENTS			
PURCHASE REQUESTED BY	DATE	VENDOR USED	APPROVED BY	ATTACHED?	Org Key (10 Digits)	Func/Obj (7 Digits)	AMOUNT
		VENDOR DESCRIPTION			38181181CV	7900510	
		VENDOR DESCRIPTION			38181181CV	7900510	
		VENDOR DESCRIPTION			1018100000	5100510	
		VENDOR DESCRIPTION			1018100000	7900510	


- Send reconciliations within 7 days of receiving your statement via Pony Mail to Lori Jones and Linda Porter
 - IMPORTANT: Include
 - A printed copy of the Transaction Log ***with authorized signatures***
 - A copy of the P-card statement ***with authorized signatures***
 - Any back-up documentation

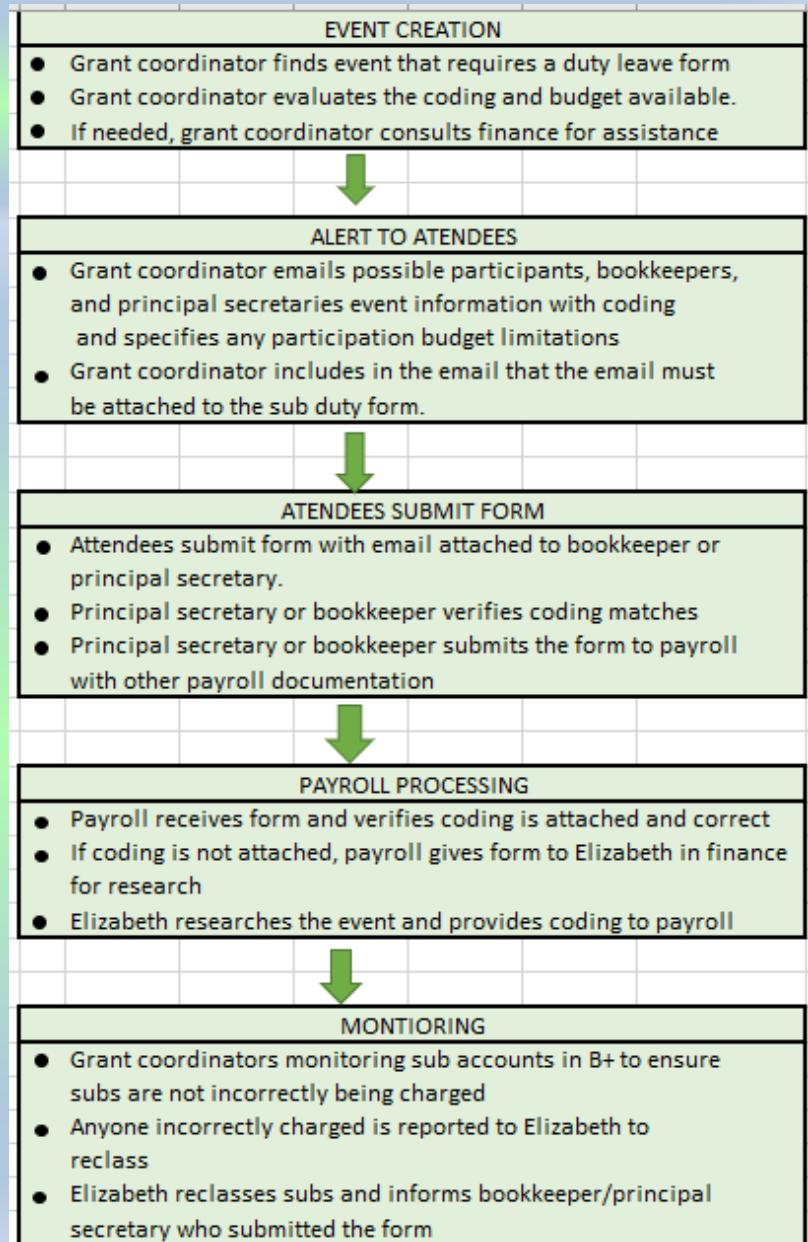
P-Cards (Continued)

- ***FEDERAL Charges:*** Prior approval is required, via email from the Grant Manager, before making a charge for Federal purchases.
 - Attach the approval email to the invoice or receipt and return it with the reconciliation.
- ***CAPITAL Assets cannot*** be purchased with the P-Card.
This includes computers, notebooks, and iPads.
- ***TRAVEL:*** Remind travelers a hotel receipt is needed when they check out, even for prepaid rooms.
- ***Gift Cards:*** Gift cards should not be purchased.

DUTY LEAVE FORMS

Duty Leave Certification Form

- Process is outlined here 
- The form is required for in-county and out-of-county leave.
- Coding on Leave forms:
 - Must be legible, press down hard when completing form.
 - If there's no coding it will be billed to the school



Duty Leave Certification Form

■ Project 128

- Is ONLY for payroll related charges.
 - Sub charge forms coded to project 128 with no outside agency information attached, the charge will be billed to your school.
- Event coordinators will email the coding to bookkeepers and principal secretaries
 - **The email from event coordinator with coding is to be stapled to the Duty Leave form**

Payroll-related charges billed to <i>your school</i>	10(loc)12800(func/obj)
Payroll-related charges billed to <i>outside agency</i>	10(loc)12800(func/obj) <i>Include complete name & address of the agency to be billed</i>
Non-payroll charges billed to <i>your school</i> Examples: Pcard purchases, PRs, print requests, busses, etc.	10(loc)000001142000
Non-payroll charges billed to <i>outside agencies</i> Examples: Print requests, busses, etc.	10921000001142000 <i>Include complete name & address of the agency to be billed</i>

In Conclusion..... We've reviewed

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- [Duty Leave Forms](#)

Next, Finance Part 2 of 2 Contains:

- **Petty Cash & Postage & Travel**
- **Internal Accounts**
- **Important System Reports**

Do you have a backup?



Contact Information



Linda Porter

X 2012

***Accounts Payable: P-Cards,
Postage, Out-of-County Travel***

Lori Jones

X 2015

Finance: P-Cards

Elizabeth Lewis

X 2014

Finance: Federal Grants

Susie Glover

X 2023

Finance: In-County Travel

Finance Training

Thank You for All You Do

