OKLAHOMA
COST ACCOUNTING SYSTEM

OKLAHOMA
STATE DEPARTMENT *of* EDUCATION

JOY HOFMEISTER
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION

2015-2016 Fiscal Year

Revised July 2015

It is the policy of the Oklahoma State Department of Education (OSDE) not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Civil rights compliance inquiries related to the OSDE may be directed to the Affirmative Action Officer, Room 111, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599, telephone number (405) 522-4930; or the United States Department of Education's Assistant Secretary for Civil Rights. Inquiries or concerns regarding compliance with Title IX by local school districts should be presented to the local school district Title IX coordinator.

This publication, printed by the Oklahoma State Department of Education, is issued by the Oklahoma State Department of Education as authorized by 70 O.S. § 3-104. One hundred copies have been printed at a cost of $114.50. Copies have been deposited with the Publication Clearinghouse of the Oklahoma Department of Libraries. July 2015.

OKLAHOMA COST ACCOUNTING SYSTEM MANUAL

Table of Contents

EXPENDITURE AND REVENUE CODE DEFINITIONS

FISCAL YEAR DIMENSIONS A-1
FUND DIMENSION DEFINITIONS B-1
PROJECT REPORTING DIMENSION DEFINITIONS C-1
OPERATIONAL UNIT DIMENSIONS D-1

EXPENDITURE DIMENSION DEFINITIONS

EXPENDITURE DIMENSIONS E-1
FUNCTION DIMENSION DEFINITIONS F-1
OBJECT DIMENSION DEFINITIONS G-1
PROGRAM EXPENDITURE DIMENSION DEFINITIONS H-1
SUBJECT DIMENSION DEFINITIONS I-1
JOB CLASSIFICATION DIMENSION DEFINITIONS J-1

REVENUE DIMENSION DEFINITIONS

REVENUE DIMENSIONS K-1
SOURCE OF REVENUE DIMENSION DEFINITIONS L-1
PROGRAM REVENUE DIMENSION DEFINITIONS M-1

POLICIES AND PROCEDURES FOR IMPLEMENTATION OF THE OKLAHOMA COST ACCOUNTING SYSTEM (OCAS)

Calendar: Accountability at a Glance 1
Forward, Laws and Regulations 3
Accounting System 5
Financial Information Processing 9
OCAS Data Submission 12
OCAS Record Layout 13
OCAS Field Definitions 14
School District Treasurer 15
School District Encumbrance Clerk 19
Continuing Education for District Treasurer and Encumbrance Clerk 23
Travel Reimbursement Policy 23
Activity Funds 24
Transparency Act 29
Administrative Cost Criteria 30
Administrative Cost Coding Criteria 31
Audits 33
Capital Expenditures and Noncapital Expenditures 41
General Fund Carryover Penalty 43
Calculation for Prior Year's General Fund Balance 44
Public Competitive Bidding Act 47
Maintenance of Effort, No Child Left Behind 52
Maintenance of Effort, Special Education 53
Excess Cost Calculation 54
Indirect Cost Rate Calculation 55
Federal Funds 56
Requirements for Filing for Federal Funds Reimbursement 57
Sample Expenditure Reports for Federal Programs Reimbursement 59

FISCAL YEAR DIMENSIONS

Summary of Fiscal Year Dimensions:

1. FY 2011-12

2. FY 2012-13

3. FY 2013-14

4. FY 2014-15

5. FY 2015-16

Fiscal year (FY) denotes a twelve-month period of time, from July 1 through June 30, to which the annual budget applies, and at the end of which the district determines its financial position and the results of its operations. The terminal digit of the applicable year designates the code; e.g., year 2015-16 would be coded as 6.

FUND DIMENSION DEFINITIONS

10 GENERAL FUNDS. Account for all financial resources of the local educational agency (LEA) except those required to be accounted for in another fund.

11* General Fund (For Operations). The general fund of any school district is hereby defined as a current expense fund, as defined in 70 O.S. § 1-117.

12* Cooperative Fund (For Cooperative Programs). The Co-op fund is hereby defined as a current expense fund, as defined in 70 O.S. § 5-117.

20 SPECIAL REVENUE FUNDS. Account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes.

21* Building Fund. The building fund of any school district shall consist of all monies derived from the proceeds of a building fund levy, voted by the people of a school district, not to exceed five mills in any year, as defined in 70 O.S. § 1-118.

Schools which receive gifts or donations or state-appropriated monies for the purpose of capital expenditures or projects shall place such monies in the building fund, and not in the general fund.

School districts which receive monies from rental, sale, or lease of buildings, Impact Aid monies, or grants, whether from state, federal, or other sources, may place such monies in the building fund or the general fund authorized by 70 O.S. § 1-117.

22* Child Nutrition Programs Fund. Title 70 O.S. § 5-158 states that state, federal, and local collections for child nutrition monies may be placed in a governmental budget account that will be administered through your school district treasurer and appropriated separately from all other appropriated funds. The beginning fund balance each year, combined with all actual revenues including collected and estimated revenues, must be appropriated before being expended. Purchase orders shall be issued against available appropriations, and once goods or services have been received, either payable or nonpayable warrants shall be issued in payment of all purchase orders.

23* Special Building Fund (55I052, Mid-Del Schools only).

24* Oklahoma City Metropolitan Area Public Schools (MAPS) Trust. Title 70 O.S. § 3-104 (Number 18) states that the State Board of Education shall prescribe a list of appropriation accounts by which the funds of school districts shall be budgeted, accounted for, and expended. This code meets the requirement of the Resolution of the Oklahoma City Metropolitan Area Public Schools Trust to keep this money at the school district in a separate fund.

25* Municipal/County Tax Levy. Money derived from special sales tax on behalf of the school district. These funds are to be kept separate and expended only for those items addressed in the tax levy agreement.

26* **Childcare and Limited Services for Children.** Community lunch and childcare services contracted through Department of Human Services. Does not include childcare before or after school by 21st Century grants or Child Nutrition funds.

30 CAPITAL PROJECTS FUNDS. Account for financial resources used to acquire or construct major capital facilities other than those of proprietary and trust funds. A bond fund holds proceeds from the sale of bonds from which all expenditures for bond projects are paid, as defined in 62 O.S. § 574.

A separate fund shall be assigned for each capital project. Bond fund titles should include purpose and fiscal year of authorization. For example, a bond issue authorized for transportation equipment in November of 2009 would be the Transportation Bond Fund of Fiscal Year 2010. All transactions would be identified by the fiscal year in which the encumbrances and/or warrants were issued.

The propositions set forth in a bond issue identifying specific projects shall be accounted for in the Project Reporting dimension series 001-199 assigned by the LEA. If more than one bond issue is authorized in a fiscal year and such bond issues are for a period of ten years or more, multiple issues may be combined by using one bond fund number and tracking propositions via the Project Reporting dimension.

General purpose and fiscal year authorized to be assigned by the LEA:

31* (General purpose) Bond Fund(s) of (fiscal year authorized)
32* (General purpose) Bond Fund(s) of (fiscal year authorized)
33* (General purpose) Bond Fund(s) of (fiscal year authorized)
34* (General purpose) Bond Fund(s) of (fiscal year authorized)
35* (General purpose) Bond Fund(s) of (fiscal year authorized)
36* (General purpose) Bond Fund(s) of (fiscal year authorized)
37* (General purpose) Bond Fund(s) of (fiscal year authorized)
38* (General purpose) Bond Fund(s) of (fiscal year authorized)
39* (General purpose) Bond Fund(s) of (fiscal year authorized)

Note: Bonded indebtedness, or the accumulative total of all bond funds voted, may not exceed ten percent of the net assessed valuation of the school district.

40 DEBT SERVICE FUNDS. Account for the accumulation of resources for, and the payment of, general long-term debt, principal and interest.

41* **Sinking Fund.** The sinking fund of any district shall consist of all money derived from ad valorem taxes or otherwise as provided by law for the payment of bonds and judgments and interest thereon, as defined in 70 O.S. § 1-119.

50* **ENDOWMENT FUNDS.** This fund is used to account for resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the school district's programs.

60* **SCHOOL ACTIVITY FUND.** As defined in 70 O.S. § 5-129, the board of education of each school district shall exercise control over all funds on hand or hereafter received or collected, as herein provided, from students or other cocurricular and extracurricular activities conducted in the district. Such funds shall be deposited to the credit of the subaccount maintained for the benefit of the particular activity within the school activity funds.

80 TRUST and AGENCY FUNDS. Account for assets held by an LEA in a trustee capacity or an agent for individuals, private organizations, other governmental units, and/or other funds. (All fund 80 series, (except for fund 81 and 86) are self-insured funds. If a district is not self-insured use the proper fund codes).

81* Gift Fund. A separate non-self-insured fund established to account for revenue received from a philanthropic foundation, private individual, or private organization for which no repayment or special service to the contributor is expected. Also, endowment funds allow for income derived from such funds to be expended, but the principle must remain intact.

