

# I. CHART OF ACCOUNTS

Institutions in the Alabama Community College System are required to maintain uniform accounting records in accordance with the National Association of College and University Business Officers (NACUBO) Manual. This manual, with detailed descriptions of each fund, basic coding structure explanations, and account numbers has been updated and revised for use by the institutions in the Alabama Community College System and is based upon NACUBO's procedures, State of Alabama laws, Board of Trustees policies, and Alabama Community College System procedures.

## BASIC CODING STRUCTURE

### A. EXPLANATION

The key to the Chart of Accounts used in the Alabama Community College System lies in the coding structure. To be able to fully understand the Chart of Accounts and to obtain maximum benefit from this manual, it is extremely important that the user first become totally familiar with the coding structure.

The account codes have been designed to enable each institution to accumulate financial data according to several different classifications such as fund, function, organization unit, source of income, and type of expenditure. In addition, the logic of the coding structure makes it compatible with accounting systems processed on electronic data processing equipment.

### B. CODING STRUCTURE

The coding structure adopted for use by the Alabama Community College System consists of ten (10) digits that are illustrated below:

X	Major Fund Group
XX	Function Code
XXXX	Organizational Unit & Program/Office Designation
XXX	Object Code

### C. EXPLANATION OF CODES

#### FIRST DIGIT – MAJOR FUND GROUP CODE

(X) ( \_ ) ( \_ \_ ) ( \_ \_ )

The major fund group code identifies the fund entity to which each transaction belongs. Seven fund groups are used in the Chart of Accounts. The seven major fund groups are:

- 1 -- Current Fund - Unrestricted (Includes Auxiliary Enterprises)
- 2 -- Current Fund - Restricted
- 3 -- Annuity and Life Income Funds
- 4 -- Loan Funds
- 5 -- Endowment and Similar Funds
- 6 -- Plant Funds
- 7 -- Agency Funds

Definitions are on Page 22.

**SECOND AND THIRD DIGITS - FUNCTION CODE**

( ) (XX) ( \_ \_ \_ ) ( \_ \_ )

The function code identifies the major functional area of the institution that the transaction being recorded will affect. Definitions are on Page 28.

The function codes are:

- 01 -- Instruction
- 02 -- Research (Used only by Athens State University)
- 03 -- Public Service
- 04 -- Academic Support
- 05 -- Student Services
- 06 -- Institutional Support
- 07 -- Operation and Maintenance of Plant
- 08 -- Scholarships
- 12 -- Auxiliary Enterprises
- 14 -- Plant
- 15 -- Agency
- 16 -- Annuity and Life Income
- 17 -- Loan
- 18 -- Endowment and Similar Funds
- 98 -- Transfers - Mandatory
- 99 -- Transfers - Non-Mandatory

**FOURTH, FIFTH, SIXTH AND SEVENTH DIGITS - ORGANIZATIONAL UNIT AND PROGRAM/OFFICE DESIGNATION**

( ) ( \_ \_ ) (XXXX) ( \_ \_ )

Each organizational unit and program/office designation of an institution for which financial information is to be accumulated is assigned to an organizational unit code. When the fund and function numbers are added to the organizational unit numbers, a code number is established which uniquely identifies each organizational unit of the institution.

The fourth digit is used to denote a sub-category of the function. The fifth, sixth, and seventh digits are used to denote a division of the sub-category. The list of organizational unit codes begins on Page 4.

- Example: 1011010
- 1 -- Current Fund – Unrestricted
  - 01 -- Instruction
  - 1 -- Allied Health
  - 010 -- Dental Assisting Technology

- Example: 6141000
- 6 -- Plant Funds
  - 14 -- Plant
  - 1000 -- Unexpended Plant Funds

**EIGHTH, NINTH AND TENTH DIGITS - OBJECT CODES**

( ) ( \_ ) ( \_ \_ \_ ) (XXX)

Object codes separate entries or transactions into balance sheet (or general ledger) transactions or revenue and expenditures transactions. The complete code list is found on Page 15 with definitions found on Page 41.

1XX	--	Assets
2XX	--	Liabilities
3XX	--	Appropriations, Reserves and Fund Balances
4XX	--	Revenues
5XX	--	Expenditures - Personnel and Fringe Benefits
6XX	--	Expenditures - Current Expenses
7XX	--	Expenditures - Capital
8XX	--	Transfers

## ORGANIZATIONAL CODES

( ) ( \_ ) (XXXX) ( \_ \_ )

### 01 INSTRUCTION

Institutions are required to account for organizational codes by major discipline levels in the 01 Instructional function area. Coding by department is optional, except for ALLIED HEALTH that must be coded to the department level.

1000	Allied Health		CIP Code
1005	BET	Biomedical Equipment Technology	15.0401
1010	DAT	Dental Assisting	51.0601
1020	DLT	Dental Lab Technology	51.0603
1040	EMS	Emergency Medical Services	51.0904
1045	END	Electroneurodiagnostic Technology	51.0903
1058	GRS	Gerontological Services	19.0702
1070	HHA	Home Health Aide	51.2602
1075	HPS	Health Sciences	51.9999
1080	HUS/HCS	Human Services	51.1501
1090	NUR	Practical Nursing	51.3901
1100	MAT	Medical Assistant	51.0801
1105	DHY	Dental Hygienist	51.0602
1110	MHT	Mental Health Technology	51.1502
1120	CLT	Clinical Laboratory Technology	51.1004
1130	HIT	Health Information Technology	51.0707
1135	MTR	Medical Transcription	51.0708
1139	PRN*	Pre Nursing Studies	51.1105
1140	NAS	Nursing Assistant	51.3902
1150	NUR	Associate Degree Nursing	51.3801
1153	PHM	Pharmacy Technology	51.0805
1155	PSG	Polysomnographic Technology	51.0999
1160	PTA	Physical Therapist Assistant	51.0806
1165	OTA	Occupational Therapy Assistant	51.0803
1170	RAD	Radiologic Technology	51.0911
1175	DMS	Diagnostic Medical Sonography	51.0910
1180	RPT	Respiratory Therapist	51.0908
1185	SUR	Surgical/Operating Room Technology	51.0909
1190	VET	Veterinary Technology	51.0808
1195	ITP	Sign Language Interpreting	16.1603
1200	ASL	American Sign Language Studies	16.1601
1205	LNK	Health Professions, General Ed	51.0899
1210	OMT	Optical Technology	51.1801
1215	MSG	Massage Therapy Technology	51.3501

<b>2000</b>	<b>Business</b>		<b>CIP Code</b>
2010	ACC	Accounting	52.0301
2020	ACT	Accounting Technology	52.0302
2030	BFN	Banking and Finance	52.0803
2040	BUS	Business	52.0201
2050	CLR	Clerical Technology	52.0408
2060	ETP	Entrepreneurship	52.0799
2080	FMD	Fashion Merchandising	52.1902
2090	HMM	Hotel and Motel Management	52.0904
2095	HRM	Human Resources Management	52.1001
2097	HSM	Hospitality Services Management	52.0901
2100	ISM	Insurance Marketing	52.1908
2105	LFM	Leisure Facilities Management	31.0301
2110	MKT	Marketing	52.1801
2120	MST	Management and Supervision	52.0204
2130	OAD	Office Administration	52.0401
2140	POM	Postal Management	52.0206
2150	PRL	Paralegal	22.0302
2160	REM	Retail Merchandising	52.1803
2165	RER	Parks Recreation and Leisure	31.0101
2170	RLS	Real Estate	52.1501
2180	SET	Office Administration	52.0401
2190	TRT	Transportation Management	49.9999
2191	TTM	Travel-Tourism Management	52.0903

<b>3000</b>	<b>Fine Arts</b>		<b>CIP Code</b>
3005	VCM	Visual Communications	50.0401
3010	ART	Art	50.0701
3020	DNC	Dance	50.0301
3040	MIC	Commercial Music/Music Ind Com	50.0999
3045	MUL	Music Ensemble	50.0901
3047	MUP	Music Performance	50.0903
3050	MUS	Music	50.0902
3053	PHO*	Photography	50.0605
3055	PFC	Photography and Film	10.0201
3060	THR	99Theatre Arts	50.0501
3065	CAT	Commercial Art	50.0402
3070	ASG	Architectural Stained Glass	50.0799

<b>4000</b>	<b>Health &amp; Physical Education</b>		<b>CIP Code</b>
4005	HED	Health Education	34.0199
4020	PED	Physical Education	34.0103
4030	REC	Recreation	36.0108
4040	LRA*	Recreational/Leisure Activities	36.0199

<b>4500</b>		<b>Education (Discipline to be used by Athens State only)</b>	
4520	EDU	Education, General	13.0101
4600		Transfer AA	24.0101
4650	PET*	Wellness and Personal Trainer Certification	31.0507
4700	WEL*	Wellness Exercise Instructor	31.0599
4800		Transfer AS	24.0102

<b>5000</b>	<b>High Technology</b>	<b>CIP Code</b>
5020	AET	Architectural Eng. Technology
5040	AGR	Agriculture
5060	ATM	Automated Manufacturing
5070	AVT	Aviation Systems/Avionics Tech
5085	CCT	Consumer Electronics
5100	CET	Civil Engineering Technology
5105	CIS	Computer Science
5106	CMT	Construction Management Technology
5107	CNC	Computer Numerical Control
5108	CPT	Computer Maintenance Technology
5113	CTN	Communications Electronics
5114	DMM	Digital Multimedia
5115	DDT	Drafting and Design Technology
5116	DPT	Computer Science
5119	CPR	Computer Programming
5120	ECT	Energy Conservation
5130	EET	Electronic Engineering Technology
5135	EIM	Electromechanical & Instrumentation Technology
5140	EGR	Engineering (University Transfer)
5141	ENT	Engineering Technology Technician
5149	ELM	Electromechanical Technology
5151	ELO	Electro Optics
5152	ELT	Electrical Technology
5153	EMR	Electronic Machine Repair
5154	ETC	Electronics Core
5155	FHS	Fishery Science
5156	FOR/FOS	Forestry
5158	FSC	Fire Science
5165	GIS	Geographic Information Sys/Tech
5170	HMT	Hazardous Materials Technology
5173	HCT	Highway Construction Technology
5175	IET	Industrial Engineering Technology
5180	ILT	Industrial Electronics Technician
5185	INT	Industrial Maintenance Technology
5186	KMT	Chemical Technology
5188	LOM	Landscape Operations Management

5190	MDT	Mechanical Design Technology	15.0805
5192	MET	Mechanical Engineering Technology	15.0899
5193	MNT	Mining Technology	15.0901
5195	MTT	Machine Tool Technology	48.0507
5196	OHT	Horticulture Degree	01.0603
5197	NDT	Non-Destructive Testing Technology	41.0204
5198	NOT	Nuclear Power Operation Technician	41.0205
5199	OHS	Occupational Health Safety	15.0701
5200	IST	Instrumentation Technology	15.0404
5203	PCT	Industrial Production Technology	15.0699
5205	PMC	Quality Control Safety	15.0799
5210	QCT	Quality Control Technology	15.0702
5215	PLT	Plastic Technician	15.0607
5220	ACR	Air Cond/Refrigeration Technology	15.0501
5225	ARS	Aerospace Technology	15.0801
5230	ASE	Automotive Technology	15.0803
5235	CDT	Civil Design Technology	15.9999
5240	WKO	Work Keys Integrated	32.0199
5245	AOT	Occupational Technologies Degree	30.9999
5249	ADM	Advanced Manufacturing	15.0613
5250	AEM	Advanced Electronic Manufacturing	15.0399
5300	EVT	Environmental Technology	15.0507
5350	RTR	Real-time Reporting	22.0303
5400	TRF	Turf Management	01.0607
5500	WMT	Water and Wastewater Linkage	15.0506
5600	REN	Renewable Energy	41.0399
5650	PST	Telecommunications	9.9999

6000	Language/Math		CIP Code
6005	BSR	Basic Skills Reading	32.0199
6010	BSS	Basic Study Skills	35.0102
6015	ARB	Foreign Language - Arabic	16.1101
6020	COM	English	23.0101
6030	ENG	English	23.0101
6040	GRM	Foreign Language - German	16.0501
6050	FRN	Foreign Language - French	16.0901
6055	JAP	Foreign Language - Japanese	16.0302
6060	MAH/MTH	Mathematics	27.0101
6056	LAT	Foreign Language - Latin	16.1203
6057	POR	Foreign Language - Portuguese	16.0904
6065	MCM	Mass Communication	09.0401
6090	RDG	Reading	32.0101
6095	RTV	Radio and Television Broadcasting	10.0202
6100	SPA	Foreign Language - Spanish	16.0905
6110	SPH/SPC	Speech	23.1304

