

**D. FUNCTION CODES**

Key: M – Minimum Level of Reporting Required by USBE

Function codes are used to describe the activity for which a service or commodity is acquired and fit within the following structure:

- USBE has defined the minimum level of reporting required by LEAs. Throughout the various sections of the Char of Accounts, this is identified by the “**M**” at the left of the code to indicate ‘Minimum’.
- USBE has defined which codes are to be considered as headers as indicated by, “(Header Only – Do Not Use” immediately following the code title. LEAs are not allowed to report amounts in header codes.
- All numbers not defined in the USBE chart of accounts is, by default, available to be used by LEAs as long as they are mapped appropriately upon reporting.
- When coding transactions that, if coded exactly, could span multiple locations, state programs, functions, LEAs are only required to do so if the amount exceeds 20% of the total for any given dimension. When applying this leeway to salaries/benefits, assigned responsibilities should be used to evaluate if the amount exceeds the threshold as opposed to actual time.

**M 1000 Instruction**

Activities dealing directly with the interaction between teachers and students. Teaching may be provided for pupils in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving co-curricular activities. It may also be provided through some other medium such as television, radio, telephone, and correspondence. Included here are the activities of aides or assistants of any type, (clerk, graders, teaching machines, etc.) which assist in the instructional process.

**2000 Support Services (Header Only – Do Not Use.)**

Supporting Services are those services which provide administrative, technical, personal (such as guidance and health), and logistical support to facilitate and enhance instruction and, to a lesser degree, community services. Supporting services exist to sustain and enhance instruction, rather than as entities within themselves.

**M 2100 Support Services - Students**

Those activities that are designed to assess and improve the well-being of students and to supplement the teaching process which include:

- Attendance and Social Workers - Those activities that are designed to assess and improve student attendance at school that attempt to prevent or solve student problems involving the home, the school, and the community.

- Guidance Services - Those activities of counseling pupils and parents, providing consultation with other staff members on learning problems, assisting pupils in personal and social development, assessing the abilities of pupils, assisting pupils as they make their own educational and career plans and choices, providing referral assistance, and working with other staff members in planning and conducting guidance programs for pupils.
- Health Services - Physical and mental health services that are not direct instruction such as activities that provide pupils with appropriate medical, dental, and nurse services.
- Psychological Services - Activities concerned with administering psychological tests and interpreting the results; gathering and interpreting information about student behavior, working with other staff members in planning school programs to meet the special needs of students.
- Speech Pathology and Audiology Services - Activities that identify, assess, and treat children with speech, hearing, and language impairments.
- Occupational Therapy Related Services - Activities that assess, diagnose, or treat students for all conditions requiring the services of an occupational therapist.
- Physical Therapy Related Services - Activities that assess, diagnose, or treat students for all conditions requiring the services of a physical therapist.
- Visually Impaired/Vision Services - Activities that assess diagnose or treat students for all conditions relating to visual impairment.

If an LEA wishes to track these separately, use the following codes:

- 2110 Attendance and Social Work Services
- 2120 Guidance Services
- 2130 Health Services
- 2140 Psychological Services
- 2150 Speech Pathology and Audiology Services
- 2160 Occupational Therapy - Related Services
- 2170 Physical Therapy-Related Services
- 2180 Visually Impaired/Vision Services
- 2190 Other Support Services - Students

**M 2200 Support Services - Instructional Staff Assistance**

Activities associated with assisting the instructional staff with the content and process of providing learning experiences for pupils that include:

- Improvement of Instruction Services - Those activities that are designed primarily for assisting instructional staff in planning, developing, and evaluating the process of planning, developing, and evaluating the process of providing learning experiences for pupils that include curriculum development, techniques of instruction, child development and understanding, staff training, etc. These include:

- Instruction and Curriculum Development Services - Activities designed to aid teachers in developing the curriculum, preparing and utilizing special curriculum materials, and understanding and appreciating the various techniques which stimulate and motivate pupils.
- Instruction Staff Training Services - Activities designed to contribute to the professional or occupational growth and competence of members of the instructional staff during the time of their service to the LEA or school that include workshops, demonstrations, school visits, courses for college credit, sabbatical leaves, and travel leaves.
- Library/Media Services - Activities concerned with directing, managing, and supervising educational media services (e.g., supervisory personnel) as well as such activities as selecting, acquiring, preparing, cataloging, and circulating books and other printed materials; planning for the use of the library by students, teachers, and other members of the instructional staff; and guiding individuals in their use of library books, reference guides and materials, catalog materials, special collections, and other materials, whether maintained separately or as a part of an instructional materials center.
- Instruction Related Technology - Technology activities and services for the purpose of supporting instruction which include expenditures for internal technology support as well as support provided by external vendors using operating funds, costs associated with the administration and supervision of technology personnel, systems planning and analysis, systems application development, systems operations, network support services, hardware maintenance and support services, and other technology-related costs that relate to the support of instructional activities.
- Academic Student Assessment - Services rendered for the academic assessment of students that are not initiated by the teacher, but by the LEA or SEA.