82* Medical Insurance Fund. A separate fund established to account for revenue and expenditures for all types of self-insured, medical insurance coverage. Use with function code 7600, 7710, 7720, and 7800. **If using payroll object codes use the proper function codes**.

83* Workers' Compensation Fund. A separate fund established to account for revenue and expenditures for self-insured, workers' compensation insurance coverage. Use with function code 7400.

84* Tort Liability Fund. A separate self-insured fund established to account for receipts and expenditures for all types of insurance coverage for liability, fidelity, as well as costs of judgments. Use with function code 7500.

85* Cafeteria Plans Fund. A separate self-insured fund established to account for receipts and expenditures for all types of flexible benefits such as those offered under a cafeteria plan. Use with function code 7710, 7720, 7730, and 7740.

86* Casualty/Flood Insurance Recovery Fund. A separate non-self-insured fund established to account for receipts and expenditures for all types of insurance coverage and major reimbursements and reserves for property.

87* Unemployment Compensation Fund. A separate fund established to account for revenue and expenditures for self-insured, unemployment coverage. Use with function code 7400.

88* Arbitrage Rebate Liability. A separate self-insured fund for simultaneous buying and selling of the same negotiables or commodities in different markets in order to make an immediate riskless profit. Use with function code 5900.

PROGRAM EXPENDITURE DIMENSION DEFINITIONS

Program dimension is required to be used with Functions 1000 and 2330. Program dimension may be used with any other function for tracking purposes.

A program is a plan of activities and procedures designed to accomplish a predetermined objective or set of objectives. Nine broad program areas are identified: regular programs, special programs, vocational programs, other instructional programs, continuing education programs, community services programs, all instructional programs, and athletic programs. An undistributed expenditures category is added to accumulate expenditures that cannot be charged to one of the programs, but can be allocated later by an indirect cost allocation process.

The program dimension provides the LEA the framework to classify expenditures by program to determine cost.

000* SERIES—UNDISTRIBUTED EXPENDITURES (FOR ALL FUNCTIONS EXCEPT 1000 and 2330). All charges which are not readily assignable directly to a program are classified. For program-costing purposes, the charges to functions in the 1000, 2000, and 3000 series and this account may be attributed indirectly to instructional, community service, and enterprise programs. Charges to function series 4000 and 5000 using this program code normally are not allocated to other programs.

100* REGULAR PROGRAMS (Elementary-Secondary). Instructional activities that provide students in Grades Pre-K through 12 with learning experiences to prepare them for activities as citizens, family members, and nonvocational workers. These programs contrast with those designed to improve or overcome physical, mental, social and/or emotional handicaps. (Assign grade level subseries as needed by district to roll to bold).

107 Pre-kindergarten (Half Day).
108 Pre-kindergarten (Full Day).
109 Transitional Kindergarten (Half Day).
110 Transitional Kindergarten (Full Day).
111 Kindergarten (Half Day).
112 Kindergarten (Full Day).
113 Transitional First Grade (K to 1st).
114 First Grade.
115 Transitional Second Grade (1st to 2nd).
116 Second Grade.
117 Transitional Third Grade (2nd to 3rd).
118 Third Grade.
119 Transitional Fourth Grade (3rd to 4th).
120 Fourth Grade.
121 Fifth Grade.
122 Sixth Grade.
123 Seventh Grade.
124 Eighth Grade.
125 Ninth Grade.
126 Tenth Grade.
127 Eleventh Grade.
128 Twelfth Grade.

200 SPECIAL PROGRAMS. Instructional activities primarily for students having special needs. The special programs include pre-kindergarten, kindergarten, elementary, and secondary services for the gifted and talented, special education students with disabilities, bilingual students, and special programs for other types of students.

239* All Special Education Programs. Instructional activities for districtwide special education programs.

250 GIFTED AND TALENTED. Instructional activities for those special instructional programs, supportive services, unique educational materials, learning settings, and other educational services which differentiate, supplement, and support the regular educational program in meeting the needs of the gifted or talented child.

251* Gifted Program.

252* Advanced Placement.

260 ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID). Designed to increase school wide learning and performance. To accelerate student learning, uses research based methods of effective instruction, provides meaningful and motivational professional development from elementary through postsecondary college.

261* AVID. Middle/High School Education. 1st year grant.

262* AVID. Elementary Education. 1st year grant.

263* AVID. Middle/High School Education. 2nd year grant.

264* AVID. Elementary Education. 2nd year grant.

265* AVID. Middle/High School Education. 3rd year grant.

266* AVID. Elementary Education. 3rd year grant.

270 STAFF DEVELOPMENT.

271* Development of Core Curriculum. Development of competencies in core curriculum areas and effective instruction.

272* Racial and Ethnic. Component on multicultural education that reflects the racial, religious, ethnic, and cultural diversity of the United States of America.

273* Outreach to Parents, Guardians, or Custodians of Students. Component on outreach to parents, guardians, or custodians of students.

274* Noninstructional Training. Other noninstructional training, but not limited to; CPR, or Bloodborne pathogens.

275* Child Abuse and Neglect. Teacher training on recognition and reporting of child abuse and neglect.

277* Teacher Leader Effectiveness (TLE). Training to improve student growth and achievement by effective teaching and learning practices.

280 VIRTUAL SCHOOL PROGRAMS

281* **Virtual Education.** Provides instruction in a learning environment where teacher and student are separated by time or space, or both, and the teacher provides course content through the use of methods such as course management applications, multimedia resources, the internet, and videoconferencing. Students receive the content and communicate with the teacher via the same technologies.

300 VOCATIONAL PROGRAMS. Instructional activities that provide students with the opportunity to develop the knowledge, skills, and attitudes needed for employment in an occupational area.

310 SECONDARY VOCATIONAL PROGRAMS (COMPREHENSIVE SECONDARY SCHOOL).

311* **Agriculture Education.** Instructional activities that enable students to acquire the background, knowledge, and skills necessary to enter a wide range of agriculturally related occupations.

312* **Marketing Education.** Instructional activities that prepare students to perform activities that direct the flow of goods and services, including their appropriate utilization, from the producer to the consumer.

313* **Health Occupations.** Instructional activities that provide students with the knowledge, skills, and understanding required by occupations that support the health professions.

314* **Family and Consumer Sciences.** Instructional activities that enable students to acquire knowledge and develop understanding, attitudes, and skills relevant to personal, home, and family life, and to home economics occupations.

315* **Science, Technology, Engineering, and Mathematics.**

316* **Business and Computer Technology.** Instructional activities that prepare, upgrade, or retrain students for selected office occupations.

317* **Technology Education.** Instructional activities that prepare students for job opportunities in a specialized field of technology.

318* **Trades and Industrial Occupations.** Instructional activities that prepare students for initial employment in a wide range of trade and industrial occupations.

319* **Other Vocational Programs—Comprehensive High School.** Instructional activities for comprehensive high school vocational programs that cannot be readily identified by one of the various categories listed above.

320* **OTHER VOCATIONAL PROGRAMS.** Other instructional activities that provide students with the opportunity to develop the knowledge, skills, and attitudes needed for employment in an occupational area.

330* **CARL PERKINS - ACADEMIC INTEGRATION.**

331* **CARL PERKINS - ALL ASPECTS OF THE INDUSTRY.**

332* **CARL PERKINS - USE OF TECHNOLOGY.**

333* CARL PERKINS – PROFESSIONAL DEVELOPMENT. Industry Involvement and Technology Training.

334* CARL PERKINS - GUIDANCE AND COUNSELING.

335* CARL PERKINS - INTERNSHIPS.

336* CARL PERKINS - RECRUITMENT AND RETENTION.
337* CARL PERKINS - EVALUATION.

338* CARL PERKINS - MODERNIZATION AND EXPANSION.

339* CARL PERKINS - SERVICES AND ACTIVITIES.

340* CARL PERKINS - SECONDARY AND POSTSECONDARY.

390* CARL PERKINS CAREER-TECHNOLOGY PROGRAMS-DISTRICTWIDE. Instructional activities for all districtwide Career-Technology programs that cannot be readily identified by the various categories listed above.

399* CARL PERKINS (55I052, Mid-Del use only).

400 OTHER INSTRUCTIONAL PROGRAMS. Instructional activities that provide students in Grades Pre–K through 12 with learning experiences not included in the Program codes 100, 200, 300, or 800.

410* BILINGUAL ENGLISH FOR SPEAKERS FOR OTHER LANGUAGES (ESOL).

420 SPECIAL NEEDS PROGRAMS.

421* In-School Suspension. Instructional services and activities for those students outside the regular instructional program but housed within the same operational unit and under the direction of the site administrator.

422* Homebound. When an acute or chronic health condition makes it impossible for the child to attend regular classes, this program permits temporary instruction for the child outside the school setting.

424* Remedial. Instructional activities designed to correct faulty study habits and raise the level of a student's general competence.

425* Homeless. Activities designed to meet the needs of homeless children and youth with the district.

426* Ace Remediation.