<b>7000</b>	<b>Science</b>		<b>CIP Code</b>
7010	AST	Astronomy	40.0201
7030	BIO	Biology	26.0101
7020	ETH	Area/Ethnic Studies	5.9999
7040	CHM	Chemistry	40.0501
7060	GLY	Geology	40.0601
7090	PHS	Physical Science	40.0101
7100	PHY	Physics	40.0801
<b>7500</b>		<b>Social Science</b>	
7510	ANT	Anthropology	45.0201
7520	CRJ	Criminal Justice	43.0107
7530	ECO	Economics	45.0601
7540	GEO	Geography	45.0701
7550	HIS	History	54.0101
7560	HLS	Homeland Security	43.9999
7580	HUM	Humanities	24.0103
7585	GBA*	Human Resources Management	52.1001
7590	IDH/IDS	Interdisciplinary Honors	30.9900
7603	LBA	Library Assistant	25.0301
7605	LBS	Library Sciences	25.0101
7608	LDR	Organizational Leadership	52.0213
7609	ODL	Outdoor Leadership	3.9999
7610	ORI	Orientation (Degree)	37.0103
7630	ORT	Orientation (Non-Degree)	37.0101
7640	PHL	Philosophy	38.0101
7660	POL	Political Science	45.1001
7670	PSA	Public Safety Administration	43.0201
7680	PSY	Psychology	42.0101
7690	REL	Religion	38.0201
7700	SOC	Sociology	45.1101
7720	SWT	Social Work Technician	44.0701
7800	URP	Urban/Regional Planning	4.0301

<b>8000</b>	<b>Developmental</b>		<b>CIP Code</b>
8015	ADL	Adult Literacy (Prison Only)	61.0500
8017	ALI	Alabama Language Institute	13.1401
8020		All Developmental Classes with a course number less than 100	
8040	AEN	Flight Simulator/Automation Technician	15.0406
<b>8500</b>		<b>Special Programs</b>	
8505	AAS	Aviation and Airways Science	49.0101
8509	AFT	Aviation Technology	36.0119
8510	AFT	Aviation Technology (Private)	49.0107
8515	AMM	Aviation Material Management	49.0199

8520	AMT	Aviation Maintenance Airframe	47.0607
8525	AMP	Aviation Maintenance Powerplant	47.0608
8528	AVM	Aviation Management	49.0104
8530	FLT	Flight Technology (Commercial)	49.0102
8550	GAT	General Aviation Technology	47.0699
8700	MSC	Military Sciences	28.0301
8705	MMT	Military Technology	29.0408
8706	SAP	Service Preparatory Academy Program	29.0399
8710	AFS	Air Science	28.0101
<b>8800</b>		<b>Workforce Development</b>	
8850	TBI	Training for Business and Industry	

<b>9000</b>	<b>Vocational</b>		<b>CIP Code</b>
9000	ADM	Advanced Manufacturing	15.0613
9002	AES*	Aesthetician/Esthetician & Skin Care Specialist	12.0409
9010	ABR	Automotive Body Repair	47.0603
9015	AGP	Agricultural Production	01.0301
9020	ACR	Air Conditioning/Refrigeration Tech	15.0501
9025	ASC	Heating and Air Conditioning	47.0201
9026	AUT/IAT	Automotive Manufacturing Technology	15.0613
9027	ASE	Automotive Technology	15.0803
9028	ASG	Architectural Stained Glass	50.0799
9030	AUM	Auto Mechanics	47.0604
9040	BAR	Barbering	12.0402
9060	BLM	Building Maintenance	46.0401
9070	BUC	Building Construction	46.0499
9080	CAB	Cabinetmaking	48.0703
9090	CAP	Carpentry	46.0201
9100	CAT	Commercial Art	50.0402
9120	CFS	Commercial Food Service	19.0505
9130	CGM	Child Development	19.0708
9140	CHD	Child Development	19.0708
9150	COS	Cosmetology	12.0401
9160	CIT	Cosmetology Instructor Training	12.0499
9170	CMS	Commercial Sewing	19.0902
9200	CAP*	Computer Graphic Animation & Digital Design	10.0304
9205	CGR	Computer Graphics	11.0803
9240	CUA	Culinary Arts	12.0503
9250	PAS	Baker/Pastry	12.0501
9260	DEM	Diesel Mechanics	47.0605
9320	FMS	Fabric Maintenance Service	19.0999
9330	FNT	Food and Nutrition	51.3104
9365	FSE	Funeral Services	12.0301
9370	FSM	Food Service Management	12.0508
9380	FUR	Furniture Refinishing	48.0702

9385	GTA	General Technology	47.0000
9390	GPC	Graphics and Printing	10.0305
9400	GRD	Graphics Communications Technology	10.0399
9405	GUN	Gunsmithing	47.0402
9410	HEC	Home Economics	19.0101
9415	HEO	Heavy Equipment Operator	49.0202
9420	HOC	Horticulture Non-Degree	01.0601
9440	IND	Interior Design	19.0605
9441	INN	Interior Design	19.0699
9450	LGT	Logistics	52.0203
9455	ITP	Sign Language Interpreting	16.1603
9457	ITS	Microelectronics Consortium-Adv Cer	41.9999
9458	LOK	Locksmith	47.0403
9460	MAR	Major Appliance Repair	47.0106
9465	MMR*	Marine Maintenance/Repairer	47.0616
9470	MAS	Masonry	46.0101
9475	MFT	Manufacturing Technology	48.9999
9480	MIT	Mine Maintenance Technology	47.0399
9560	MSP	Machine Shop Technology	48.0503
9570	NLT*	Nail Technician	12.0410
9600	OMT	Optical Technology	51.1801
9670	SAL	Salon and Spa Management	12.0412
9620	PCT	Industrial Production Technology	15.0699
9630	PLB	Plumbing	46.0503
9640	PLT	Plastics Technician	15.0607
9650	PMT	Pattern Making Technology	48.0501
9690	SBR	Shoe and Boot Repair	48.0304
9700	SER	Small Engine Repair	47.0606
9720	SMT	Sheet Metal Technology	48.0506
9740	TCT	Telecommunications Technologies	10.0199
9750	TRK	Truck Driving	49.0205
9753	TST	Textile Science Technology	19.0901
9754	TXT	Textile Technology	19.0905
9755	WAR	Watch & Jewelry Repair	47.0408
9770	WDT	Welding	48.0508
9780	UPH	Upholstery	48.0303
9800	TER*	Turf Equipment Repair	47.9999
9900	WOD	Woodworking	48.0799

\*System course directory has all courses approved for the college to offer; some programs may not have courses in a directory if the course is utilized from another directory.

**02 RESEARCH (Used only by Athens State University)**

1000	
2000	Administration
4000	Individual and Project Research (Research Org. Code)

**03 PUBLIC SERVICE**

1000	Community Service
2000	Cooperative Extension Service
3000	Public Broadcasting Services

**04 ACADEMIC SUPPORT**

1000	Libraries
2000	Museums and Galleries
3000	Educational Media Services
4000	Academic Computing Support
5000	Ancillary Support
5000	Financial Aid
5200	HS Scholarsbowl
6000	Academic Administration
6000	Dean Instruction
6100	Fairhope Campus
6200	Faculty Secretary
6400	Gulf Shores Secretary
6500	Dean of Workforce Development/Tech
7000	Academic Personnel Development
8000	Course and Curriculum Development

**05 STUDENT SERVICES**

1000	Student Services Administration
2000	Social and Cultural Development Including Clubs
3000	Counseling and Career Guidance
4000	Financial Aid Administration
4050	Veteran's Affairs
5000	Student Admissions
5500	Recruiting
6000	Student Records
7000	Student Health Services
8000	Student Transportation
9000	Gen Athletics
9001	Women's Basketball
9002	Men's Basketball
9003	Baseball
9004	Softball
9005	Golf
9006	Volleyball
9007	Cross Country

9008	Tennis
9009	Cheerleading
9010	Dance

**06 INSTITUTIONAL SUPPORT**

1000	Executive Management
2000	Fiscal Management
3000	General Admin, Logistical & Security Services
4000	Administrative Computing Support
5000	Public Relations/Development

**07 OPERATION AND MAINTENANCE OF PLANT**

1000	Physical Plant Administration
2000	Building and Equipment Maintenance
3000	Custodial Services
4000	Utilities
5000	Landscape and Grounds Maintenance
6000	Major Repairs and Renovations
7000	Other Services
7000	Transportation

**08 SCHOLARSHIPS**

1000	Institutional
2000	Children of Blind Parents
3000	Athletic
4000	Economically Disadvantaged
5000	Senior Adult
6000	Prison Students
7000	Employee
7500	Employee Dependent
8000	Other

**12 AUXILIARY ENTERPRISES**

1000	Bookstore
2000	Food Services
3000	Vending
4000	Farm Activities
7000	Campus Housing
8000	Other
9000	Scholarships

**14 PLANT**

1000	Unexpended Plant Funds
2000	Renewals and Replacements
2100	Facilities Renewal Fees
3000	Retirement of Indebtedness
4000	Investment in Plant

- 15 AGENCY
- 16 ANNUITY AND LIFE INCOME
- 17 LOAN
- 18 ENDOWMENT AND SIMILAR FUNDS
- 98 TRANSFERS - MANDATORY

**OBJECT CODES**  
**( ) ( ) ( ) ( ) (XXX)**

**A. ASSETS**

- 101 Cash-in-Bank
- 119 Petty Cash
- 120 Short-Term Investments More than 90 Days
- 121 Long-Term Investments
- 122 Short-Term Investments 90 Days or Less
- 123 Discount/Premium on Bonds
- 124 Endowment Investments
- 125 Accumulated Depreciation
- 127 Accumulated Depreciation-Intangible Assets
- 129 Investment Held by Trustee (Agency)
- 130 Student Loans Receivable
- 131 Notes Receivable
- 133 Accounts Receivable
- 134 Accounts Receivable - Returned Checks
- 135 Interest Past Due - Student NDSL
- 136 Interest Receivable
- 149 Allowances for Doubtful Accounts
- 150 Inventory
- 155 Bond Issuance Cost - (Retirement of Indebtedness)
- 160 Prepaid
- 161 Prepaid Bond Premiums
- 167 Deferred Health Insurance Outflows
- 170 Land
- 171 Buildings and Fixed Equipment
- 172 Improvements Other Than Buildings
- 173 Alterations
- 174 Furniture and Equipment \$5,000 to \$25,000
- 175 Construction in Progress
- 176 Art Museums and Collections
- 177 Library Books and Audiovisuals
- 178 Leased Equipment and Buildings
- 182 Furniture and Equipment Exceeding \$25,000
- 183 Capitalized Software
- 184 Internally Generated Computer Software (IGCS)
- 185 Easement and Land Use Rights
- 186 Patents, Trademarks, and Copyrights
- 188 Deposits with Trustees
- 191 Due from Current Fund - Unrestricted (No. 1)
- 192 Due from Current Fund - Restricted (No. 2)
- 193 Due from Annuity & Life Income Funds (No. 3)
- 194 Due from Loan Funds (No. 4)
- 195 Due from Endowment and Similar Funds (No. 5)
- 196 Due from Plant Fund (No. 6)
- 197 Due from Agency Fund (No. 7)

**B. LIABILITIES**

- 201 Accounts Payable
- 203 Social Security Taxes Payable
- 204 Federal Income Taxes Payable
- 205 State Income Taxes Payable
- 206 Alabama Teachers' Retirement Payable
- 207 State Employees' Retirement Payable
- 208 Salaries and Wages Payable
- 209 PEEHIP Payable
- 210 State Unemployment Insurance Compensation (SUIC)
- 212 Sales Tax Payable
- 213 Occupational Tax Payable
- 216 Payments Currently Due (Annuity and Life Income)
- 217 Undistributed Income (Annuity and Life Income)
- 218 Deposit Liabilities
- 219 Accrued Leave
- 220 Miscellaneous Deductions Payable
- 221 Bonds Payable
- 222 Notes Payable – Long-term
- 224 Capital Lease Payable
- 229 Deferred Compensation Liabilities (Agency)
- 230 Deposits Refundable
- 231 Unearned Revenue
- 232 Student Refund
- 263 Deferred Pension Inflow
- 264 Deferred Health Insurance Inflow
- 265 Deferred Bond Inflow
- 266 Pension Liability
- 267 Health Insurance Unfunded Liability
- 291 Due to Current Fund - Unrestricted (No.1)
- 292 Due to Current Fund - Restricted (No. 2)
- 293 Due to Annuity & Life Income Funds (No.3)
- 294 Due to Loan Funds (No.4)
- 295 Due to Endowment and Similar Funds (No.5)
- 296 Due to Plant Fund (No.6)
- 297 Due to Agency Fund (No. 7)