If an LEA wishes to track these separately, use the following codes:

- 2210 Improvement of Instruction Services
  - 2212 Instruction and Curriculum Development Services
  - 2213 Instruction Staff Training Services
  - 2219 Other Improvement of Instruction Services
- 2220 Library/Media Services
- 2230 Instruction Related Technology
- 2240 Academic Student Assessment
- 2290 Other Support Services - Instructional Staff

**M 2300 Support Services - General District Administration**

Activities concerned with establishing and administering policy in connection with operating the LEA that include:

- Board of Education Services - Activities of the elected body that has been created according to state law and vested with responsibilities for educational activities in a given administrative unit.
- Executive Administration. Activities associated with the overall general administration of or executive responsibility for the entire school district. (Office of the Superintendent, Community Relations, State and Federal Relations, and Other Executive Administration.)

If an LEA wishes to track these separately, use the following codes:

- 2310 Board of Education Services
  - 2311 Supervision of Board of Education Services
  - 2312 Election Services
  - 2315 Staff Relations and Negotiation Service
  - 2316 Independent Audit Services
  - 2317 Legal Services
  - 2319 Other Board of Education Services
- 2320 District Executive Administration Services
  - 2321 Office of the Superintendent
  - 2329 Other Executive Administration Services

**M 2400 Support Services - School Administration**

Activities concerned with overall administrative responsibility for a single school that include:

- Office of the Principal – Activities concerned with directing and managing the operation of a particular school or schools. Included are the activities performed by the principal, assistant principals, and other assistants in general supervision of all operations of the school; evaluation of the staff members of the school; assignment of duties to staff members; supervision and maintenance of the school records; and coordination of school instructional activities with instructional activities of the LEA. It includes clerical staff for those activities.
- Other Support Services – School Administration

If an LEA wishes to track these separately, use the following codes:

- 2410 Office of the Principal
- 2490 Other Support Services - School Administration

**M 2500 Support Services - Central Services**

Activities that support other administrative and instructional functions that includes:

- Fiscal Services - Activities concerned with the fiscal operations of the LEA. This function includes budgeting, receiving and disbursing, financial and property accounting, payroll, inventory control, internal auditing, and funds managing.
- Purchasing, Warehousing, and Distributing Services - Activities concerned with purchasing, receiving, storing, and distributing supplies and materials used in schools or school system operations.
- Printing, Publishing, and Duplicating Services - The activities of printing and publishing administrative publications such as annual reports, school directories, and manuals. Also included is centralized

services for duplicating school materials and instruments such as school bulletins, newsletters, and notices.

- Planning, Research, Development, and Evaluation Services - Activities associated with conducting and managing system-wide programs of planning, research, development, and evaluation for a school system.
- Public Information Systems - Activities concerned with writing, editing, and other preparation necessary to disseminate educational and administrative information to students, staff, managers, and the general public.
- Personnel Services - Activities concerned with maintaining efficient personnel for the school system including supervision of personnel services, recruitment and placement, personnel information, non-instructional personnel training, health services for LEA employees, and other personnel services.
- Administrative Technology Services - Activities concerned with supporting the LEA's information technology systems, including supporting administrative networks, maintaining administrative information systems, and processing data for administrative and managerial purposes.

If an LEA wishes to track these separately, use the following codes:

- 2510 Fiscal Services
- 2520 Purchasing, Warehousing, & Distribution
- 2530 Printing, Publishing, & Duplicating Services
- 2540 Planning, Research, Development, and Evaluation Services
- 2560 Public Information Services
- 2570 Personnel Services
- 2580 Administrative Technology Services
- 2590 Other Support Services

## **M 2600 Operation & Maintenance of Plant Services**

Activities concerned with keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, buildings, and equipment in an effective working condition and state of repair. Activities that maintain safety in buildings, on the grounds, and in the vicinity of schools are included. These include:

- Operation of Buildings - Those activities concerned with keeping the physical plant clean and ready for daily use. It includes operating the heating, lighting, and ventilating systems, and repair and replacement of facilities and equipment. Also included are the costs of building rental and property insurance.
- Maintenance of Buildings - Activities associated with keeping buildings at an acceptable level of efficiency through repairs and preventative maintenance.
- Care and Upkeep of Grounds Services - The activities of maintaining the land and its improvements other than buildings. It includes snow removal, landscaping, grounds maintenance and the like.