427* Reading Sufficiency.

429* Disadvantaged/Deprived (At-Risk Students). Instructional activities designed to meet the needs of students who are unable to exhibit educational skills of comparable students. This may be caused by frequent moves, cultural differences, language barriers, or economic limitations, as well as other negative factors. This would not include educational problems related to a student's special education needs.

430* **ALTERNATIVE EDUCATION.** Instructional activities for students who are in educational programs affiliated with the LEA.

440 SUMMER SCHOOL. Instructional activities for students during the period between the end of the regular school term and the beginning of the next regular school term.

441* **Elementary.** Instructional activities for elementary students during the period between the end of the regular school term and the beginning of the next regular school term.

442* **Secondary.** Instructional activities for secondary students during the period between the end of the regular school term and the beginning of the next regular school term.

490 OTHER INSTRUCTIONAL PROGRAMS. All other instructional activities that provide students with learning experiences that cannot be categorized in those programs specifically listed above or in Programs 100, 200, 300, 500, 600, or 800.

492* **21st Century Community Learning Grants.**

493* **Extended Day.** Activities pertaining to the provision of programs for additional instructional care of children in an extended day program.

494* **School Reform (Schoolwide Programs Under No Child Left Behind).**

495* **District Set Aside for Federal Programs.**

500 CONTINUING EDUCATION PROGRAMS. Instructional activities that develop knowledge and skills to meet immediate and long-range educational objectives of adults.

510 ADULT EDUCATION. Instructional activities that develop knowledge and skills to meet immediate and long-range educational objectives of adults who, having incomplete or interrupted formal schooling, have accepted adult roles and responsibilities. Programs include activities to foster the development of fundamental tools of learning; prepare students for a postsecondary career; prepare students for postsecondary education programs; upgrade occupational competence; prepare students for a new or different career; develop skills and appreciation for special interests; or to enrich the aesthetic qualities of life.

511* **Adult Basic Education.** Instructional activities concerned with the fundamental tools of learning for adults who have never attended school or who have interrupted formal schooling and need this knowledge and these skills to raise their level of education to increase self-confidence and/or self-determination, to prepare for an occupation, and to function more responsibly as citizens in a democracy.

512* **Adult Basic Education/GED Testing.** GED testing only, such as examiner or required technology.

530* **OCCUPATIONAL EDUCATION.** Instructional activities concerned with the skills and knowledge required to prepare learners for immediate employment in an occupation or cluster of occupations. (This type of program is the same as that for secondary or junior college students, but differs in that adults are the students served).

540* **UPGRADING IN CURRENT OCCUPATION.** Instructional activities concerned with skills and knowledge designed primarily to extend or update workers' competencies for occupations in which they are directly employed.

550* **RETRAINING FOR NEW OCCUPATION.** Instructional activities concerned with the skills and knowledge required for preparation for employment in a new and different occupation.

560* **SPECIAL INTEREST.** Instructional activities concerned with skills and knowledge required to prepare adults for a subordinate occupation in addition to their vocation. Such programs also may be called vocational programs.

570* **LIFE ENRICHMENT.** Instructional activities concerned with skills and knowledge designed primarily for enjoyment without regard to vocation.

580* **FULL-TIME ADULT EDUCATION.** Instructional activities for adults attending day or night programs on a regular basis.

590* **SHORT-TERM ADULT EDUCATION.** Instructional activities concerned with developing skills and knowledge for adults with regard to vocation.

600 COMMUNITY SERVICES PROGRAMS. Activities which are not directly related to the provision of educational services in an LEA. These include services such as community recreation programs, civic activities, public libraries, programs of custody and care of children, and community welfare activities provided by the LEA for the community as a whole or some segment of the community.

610* **COMMUNITY RECREATION.** Activities concerned with providing recreation for the community as a whole, or for some segment of the community. Included are such staff activities as organizing and supervising playgrounds, swimming pools, and similar programs.

620* **CIVIC SERVICES.** Activities concerned with providing services to civic affairs or organizations. This program area includes services to parent-teacher association meetings, public forums, lectures, and civil defense planning.

630* **PUBLIC LIBRARY SERVICES.** Activities pertaining to the operation of public libraries by an LEA, or the provision of library services to the general public through the school library. Included are such activities as budgeting, planning, and augmenting the library's collection in relation to the community, and informing the community of public library resources and services.

640* **CUSTODY AND CHILD-CARE SERVICES.** Activities pertaining to the provision of programs for the custodial care of children in residential day schools, or child-care centers which are not part of, or directly related to, the instructional program, and where the attendance of the children is not included in the attendance figures for the LEA.

650* **WELFARE ACTIVITIES.** Activities pertaining to the provision of personal needs of individuals who have been designated as needy by an appropriate governmental entity. These needs include stipends for school attendance, salaries paid to students for work performed (whether for the LEA or for an outside concern), and for clothing, food, or other personal needs.

660* **NONPUBLIC SCHOOL PROGRAMS.** Activities for students attending a school established by an agency other than the state, a subdivision of the state, or the federal government, which usually is supported primarily by other than public funds. The services consist of such activities as those involved in providing instructional services, attendance and social work services, health services, and transportation services for nonpublic school students.

690* **OTHER COMMUNITY SERVICES.** Activities provided to the community which cannot be classified under the other Program 600 series.

700* **CHILD NUTRITION PROGRAM.** Assists school districts in providing quality nutrition programs that promote life-long healthful living while providing nutritious meals each day that prepare children for learning.

800* **ATHLETIC PROGRAMS.** School-sponsored activities, under the guidance and supervision of LEA staff that provide opportunities for students to pursue various aspects of physical education. Name and number to be locally assigned by LEA. Reminder: Assign a separate project and/or program code for individual girls' athletic programs; girls' softball separate from boys' baseball, girls' volleyball separate from boys' volleyball, etc.

900* **NON–ATHLETIC PROGRAMS.** Activities that add to a student's educational experience, but are not related to educational activities, such as student government, clubs, and honors societies. Expenditures for instructional purposes (function 1000) for classes, band, drama, choir, use Program 100. Name and numbers locally assigned.

OPERATIONAL UNIT DIMENSIONS

Do not assign new codes. If you need a new site code, contact the Accreditation Section of the State Department of Education at (405) 521-3333.

001–099 Series	The following are standard operational unit codes to be used by ALL districts when districtwide expenditures are incurred. The codes apply only to DISTRICTWIDE transactions. Districts may assign other codes within the 001–099 Series without contacting the Accreditation Section. **However, when reporting to the State Department of Education, all codes must be converted to the districtwide codes listed below:**	
050*	Districtwide Services.	
100–499* Series	Elementary School Sites.	PK–08 (any combination)
500–599* Series	Middle School Sites.	05–08 (any combination)
600–699* Series	Junior High School Sites.	07–09 (any combination)
700–799* Series	Senior High School Sites.	09–12 (any combination)
[1]800–969 Series	Reserved for State Department of Education purposes only. Do not use for transactions.	
970–989*Series	Charter Schools.	
[1]990–997 Series	Reserved for State Department of Education purposes only. Do not use for transactions.	
998*	Inter-local Sites. This is to be used only for inter-local transactions by the LEA responsible as the sole fiscal agent for the cooperative. **To be used by "K" districts only**.	
[1]999	Reserved for State Department of Education purposes only. Do not use for transactions.	

[1]Any district using the 800–969 series, the 990–997 series, or 999 for local tracking purposes should convert such codes to those authorized codes listed above before reporting to the State Department of Education.

EXPENDITURE DIMENSIONS

FY	FUND	PROJECT REPORTING	FUNCTION	OBJECT	PROGRAM	SUBJECT	JOB CLASS	OPER UNIT
XX	XX	XXX	XXXX	XXX	XXX	XXXX	XXX	XXX

Definitions of Expenditure Dimensions

FY — Fiscal year of the fund involved.
Example: FY 2015-16.

FUND — A fiscal and accounting entity with a self-balancing set of accounts recording cash and other resources together with all related liabilities and residual equities or balances or changes therein. Examples: General, building, school activity, trust.

PROJECT REPORTING — The Project Reporting dimension permits LEAs to accumulate expenditures to meet a variety of specialized management and reporting requirements, regardless of whether the programs receive district, state, federal, or multisource funding. Expenditures may be accumulated under individual projects with the flexibility of accommodating additional projects which LEAs might wish to account for on a permanent or temporary basis. Examples: Summer school program, child nutrition program, vocational program.

FUNCTION — Describes the activity being performed for which a service or material object is acquired. Examples: Instruction, counseling services, library services, operation of building services, and supervision of child nutrition programs operation.

OBJECT — Describes the service or goods obtained. Examples: Salaries, staff travel, electricity, books.

PROGRAM — A plan of activities and procedures designed to accomplish a predetermined objective. Examples: Regular programs, special programs, vocational programs, special students.

SUBJECT — Describes a group of related subjects, allows accumulation of costs in particular subject areas. Examples: Art, business, mathematics, music.