**C. APPROPRIATIONS, RESERVES AND FUND BALANCES**

- 301 Estimated Revenue/Receipts
- 302 Actual Expenditures
- 303 Purchase Order Encumbrances
- 307 Transfer In
- 308 Transfer Out
- 309 Fund Balance - Allocated (Technology)
- 310 Fund Balance - Allocated
- 311 Fund Balance Unallocated

- 322 Actual Revenue/Receipts
- 323 Reserve for Purchase Order Encumbrances
- 352 Restatement to Fund Balance
- 353 Adjustment for Prior Year Encumbrances
- 355 Refunded to Grantors
- 356 Institutional Capital Contributions
- 391 Net Investment in Plant - State
- 392 Net Investment in Plant - Federal
- 393 Net Investment in Plant - Local
- 394 Net Investment in Plant - Gifts
- 395 Net Investment in Plant - Current or Other

**D. REVENUES**

- 401 ETF Appropriation - O&M - Regular
- 402 ETF Appropriation - Special
- 406 State Appropriation - Other
- 408 Local Appropriations
- 410 Federal Revenue - Student Aid
- 411 Federal Grants and Contracts
- 420 State Funds - Professional Development
- 425 State Grants and Contracts
- 426 Local Grants and Contracts
- 430 Community Services
- 431 Tuition
- 432 Tuition - Waived
- 433 Skills Training Division
- 439 Fees - Facility Renewal
- 440 Fees - Facility Renewal Waived
- 441 Fees - Training for Business/Industry
- 442 Administrative Fee
- 443 Technology Fee
- 444 Technology Fee Waived
- 445 Bond Surety Fee
- 446 Bond Surety Fee Waived
- 447 Special Building Fee
- 448 Special Building Fee Waived
- 449 Fees - Other Board Approved (combines previous accounts 434 thru 438)
- 451 Sales Taxable
- 452 Sales Non Taxable
- 454 Gate Receipts
- 457 Aviation Fees
- 458 Aviation Fees Waived
- 459 Aviation Comps Fees
- 465 Commissions
- 466 Dormitory Fees
- 467 Rent
- 468 Advertising
- 480 Noncash Gifts/Revenue

- 481 Non-governmental Grants and Contracts
- 482 Cash Gifts
- 483 Discounts Earned
- 484 Investment Income
- 486 Miscellaneous Revenue
- 488 Endowment Income
- 489 Expired Term Endowments
- 490 Realized Gains and Losses
- 491 Unrealized Gains and Losses
- 492 Proceeds from Sale of Property
- 494 Prior Year Refunds/Adjustments
- 495 Insurance Adjustments
- 497 Indirect Cost Revenue
- 498 Accrued Interest - Sale of Bonds

**E. EXPENDITURES AND TRANSFERS**

- 501 Instructional Salaries - Regular - Schedule D
- 502 Instructional Salaries - Temporary/Part-time
- 503 Administrative Salaries - Schedules A and B
- 504 Other Professional Salaries - Schedule C
- 505 Support Personnel Salaries - Schedules E and H
- 506 Hourly Wages
- 507 Student Assistants
- 508 Work Study Students
- 572 FICA Matching- Institutional Share
- 573 Unemployment Compensation
- 575 Retirement Matching
- 576 Pension Expense GASB 68
- 580 President's Expense Allowance
- 581 Housing Allowance
- 583 Health Insurance Matching
- 592 Compensated Absences
- 593 Annual Leave - Retirement/Termination
- 594 Other Employee Benefits
- 598 Compensated Time
- 601 In-State Travel Non-Taxable
- 602 Out-of-State Travel
- 603 Freight
- 604 Communications
- 605 Postage
- 606 Maintenance and Repairs
- 607 Service Contracts on Equipment
- 608 Electricity
- 609 Gas and Heating Fuel
- 610 Water and Sewer
- 611 Gasoline and Oil - Motor Vehicle
- 612 Operating Lease Payments
- 613 Rent - Equipment

- 614 Rent - Facilities
- 616 Insurance and Bonding
- 617 Subscriptions
- 618 Memberships
- 619 Printing, Reproduction and Binding
- 620 Athletic Insurance Deductible
- 621 In-State Travel Taxable
- 622 State - Funded Professional Development
- 623 Judgments/Settlements
- 624 Legal Services
- 625 Other Legal Expenses
- 626 Accounting and Auditing Services
- 627 Engineering and Architectural Services
- 628** Other Professional Fees
- 629 Accreditation Expense
- 630 Depreciation Expense
- 631 Bank Card Fees
- 639 Other Contractual Services
- 640 Supplies – Computing Devises
- 641 Materials and Supplies
- 642 Computer Software
- 643 Technology - Non-capitalized
- 644 Internal Purchases
- 645 Culinary Consumables
- 660 Purchases for Resale
- 661 Interest Payments
- 662 Principal Payments
- 663 Investment Transaction Expense
- 664 Scholarships
- 665 Honorariums
- 666 Grants, Awards and Prizes
- 667 Advertising and Promotions
- 668 Debt Collection Expense
- 670 Trustee Handling Fee
- 671 Amortization Expense
- 672 Bond Reserve Fee Expense
- 676 Cash Shortages
- 677 Indirect Cost Expense
- 678 Institutional Use
- 679 Institutional Use – Must roll up to an identified 600 series object code
- 680 Institutional Use – Must roll up to an identified 600 series object code
- 681 Institutional Use – Must roll up to an identified 600 series object code
- 682 Institutional Use – Must roll up to an identified 600 series object code
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 696 Institutional Use – Must roll up to an identified 600 series object code  
 697 Institutional Use – Must roll up to an identified 600 series object code  
 698 Institutional Use – Must roll up to an identified 600 series object code  
 699 Other Non-capital Costs  
 701 Books  
 702 Audiovisuals  
 710 Furniture and Equipment \$5,000 to \$25,000  
 711 Furniture and Equipment Exceeding \$25,000  
 712 Lease Purchase  
 713 Capitalized Software (\$1,000,000+)  
 714 Internally Generated Computer Software (IGCS)  
 715 Easement and Land Use Rights  
 716 Patents, Trademarks, and Copyrights  
 740 Transportation Equipment \$5,000 to \$25,000  
 746 Transportation Equipment Exceeding \$25,000  
 760 Land  
 761 Art Museums and Collections  
 770 Buildings and Fixed Equipment  
 777 Construction in Progress  
 780 Improvements Other Than Buildings and Infrastructure  
 781 Alterations  
 782 Technology \$5,000 to \$25,000  
 783 Technology Exceeding \$25,000  
 801 Mandatory Transfers In - Principal and Interest  
 802 Mandatory Transfers In – Facility Renewal Fee  
 803 Mandatory Transfers In – Other Funds  
 811 Non Mandatory Transfers In – Other Funds  
 851 Mandatory Transfers Out – Principal & Interest  
 852 Mandatory Transfers Out – Facility Renewal Fee  
 853 Mandatory Transfers Out – Other Funds  
 861 Non Mandatory Transfers Out – Other Funds  
 999 W2 Year End Total Account

## ACCOUNT DEFINITIONS

### MAJOR FUND GROUP CODE DEFINITIONS

The term “fund” is defined as “a sum of money or resources segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations and constituting an independent fiscal account entity.”

In this coding system, the **first** digit of the coding structure must always be the code number of the fund through which the activities are financed.

#### **Current Funds**

The Current Funds group includes those economic resources of a institution that are expendable for the purpose of performing the primary and supporting missions of the institution - instruction, research, and public service - and which are not restricted by external sources or designated by the governing board for other than operating purposes. The term “current” means that the resources will be expended in the near term and that they will be used for operating purposes.

The Current Funds group has two basic subgroups - Unrestricted and Restricted.

#### **1 Current Fund - Unrestricted**

This fund includes all monies received for which no stipulation was made by the donor or other external agency as to the purposes for which they should be expended. The only restrictions placed on the use of resources in this fund are those that are imposed by law and the budget.

Auxiliary enterprises will be accounted for in the unrestricted current fund and will be identified by organization codes. Auxiliary enterprise activities are intended primarily to provide noninstructional services to students, staff and/or institution departments and are intended to be self-supporting. Examples are Bookstores, Vending Machines, Central Stores, Student Activities, and Dormitories. Auxiliary enterprise operations should charge a fee that is directly related to the cost of the goods or services. The general public may be served incidentally by these enterprises.

This category includes all expenditures and transfers relating to the operation of auxiliary enterprises, including expenditures for operation and maintenance of plant and for institutional support; also included are other direct and indirect costs, whether charged directly as expenditures or allocated as a proportionate share of costs of other departments or units.

#### **2 Current Fund - Restricted**

Restricted funds are those available for financing operations but which are limited by donors and other external agencies to specific purposes, programs, departments or schools. Externally imposed restrictions are to be contrasted with internal designations imposed by the governing board on unrestricted funds. Internal designations do not create restricted funds, inasmuch as the removal of the designation remains at the discretion of the governing board.

Examples of restricted funds include most all federal grants, special state appropriations (such as an appropriation made for library instructional materials), and donations from the private sector for some specified operational purpose. Since there are different restrictions on the use of funds in this fund group, it may be necessary to maintain separate self-balancing subfunds for the various grants and contracts in this fund group.

The distinction between unrestricted and restricted funds is maintained through the use of separately balanced groups of accounts in order to provide acceptable reporting of stewardship to donors and other external agencies. This distinction also emphasizes to governing boards and other sources of financial support the various kinds of resources of the Current Funds group that are available to meet the institution's objectives.

### **3 Annuity and Life Income Funds**

The Annuity Funds subgroup consists of funds acquired by an institution under agreements in which money or other property is made available to an institution on condition that it bind itself to pay stipulated amounts periodically to the donors or other designated individuals, which payments are to terminate at the time specified in the agreement. Assets of annuity funds belong to the institution.

The Life Income Fund subgroup consists of charitable remainder trusts for which the institution is trustee and remainderman. These trusts are composed of four types: (1) pooled life income funds, (2) charitable remainder unit trusts, (3) charitable remainder annuity trusts, and (4) charitable remainder trusts made prior to the Tax Reform Act of 1969.

### **4 Loan Funds**

The purpose of this fund group is to account for the resources available for loans to students, faculty and staff where the institution determines the recipient. Separate accounts should be maintained to indicate the wide variety of fund sources and the diverse responsibilities for their use.

Interest rates on loans are determined under a variety of conditions; such interest should be credited to the specific fund balance account.

Examples of loan funds include National Direct Student Loans (NDSL), Nursing Loans, and Institutional Loans.

The accounting procedures and guidelines are provided in the Federal Guidelines Procedures Manual.

### **5 Endowment and Similar Funds**

This fund includes those funds whose principal is non-expendable and is invested, or is available for investment, for the purpose of producing income. Generally, only the income from these funds may be used. Reference should be made to the College and University Business Administration, Revised Edition, Sections 4:1 and 4:2:1, for a detailed discussion of the use of these funds.

The three categories of funds in the endowment and similar fund groups are as follows:

- a. True endowment funds are those for which donors or other external agencies have stipulated under the terms of the gift instrument creating the fund that the principal of the fund is not expendable - that is, it is to remain inviolate in perpetuity and is to be invested for the purpose of producing present and future income, which may be expended or added to the principal.
- b. Term endowment funds are like endowment funds except that all or part of the principal may be used after a stated period of time or upon the occurrence of a certain event as set forth by the donor or source.
- c. Quasi-endowment funds (funds functioning as endowment) are funds that the governing board of the institution, rather than a donor or other external agency, has determined are to be retained and invested. The principal as well as the income may be totally utilized at the discretion of the governing board.

## **6 Plant Funds**

Generally, these funds are used to:

- a. Account for resources available for the acquisition or construction of physical property to be used for institutional purposes and resources designated for the major repair and/or replacement of institutional property. This includes purchase of land, site development, building construction costs (including architect fees), initial furnishings and equipment for new buildings, major repairs, and similar items.
- b. Account for the long-term debt of an institution and for the resources that will be used to retire the debt and pay the interest on the obligation(s).
- c. Account for the cumulative costs of plant assets.  
The assets consist of:
  - Land
  - Buildings
  - Improvements Other Than Buildings
  - Alterations
  - Equipment
  - Construction In Progress
  - Art Museums and Collections
  - Library Books and Audiovisuals
  - Leased Equipment
  - Livestock

The fund balance should be detailed to show the source of the Investment in Plant account as State and local sources and federal government sources.

