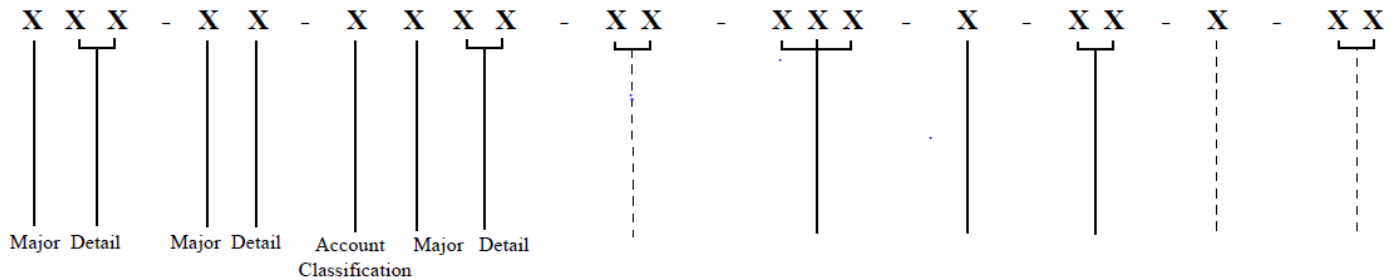


Financial Report 101



Fund Codes
(1XX - 8XX)

Account Groups
(9XX)

Function Codes
(11 - 99)

Object Codes:
 Assets (1XXX)
 Liabilities (2XXX)
 Fund Equity (3XXX)
 Clearing Accounts (4XXX)
 Revenues/Income (5XXX)
 Expenditures/Expenses (6XXX)
 Other Resources/Non-Operating Revenues/Residual Equity Transfers In (7XXX)
 Other Uses/Non-Operating Expenses/Residual Equity Transfers Out (8XXX)

Local Option Codes 1 and 2
(XX)

Organization Codes
(001 - 999)

Fiscal Year Code
(0 - 9)

Program Intent Codes
(11 - 99)

Local Option Code 3
(X)

Local Option Codes 4 and 5
(XX)

————— Indicates a mandatory code for State reporting purposes

----- Indicates a code that may be used at local option

Fund Code

A mandatory 3 digit code is to be used for all financial transactions to identify the fund group and specific fund. The first digit refers to the fund group, and the second and third digit specifies the fund.

Function Code

A mandatory 2 digit code applied to expenditures/expenses that identify the purpose of the transaction. The first digit identifies the major class and the second digit refers to the specific function within the area. A function represents a general operational area in a school district and groups together related activities. Most school districts use all of the functions in the process of educating students or organizing the resources to educate students. For example, in order to provide the appropriate atmosphere for learning, school districts transport students to school, teach students, feed students and provide health services. Each of these activities is a function.

Object Code

A mandatory 4 digit code that identifies the nature and object of an account, a transaction or a source. The first of the four digits identifies the type of account or transaction, the second digit identifies the major area, and the third and fourth digits provide further sub-classifications. Revenue object codes are four digit object codes, and are the sixth through ninth digits in the code structure.

Expenditure codes are distinguished from other types of object codes as they always begin with the digit "6."

Optional Codes 1 and 2

A 2 digit code for optional use to provide special accountability at the local level.

Organization Code

A mandatory 3 digit code that identifies the organization, i.e., High School, Middle School, Elementary School, Superintendent's office, etc. An organization code does not necessarily correspond with a physical location. The activity, not the location, defines the organization.

Fiscal Year Code

A mandatory single digit code that identifies the fiscal year of the transaction or the project year of inception of a grant project.

Program Intent Code

A 2 digit code used to designate the intent of a program provided to students. These codes are used to account for the cost of instruction and other services that are directed toward a particular need of a specific set of students. The intent (the student group toward which the instructional or other service is directed) determines the program intent code, not the demographic makeup of the students served.

Optional Code 3

A single code that is used at the local option.

Optional Codes 4 and 5

An optional 2 digit code that may be used by the district to further describe the transaction.

Fund 240 National School Breakfast and Lunch Program

This fund classification is to be used for programs using federal reimbursement revenues originating from the United States Department of Agriculture (USDA). The Food Service Fund is considered a Special Revenue Fund if it meets the following criteria:

- User fees are charged to supplement the National School Lunch Program (NSLP) reimbursement -- i.e., students are charged for meals.
- The General Fund subsidizes the Food Service Fund for all amounts required in excess of the NSLP reimbursements and user fees.
- The school district does not intend for the Food Service Fund to be self-sustaining.

This fund may have a fund balance not to exceed three months of food service operations, and such balances are to be used exclusively for allowable child nutrition program purposes. (10.553, breakfast; 10.555, lunch)

Function 35 Food Services

This function is used for food service operation expenditures/expenses, including the cost of food, labor, and other expenditures/expenses necessary for the preparation, transportation and storage of food to provide to students and staff. Expenditures/expenses are used directly and exclusively for supervision and maintenance of a food service operation.