JOB CLASSIFICATION — Used to classify expenditures for salaries and employee benefits by employee's job. Examples: Elementary nonteaching principal, senior high teacher, regular or substitute bus driver.

OPERATIONAL UNIT — Used to identify the accredited instructional site according to grade span or the non-accredited/non-instructional site at which personnel serve the entire district. **The Accreditation Section of the State Department of Education must assign all site codes.** A district may request the use of specific site codes, but will be authorized to use the code only after verification that the code is within the proper range and does not conflict with any codes previously assigned to the district.

FUNCTION CODE DIMENSIONS OUTLINE

1. **Function 1000 Series – Instruction**
2. **Function 2100 Series – Support Service/Students**
3. **Function 2200 Series – Support Service/Instruction Staff**
4. **Function 2300 Series – Support Services/General Administration**
5. **Function 2400 Series – Support Services/School Administration**
6. **Function 2500 Series – Central Services**
7. **Function 2600 Series – Operation and Maintenance of Plant Services**
8. **Function 2700 Series – Student Transportation**
9. **Function 3100 Series – Child Nutrition Program Operations**
10. **Function 3200 Series – Enterprise Operations**
11. **Function 4000 Series – Facilities Acquisition and Construction Services**
12. **Function 5000-8000 Series – Other Uses and Repayments**

FUNCTION DIMENSION DEFINITIONS

Function means the action a person takes or the purpose for which a thing exists or is used. Function includes the activities or actions which are performed to accomplish the objectives of an enterprise. The activities of a LEA are classified into six broad areas or functions: instruction, support services, operation of non-instruction services, facilities acquisition and construction services, other outlays, repayment of restricted funds, and other uses. Functions are broken down into sub-function areas.

Each of these program levels consists of activities which have somewhat the same general operations objectives. Furthermore, categories of activities comprising each of these divisions and subdivisions are grouped according to the principle that the activities can be combined, compared, related, and be mutually exclusive. For example, sub-functions under support services include student support services, guidance services, and health services.

Note: All Functions coded to salaries **must** have a Job Class.

1000* INSTRUCTION. Instruction includes the activities dealing directly with the interaction between teachers and students. Teaching may be provided for students 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 approved medium such as television, radio, telephone, correspondence, and other educational or assistive technology devices. Included here are the activities of teacher assistants of any type (clerks, graders, teaching machines, etc.) which assist in the instructional process. The activities of tutors, translators, and interpreters would be recorded here. Also, include department chairpersons who teach for any portion of time. Tuition/transfer fees paid to other LEAs would be included here.

1500* CLIENT-BASED PROGRAM (55I052, Mid-Del use only).

2000 SUPPORT SERVICES. Support services provide administrative, technical (such as guidance and health), and logistical support to facilitate and enhance instruction. These services exist as adjuncts for fulfilling the objectives of instruction, community services, and enterprise programs, rather than as entities within themselves.

2100 SUPPORT SERVICES—STUDENTS. Activities designed to assess and improve the well-being of students and to supplement the teaching process.

2110 Attendance and Social Work Services. Those activities which are designed to improve pupil attendance at school and which attempt to prevent or solve pupil problems involving the home, the school, and the community.

2112* Attendance Services. Activities such as prompt identification of patterns of nonattendance, promotion of positive attitudes toward attendance, analysis of causes of nonattendance, early action on problems of nonattendance, and enforcement of compulsory attendance laws.

2113* Social Work Services. Activities such as investigating and diagnosing pupil problems arising out of the home, school, or community; casework and group-work services for pupils and parents; interpreting the problems of pupils for other staff members; and effectively promoting change in the circumstances surrounding an individual student which are related to

his/her problem in so far as the resources of the family, school, and community can be brought to bear upon the problem.

2120* 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.

2130 Health Services. Physical health services which are not directly instructional. Included are activities that provide students with appropriate medical, dental, therapist, nurse services, and other habilitation or rehabilitation health services.

2132* Medical Services. Activities concerned with the physical and mental health of students such as health appraisals, including screening for vision, communicable diseases, and hearing deficiencies; screening for psychiatric services; periodic health examinations; emergency injury and illness care; communications with parents and medical officials.

2135* Occupational Therapy. Activities concerned with providing occupational therapy by a qualified therapist for improving, developing, or restoring functions impaired or lost through illness, etc. These services include assistive technology assessments.

2140* Psychological Services. Activities concerned with administering psychological tests and interpreting the results; gathering and interpreting information about pupil behavior; working with other staff members in planning school programs to meet the special needs of students as indicated by psychological tests; and behavioral evaluation, planning and managing a program of psychological services including psychological counseling for students, staff, and parents. This includes individual educational testing for evaluation and placement.

2150 Speech Pathology and Audiology Services. Activities which have as their purpose the identification, assessment, and treatment of students with impairments in speech, hearing, and language.

2152* Speech Pathology Services. Activities that identify children with speech and language disorders; diagnose and appraise specific speech and language disorders; refer problems for medical or other professional attention necessary to treat speech and language disorders; provide required speech treatment services; and counsel and guide children, parents, and teachers as appropriate. These services include assistive technology services.

2153* Audiology Services. Activities by a qualified audiologist that identify children with hearing loss; determine the range, nature, and degree of hearing function; refer problems for medical or other professional attention appropriate to treat impaired hearing; treat language impairment; involve auditory training, speech reading (lip reading), and speech conversation; create and administer programs of hearing conservation; and counsel guidance of children, parents, and teachers as appropriate.

2170* Physical Therapy. Activities concerned with providing physical therapy by a qualified therapist for improving, developing, or restoring functions impaired or lost through illness, etc. These services include assistive technology assessments.

2180* Visually Impaired/Vision Services. Services provided to the Blind and Visually Impaired to provide individualized rehabilitation that result in optimal outcomes for the blind or visually impaired.

2190 Other Support Services—Student. Any other activities designed to assess, enhance the personal excellence, and improve the well-being of students and to supplement the teaching process that cannot be classified above.

2192* Learning Labs and Educational Enhancement Centers (55I052, Mid-Del use only).

2194* Parental Advisory. Oklahoma Parents as Teachers, Parent Liaisons, and Parent Educators would be coded here.

2199* Other Support Services—Student. Activities which are considered non-instructional or cannot be classified above. Scholarships, Student Aid, and Homeless expenditures would be coded here.

2200 SUPPORT SERVICES—INSTRUCTIONAL STAFF. Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students.

2210 Improvement of Instruction Services. Those activities which are primarily for assisting instructional staff in planning, developing, and evaluating the process for pupils. These activities include curriculum development, child development, staff training, etc.

2212* 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 students.

2213* Instructional 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. Among these activities are workshops, demonstrations, school visits, courses for college credit, sabbatical leaves, and travel leaves. Personnel with Function 1000 salaries would be coded here.

2220* Library/Media Services. Activities concerned with directing, managing, and supervising education media services, 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.

2230* Instruction-Related Technology. This function encompasses all technology activities and services for the purpose of supporting instruction. Specifically, costs associated with the operation and support of computer learning labs, media center computer labs, instructional technology center, instructional networks, and

similar operations should be captured in this code. (Technology used by students in the classroom should be coded to 1000).

2240* Academic Student Assessment. This function is inclusive of those services rendered for the academic assessment of the student.

2300 SUPPORT SERVICES—GENERAL ADMINISTRATION. Activities involving the establishment and administration of policy in connection with operating the entire school district. Do not include the chief business official here, but in Support Services—Business, Function series 2500.

2310 Board of Education Services. Activities of the elected body which have been created according to state law and vested with responsibilities for educational planning and policy making for a district or LEA.

2312* Board Clerk/Deputy Clerk/Minute Clerk Services. The activities required to perform the duties of the minute clerk of the board of education.

2313* Board Treasurer Services. Activities required to perform the duties of treasurer of the board of education.

2314* Election Services. Activities pertaining to services rendered in connection with any LEA election including elections of officers, bond elections, and budget and appropriation elections.

2316* Staff Relations and Negotiations Services. Activities concerned with staff relations system-wide and the responsibilities for contractual negotiations with both instructional and non-instructional personnel.

2317* Legal Services. Activities pertaining to counseling services provided to the board of education in regard to law and statutes.

2318* Audit Services. Activities pertaining to independent, investigative, and internal audit services provided to the board of education.

2319* Other Board of Education Services. Other services which cannot be classified under the preceding areas of responsibility. District or site membership in organizations would be coded here. Also, unemployment compensation may be distributed to the function in accordance with the salary budget or may be coded here.

2320 Executive Administration Services. Activities associated with the overall general administrative or executive responsibility for the entire LEA.

2321* Office of the Superintendent Services. Activities performed by the superintendent and such assistants as deputy, associate, and assistant superintendents in the general direction and management of all affairs of the LEA. This program area includes all personnel and materials in the office of the chief executive officer. Activities of the office of the deputy superintendent and associate or assistant superintendents should be entered here, unless the activities can be placed properly into a service area. In this case, they would be charged to service area direction in that service area. When two or more service areas are directed by the same individual, the services of that individual's office are charged to Office of the Superintendent Services or prorated between the service areas concerned.