Each institution must comply with Title 55, Section 145 (1) - 145 (3) of the Code of Alabama in accounting for equipment (tangible personal property) in this fund. See Section 19 for a more detailed discussion of plant assets.

Plant funds consist of those funds to be used for (1) acquisition, rehabilitation, and construction of physical properties for institutional purposes; (2) renewals and replacements; (3) funds accumulated and available for debt retirement; and (4) funds previously expended for plant properties and their associated liabilities. The plant funds section of the balance sheet is divided into four self-balancing subgroups as follows:

- a. Unexpended Plant Funds. Funds available for the acquisition of long-lived assets for institutional purposes.
- b. Renewals and Replacements. Funds set aside for the renewal and replacement of institutional properties.
- c. Retirement of Indebtedness. Funds set aside for debt service charges and for the retirement of indebtedness on institutional plant.
- d. Investment in Plant. Funds reflecting the cost (or fair value at time of donation) of long-lived assets (other than those of endowment and similar funds) and the sources from which the cost is funded, including associated liabilities. All long-term debt is in this account.

Fund balances represent the unexpended resources of this subgroup, and should be maintained to distinguish between unexpended resources originating from Board-designated unrestricted funds transferred for the purposes of this subgroup and those restricted for these purposes by external parties. Separate accounts for each project within each fund often are maintained to assist in establishing this distinction.

## **7 Agency Funds**

These funds account for the resources held by the institution as custodian or fiscal agent for individual students, faculty, staff members and/or organizations. The recipient of agency funds must be determined by the party depositing the funds with the institution; otherwise, the funds are not agency funds.

Examples of agency funds include student clubs' funds and funds administered under the Guaranteed Student Loan Program.

## FUNCTION DEFINITIONS

An institution is a complex organization composed of many organizational units designed to accomplish different purposes or functions. To aid in the classification and analysis of financial information, the following functional areas are to be used in the accounting system and represent the second and third digits in the account coding system.

For educational and general support funds (Current Funds-Unrestricted and Current Funds-Restricted) use the following function codes:

<u>CODE</u>	<u>FUNCTION</u>
01	Instruction
02	Research*
03	Public Service
04	Academic Support
05	Student Services
06	Institutional Support
07	Operation & Maintenance of Plant
08	Scholarships

Accounting by the above functions is not required in Funds 3, 4, 5, 6, and 7. A two-digit function code has been assigned to each of these funds so that the ten-digit code will be complete.

\*Only Athens State University is authorized to use the 02 function.

## FUNCTION DESCRIPTIONS - EDUCATIONAL AND GENERAL

### 01 INSTRUCTION

This category should include expenditures for all activities that are part of an institution's instructional program. Expenditures for credit and noncredit courses, for academic, vocational, and high technology instruction, for remedial and tutorial instruction, and for regular, special, and extension sessions should be included.

Expenditures for research and public service that are not separately budgeted should be included in the classification. This category excludes expenditures for academic administration when the primary assignment is administration - for example, academic deans.

The instruction function includes the following categories:

A. General Academic Instruction

Includes expenditures for formally organized and/or separately budgeted instructional activities that are: (1) carried out during the academic year (as defined by the institution), (2) associated with CIP categories classified below and which are listed in the State master academic inventory, and (3) offered for credit as part of a formal postsecondary education degree or certificate program. Open university, short courses, and home study activities falling within these CIP categories and offered for credit would therefore be included. Also, Developmental, code 8000, includes instructional offerings that are part of programs leading toward degrees or certificates at levels below the higher education level, such as adult basic education.

Instructional Categories

1000	Allied Health
2000	Business
3000	Fine Arts
4000	Health and Physical Education
4500	Education
5000	High Technology
6000	Language/Math
7000	Science
7500	Social Science
8000	Developmental
8500	Special Programs
9000	Vocational
9800	Alabama Fire College

B. Community Education (code 9900)

Community Education includes expenditures for formally organized and/or separately budgeted instructional activities that do not generally result in credit toward any formal postsecondary degree certificate. It includes noncredit instructional offerings that are part of the adult education or continuing education program. This subcategory also includes expenditures for activities associated with programs leading toward a degree or certificate at a level below the higher education level.

C. Vocational/Technical Instruction

This subclass includes expenses for formally organized and/or separately budgeted instructional activities that are associated with activities characterized as vocational/technical instruction in the IPEDS instructional program categories and offered for credit as part of a formal postsecondary education degree or certificate program. Open university, short courses, and home study falling within this classification and offered for credit are included.

This subclass does not include instructional offerings that are part of programs leading toward degrees or certificates at levels below the higher education level, such as adult basic education.

D. Preparatory/Remedial Instruction

Includes expenses for formally organized and/or separately budgeted instructional activities that give students the basic knowledge and skills required by the institution before they can undertake formal academic course work leading to a postsecondary degree or certificate. Such activities, which are supplemental to the normal academic program, generally are termed preparatory, remedial, developmental, or special educational services. These instructional offerings may be taken prior to or along with the course work leading to the degree or certificate. They are generally noncredit offerings, although in some cases credit may be provided specifically for required preparatory or remedial skills or knowledge. If students may satisfy preparatory requirements by taking offerings provided primarily for other than remedial or preparatory purposes, those offerings should be classified elsewhere.

E. Instructional Information Technology

This subclass includes expenses for formally organized and/or separately budgeted instructional information technology. If an institution does not separately account for information technology resources, the costs associated with the three primary programs—instruction, research, and public service—will be classified as academic support and the remainder as institutional support

**02** RESEARCH

Note: Research is to be conducted only by Athens State University; no activity should be reprinted in “02 Research” for the community and technical colleges.

This category should include all expenditures for activities specifically organized to produce research outcomes, whether commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. Subject to these conditions, it includes expenditures for individual and/or project research as well as those of institutes and research centers. This category does not include all sponsored programs (training grants are an example) nor is it necessarily limited to sponsored research, since internally supported research programs, if separately budgeted, might be included in this category under the circumstances described above. Expenditures for departmental research that are separately budgeted specifically for research are included in this category. However, the research classification does not include expenses for departmental research that are not separately budgeted. Departmental research that is not separately budgeted is included in the instructional category.

This category includes the following subcategory:

Individual and Project Research includes expenditures for research activities that are managed within academic departments. Such activities may have been undertaken as the result of a research contract or grant or through a specific allocation of the institution's general resources.

Institutes and Research Centers includes expenses for research activities that are part of a formal research organization created to manage a number of research efforts. While this subclass includes agricultural experiment stations, it does not include federally funded research and development centers, which are classified as independent operations.

Institutes and Research Centers includes expenses for formally organized and/or separately budgeted research information technology. If an institution does not separately account for information technology resources, the costs associated with the three primary programs—instruction, research, and public service—will be classified as academic support and the remainder as institutional support.

### **03 PUBLIC SERVICE**

This category should include funds expended for activities that are established primarily to provide non-instructional services beneficial to individuals and groups external to the institution. These activities include community service programs (excluding instructional activities) and cooperative extension services. Included in this category are conferences, institutes, general advisory services, reference bureaus, radio and television, consulting, and similar non-instructional services to particular sectors of the community.

This category includes the following subcategories:

Community Service includes expenditures for activities organized and carried out to provide general community services, excluding instructional activities. Community service activities make available to the public various resources and special capabilities that exist within the institution. Examples include conferences and institutes; general advisory services and reference bureaus; consultation; testing services as soil testing, carbon dating, and structural testing; and similar activities. The activities included in this subcategory are generally sponsored and managed outside the context of both the agricultural and urban extension programs and of the institution's public broadcasting operation.

Cooperative Extension Service includes expenditures for non-instructional public service activities established as the result of cooperative extension efforts between the institution and outside agencies such as the U.S. Department of Agriculture’s extension service and the affiliated State extension services. This subcategory is intended primarily for land-grant colleges and universities and includes both agricultural extension and urban extension services. The distinguishing feature of activities in this subcategory is that programmatic and fiscal control is shared by the institution with the U.S. Department of Agriculture’s extension service, the related State extension service, and agencies of local government.

Public Broadcasting Services includes expenditures for operation and maintenance of broadcasting services operated outside the context of the institution’s instruction, research, and academic support programs. Thus excluded from this subcategory are broadcasting services conducted primarily in support of instruction which should be classified in the subcategory “Ancillary Support”, and broadcasting services that are primarily operated as a student service activity which should be classified in the social and cultural development subclass of student services. Also, broadcasting services that are independent operations, which should be classified in the independent operations/institutional subclass of independent operations.

Public Service Information Technology includes expenses for formally organized and/or separately budgeted public service information technology. If an institution does not separately account for information technology resources, the costs associated with the three primary programs—instruction, research, and public service—will be classified as academic support and the remainder as institutional support.

#### **04 ACADEMIC SUPPORT**

This category should include funds expended primarily to provide support services for the institution’s primary missions - instruction, research, and public service. It includes (1) the retention, preservation, and display of educational materials as libraries, museums, and galleries; (2) the provision of service that directly assists the academic functions of the institution, such as demonstration schools associated with a department, school, or institution of education; (3) media such as audiovisual services and technology such as computing support; (4) academic administration including academic deans but not department chairpersons and personnel development providing administrative support and management direction to the three primary missions; and (5) separately budgeted support for course and curriculum development. For institutions that

currently charge certain of the expenditures as computing support directly to the various operating units of the institution, such expenditures are not reflected in this category.

This category includes the following subcategories:

Libraries include expenditures for organized activities that directly support the operation of a cataloged or otherwise classified collection.

Museums and Galleries include expenditures for organized activities that provide for the collection, preservation, and exhibition of historical materials, art objects, scientific displays, etc. Libraries are excluded.

Educational Media Services include expenditures for organized activities providing audiovisual and other services that aid in the transmission of information in support of the institution's instruction, research, and public service programs.

Academic Support Information includes expenses for activities established either to significantly improve or to add to the institution's instructional offerings, but only to the extent that those activities are formally organized and/or separately budgeted.

Ancillary Support includes expenditures for organized activities that provide support services to the three primary programs of instruction, research, and public service, but that are not appropriately classified in the previous subcategories. Ancillary support activities usually provide a mechanism through which students can gain practical experience. An example of ancillary support is a demonstration school associated with the school of education. The expenditures of teaching hospitals are excluded.

Academic Administration includes expenditures for activities specifically designed and carried out to provide administrative and management support to the academic programs. This subcategory is intended to separately identify only expenditures for activities formally organized and/or separately budgeted for academic administration. It includes the expenditures of academic deans including deans of research, deans of graduate schools, and institution deans, but does not include the expenditures of departmental chairpersons which are included in the appropriate primary function categories. It also includes expenditures for formally organized and/or separately budgeted academic advising. Expenses associated with the office of the chief academic officer of the institution are not included in this subclass, but should be classified as

institutional support due to the institution-wide nature of that individual's responsibilities.

Academic Personnel Development includes expenditures for activities that provide the faculty with opportunities for personal and professional growth and development to the extent that such activities are formally organized and/or separately budgeted. This subcategory also includes formally organized and/or separately budgeted activities that evaluate and reward professional performance of the faculty. Included in this subcategory are sabbaticals, faculty awards, and organized faculty development programs. Course and Curriculum Development includes expenditures for activities established either to significantly improve or to add to the institution's instructional offerings, but only to the extent that such activities are formally organized and/or separately budgeted.

## **05 STUDENT SERVICES**

This category should include funds expended for offices of admissions and registrar and those activities whose primary purpose is to contribute to the student's emotional and physical well-being and to his or her intellectual, cultural, and social development outside the context of the formal instructional program. It includes expenditures for student activities, cultural events, student newspapers, intramural athletics, student organizations, counseling and career guidance excluding informal academic counseling by the faculty, student aid administration and student health service if not operated as an essentially self-supported activity. According to NACUBO, intercollegiate athletics may be included in this function if the program is operated as an integral part of the department of physical education and not as an essentially self-supporting activity.

This category includes the following subcategories:

Student Services Administration includes expenditures for organized administrative activities that provide assistance and support excluding academic support to the needs and interests of students such as activities of the institution's chief administrative officer for student affairs. This subcategory includes only administrative activities that support more than one subcategory of student activities and/or that provide central administrative services related to various student service activities. In particular, this subcategory includes services provided for particular types of students as minority, veterans, and handicapped students. Some institutions consolidate various activities in a unit titled enrollment management. Expenses of an enrollment management unit would be included in this subclass. Excluded from this subclass are activities of the institution's chief administrative officer for student affairs, whose activities are institution wide and therefore

should be classified as institutional support.