- Care and Upkeep of Equipment Services - Activities concerned with maintaining, in good condition, equipment owned or used by the LEA. Activities such as servicing and repairing furniture, machines, and movable equipment are included.
- Vehicle Servicing and Maintenance Services – Activities concerned with maintaining general-purpose vehicles such as trucks, tractors, graders, and staff vehicles in good condition. Included are such activities as repairing vehicles, replacing vehicle parts, cleaning, painting, greasing, fueling, and inspecting vehicles for safety; i.e., preventive maintenance.
- Security Services - Activities concerned with maintaining a secure environment for students and staff, whether they are in transit to or from school, on a campus or administrative facility, or participating in school-sponsored events.
- Safety - Activities concerned with maintaining a safe environment for students and staff, whether they are in transit to or from school, on a campus or administrative facility, or participating in school-sponsored events. (Firm alarms, crossing guards, as well as other costs incurred to ensure the basic safety of students and staff.)
- Other Operation and Maintenance of Plant Services

If an LEA wishes to track these separately, use the following codes:

- 2610 Operation of Buildings
- 2620 Maintenance of Buildings
- 2630 Care and Upkeep of Grounds Services
- 2640 Care and Upkeep of Equipment Services
- 2650 Vehicle Servicing and Maintenance Services
- 2660 Security Services
- 2670 Safety
- 2680 Other Operation and Maintenance of Plant Services

**M 2700 Student Transportation Services**

Activities concerned with the conveyance of students to and from school, as provided by state law. Included are trips between home and school and trips to school activities that include:

- Vehicle Operation Services - Activities concerned with operating vehicles for pupil transportation from the time the vehicles leave the point of storage until they return to that point. Driving buses or other pupil transportation vehicles is included.
- Monitoring Services - Activities concerned with supervising pupils in the process of being transported between home and school and while being transported for school activities. These activities include supervision while in transit and while being loaded and unloaded and directing traffic at the loading and unloading stations.
- Vehicle Servicing and Maintenance Services - Activities concerned with maintaining pupil transportation vehicles in good condition, including repairing vehicles; replacing vehicle parts; and cleaning, painting, greasing, fueling, and inspecting vehicles for safety. Replacing a vehicle chassis or body individually is considered

equipment and is charged to property.

- Other Student Transportation Services
- Transportation Services from Special Activities

If an LEA wishes to track these separately, use the following codes:

- 2710 Vehicle Operation Services
- 2720 Monitoring Services
- 2730 Vehicle Servicing and Maintenance Services
- 2790 Other Student Transportation Services

**M 3000 Operation of Non-Instructional Services**

Those activities concerned with providing non-instructional services to students, staff or the community.

**M 3100 Food Services**

Those activities concerned with providing food to students and staff in a school or LEA. This service area includes the preparation and serving of regular and incidental meals, lunches, or snacks in connection with school activities and the delivery of food.

**M 3200 Other Enterprise Services**

Those activities that are financed and operated in a manner similar to private business enterprises--where the stated intent is that the costs are financed or recovered primarily through user charges. Food services should not be charged here, but rather to Function 3100. One example could be the LEA bookstore.

**M 3300 Community Services**

Those activities concerned with providing community services to students, staff or other community participants which include community recreation programs, the operation of a community swimming pool, civic services, the operation of a public library, a child care center, welfare activities services, LEA Foundations, and services provided to school-age children not related to public education.

If an LEA wishes to track these separately, use the following codes:

- 3310 Community Recreation Services
- 3320 Civic Services
- 3330 Public Library Services
- 3340 Custody and Care of Children Services
- 3350 Welfare Activities Services
- 3360 Non-Public School Pupils Services
- 3370 Pre-Kindergarten Services
- 3390 Other Community Services

**M 4000 Facilities Acquisition and Construction Services**

**4100 Land Acquisition Services**

Activities pertaining to the initial acquiring and improving land.

**4200 Land Improvement Services**

Activities concerned with making permanent improvements to land, such as grading, fill, and environmental remediation.

**4300 Architecture and Engineering Services**

The activities of architects and engineers related to site acquisition and improvement and to improvements to buildings. Charges are made to this function only for those preliminary activities that may or may not result in additions to the LEA's property. Otherwise, charge these services to 4100, 4200, 4500, or 4600 as appropriate.

**4400 Educational Specification Development Services**

Activities concerned with preparing and interpreting descriptions of specific space requirements for the various learning experiences of pupils to be accommodated in a building. These specifications are interpreted to the architects and engineers in the early stages of blueprint development.

**4500 Building Acquisition and Construction Services**

Activities concerned with building acquisition through purchase or construction.

**4600 Site Improvement**

Activities concerned with making nonpermanent improvements or enhancements to building sites. These improvements include fencing, walkways, tunnels, and temporary landscaping.

**4700 Building Improvement**

Activities concerned with building additions and with installing or extending service systems and other build-in equipment.

**4900 Other Facilities Acquisition & Construction Services**

Facilities acquisition and construction activities that cannot be classified above.

**M 5000 Debt Service**

Activities related to servicing the long-term debt of the school district, including payments of both principal and interest. This function should be used to account for bond interest payments, retirement of bonded debt (including current and advance refunds), capital lease payments, and other long-term notes. Interest on short-term notes or loans (repayable within one year of receiving the obligation) is charged to function 2510.

If an LEA wishes to track these separately, use the following codes:

- 5100 Bonds
- 5200 Tax Anticipation Notes
- 5300 Lease-Purchase Agreements
- 5900 Other Debt Service