2323* Community Relations Services. Activities and programs developed and operated system-wide for betterment of school/community relations.

2330* State and Federal Relations Services (must use specific, appropriate special area program code). Activities associated with developing and maintaining state and federal grants.

2340* Other General and Administrative Services. Activities concerned with the overall general and administrative services of a school district which cannot be classified under the above definitions.

2400 SUPPORT SERVICES—SCHOOL ADMINISTRATION. Activities concerned with overall administrative responsibility for a single school or a group of schools.

2410* Office of the Principal Services. 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 of the LEA. Clerical staff for these activities are included. Any portion of a day devoted to teaching shall be coded to Function 1000.

2420* Office of Director (55I052, Mid-Del use only).

2430* Office of Coordinator (55I052, Mid-Del use only).

2440* Office of Financial Aid Coordinator (55I052, Mid-Del use only).

2490* Other Support Services—School Administration. Other school services which cannot be recorded under the preceding classifications on expenditures of which the LEA might want to track. Graduation expenses, athletic director, and full-time department chairpersons who are not coded to 1000 would be coded here. Staff awards would be coded here.

2500 CENTRAL SERVICES. Activities that support other administrative and instructional functions, fiscal services, human resources, planning, and administrative information technology.

2510 Fiscal Services. Activities concerned with the fiscal operations of the LEA. This program area includes budgeting, receiving and disbursing, financial accounting, payroll, and inventory control.

2511* Business Office. Activities concerned with budgeting, payroll, financial accounting, and property accounting services.

2518* Tax Assessment and Collection Services. Activities pertaining to services rendered in connection with tax assessment and collection, including revaluation services by the local county assessor.

2520* Purchasing, Warehousing, and Distributing Services. Activities concerned with purchasing, receiving, storing, and distributing supplies, furniture, equipment, and materials. This function is for those LEAs that have warehousing capabilities.

2530* Printing, Publishing, and Duplicating Services. Activities relating to the printing and publishing administrative publications such as annual reports, school

directories, and manuals. Centralized services for duplicating school materials and instruments such as school bulletins, newsletters, and notices are also included.

2540 Planning, Research, Development, and Evaluation Services. Activities associated with conducting and managing programs of planning, research, development, and evaluation for an LEA on a system-wide basis.

2541* Planning Services. Activities concerned with selecting or identifying the overall long-range goals and priorities of the organization or program and formulating various courses of action needed to achieve these goals. Identify needs, costs, and benefits of each course of action.

2542* Research Services. Activities undertaken to establish facts and principles concerned with the systematic study and investigation of the various aspects of education.

2543* Development Services. Activities in the deliberate evolving process of improving educational programs; i.e., using the products of research.

2544* Evaluation Services. Activities concerned with ascertaining or judging the value or amount of an action or an outcome. This is done through careful appraisal of previously specified data in light of the particular situation and the goals previously established. Activities concerned with accreditation by North Central Association of Colleges and Schools would be coded here.

2560* Information Services. Activities concerned with writing, editing, and other preparation necessary to disseminate educational and administrative information to students, staff, managers, and the general public through direct mailing, the various news media, or personal contact. Internal, public, and management information services would be included here, as well as personnel (staff) services.

2570 Personnel (Staff) Services. Activities concerned with maintaining an efficient staff for the LEA including such activities as recruiting and placement, staff transfers, in-service training, health services, and staff accounting.

2571* Recruitment and Placement Services. Activities concerned with employing and assigning personnel for the LEA, including advertising (Object 540).

2572* Personnel Services. Services rendered in connection with the systematic recording and summarizing of information relating to staff members.

2573* In-service Training Services (Non-instructional staff). Activities for training of non-instructional personnel in all classifications. Personnel with any Function other than 1000 would be coded here.

2574* Health Services. Activities concerned with medical, dental, and nursing services provided for school district employees. Included are physical examinations, referrals, and emergency care. Random drug testing for employees would be coded here.

2575* Other Staff Services. Staff services which cannot be classified under the preceding areas of responsibility.

2580* Administrative Technology Services. Activities concerned with supporting the school district's information technology systems, including supporting administrative networks, maintaining administrative information systems, and processing data for administrative and managerial purposes.

2600 OPERATION AND 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 which maintain safety in buildings, on the grounds, and in the vicinity of schools are included.

2620* Operation of Buildings Services. Activities concerned with keeping the physical plant clean and ready for daily use. This would include operating the heating, lighting, and ventilation systems, and repairing and replacing facilities and equipment. Also included are the costs of supplies, utilities, telephones, postage, building rental, and property insurance.

2630* Care and Upkeep of Grounds Services. Activities concerned with maintaining land and its improvements (other than buildings) in good condition.

2640* Care and Upkeep of Equipment Services. Activities concerned with maintaining equipment owned or used by the LEA. Activities such as servicing and repairing furniture, machines, and movable equipment are included here.

2650* Vehicle Operation and Maintenance Services (other than student transportation vehicles coded to Function 2720 or 2740). Activities concerned with maintaining general purpose vehicles such as trucks, tractors, graders, and staff vehicles. Included are such activities as repairing vehicles, replacing vehicle parts, cleaning, painting, greasing, fueling, and inspecting vehicles for safety; i.e., preventative maintenance.

2660* Security Services. Activities concerned with maintaining order and safety in school buildings, on the grounds, and in the vicinity of schools at all times. Included are police activities for school functions, traffic control on grounds and in the vicinity of schools, building alarm systems, and hall monitoring services.

2670* Safety. Activities concerned with maintaining a safe environment for students and staff, whether they are in transit to or from school, on campus or administrative facility, or participating in school-sponsored events. These include installing and monitoring school fire alarm systems and providing school crossing guards, as well as other costs incurred in an effort to ensure the basic safety of students and staff.

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.

2720* Vehicle Operation Services. Activities involved in operating vehicles for student transportation from the time the vehicles leave the point of storage until the vehicles return to the point of storage. These include driving buses or other student transportation vehicles and costs of pupil transportation vehicle insurance. Expenditures for new buses would be coded here.

2730* Monitoring Services. Activities concerned with supervising students 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. These activities may include assignment of a paraprofessional or assistant.

2740* Vehicle Servicing and Maintenance Services. Activities concerned with maintaining student transportation vehicles in good condition, including repairing vehicles; replacing vehicle parts; and cleaning, painting, greasing, fueling, and inspecting vehicles for safety.

3000 OPERATION OF NONINSTRUCTIONAL SERVICES. Activities concerned with providing non-instructional services to students, staff, or community.

3100 CHILD NUTRITION PROGRAMS OPERATIONS. Activities concerned with providing food to students and staff in a school or LEA. This service area includes the preparation and service of regular and incidental meals, including breakfasts, lunches, or supplements in connection with school activities, and the delivery of food.

3110* Food and Milk Purchases for A LA CARTE/Catered. Activities concerned with the purchase of food items for the purpose of A LA CARTE SALES and Catered items only.

3120* Food Preparation and Dispensing Services. Activities concerned with overseeing, preparing and serving regular and incidental meals, lunches, or snacks to pupils and staff in a school or LEA which includes operating kitchen equipment, preparing, cooking, serving food, cashiering, cleaning and storing dishes, and kitchen equipment.

3130* Food and Supplies Delivery Services. Activities concerned with delivering food and supplies to the LEA.

3140* Other Direct and/or Related Child Nutrition Programs Services. Activities concerned with providing nonfood items such as uniforms, paper goods, supplies, equipment, equipment rental, equipment repairs, extermination, custodial supplies, postage, USDA Foods assessment fee, Health Department license fee, food service management, miscellaneous materials/supplies, or staff travel. (Equipment purchase of less than $2,500, use Object 650; if more than $2,500, use Object 730 series). (Office supplies would be coded to function 3190).

3150* Food and Milk Purchases for Reimbursable Student Meals. Activities concerned with the purchase of food items for the purpose of preparing reimbursable meals only, such as produce, canned products, milk, or bread.

3155* Food and Milk Purchases for Adult and Contract Meals. Adult / Contract Meals Only.

3160* Non-reimbursable Services. Activities which are not an allowable cost for reimbursable purposes on child nutrition programs claims. (Example: Insufficient Checks).

3180* Nutrition Education and Staff Development. Activities concerned with promoting better nutrition and improved understanding of proper diet and the balanced meals served in school cafeterias, including staff development for the child nutrition personnel.

3190* Other Child Nutrition Programs Operations. Child nutrition programs activities which cannot be classified under the preceding areas of responsibility. (Example: Miscellaneous office supplies, and publication order forms, would be coded here).

3200* ENTERPRISE OPERATIONS. 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. Child nutrition programs should not be charged here, but rather to Function series 3100. (Example: The LEA bookstore or items purchased through the activity fund for resale).