Social and Cultural Development includes expenditures for organized activities that provide for students' social and cultural development outside the formal academic program. This subcategory includes cultural events, student newspapers, intramural athletics, student organizations, and similar items. Intercollegiate athletics is to be operated as an essentially self-supporting operation and reported within auxiliary enterprises. Excluded from this subclass are expenses for an intercollegiate athletics program that is operated as an auxiliary enterprise. While NACUBO states that intercollegiate athletics may be included in this category, if the activities are not operated as an essentially self-supporting operation, the Alabama Community College System chooses to categorize all intercollegiate athletics within auxiliary enterprises for consistent reporting of these type activities.

Counseling and Career Guidance includes expenditures for personal counseling services for students. This subcategory includes vocational testing and counseling services and activities of the placement office. Excluded from this subcategory are formal academic counseling activities (academic support) and informal academic counseling services (instruction) provided by the faculty in relation to course assignment.

Financial Aid Administration includes expenditures for activities that provide financial aid services and assistance to students. This subcategory does not include outright grants to students that should be classified as scholarships, which should be classified as revenue reductions, agency transactions, or expenses.

Student Admissions include expenditures for activities related to (1) the identification of prospective students, (2) the promotion of attendance at the institution, and (3) the processing of applications for admissions.

Student Records include expenditures for activities to maintain, handle, and update records for currently enrolled students as well as for students who were previously enrolled. NACUBO recommends that the printing of quarterly class schedules should be coded to student records.

Student Health Services include expenditures for organized student health services that are not self-supporting rather than those organized as auxiliary enterprises.

Student Services Information Technology includes expenses for formally organized and/or separately budgeted student services information

technology. If an institution does not separately account for information technology resources, the costs associated with the three primary programs—instruction, research, and public service—will be classified as academic support and the remainder as institutional support.

## **06 INSTITUTIONAL SUPPORT**

This category should include expenditures for: (1) central executive-level activities concerned with management and long-range planning of the entire institution, such as the governing board, planning and programming operations, and legal services; (2) fiscal operations, including the investment office; (3) administrative information technology; (4) space management; (5) employee personnel and records; (6) logistical activities that provide procurement, storerooms, , printing, and transportation services to the institution; (7) support services to faculty and staff that are not operated as auxiliary enterprises; and (8) activities concerned with community and alumni relations including development and fund raising.

Appropriate allocation of institutional support should be made to auxiliary enterprises, hospitals, and other activities not directly related to the primary programs—instruction, research, and public service—or their related support classifications.

This category includes the following subcategories:

Executive Management includes expenditures for all central, executive-level activities concerned with management and long-range planning for the entire institution as distinct from planning and management for any one program within the institution. This subclass includes such operations as executive direction (for example, governing board), planning and programming operations, legal, risk, compliance, and internal audit operations. All officers with institution-wide responsibilities are included, such as the president, chief academic officer, chief business officer, chief student affairs officer, chief research officer, chief enrollment management officer, and chief advancement officer.

Fiscal Management includes expenditures for operations related to fiscal control and investments. It includes the accounting office, bursar, and external audits, and also includes such “financial” expenses as allowances for bad debts and short-term interest expenses. Public institutions report all interest in a separate classification as a nonoperating expense. Record bad debts from receivables (other than student loans) as a reduction of the specific revenue source that generated the receivable (e.g., tuition, auxiliary fees) rather than as an expense.

General Administration and Logistical Services include expenditures for activities related to general administrative operations and services with the exception of fiscal operations and administrative information technology. Included in this subcategory are personnel administration, space management, purchasing and maintenance of supplies and materials, campus-wide communication and transportation services, general stores, and printing shops.

Administrative Information Technology includes expenditures for computer services that provide support for institution-wide administrative functions.

Public Relations/Development This subclass includes expenses for activities to maintain relations with the community, alumni, or other constituents and to conduct activities related to institution-wide development and fundraising.

## **07 OPERATION AND MAINTENANCE OF PLANT**

This category should include all expenditures of current operating funds for the operation and maintenance of physical plant, in all cases net of amounts charged to auxiliary enterprises, hospitals, and independent operations. It does not include expenditures made from the institutional plant fund accounts. It includes all expenditures for items such as janitorial and utility services; repairs and ordinary or normal alterations of buildings, furniture, and equipment; care of grounds; maintenance and operation of buildings and other plant facilities; security; earthquake and disaster preparedness; safety; hazardous waste disposal; property, liability, and all other insurance relating to property; space and capital leasing; facility planning and management; and central receiving. Also included are utilities, fire protection, property insurance, and similar items.

This category includes the following subcategories:

Physical Plant Administration includes expenditures for administrative activities that directly support physical plant operations. Activities related to the development of plans for plant expansion or modification, as well as plans for new construction, should also be included in this subcategory. Also included are property, liability, and all other insurance relating to property.

Building and Equipment Maintenance includes expenditures of activities equipment related to routine repair and maintenance of buildings, and other structures, including both normally recurring repairs and preventive maintenance.

Custodial Services includes expenditures related to custodial services.

Utilities include expenditures related to heating, cooling, light and power, gas, water, and any other utilities necessary for operation of the physical plant.

Landscape and Ground Maintenance include expenditures related to the operation and maintenance of landscape and grounds.

Major Repairs and Renovations include expenditures related to major noncapital repairs, maintenance, and renovations. Minor repairs should be classified in the subcategory “Building and Equipment Maintenance.” The distinction between major and minor equipment repairs should be defined by the institution.

Security and Safety This subclass includes expenses related to security; earthquake and disaster preparedness; safety, including environmental safety; and hazardous waste disposal.

Logistical Services This subcategory includes expenses related to logistical services such as central receiving as well as space and capital leasing.

Operations and Maintenance Information Technology This subcategory includes expenses for formally organized and/or separately budgeted operation and maintenance information technology. If an institution does not separately account for information technology resources, the costs associated with the three primary programs—instruction, research, and public service will be classified as academic support and the remainder as institutional support.

## **08 SCHOLARSHIPS & FELLOWSHIPS**

This category should include expenditures for scholarships and fellowships in the form of outright grants to students selected by the institution and financed from current funds, restricted or unrestricted. It also should include trainee stipends, prizes, and awards, except trainee stipends awarded to individuals who are not enrolled in formal coursework that should be charged to instruction, research, or public service as appropriate. If the institution is given custody of the funds, but is not allowed to select the recipient of the grant (ROTC scholarships), the funds should be reported in the Agency Funds group rather than in the Current Funds group. The recipient of an outright grant is not required to perform service to the institution as consideration for the grant, nor is he expected to repay the amount of the grant to the funding source. When services are required in exchange of financial assistance, as in the federal College Work Study Program, the charges should be classified as expenditures

of the department or organizational unit to which the service is rendered. Aid to students in the form of tuition or fee remissions also should be included in this category. However, remissions of tuition or fees granted because of faculty or staff status or family relationship of students to faculty or staff, should be recorded as staff benefit expenditures in the appropriate functional expenditure category. The scholarships and fellowships classification includes the following two subclasses:

Scholarships - This subclass includes grants-in-aid, trainee stipends, tuition and fee waivers, and prizes to undergraduate students.

Fellowships - This subclass includes grants-in-aid and trainee stipends to graduate students. It does not include funds for which services to the institution must be rendered, such as payments for teaching.

#### Aux. Enterprises, Aux. Enterprises-Other, and Other Self-Supporting Enterprises

An auxiliary enterprise exists to furnish goods or services to students, faculty, staff, other institutional departments, or incidentally to the general public, and charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. The distinguishing characteristic of an auxiliary enterprise is that it is managed to operate as a self-supporting activity. Over time, the revenues will equal or exceed the expenses, although in any individual year there may be a deficit or a surplus. Examples are residence halls, food services, intercollegiate athletics (if operated as essentially self-supporting), college stores, faculty clubs, parking, and faculty housing. Student health services, when operated as an auxiliary enterprise, also are included. Hospitals, although they may serve students, faculty, or staff, are classified separately because of their financial significance.

The auxiliary enterprise category includes all expenses relating to the operation of auxiliary enterprises. Because of a desire to assess whether the enterprise is self-supporting, an allocation of expenses for operation and maintenance of plant, depreciation, interest, and administration is included, even though that allocation is not required of public institutions for financial statement purposes. (Independent institutions, however, are required to make the allocation.) Also included are other direct and indirect costs, whether charged directly as expenses or allocated as a proportionate share of costs of other departments or units. To ensure that data regarding individual auxiliary enterprises are complete and adequate for management decisions, cost data should be prepared using full costing methods. Full costing means that the costs attributed to each enterprise includes a portion of indirect costs related to that enterprise, as well as the costs directly attributable to its operation.

The auxiliary enterprise classification includes the following seven subclasses:

Auxiliary Enterprises—Student includes expenses for auxiliary enterprise activities primarily intended to furnish services to students. A student health service, when operated as an auxiliary enterprise, is included. However, intercollegiate athletics are excluded from this category.

Auxiliary Enterprises—Faculty/Staff includes expenses for auxiliary enterprise activities primarily intended to provide a service to the faculty, staff, or both. Such activities include the faculty club, faculty-staff parking, and faculty housing.

Intercollegiate Athletics includes expenses for an intercollegiate sports program when the program is operated in accordance with the definition of an auxiliary enterprise (that is, it is essentially self-supporting).

Aux. Enterprises—Other includes expenses for auxiliary enterprise activities primarily intended to furnish goods and services that are related to the higher education mission. Customers for these goods and services generally are not students, faculty, or staff. Entities of this type are formed to meet the geographic and public service needs of a region and generally relate to an institution's mission of teaching, research, or public service. Examples of such an entity would be a drug testing center or a university press department.

Other Self-Supporting Enterprises includes activities that were established primarily to provide goods and services to other campus units on a fee-for-service basis. The following characteristics assist in identifying these units: They are self-supporting units that, over time, operate on a break-even basis for those goods and services offered to other units; They may provide, to a lesser extent, the same goods and services to faculty, staff, students, and related entities; The goods and services are provided at an institutional level. This characteristic excludes enterprises that only serve units within the same department.

For example, a telecommunications department that services the entire institution would be considered a self-supporting enterprise while the chemistry stores department that only services other chemistry units would be reported net within the academic support classification.

Expenses incurred under this subclass should be netted against revenues since the predominance of transactions is internal. Use of this classification does not preclude entities from reporting these and similar activities in other functional categories (e.g., research, academic support).

Auxiliary Enterprises –Depreciation includes depreciation expense for facilities, equipment, and infrastructure assets of the institution's auxiliary enterprises. Independent institutions are required to allocate depreciation among their

functional classes. Public institutions may report depreciation expense separately, include it with operation and maintenance of plant expenses, or allocate it among all the functional expense classifications. If a public institution chooses to report depreciation as a separate line item or to include all depreciation in the operation and maintenance of plant classification, this subclass would not be used.

Auxiliary Enterprises Information Technology includes expenses for formally organized and/or separately budgeted auxiliary enterprise information technology. If an institution does not separately account for information technology resources, the costs associated with the three primary programs— instruction, research, and public service—will be classified as academic support and the remainder as institutional support.

## **OBJECT CODE DEFINITIONS**

Object codes are represented by the **eighth, ninth and tenth digits** in the account coding system. When new account numbers are needed, it will be necessary to contact the State Alabama Community College System in order to maintain uniformity of account classification.

### **ASSETS**

- 101** Cash-in Bank(s)  
Money on deposit in checking account(s), money market account(s), savings account(s), or other type of depository/demand account(s).
- 119** Petty Cash  
This is a fixed amount of money set aside to make immediate cash disbursements for small purchases or services. The total of the fund must always be accounted for including cash on hand plus receipts for amounts expended. The fund is replenished periodically by an amount equal to the total of the petty cash slips or invoices. Each time the fund is replenished, charges are made to the appropriate organizational unit's expenditure accounts.
- 120** Short-term Investments Exceeding 90 Days  
This account is used to record bonds, notes, and other securities that the institution purchased for investment purposes. These investments have an original maturity date exceeding 90 days.
- 121** Long-term Investments  
This account is used to record bonds, notes, and other securities that the institution purchased for investment purposes. These investments have an original maturity date exceeding one year.