Certain expenditures must be accounted for by organization code and program intent code. See Organization Code section and Program Intent section for guidance concerning mandatory and optional uses.

School districts are encouraged to use appropriate program intent and organization codes for all other costs that are directly attributable to a specific program intent and/or organization. However, benefits to the management of the school district in relation to the effort to allocate these costs should be examined before allocating costs that are not mandatory.

Function 35 - Costs to Include:	Function 35 - Costs to Exclude (with Correct Function):
Food service supervisors or directors and related staff, Cooks, Snack Bar Staff	Food purchases to instruct students on food preparation (Function 11)
Purchase of food service equipment (Contact School Meals Programs at the Texas Department of Agriculture for clarification regarding equipment that is eligible under the food service program)	Supplies and services for upkeep and maintenance for buildings and grounds, including utilities (Function 51)
Food purchases	Concession stands at athletic events (Function 36)
Non-food purchases such as plates, silverware, napkins, etc. essential to providing food services to students	Snacks, food and drinks for resale in an activity fund (Function 36)
Commodities	
Purchase of vehicles and other transportation costs for the purpose of transporting food from central locations to satellite locations	

Account Code 5751 Food Service Activity

This code is used to classify revenues realized from food service activities, including payments for meals from students and adults.

Object 5751 Revenue to Include:	Object 5751 Revenue to Exclude:
Sale of milk	<ul style="list-style-type: none"> Federal School Breakfast Program (Object 5921), Federal School Lunch Program (Object 5922), and Department of Agriculture (USDA) Commodities (Object 5923)
Catering fees	In the Enterprise Fund:
Reduced meal prices paid by students	National School Breakfast Program (Object 7955). National School Lunch Program (Object 7953) Department of Agriculture Commodities (Object 7954)
Sale of a la carte items	

Account Code 5921 School Breakfast Program

This code is used to classify revenues realized as the result of the federally-funded breakfast program administered by the Texas Department of Agriculture. For school districts that utilize the enterprise fund to account for the school breakfast program, school breakfast program funds are to be recorded in the non-operating revenue object code 7952, School Breakfast Program. (10.553)

Account Code 5922 National School Lunch Program

This code is used to classify revenues realized as a result of the federally-funded lunch program administered by the Texas Department of Agriculture. For school districts that utilize the enterprise fund to account for the food service program, national school lunch funds are to be recorded in the non-operating revenue object code 7953, National School Lunch Program (NSLP).

Object 5922 Revenue to Include:	Object 5922 Revenue to Exclude:
National School Lunch Program revenues	<ul style="list-style-type: none">• Revenues received for a summer Feeding Program (Object 5939)

Account Code 5923 United States Department of Agriculture (USDA) Commodities

This code is used to classify revenues realized from USDA commodities used in the school lunch program. Under the consumption method, revenues are realized as commodities are used whereas under the purchase method, revenues are realized when commodities are received. Since actual cash is not received, a debit entry is made simultaneously either to expenditure object code 6344, USDA Commodities (purchase method), or an asset code 1310, Inventory - Supplies and Materials (consumption method). For school districts that utilize the enterprise fund to account for the food service program, commodities are to be recorded in the non-operating revenue object code 7954, USDA



Part 1 - REVENUES AND EXPENDITURES

1. Opening Balance as of the 1st day of your fiscal year	\$144,475.26
2. Revenues for Reporting Period	
a. Program Revenues	\$46,968.00
b. State Reimbursement	\$2,155.00
c. Federal Reimbursement	\$291,852.00
d. Nonprogram Revenues	\$138,576.00
e. Interest Earned (if applicable)	\$2,018.00
f. Total Revenues = Item 2: (a + b + c + d + e)	\$481,569.00
g. Percent Program Revenues = Item 2: (a + b + c) / f	70.81 %
h. Percent Nonprogram Revenues = (100 - Item 2g)	29.19 %
3. Expenditures for Reporting Period	
a. Program Food Expenditures	\$122,819.00
b. Nonprogram Food Expenditures	\$84,990.00
c. Salaries	\$152,319.00
d. Employee Benefits	\$44,566.00
e. Purchased Services	\$0.00
f. Equipment Purchase	\$7,095.00
g. Supplies\Miscellaneous	\$24,932.00
h. Indirect Costs (if applicable)	\$0.00
i. Utilities and Other	\$54,149.00
j. Total Expenditures = Items 3: (a + b + c + d + e + f + g + h + i)	\$490,870.00
4. Closing Balance = Item 1 + Item 2f - Item 3j	\$135,174.26
5. Gain or Loss = Item 2f - Item 3j	\$-9,301.00
Amount of General Revenue Supplemental Child Nutrition (required if Loss)	\$0.00
6. a. Total Number of Operating Months	11
b. Three Month Average Operating Cost = (Item 3j/Item 6a)*3	\$133,873.64
7. Excess Balance = (Item 4 - Item 6b)	\$1,300.62
8. Indirect Cost Rate	0.0000 %
9. Bad Debt Amount	\$0.00
Have you reimbursed Child Nutrition?	<input checked="" type="radio"/> Yes <input type="radio"/> No