3300* COMMUNITY SERVICES OPERATIONS. Activities which are not directly related to the provision of education to students in the LEA. These include services such as community recreation programs, civic activities, public libraries, programs of custody and care of children, and community welfare activities provided by the LEA for the community as a whole, or some segment of the community.

4000 FACILITIES ACQUISITION AND CONSTRUCTION SERVICES. Consists of activities involved with the acquisition of land and buildings; remodeling buildings; the construction of buildings and additions to buildings; initial installation or extension of service systems and other built-in equipment; and improvements to sites.

4200* Land Acquisition Services. Activities concerned with the initial acquisition of new sites and improvements thereon.

4300* Land Improvement Services. Activities concerned with improving sites and with maintaining existing site improvements.

4400* Architecture and Engineering Services. The activities of architects and engineers related to acquiring and improving sites and improving buildings. Charges are made to this function only for those preliminary activities which may or may not result in additions to the LEA's property. Otherwise, charge these services to 4200, 4300, 4600, or 4700, as appropriate.

4500* Educational Specifications 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.

4600 BUILDING ACQUISITION AND CONSTRUCTION SERVICES. Activities concerned with building acquisition through purchase or construction.

4610* New Construction of Safe Rooms / Storm Shelters.

4620* All Other New Construction.

4700 BUILDING IMPROVEMENTS SERVICES. Activities concerned with building additions and with initial installation or extension of service systems and other built-in equipment.

4710* Retrofitting Existing Structures with Safe Rooms/Storm Shelters.

4720* All Other Building Improvement Services.

5000 OTHER USES. A number of outlays of governmental funds are not properly classified as expenditures, but still require budgetary or accounting control. These are classified as other outlays. These include debt service payments (principal and interest) and certain transfers of monies from one fund to another. These accounts are not used with the proprietary funds.

5100* Debt Service. Servicing of the debt of the LEA including payments of both principal and interest.

5200* Fund Transfers/Reimbursements
(Child Nutrition Fund/Activity Fund/Petty Cash/Change).
Transactions which withdraw money from one fund and place it in another without recourse. To be used for reimbursements of Fund 11 (General Fund) from Fund 22 (Child Nutrition) or Fund 60 (Activity Fund). This function should be used with Object 930, reimbursement. Reimbursements are to be coded to Source of Revenue 5150 or 5160. Also, code 5200 is to be used with Object 950, cash/change, and Object 960, petty cash. Change for events will be put back in Source of Revenue 5120. This Function Code can also be used with Object 981, Fuel Tax, and Object 982, Sales Tax. Not limited exclusively to these accounts.

5300* Clearing Account. Classification used for recording of expenditures that cannot be charged to a specific function code at the time the expenditure must be made. As an example, this function would be used for prepayment of workers' compensation, and unemployment premiums (Object code 290), but is not limited to this use only. When the information is available, the expenditure should be transferred to the proper, specific Function code. Code must be zero at year end.

5400* Indirect Cost Federal Entitlement Programs. Allowance to offset the districts overhead cost. The restricted rate and unrestricted rate percentages are calculated in accordance with instructions issued by the State Department of Education and conform with the criteria in the Uniform Guidance 2 CFR Part 200.57

5500* Private, Nonprofit Schools. Expenditure of funds received by the LEA for purchases to benefit students and/or teachers of private, nonprofit schools. The LEA purchases directly from the provider the supplies or services for the private nonprofit school's use, and uses the appropriate Object code. It is illegal for these funds to go directly to the private, nonprofit schools.

5600* Correcting Entry. To be used to reduce current expenditures due to refunds. Examples: Refund of current year's expenditures, reclassification of original expenditures.

5800* Charter School Reimbursement. To transfer funds from district to Charter Schools.

5900* Arbitrage. The simultaneous buying and selling of the same negotiables or commodities in different markets in order to make an immediate riskless profit.

7000 OTHER USES.

7400* Workers' Compensations/Unemployment Claims.
(To be used with funds 83 and 87).
Should not be used for payroll object code, 100 & 200 series.

7500* Tort Liability Claims. (To be used with fund 84).
Should not be used for payroll object code, 100 & 200 series.

7600* Medical Care Claims. (To be used with fund 82).
Should not be used for payroll object code, 100 & 200 series.

7700 FLEXIBLE BENEFITS.

7710* Health Care Reimbursements. (To be used with funds 82 and 85).
Should not be used for payroll object code, 100 & 200 series.

7720* Health Care Reimbursements (dependents). (To be used with funds 82 and 85).
Should not be used for payroll object code, 100 & 200 series.

7730* Day Care Claims. (To be used with fund 85).
Should not be used for payroll object code, 100 & 200 series.

7740* Flexible Benefits (to be assigned by the local district). (To be used with fund 85).
Should not be used for payroll object code, 100 & 200 series.

7800* LONG-TERM DISABILITY (LTD) CLAIMS. (To be used with fund 82).
Should not be used for payroll object code, 100 & 200 series.

8000 REPAYMENT. Checks/warrants issued to outside agencies for refund of restricted revenue previously received for overpayment, nonqualified expenditures, and other refunds to be repaid from district funds.

8100* Restricted Funds.

OBJECT DIMENSION DEFINITIONS

This dimension is used to describe the service or commodity obtained as the result of a specific expenditure. There are nine major object categories, each of which is further subdivided. Following are definitions of the object classes and selected sub-object categories:

100 PERSONNEL SERVICES—SALARIES. Amounts paid to both permanent and temporary local educational agency (LEA) employees, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the LEA.

110* Regular Certified Salaries. Full-time, part-time, and prorated portions of the costs for work performed by certified employees of the LEA who are considered to be in positions of a permanent nature. Employees working more than one position would be considered to be working full-time if the total full-time equivalency (FTE) equals 1.000.

111 Full-Time Certified Salaries. Salaries for certified personnel whose positions require them to be on the job on school days, through the school year, and at least the number of hours the schools in the LEA are in session.

112 Full-Time Substitutes' Salaries for Certified Staff. Salaries of certified teachers employed to substitute for certified staff on a full-time basis.

113 Part-Time Certified Salaries. Salaries for certified personnel who occupy positions that require less than full-time service. This includes those employed full-time for part of the school year, part-time for all the school year, and part-time for part of the school year.

114* Unused Sick Leave for Certified Staff. Amounts paid to employees for unused sick leave as provided by contract with certified staff or LEA board policy.

115* Salary in Lieu of Other Fringe Benefits for Certified Staff. Amounts paid to employees in lieu of other fringe benefits as provided by contract with certified staff or LEA board policy. Physical exams would be included here.

116* TRS Offset for Certified Staff. District paid TRS Retirement offset for district employees.

120* Regular Noncertified Salaries. Full-time, part-time, and prorated portions of the costs for work performed by noncertified employees of the LEA who are considered to be in positions of a permanent nature.

121 Full-Time Noncertified Salaries. Salaries for noncertified personnel whose positions require them to be on the job on school days, through the school year, and for at least the number of hours the schools in the LEA are in session.

122 Part-Time Noncertified Salaries. Salaries for noncertified personnel who occupy positions which require less than full-time service. This includes those employed full-time for part of the school year, part-time for all the school year, and part-time for part of the school year.

124* Unused Sick Leave for Noncertified Staff. Amounts paid to employees for unused sick leave as provided by contract with noncertified personnel or LEA board policy.

125* **Salary in Lieu of Other Fringe Benefits for Noncertified Staff.** Amounts paid to employees in lieu of fringe benefits as provided by contract with noncertified personnel or LEA board policy. Physical exams would be included here.

130 Temporary Salaries—Certified. Full-time, part-time, and prorated portions of the costs for work performed by certified employees of the LEA who are hired on a temporary or substitute basis.

131* **Certified Substitutes' Salaries for Certified Staff.**

133* **Certified Non-periodic Teacher Retirement Compensation.**

139* **Other Certified Temporary Salaries.**

140 Temporary Salaries—Noncertified. Full-time, part-time, and prorated portions of the costs for work performed by noncertified employees of the LEA who are hired on a temporary or substitute basis.

141* **Noncertified Substitutes' Salaries for Certified Staff.**

142* **Substitutes' Salaries for Noncertified Staff.**

143* **Noncertified Non-periodic Teacher Retirement Compensation.**

149* **Other Noncertified Temporary Salaries.**

150* **Overtime Salaries—Noncertified.** Money paid to noncertified employees of the LEA in positions of either a temporary or permanent nature for work performed in addition to the normal work period for which the employee is compensated under Regular Salaries and Temporary Salaries above.

160* **Salaries for Sabbatical Leave—Certified.** Amounts paid by the LEA to certified employees on sabbatical leave.

170* **Stipends—Certified.** For certified LEA employees only.

171* **Bonus for Certified Staff**. (Confer with Teachers' Retirement whether subject to Teacher Retirement.)

172* **Non-Court judgment Contract Settlement.** Certified employee contract payout per legal agreement-current year expense.

180* **Stipends—Noncertified.** For noncertified LEA employees only.