- 122**    Short-term Investments 90 Days or Less  
This account is used to record bonds, notes, and other securities that the institution purchased for investment purposes. These investments have an original maturity date 90 days or less.
- 123**    Discount/Premium on Bonds  
The excess/deficit of face value over(under) the amount paid. Debit this account for premiums and credit for discounts.
- 124**    Endowment Investments  
This is a contra asset account used to record gains (losses) for endowment investments.
- 125**    Accumulated Depreciation  
This account is used to measure the cumulative total of annual depreciation to capital assets.
- 126**    Accumulated Depreciation – Intangible Assets  
This account is used to measure the cumulative total of annual depreciation to intangible assets, such as those listed in accounts 183-186.
- 129**    Investment Held by Trustee (Agency)  
Record in this account Deferred Compensation contributions made by the institution on behalf of the participating employees. In accordance with Internal Revenue Code Section 457, all amounts of compensation deferred under the plan are solely the property and rights of the institution, subject only to the claims of the institution’s general creditors.
- 130**    Student Loans Receivable  
This account will be used only in the Loan Fund and is used to account for loans receivable from students. This account is debited when a loan is made and credited when a payment is made by the maker.
- 131**    Notes Receivable  
This account is used to record notes receivable of all types except for student loan notes.
- 133**    Accounts Receivable  
This account is used to record all revenue-type receivables.
- 134**    Accounts Receivable - Returned Checks  
This account is to record checks returned by banks because of

insufficient funds or other valid reasons. The checks should be redeposited or converted to depositable assets by the drawer and redeposited.

**135** Interest Past Due-Student NDSL

This account is used to record past-due interest from students under the NDSL Program.

**136** Interest Receivable

This account is used to record interest received on notes receivable.

**149** Allowances for Doubtful Accounts

This account is used to accumulate an amount for doubtful accounts for receivables such as that allowable for loans under the NDSL Program.

**150** Inventory

This account is used to record all inventories of merchandise, material, and supplies that are delivered to a centralized or controlled location to be resold to individuals or organizations or distributed on requisitions to organizational units of the institution.

**155** Bond Issuance Cost (Retirement of Indebtedness)

Record in this account administrative costs associated with a bond issue. These costs should be capitalized and amortized over the life of the debt associated with the bond issue.

**160** Prepaid

This account is used to record all prepayments that extend beyond the accounting period. Periodic adjustments should be made so that the balance of this account reflects the prepaid amount for subsequent periods.

**161** Prepaid Bond Premiums

This account is used to record prepayments for bonds that extend beyond the accounting period. This account must be adjusted periodically so that the balance reflects the prepaid amount for subsequent periods.

**167** Deferred Health Insurance Outflows

Employer contributions made after the measurement date of the net OPEB liability, including amounts paid directly by the employer for OPEB as they come due, would be reported as deferred outflows of resources.

- 170** Land  
This account is used in the “Investment in Plant Fund” to maintain the acquisition value of land. The actual purchase of land will be charged to Land (expenditures). At the end of each year, all of the purchases of land will be transferred to this asset account in the Plant Fund.
- 171** Buildings and Fixed Equipment  
This account is used in the “Investment in Plant Fund” to maintain the acquisition value of buildings. The actual purchase of buildings will be charged to Buildings and Fixed Equipment, and will be transferred at the end of each year to this asset account in the Plant Fund.
- 172** Improvements Other Than Buildings  
This account is used to record the cumulative value of fixed assets other than land, buildings, furniture, and equipment. Items included here will be sidewalks, parking lots, site development, fences, flagpoles, and lighting systems. The actual purchase of these assets will be charged to Improvements Other Than Building and will be transferred at the end of each year to this asset account in the Plant Fund.
- 173** Alterations  
This account is used to record the cumulative value of alterations made to plant that increase the value of the buildings, including renovations. The actual expenditure for these items will be charged to the Alterations object code and transferred at the end of the year to this account.
- 174** Furniture and Equipment \$5,000 to \$25,000  
This account is used to record the cumulative value of furniture and other movable equipment for which line-item inventory control should be maintained. It is the control account for “accountable” equipment which costs \$5,000 or more and has an ordinary life of more than one year. These items should be tagged or otherwise identified. The actual purchase cost of these items is charged to the appropriate expenditure account and will be transferred at the end of the year to Account 174. Equipment costing less than \$5,000 is not to be carried on inventory and should be charged to expense. Deductions should be made periodically for items lost, destroyed, or surplusued due to obsolescence or physical condition.
- 175** Construction in Progress  
This account may be used to record construction costs of a project. This is a temporary account and should be closed and the value of the construction transferred to the Plant Asset Account at completion of the project. A separate account should be maintained for each project.

- 176**    Art Museums and Collections  
This account is used to record the cumulative value of Art Museums and Collections. **The actual purchase of these items is charged to 761 and is set up at the end of the year in account 176.**
- 177**    Library Books and Audiovisuals  
This account is used to record the cumulative value of library books purchased and the cost of bound periodicals. It also includes other library resources and audiovisuals, such as films and microfilm. **The actual purchase of these items is charged to 701-702 accounts and is set up at end of year in account 177.**
- 178**    Leased Equipment and Buildings  
This account is used to record equipment capital lease principal amounts until such time as the capital lease is paid. At the time the capital lease principal is paid, the asset under capital lease would then be transferred to the fixed asset account.
- 182**    Furniture and Equipment Exceeding \$25,000  
This account is used to record in the “Investment in Plant Fund” the cumulative value of furniture and equipment exceeding \$25,000.
- 183**    Capitalized Software  
This account is used to record the ownership or right to use computer programs that control the functioning of computer hardware and other devices, regardless of whether it is referred to by the vendor as a purchase, license, lease, rental, maintenance agreement or other terminology. Computer software comprises both operating systems and application programs, regardless of what type of equipment it is installed on, including computers, telecommunications equipment, cellular and satellite phones.
- 184**    Internally Generated Computer Software (IGCS)  
This account is used to record computer software and websites that are internally generated. Computer software is considered internally generated if it is developed in-house or by a third party contractor. Commercially available software that is purchased or licensed but is modified using more than minimal effort is also considered internally generated.
- 185**    Easement and Land Use Rights  
This account is used to record the contractual right related to land not owned by the institution that grants the institution the right to use the surface of the land (easement) or water, timber, or minerals for a

specific purpose.

**186** Patents, Trademarks, and Copyrights

This account is used to record patents, trademarks and copyrights. A patent is a grant of property right by the U.S. Patent and Trademark Office to the inventor for an invention. A trademark is a word, name, symbol or device which is used in trade with goods to indicate the source of the goods and to distinguish them from the goods of others. Trademarks used in interstate or foreign commerce may be registered with the U. S. Patent and Trademark Office. A copyright is a form of protection provided to the authors of "original works of authorship" including literary, dramatic, musical, artistic, and certain other intellectual works, both published and unpublished. Copyrights are registered by the Copyright Office of the Library of Congress.

**188** Deposits with Trustees

This account is used to record deposits with trustees for specified purposes as required in binding agreements.

**191-199** Due from Other Funds

These accounts are used to reflect amounts due from one fund to another. They may arise from actual transfers of money from one fund to another; or they may arise from one fund paying an obligation of, or rendering a service to, another fund. As an example, if the Auxiliary Fund sold some supplies to organizational units in other funds, Accounts 191 to 199 would be debited in the Auxiliary Fund.

The third digit of the coding structure denotes the fund that owes the money.

The codes uses are:

- 191 Due from Current Fund-Unrestricted (No. 1)
- 192 Due from Current Fund-Restricted (No. 2)
- 193 Due from Annuity & Life Income Funds (No. 3)
- 194 Due from Loan Funds (No. 4)
- 195 Due from Endowment and Similar Funds (No. 5)
- 196 Due from Plant Funds (No. 6)
- 197 Due from Agency Fund (No. 7)

Transfers of money that are not intended to be repaid should be debited to Transfers.

## LIABILITIES

- 201**    Accounts Payable  
This account is to be used to record amounts due others. As invoices on payable orders are paid in the current year, they are charged to current year budgets in the same manner as current expenditures.
- 203**    Social Security Taxes Payable  
Credit this account for Social Security Taxes withheld from employees' salaries. This account will be debited when payment is made to State agency for Social Security. Payment for the institution's portion for non-teacher retirement personnel will not be credited to this account but to Social Security Matching when paid.
- 204**    Federal Income Taxes Payable  
Credit this account for income taxes withheld from employees' salaries, but not yet remitted to the IRS. Debit this account when the amount withheld is remitted to the Internal Revenue Service Depository Account.
- 205**    State Income Taxes Payable  
Credit this account for State income taxes withheld from employees' salaries, but not yet remitted to State revenue. Debit this account when the amount withheld is remitted to the State Department of Revenue.
- 206**    Alabama Teachers' Retirement Payable  
This account will be credited for retirement contributions withheld from employees' salaries. This account will be debited when payment is remitted to Teachers' Retirement System of Alabama.
- 207**    State Employees' Retirement Payable  
**Credit** this account for retirement contributions withheld from employees' salaries. The account is **debited** when payment is rendered to the State Employees' Retirement System of Alabama.
- 208**    Salaries and Wages Payable  
This account is used to reflect amounts due to the Payroll Account(s) by other funds for salary checks cleared through the Payroll Account(s). Debit appropriate salary account.
- 209**    PEEHIP Payable  
This account will be credited for insurance contributions withheld from employees' salaries. This account will be debited when payment is remitted to the Public Education Employees' Health Insurance Plan (PEEHIP).

- 210**    State Unemployment Insurance Compensation (SUIC)  
Credit this account for amounts due to the State Unemployment Insurance Compensation Fund.
- 212**    Sales Tax Payable  
This account is used to record Sales Tax Payable.
- 213**    Occupational Tax Payable  
This account is used to record Occupational Taxes Payable.
- 216**    Payments Currently Due (Annuity and Life Income)  
This account is used to record annuity and life income payments currently due. Said payments are required by agreements involved in acquiring the Funds in annuity and life income accounts.
- 217**    Undistributed Income (Annuity and Life Income)  
This account is used to record accumulated income prior to distribution. Said income is earned on Funds acquired by the institution under binding agreements requiring periodic payments to donors of the income earned on said assets.
- 218**    Deposit Liabilities  
This is used to record the balance of resources received and held by the institution as custodial or fiscal agents for others.
- 219**    Accrued Leave  
This account is used to record accrual of annual and sick leave earned by employees but not yet taken.
- 220**    Miscellaneous Deductions Payable  
This account may be used to record any deduction from salaries that do not have a specific account, such as AEA dues, Tax Sheltered Annuities, Insurance Premiums paid by the employee, and United Appeal.
- 221**    Bonds Payable  
Credit this account for the face value of bonds issued. This account is used in the Plant Fund. This account is reduced by each payment of debt principal made through code 662.
- 222**    Notes Payable - Long-Term  
This account should be credited for the amount of long-term liabilities of the institution.

- 224**    Capital Lease Payable  
This account is used to record leaseholds on rents payable on physical plant assets or land held by lease.
- 229**    Deferred Compensation Liabilities (Agency)  
Record in this account the liability associated with the corresponding asset, Investments Held by Trustee, object code 129.
- 230**    Deposits Refundable  
If the institution receives funds that are refundable, such as on lockers, they will be credited to this account. This account will be debited when the deposit is refunded or when it is determined that the deposit would be forfeited.
- 231**    Unearned Revenue  
Funds received for services or products that have yet to be fulfilled.
- 232**    Student Refund  
Refunds of the tuition and fees paid by the student for the term in which student withdraws.
- 263**    Deferred Pension Inflow  
Record deferred inflows as defined by GASB 68 Accounting and Financial Reporting for Pensions. Amounts reported in this account are amortized over time as pension expense. The account should only reflect the allocated portion of deferred inflows for that agency for cost-sharing plans. [See GASB 68 Accounting and Financial Reporting for Pensions for more information.]
- 264**    Deferred Health Insurance Inflow  
Record here health insurance revenues that are applicable to a future reporting period.
- 265**    Deferred Bond Inflow  
Record to this account the excess of the net carrying amount of bond debt that is applicable to a future reporting period.
- 266**    Pension Liability  
The portion or proportionate share of pension that is normally expected to be liquidated with expendable available financial resources.
- 267**    Health Insurance Unfunded Liability  
Employer payroll matching for health insurance programs.

**291-299** Due Other Funds

Accounts 291-299 are used to reflect amounts due to one fund from another. The codes used are as follows:

- 291 Due to Current Fund - Unrestricted
- 292 Due to Current Fund - Restricted
- 293 Due to Annuity & Life Income Funds
- 294 Due to Loan Funds
- 295 Due to Endowment and Similar Funds
- 296 Due to Plant Fund
- 297 Due to Agency Fund

**APPROPRIATIONS, RESERVES AND FUND BALANCES**

**301** Estimated Revenue/Receipts

This account is used to record anticipated revenues at the beginning of the fiscal period as approved in the operating budget. Approved amendments to the budget will also be recorded in this account.

**302** Actual Expenditures

This account is used to record current expenditures as they occur.

**303** Purchase Order Encumbrances

This account is used to encumber, or restrict, funds when purchase orders are issued. **(Debit)**

**307** Transfer In

This account will be the control for all monies transferred to any fund; the subsidiary accounts are 800-849.