181* **Bonus for Noncertified Staff.** (Confer with Teachers' Retirement whether subject to Teacher Retirement.)

182* **Non-Court judgment Contract Settlement.** Non-certified employee contract payout per legal agreement-current year expense.

190 Salary—Other.

191* **Salary for Early Retirement.**

192* **Extra Duty—Certified.**

193* **Extra Duty—Noncertified.**

195* **Salary for Disabilities on Self Insurance.**

196* **Automobiles, Automobile Allowance, and Travel Stipend.** Taxable use of districts owned vehicles are coded here.

197* Professional Dues.

198* Annuities and Certificates of Deposit (CDs).

199* Teacherage (Housing). Includes utilities and telephone.

200 PERSONNEL SERVICES—EMPLOYEE BENEFITS. Amounts paid by the LEA on behalf of employees. These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments, and while not paid directly to employees, nevertheless is part of the cost of personal service.

210 Group Insurance—Certified Personnel. Included here are all types of group employee insurance plans purchased by the LEA on behalf of its certified employees.

211* Consolidated Omnibus Budget Reconciliation Act of l986 (COBRA Premiums)—Certified Personnel. Amounts paid by the LEA as required for COBRA premiums and reimbursed by the resigned employees.

212* Dental Insurance—Certified Personnel. Amounts paid by the LEA for the employer's share of group dental insurance premiums for certified personnel as provided by contract or LEA board policy.

213* Health and Accident Insurance—Certified Personnel. Amounts paid by the LEA for the employer's share of group health and accident insurance premium for certified personnel as provided by contract or LEA board policy.

214* Life Insurance—Certified Personnel. Amounts paid by the LEA for the employer's share of group life insurance premium for certified personnel as provided by contract or LEA board policy.

215* Long-Term Disability Insurance—Certified Personnel. Amounts paid by the LEA for the employer's share of group, long-term disability insurance premiums for certified personnel as provided by contract or LEA board policy.

216* Cancer Insurance—Certified Personnel. Amounts paid by the LEA for the employer's share of group cancer insurance premium for certified personnel as provided by contract or LEA board policy.

217* Salary Protection—Certified Personnel. Amounts paid by the LEA for the employer's share of salary protection insurance premium for certified personnel as provided by contract or LEA board policy.

218* Vision Insurance—Certified Personnel. Amounts paid by the LEA for the employer's share of vision insurance premium for certified personnel as provided by contract or LEA board policy.

219* Death Benefit Insurance—Certified Personnel. Benefit payment paid to the beneficiary upon death of the insured person.

220 Group Insurance—Noncertified Personnel. Included here are all types of group employee insurance plans purchased by the LEA on behalf of its noncertified employees.

221* Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA Premiums)—Noncertified Personnel. Amounts paid by the LEA as required for COBRA premiums and reimbursed by the resigned employees

222* Dental Insurance—Noncertified Personnel. Amounts paid by the LEA for the employer's share of group dental insurance premiums for noncertified personnel as provided by contract or LEA board policy.

223* **Health and Accident Insurance—Noncertified Personnel.** Amounts paid by the LEA for the employer's share of group health and accident insurance premium for noncertified personnel as provided by contract or LEA board policy.

224* **Life Insurance—Noncertified Personnel.** Amounts paid by the LEA for the employer's share of group life insurance premium for noncertified personnel as provided by contract or LEA board policy.

225* **Long-Term Disability Insurance—Noncertified Personnel.** Amounts paid by the LEA for the employer's share of group, long-term disability insurance premiums for noncertified personnel as provided by contract or LEA board policy.

226* **Cancer Insurance—Noncertified Personnel.** Amounts paid by the LEA for the employer's share of cancer insurance premium for noncertified personnel as provided by contract or LEA board policy.

227* **Salary Protection—Noncertified Personnel.** Amounts paid by the LEA for the employer's share of salary protection insurance premium for noncertified personnel as provided by contract or LEA board policy.

228* **Vision Insurance—Noncertified Personnel.** Amounts paid by the LEA for the employer's share of vision insurance premium for noncertified personnel as provided by contract or LEA board policy.

229* **Death Benefit Insurance—Noncertified Personnel.** Benefit payment paid to the beneficiary upon death of the insured person.

230 Social Security Contributions—Certified Personnel. Employer's share of social security paid by the LEA for certified personnel or Medicare tax paid by the LEA for certified personnel.

231* **FICA—Employer's Contribution—Certified Personnel.** Employer's share of social security as required by the Federal Insurance Compensation Act for certified personnel.

232* **Medicare—Employer's Contribution—Certified Personnel.** Employer's share of Medicare as required by the Social Security Administration for certified personnel.

240 Social Security Contributions—Noncertified Personnel. Employer's share of social security paid by the LEA for noncertified personnel or Medicare tax paid by the LEA for noncertified personnel.

241* **FICA—Employer's Contribution—Noncertified Personnel.** Employer's share of social security as required by the Federal Insurance Compensation Act for noncertified personnel.

242* **Medicare—Employer's Contribution—Noncertified Personnel.** Employer's share of Medicare as required by the Social Security Administration for noncertified personnel.

250 Retirement Contributions—Certified Personnel. Employer's share of the Teachers' Retirement System of Oklahoma contributions paid by the LEA, including the amount paid for employees assigned to federal programs.

251* Retirement—District-Paid—Certified Personnel. Contributions to the Teachers' Retirement System of Oklahoma to pay the employee's contribution as provided by contract with certified personnel.

252* Retirement—Federal Matching—Certified Personnel. Contributions to the Teachers' Retirement System of Oklahoma for reimbursement for matching funds for employees paid from federal funds as required by the Teachers' Retirement System of Oklahoma.

253* Retirement—Employer's Contribution—Certified Personnel.

260 Retirement Contributions—Noncertified Personnel. Employer's share of the Teachers' Retirement System of Oklahoma contributions paid by the LEA, including the amount paid for employees assigned to federal programs.

261* Retirement—District-Paid—Noncertified Personnel. Contributions to the Teachers' Retirement System of Oklahoma to pay the employee's contribution as provided by contract with noncertified personnel.

262* Retirement—Federal Matching—Noncertified Personnel. Contributions to the Teachers' Retirement System of Oklahoma for reimbursement for matching funds for employees paid from federal funds as required by the Teachers' Retirement System of Oklahoma.

263* Retirement—Employer's Contribution—Noncertified Personnel.

270 Other Employee Benefits—Certified Personnel. Certified employee benefits other than those listed above, such as unemployment compensation and workers' compensation.

271* Unemployment Compensation—Certified Personnel. Amounts paid by the LEA to provide unemployment compensation for certified personnel as required by statute.

273* Workers' Compensation—Certified Personnel. Amounts paid by the LEA to provide workers' compensation insurance for its certified employees as required by statute. There are no employee contributions.

280 Other Employee Benefits—Noncertified Personnel. Noncertified employee benefits other than those listed above, such as unemployment compensation and workers' compensation.

281* Unemployment Compensation—Noncertified Personnel. Amounts paid by the LEA to provide unemployment compensation for noncertified personnel as required by statute.

283* Workers' Compensation—Noncertified Personnel. Amounts paid by the LEA to provide workers' compensation insurance for its noncertified employees as required by statute. There are no employee contributions.

290* Workers' Compensation—Advance Payments—ALL Personnel. Amounts paid for prepayment of workers' compensation for all employees. The expenditure should be coded to certified personnel (Object 273) and noncertified personnel (Object 283), when the information is available.

300 CONTRACTED SERVICES. Amounts paid for professional and technical services rendered by personnel who are not on the payroll of the LEA, and other services which the LEA may purchase. These are services, which by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, or accountants.

310* Official/Administrative Services. Services in support of the various policy-making and managerial activities of the LEA. Included would be management consulting activities oriented to general governance or business and financial management of the LEA; board of education services; school management support activities; and election, tax assessing, and collecting services.

311 Board of Education Services. Services performed by qualified persons to assist the governing body of the LEA in its particular activities. This category includes the specialized services of counseling the body in employing a chief executive officer, election services, and treasurer's activities, except for those treasurers who are district employees.

312 Management Services. Services performed by persons qualified to assist management either in the broad policy area or in the general operation of the LEA. This category includes consultants, individually or as a team, to assist the chief executive in conference or through systematic studies.

320* Professional-Education Services. Services supporting the instructional program and its administration. Included would be instructional programs, improvement services, instructional services, or student services.

321 Instructional Programs Improvement Services. Services performed by persons qualified to assist teachers and supervisors in enhancing the quality of the teaching process. This category includes curriculum consultants, inservice training specialists, etc., not on the payroll.

322 Instructional Services. Nonpayroll services performed by qualified persons directly engaged in providing learning experiences for students. Included are services of teachers and paraprofessional personnel and performance contract activities.

323 Student Services. Nonpayroll services of qualified personnel to assist students and their parents in solving mental and physical problems to supplement the teaching process.