**308** Transfer Out

This account will be the control for all monies transferred from any fund; the subsidiary accounts are 850-899.

**309** Fund Balance-Allocated (Technology Fee)

Include in this account the amount brought forward from technology fee revenues and technology expenditures including both capitalized and noncapitalized amounts.

**310** Fund Balance - Allocated

Include in this account all outstanding Purchase Orders at the end of the fiscal year.

**311** Fund Balance - Unallocated

This account represents the portion of each fund's assets that are available for use by the institution. It may represent the principal of a

fund or it may represent an excess of revenues over expenditures.

**322** Actual Revenue/Receipts

This account is used to record all realized revenue and receipts.

**323** Reserve for Purchase Order Encumbrances

This account is credited to restrict, or set aside, funds when purchase orders are issued in order to ensure payment when the obligation becomes due. The account is debited when payment is made and Purchase Order Encumbrances is credited.

**352** Restatement to Fund Balance

This account is used to record any restatements to fund balances during the current fiscal year from prior periods.

**353** Adjustment For Prior Year Encumbrances

This account is used to adjust prior year purchase order encumbrances to the actual expenditure amount when items are received in the next fiscal year.

**355** Refunded to Grantors

This account is used to record settlements to the federal government when grants are not closed out or to record the repayment of overpayments or non-allowable items in a federally assisted project.

**356** Institutional Capital Contributions

This account is used to record the amount of matching funds required of the institution for any federal or similar program of assistance where matching is required, such as Title VI equipment, and NDSL Loans.

**391** Net Investment in Plant-State

This account is credited to accumulate State contributions in fixed assets.

**392** Net Investment in Plant-Federal

This account is credited to accumulate federal contributions in fixed assets.

**393** Net Investment in Plant-Local

This account is credited to accumulate local contributions in fixed assets.

**394** Net Investment in Plant-Gifts

This account is credited to accumulate fixed assets donated by private sources.

**395** Net Investment in Plant-Current or Other

This account is credited to accumulate fixed assets acquired from current or other funds.

**REVENUES**

**401** ETF Appropriation - O&M - Regular

This account is used to record the State appropriation allocated for the general operation and maintenance of the institution. This includes all community, junior, technical and prison O&M allocations. Also, include any separately funded pay increase allocations.

**402** ETF Appropriation - Special

Record in this account State appropriations which are designated for a specific purpose, such as for library enhancement, high technology equipment, deferred maintenance, and TBI.

**406** State Appropriations – Other

Any State funds appropriated from sources other than ETF should be identified as to source and recorded in this account. (Example: Truck Driving)

**408** Local Appropriations

This account is used to record any local appropriations allocated for either the general operation and maintenance of the institution or designated for a specific purpose.

**410** Federal Revenue - Student Aid

This account is used to record any federal funds received for student financial aid, such as Pell, SEOG, and College Work Study.

**411** Federal Grants and Contracts

Record in this account all revenues received from federal Grants and Contracts, such as Historical Black Colleges and Universities (HBCU), and Displaced Homemakers.

**420** State Funds - Professional Development

Record in this account any State funds received for professional development activities.

**425** State Grants and Contracts

This account is used to record revenues received from State government, regardless of the purpose for which the funds are intended.

- 426**    Local Grants and Contracts  
This account is used to record revenues received from local government agencies, regardless of the purpose for which the funds are intended.
- 430**    Community Services  
Record the fee charged by the institution for community services.
- 431**    Tuition  
Record only the basic amount charged for general tuition as set forth in the current Board of Trustees policy.
- 432**    Tuition – Waived  
Record in this account the amount of the institutions’ fees waived for tuition.
- 433**    Skills Training Division  
Record in this account all revenue received for the Adult Education Skills Training Division.
- 439**    Fees-Facility Renewal  
Record in this account the actual dollars collected for the institution’s fee charged to students for facilities renewal.
- 440**    Fees-Facility Renewal Waived  
Record in this account the amount of the institution’s fee waived for Board scholarship students for facilities renewal. Board policy prohibits waiving the facility renewal fee for senior citizen and employee tuition assistance waivers.
- 441**    Fees-Training For Business/Industry  
Record the fee charged for customized training activities specifically organized for the benefit of a particular company or coalition of companies. Revenue should be recorded only for non-credit institution activity.
- 442**    Administrative Fee  
Record in this account the fees charged for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.
- 443**    Technology Fee  
Record in this account the technology fees collected per credit hour per semester, expended for resources and direct services for student technology services to include computers; software; Internet services;

network computer systems; multi-media instructional systems; electronic video-broadcast communications within and among instructional locations, faculty and students; virtual libraries; faculty professional development to provide instruction integrating new technology into the curriculum; marketing of institution services as home pages providing institution information; and provision of student services as financial aid, counseling, and registration.

**444** Technology Fee Waived

Record in this account the amount of the institution's fee waived for Board scholarship students for technology fee.

**445** Bond Reserve Fee

Record in this account the bond reserve fee collected per credit hour per semester, to be transferred to a Presidents' Council to be invested to guarantee Board-issued revenue bond debt service on behalf of the various Alabama Community College System institutions.

**446** Bond Reserve Fee Waived

Record in this account the amount of the institution's fee waived for Board scholarship students for bond reserve fee.

**447** Special Building Fees

Record in this account the special building fee collected per credit hour per semester, approved by the Board of Trustees in order to secure bonded indebtedness. Such fee will expire after the life of the bond issue.

**448** Special Building Fees (Waived)

Record in this account the amount of the institution's fee waived for Board scholarship students for Special Building fee.

**449** Fees – Other Board Approved (combines previous accounts 434 thru 438)

This account is used to record all other fees collected by the college.

**451** Sales Taxable

This account is used to record all sales of whatever nature regardless of the fund or organizational unit making the sale. Sales derived from the bookstore, concessions, pictures, and similar items are recorded in this account.

**452** Sales Non Taxable

This account is used to record all non-taxable sales

- 454**    Gate Receipts  
This account is used to record revenue received as gate receipts at institutional activities.
- 457**    Aviation Fees  
This account is used to record aviation fees collected by the college.
- 458**    Aviation Fees Waived  
Record in this account the amount of the institutions' fee waived for aviation.
- 459**    Aviation Comps Fees  
Record in this account the fees associated with the FAA A&P License testing.
- 465**    Commissions  
Record revenue received as commissions paid from sales through vending operations or other sources of non-institutionally operated enterprises.
- 466**    Dormitory Fees  
Fees charged students for dormitory rooms are recorded in this account. Meal tickets are revenue received for board and should be recorded as SALES.
- 467**    Rent  
Revenue realized from the rental of institution property is recorded in this account.
- 468**    Advertising  
Revenue received for advertising is recorded in this account. Such revenue may be derived from advertising in programs, school newspaper, yearbook, and other publications.
- 480**    Non-cash Gifts/Revenue  
This account is used to record non-cash contributions.
- 481**    Non-governmental Grants and Contracts  
Includes amounts from non-governmental organizations and individuals, including funds resulting from contracting for the furnishing of goods and services of an instructional, research, or public service nature. This excludes revenues derived from contracts and other activities that are not related directly to instruction, research, or public service. This may be either exchange or non-exchange transactions.

They include the following:

- 482** Cash Gifts  
Includes resources donated to the institution for unrestricted or restricted institutional purposes except those gifts received as additions to permanently restricted net assets which are recorded in other support. Gifts are non-exchange transactions. Income from funds held in revocable trusts or distributable at the direction of the trustees of the trusts should be reported here.
- 483** Discounts Earned  
Discounts earned and taken on purchases are recorded in this account. The proper procedure for recording these transactions is to debit Purchases for Resale with the total amount before discounts are taken. This account is credited with the amount of the discount and cash is credited for the amount paid.
- 484** Investment Income  
Interest or dividends received from investments (except endowment) are recorded in this account.
- 486** Miscellaneous Revenue  
Record all other revenue not otherwise accounted for in this account.
- 488** Endowment Income  
Record in this account income from investments of endowment funds. Endowment income is revenue in the unrestricted fund when an endowment is unrestricted. Endowment income is revenue in the restricted fund when an endowment is restricted.
- Endowment income is revenue in the plant fund when the endowment is restricted to plant.
- 489** Expired Term Endowments  
This account is used to record the receipt as revenue in current funds (principal of expired term endowments). Endowment funds should be reduced by a corresponding amount.
- 490** Realized Gains and Losses  
This account is used to record gains and losses from the sale of securities or other investments.
- 492** Unrealized Gains and Losses  
This account is used to record unrealized gains and losses on

investments.

- 493** Proceeds from Sale of Property  
Record receipts received by the institution as a result of the sale of property.
- 494** Prior Year Refunds/Adjustments  
Use this account to record refunds to the institution for expenditures made in a prior year. If refunds were received for current year expenditures, then expenditures would be credited rather than this account.
- 495** Insurance Adjustments  
Include receipts for the settlement of insurance claims.
- 497** Indirect Cost Revenue  
Record in this account the amount due to the institution for indirect cost from other programs. These funds are recorded as revenue from the appropriate source in fund one and as another deduction from fund two.
- 498** Accrued Interest-Sale of Bonds  
This account is used to record accrued interest on proceeds of bond sales before their use. This account is for revenue resulting from the timing of bond sales and premiums paid at the sale.
- 499** Other Revenues  
This account is used to record all revenues that cannot be recorded under the other specific accounts.

## EXPENDITURES

- 501** Instructional Salaries – Regular – Schedule D  
Include in this account salaries paid to instructional staff on either a daily, three-month, nine-month, or annual salary rate from the schedule as adopted by the Board of Trustees. Include in this account the salaries of counselors, librarians and other staff members paid on Schedule D for any period. Full-time nine-month instructors who teach in the summer term should be coded to 501.
- 502** Instructional Salaries - Temporary/Part-Time  
Include in this account compensation of adjunct and hourly instructional faculty who are not paid from the salary schedule adopted by the Board of Trustees. Full-time nine-month instructors who teach in the summer term should be coded to 501.
- 503** Administrative Salaries – Schedules A & B  
Include in this account the salaries of professional full-time staff members whose function is primarily administration. The president or director, vice-president, deans, and business manager on salary schedules A and B should be included in this account.
- 504** Other Professional Salaries – Schedules C  
Include in this account the salaries paid to coordinators and all other professional personnel paid on Salary Schedule C.
- 505** Support Personnel Salaries – Schedules E & H  
Include all personnel paid on Salary Schedules E and H.
- 506** Hourly Wages  
Record in this account amounts paid to employees who are paid on an hourly basis. This account excludes instructional staff who may be paid on an hourly basis and would be coded as 502.
- 507** Student Assistants  
Include wages paid to students employed through an institutional student assistance program. Do not include CWSP salaries or matching funds in this account.
- 508** Work Study Students  
Include in this account wages paid to institution work-study students.
- 572** FICA Matching-Institution Share  
Record the institution's matching share of Social Security payments in this account.

- 573**    Unemployment Compensation  
Record institutional payments to the State Unemployment Insurance Compensation Fund in this account.
- 575**    Retirement Matching  
Record the institution's matching share of State Teachers' Retirement System payments in this account.
- 576**    Pension Expense (GASB 68)  
This is the college's change in net pension liability between fiscal years, adjusted for the effects of certain other changes in the net pension liability (the amortization of deferred inflows and outflows of resources). The amount attributable to the school is actuarially determined similarly to an institution's proportionate share of the net pension liability.
- 580**    President's Expense Allowance  
Includes cost of \$200 per month for the president's expense allowance in accordance with State Board Policy.
- 581**    Housing Allowance  
This account is used to record payments for housing to the institutional president, or any other authorized official, when institution-owned housing is not provided.
- 583**    Health Insurance Matching  
Record in this account the institution's or employer's share of health insurance premiums authorized by the Board of Trustees.
- 592**    Compensated Absences  
This account is used to record the compensated absence expense accrued on employees' annual leave for the current fiscal year.
- 593**    Annual Leave - Retirement/Termination  
This account is used to record amounts for annual leave paid to personnel at termination or retirement from the institution.
- 594**    Other Employee Benefits  
Include in this account any authorized employee benefits which are not included elsewhere.
- 598**    Compensated Time  
Authorized employee compensated time due to the employee upon retirement or termination.

- 601**    In-State Travel Non Taxable  
Include in this account those expenses for which expense accounts are filed for in-state travel. Such expenses may include cost of travel, per diem, registration fees, and such other expenses that may be reimbursed under Alabama Law.
- 602**    Out-Of-State Travel  
Include in this account those expenses resulting from out-of-state travel. Such expenses may include transportation, registration fees, lodging and meal expenses, and such other expenses that may be reimbursed under Alabama Law.
- 603**    Freight  
Record the cost of transportation of items by means other than the U.S. Mail, such as United Parcel Service, rail, and truck.
- 604**    Communications  
This account should include telephone, telegraph, and any other costs arising from telecommunications other than data processing.
- 605**    Postage  
Record the cost of transportation of items through the U.S. Mail Service in this account. Also include the cost of postage meters.
- 606**    Maintenance and Repairs  
Include in this account expenses relating to the general maintenance and repair of institutionally owned equipment or facilities.
- 607**    Service Contracts on Equipment  
Record the cost of contractual service agreements in this account. Service contracts for the maintenance and repair of such items as office machines, heating or cooling equipment, and transportation equipment.
- 608**    Electricity  
The cost of providing electrical service to the physical plant is included in this account.
- 609**    Gas and Heating Fuel  
Record in this account the cost of providing gas (natural, butane, other), coal and heating oil to the institution. Gas for use in laboratories should be charged to instructional materials and supplies.

- 610**    Water and Sewer  
The cost of water used by the institution is recorded in this account. Include in this account charges for sewage and/or garbage pick-up services if separately identifiable from water service charges.
- 611**    Gasoline and Oil - Motor Vehicle  
Use this account to record the cost of gasoline and oil used in motor vehicle equipment by State-owned or controlled cars, buses, farm machinery and equipment, grounds maintenance equipment, and similar items.
- 612**    Operating Lease Payments  
Record in this account the monthly expenditures associated with a non-capitalized lease payment. The principal portion of the capitalized lease should be recorded in object code 662.
- 613**    Rent - Equipment  
Record the rental of any type equipment in this account.
- 614**    Rent - Facilities  
The rental of facilities should be recorded in this account.
- 616**    Insurance and Bonding  
Record the cost of fiduciary bonds carried by the institution on employees, insurance policies for buildings and contents, boiler policies, and other similar items.
- 617**    Subscriptions  
The cost of subscriptions to magazines or newspapers is recorded in this account. Do not record the cost of books in this account.
- 618**    Memberships  
Record in this account the cost of institutional memberships in professional organizations.
- 619**    Printing, Reproduction and Binding  
Charge to this account expenses incurred in the printing, reproduction or binding of material. Record in this account institution catalogs and quarterly class schedules.
- 620**    Athletic Insurance Deductible  
Record the cost associated with filing a claim for damages of a institution sponsored athletic event.

- 621** In-State Travel Taxable  
Record the non-overnight travel allowances of \$11.25 for a trip six to twelve hours, and \$30.00 for a trip over twelve hours.
- 622** State-Funded Professional Development  
Record in this account all expenditures for professional development activities which are funded through State-level appropriation but which are conducted at the discretion of the individual institution. Activities conducted with State-level appropriations that are at the direction of the Chancellor and may be conducted by a institution should not be coded in this category.
- 623** Judgments/Settlements  
Record in this account expenses arising from a court order or a settlement agreement in resolution of a legal claim. Also, this account should include deductibles pursuant to an insurance policy and judgments, excluding personnel costs, from the Board of Adjustments.
- 624** Legal Services  
Record in this account the expenses resulting from contracts with attorneys or legal consultants.
- 625** Other Legal Expenses  
Record other related legal expenses incurred by the institution in this account such as court reporting and filing fees.
- 626** Accounting and Auditing Services  
Record in this account any expenses resulting from contracts with accounting or auditing consultants.
- 627** Engineering and Architectural Services  
Record in this account any expenses resulting from contracts with engineering and architectural consultants.
- 628** Other Professional Fees  
Record in this account expenses for consultants for institutional improvement and/or development, amounts paid intramural or athletic officials, and any other fees of a professional nature.
- 629** Accreditation Expense  
This account is used to record the cost of accreditation expenses.
- 630** Depreciation Expense  
This account is used to record the portion of the cost of capital assets

that is expensed. (Worksheet only at this time.)

**631** Bank Card Fees

This account is used to record the cost of credit card processing.

**639** Other Contractual Services

All other contractual services not accounted for in 601-628 may be entered in this account. An example of a service to be charged to this account is a contractual agreement for janitorial services.

**640** Supplies – Computing Devices

This account is charged for computer supplies, such as toner for printers.

**641** Materials and Supplies

Record the purchase of materials and supplies used in the institution including the library. This account includes expendable items such as welding rods, paper, staples, and other instructional aids.

Laboratory expendable supplies, such as test tubes and beakers, should be included in this account.

**642** Computer Software

Record in this account the purchase of computer software made during the current fiscal year.

**643** Technology - Non-capitalized

Record in this account the non-capitalized expenses purchased with Technology Fees.

**644** Internal Purchases

This account is used to record internal transactions with Auxiliary Enterprises.

**645** Culinary Consumables

This account is used to record the cost of instructional expenses for culinary consumable.

**660** Purchases for Resale

Items purchased for resale to individuals, organizations, or other organizational units of the institution will be charged to this account. Normally, this account will only be used by the Auxiliary Fund or activities related to instruction. All materials and supplies charged to customers on work orders should be charged to this account.

- 661**    Interest Payments  
This account is used for payment of interest on financial obligations of the institution.
- 662**    Principal Payments  
Record in this account the principal amount paid on capital leases which will be credited towards the purchase of equipment at any given time. That portion of the payment that is interest should be debited to interest, object code 661.
- 663**    Investment Transaction Expense  
Record in this account the fees charged the institution such as banks and brokers for handling investments of the institution.
- 664**    Scholarships  
Charge to this account all sponsored scholarship and tuition waiver amounts on behalf of students. Do not include payments to students for loans or for services rendered.
- 665**    Honorariums  
Record in this account, payments to speakers or lecturers in recognition of a contribution to the institution.
- 666**    Grants, Awards and Prizes  
Record in this account expenses for all federal student financial aid in the form of grants, loans, or other type payments to students. This account should also include miscellaneous awards and/or prizes for institution business.
- 667**    Advertising and Promotions  
Expenses incurred as a result of the promotion or the advertising of such items as the institution and its programs or courses are charged to this account.
- 668**    Debt Collection Expense  
Cost of collecting debts due the institution are recorded in this account and should include such items as cost of litigation, photostat expense, and other similar expenses.
- 670**    Trustee Handling Fees  
Include in this account all costs paid to trustees for their fees in handling monies on behalf of public institutions.

- 671**    Amortization Expense  
This account is used to record the costs associated with the issuance of bonds.
  
- 672**    Bond Reserve Fee Expense  
Record in this account the collected bond reserve fees to be submitted to the Presidents' Council at the designated times.
  
- 676**    Cash Shortages  
This account is used for closing the year-end balance of operating cash shortages from account 325, Reserve for Cash Operating Differences.
  
- 677**    Indirect Cost Expense  
Record in this account the amount paid to the institution for indirect cost to other programs.
  
- 678**    Institutional Use  
These accounts may be assigned and used by the institution for items that cannot be categorized under other accounts.
  
- 679-98**    Institutional Use – Must roll up to an identified 600 series object code
  
- 699**    Other Non-capital Costs  
Record in this account all costs for non-capitalized projects.

**Note:**            **(Applies to object codes 701 through 740)**

The Alabama Community College System chooses to capitalize books; therefore, book purchases should be included in the institution's inventory system. A physical inventory shall be made of all capitalized assets each year.

- 701**    Books  
Capital expenditures for books are recorded in this account.
  
- 702**    Audiovisuals  
Include in this account the purchase of films, filmstrips, slides, records, tapes, and similar items. Do not include items such as projectors, tape recorders or players, and record players. Such items should be classified as equipment.
  
- 710**    Furniture and Equipment \$5,000 to \$25,000  
Record in this account all furniture and equipment other than motor vehicle equipment costing between \$5,000 to \$25,000.

- 711** Furniture and Equipment Exceeding \$25,000  
Record in this account all furniture and equipment other than motor vehicle equipment costing more than \$25,000.
- 712** Lease Purchases  
Include in this account the principal amount paid on lease purchases that will be credited towards the purchase of equipment at any given time. That portion of the payment that is interest should be debited to interest, object code 661.
- 713** Capitalized Software (\$1,000,000+)  
Include in this account costs related to the ownership or right to use computer programs that control the functioning of computer hardware and other devices, regardless of whether it is referred to by the vendor as a purchase, license, lease, rental, maintenance agreement or other terminology. Computer software comprises both operating systems and application programs, regardless of what type of equipment it is installed on, including computers, telecommunications equipment, cellular and satellite phones.
- 714** Internally Generated Computer Software (IGCS)  
Include in this account costs related to the development in-house or by a third party contractor, or the modification of commercially available software using more than minimal effort. Costs to develop websites should also be included.
- 715** Easement and Land Use Rights  
Include in this account costs related to the contractual right to land not owned by the institution that grants the institution the right to use the surface of the land (easement) or water, timber, or minerals for a specific purpose.
- 716** Patents, Trademarks, and Copyrights  
Include in this account costs related to the development of patents, trademarks and copyrights.
- 740** Transportation Equipment \$5,000 to \$25,000  
Include the purchase of buses, cars, vans, and trucks in this account costing \$25,000 or less. The equipment may be purchased for general institutional use or for restricted use as for student activities or athletics, but it should still be charged to this account.
- 746** Transportation Equipment Exceeding \$25,000  
Include the purchase for more than \$25,000 of buses, cars, vans, and

trucks in this account. The equipment may be purchased for general institutional use or for restricted use as for student activities or athletics, but it should still be charged to this account.

**760** Land

Record in this account the original cost of land plus acquisition costs. Do not include site development costs.

**761** Art Museums and Collections

This account is used to record the expenditures for art museums and collections. The cumulative value of these items is charged to account 176.

**770** Building and Fixed Equipment

Charge to this account all costs of acquiring buildings. Architect fees, drawings, blueprints, construction contracts, and other costs incurred in the construction of buildings are charged here.

Roof replacements, repairs, or renovations to buildings should not be charged to this account.

The installation of equipment that is permanently attached to a building such as an elevator, central heating or cooling system conditioners and water coolers is charged here.

**777** Construction in Progress

This account is used to record the expenditures for construction in progress. This is a temporary account and should be closed and the value of the construction transferred to the Plant Asset Account at completion of project. A separate account should be maintained for each project.

**780** Improvements Other Than Buildings

Charge this account with the costs of site development, parking lots, flag poles, sidewalks, outdoor lighting systems, utility systems, fences, and similar items.

**781** Alterations

This account is used to record the cumulative value of alterations made to plant that increase the value of the buildings, including renovations.

**782** Technology \$5,000 to \$25,000

Record in this account the capitalized expenses purchased with Technology Fees for \$25,000 or less.

**783** Technology Exceeding \$25,000

Record in this account the capitalized expenses purchased with Technology Fees for more than \$25,000.

**TRANSFERS**

**800-803** Mandatory Transfers In

This category should include transfers to the Current Funds group from other fund groups; for example: grant agreements with agencies of the federal government, donors or other organizations to match gifts and grants. Mandatory transfers may be required to be made to either Unrestricted or Restricted Current Funds.

801 – Principal and Interest

802 – Facility Renewal Fee

This account will include transfers to the Plant Renewal and Replacement Fund group from Current Unrestricted Fund group. The transfer is mandatory in compliance with guidelines established by the Alabama Community College System.

803 – Other Funds

**811** Non-Mandatory Transfers In

This category should include those transfers to the Current Funds group from other fund groups made at the discretion of the governing board. It may include the re-transfer of resources back to Current Funds.

811 – Other Funds

**851-853** Mandatory Transfers Out

This category should include transfers from the Current Funds group to the fund groups arising out of (1) binding legal agreements related to the financing of educational plant, such as amounts for debt retirement, interest, and required provisions for renewals and replacements of plant, not financed from other sources, and, (2) grant agreements with agencies of the federal government, donors or other organizations to match gifts and grants to loan and other funds. Mandatory transfers may be required to be made from either Unrestricted or Restricted Current Funds.

851– Principal & Interest

852– Facility Renewal Fee

This account will include transfers from Current Unrestricted Fund group to the Plant Renewals and Replacements Fund group. The transfer is mandatory in compliance with guidelines established by the Alabama Community College System.

853 – Other Funds

**861** Non-Mandatory Transfers Out

This category should include those transfers from the Current Funds group to other fund groups made at the discretion of the governing board to serve a variety of objectives, such as additions to loan funds, additions to quasi-endowment funds, general or specific plant additions, voluntary renewals and replacements of plant, and prepayments on debt principal.

861 – Other Funds

**999** W2 Year End Total Account