330 Other Professional Services. Professional services other than educational supporting the operation of the LEA. Included would be accounting services, architectural services, collective bargaining services, engineering services, medical services, and physical or occupational therapist services.

331* Accounting Services. Contracted services for accounting services performed by an outside individual or firm. Example: annual audit by an independent auditor, annual budget or Estimate of Needs would be coded here. Outside treasurer would be coded to object 310.

332* Architectural Services. Contracted services for architectural services performed by an individual or firm.

333* **Collective Bargaining Services.** Services of a qualified individual or firm to assist the LEA with negotiations.

334* **Engineering/Surveying Services.** Contracted services for engineering/surveying services by an outside individual or firm.

336* **Medical Services**. Non-payroll services of qualified medical personnel, including, but not limited to, the services of qualified physical or occupational therapists.

340* **Technical Services.** Services to the LEA which are not regarded as professional, but require basic scientific knowledge, manual skills, or both. Included are ambulance services, data processing services, officials or security.

341 Ambulance Services. Contracted services for ambulance standby for sporting events.

342 Data Processing Services. Services performed by persons, organizations, or another agency qualified to process data. This category includes those data processing services purchased from another agency or specialists who are contracted to perform a specific task on a short-time or annual basis.

343 Game Officials Services. Contracted services for officials for competitive sports.

344 Security Services. Contracted services for off-duty policemen to provide security for LEAs.

345 Other Competitive Events Officials. Contracted services for officials for competitive events (i.e., debate judges).

346 Technology Related Technical Services.

350 Legal Services. Non-payroll services for legal services performed by an individual, or firm. Can only use function code 2317.

351* **Civil Litigation-Plaintiff.**

352* **Civil Litigation-Defendant.**

353* **Contract Services-Contract Draft & Review.**

354* **General Counsel Services-Board Representation.** Legal opinions and advice given to boards by an attorney they keep on retainer to advise the board with its decision making.

355* **Due Process.** Representation in due process hearings at the district, state or federal level and Constitutional claims.

356* **Employment Law.** Representation in matters involving employment determinations involving, hiring, firing, termination, RIF, etc.

357* **Other Legal Services.** Amounts paid for all other expenses not classified above. (Examples: Telephone charges, photocopies, faxes and postage).

358* **Legal Opinions and Advice Given to Superintendents and Senior Administrative Staff.** Legal opinions and advice given to Superintendents and senior administrative staff by an attorney to assist with decision making.

360* **Professional Employee Training and Development Services.** Services supporting the professional development of school district personnel, including

instructional and administrative employees. Included are charges from external vendors to conduct training courses (at either school district facilities or offsite) and other expenditures associated with training or professional development by third-party vendors. All expenditures should be captured in this account regardless of the type or intent of the training course or professional development activity.

400 PURCHASED PROPERTY SERVICES. Services purchased to operate, repair, maintain, and rent property owned or used by the LEA. These services are performed by persons other than LEA employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

410* Utility Services. Expenditures for utility services other than energy services supplied by public or private organizations. Water and sewage are included here. Telephone, internet services, and postage are not included here, but will be recorded under Communications, Object 530.

411 Water/Sewer Services (Non-energy). Expenditures for water/sewage utility services from a private or public utility company.

420* Cleaning and Laundry Services. Services purchased for cleaning services not provided directly by the LEA personnel.

421 Custodial Services. Expenditures to an outside contractor for custodial services.

423 Disposal Services. Expenditures for garbage pickup and handling not provided by LEA personnel. Shredding services would be coded here.

424 Extermination Services. Expenditures for extermination services not provided by LEA personnel.

425 Laundry Services. Expenditures for laundry not provided by LEA personnel.

426 Lawn-Care Services. Expenditures for lawn and grounds upkeep, minor landscaping, nursery services, and the like, not provided by LEA personnel.

427 Snow-Plowing Services. Expenditures for snow removal not provided by LEA personnel.

429 Other Cleaning Services.

430* Repairs and Maintenance Services. Expenditures for repairs and maintenance services not provided directly by LEA personnel. This includes contracts and agreements covering the upkeep of grounds, buildings, and equipment. Costs for new construction, renovation, and remodeling are not included here, but are considered under Property (700 series).

431 Non-Technology Services.

432 Technology Services.

433 Cooling Services.

434 Electrical Services.

435 Heating Services.

436 Office Machine Services.

437 Plumbing Services.

438 Other Building Services.

439 Other Equipment and Vehicle Services.

440* **Rental Services.** Expenditures for leasing or renting land, buildings, and equipment for both temporary and long-range use of the LEA. This includes bus and other vehicle rental when operated by LEA personnel, lease of data processing equipment, and similar rental agreements. Interest for lease/purchase agreements are to be coded under Object 834. Costs for single agreements covering equipment as well as operators are not included here, but are considered elsewhere under purchased services. Items coded here **will not** be owned by the district.

441 Film/Video Services.

442 Equipment and Vehicle Services.

443 Land and Building Services.

445 Uniform Services.

446 Food Storage Services.

449 Other Rentals or Lease Services.

450* **Construction Services—Outside Contractors.** Includes amounts for constructing, renovating, and remodeling paid to contractors.

451 Cooling-System Services.

452 Electrical-System Services.

453 Heating- and Cooling-System Services.

454 Heating-System Services.

455 Masonry, Concrete, and Plastering Services.

456 Painting and Glazing Services.

457 Plumbing-System Services.

458 Roofing Services.

459 Other Construction Services.

490* **Other Purchased Property Services.** Purchased property services which are not classified above.

500 OTHER PURCHASED SERVICES. Amounts paid for services rendered by organizations or personnel not on the payroll of the LEA (separate from professional and technical services or property services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

510 Student Transportation and Travel Services. Expenditures for transporting students to and from school and other activities. This category also includes out-of-district travel for students such as lodging and other expenses associated with out-of-district student travel.

511* **Student Transportation Services by Another District Within the State.** Expenditures to LEAs for the purpose of transporting students to school.

512* **Student Transportation Services by Another District Outside the State.** Expenditures to LEAs outside the state of Oklahoma for the purpose of transporting students to school.

513* **Student Transportation Services by Outside Agency or Person.** Included here are expenditures to individuals who transport themselves or to parents who transport their own children for reimbursement of transportation expenses. Expenditures for the rental of buses which are operated by personnel on the LEA payroll are not recorded here; they are recorded under Object 440, Rentals or Lease Services.

515* **Student Out-of-District Travel—Lodging Services.**

516* **Student Out-of-District Travel—Meal Services.**

520 Insurance Services (other than object series 200, employee benefits). Expenditures for all types of insurance coverage, including property, liability, and fidelity. Insurance for group health is not charged here, but is recorded under object series 200.

521* **Fleet Insurance.** Premiums paid for all types of insurance for all rolling stock, except student transportation vehicles.

522* **Liability Insurance.** Premiums for insurance coverage of the LEA, its officers or employees, against losses resulting from judgments awarded. Also recorded here are any expenditures made in lieu of liability insurance.

523* **Property Insurance.** Expenditures for all forms of insurance covering the loss of, or damage to, property of the LEA from fire, theft, storm, or any other cause. Also recorded here are costs of appraisals of property for insurance purposes.

524* **Student Transportation Vehicle Insurance.** Premiums paid for all types of insurance for all student transportation vehicles.

525* **Surety Bonds.** Fidelity bond premiums are expenditures for any bond guaranteeing the LEA against losses resulting from the actions of the treasurer, activity fund custodian, employees, or other persons of the system. Also recorded here are any expenditures (not judgments) made in lieu of fidelity bonds.

529* **Other Insurance Services.** Expenditures for any other type of insurance coverage not specifically listed above. Group health insurance is not recorded here, but is recorded under object series 200.

530* **Communication Services.** Services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and voice communication services, data communication services to establish or maintain computer-based communications, networking, and internet services; video communications service to establish or maintain one-way or two-way video communications via satellite, cable, or other devices; postal communications service to establish or maintain postage machine rentals, postage, express delivery services, or couriers. This includes licenses and fees for services such as subscriptions to research materials over the internet (such as downloads). (Expenditures for software should be coded to objects 653, if the software was not capitalized; or 733, if the software is eligible for capitalizations as determined).

540* **Advertising.** Expenditures for printed announcements in professional periodicals and newspapers or announcements broadcast by radio and television networks. These expenditures include advertising for such purposes as personnel recruitment, bond sales, used equipment sales, and other objects. Costs for professional fees for advertising or public relation services are not recorded here, but are charged to professional services.

550* **Printing and Binding.** Expenditures for job printing and binding usually according to specifications of the LEA, such as directories, handbooks, and reports. This includes the design and printing of forms and posters, as well as printing and binding of LEA publications. Preprinted standard forms are not charged here, but are recorded under supplies and materials.

560 Tuitions. Expenditures to reimburse other educational agencies for services rendered to students residing in the legal boundaries described for the paying LEA.

561* **To Other LEAs Within the State (Excluding Charter Schools).** Tuition paid to other school districts, excluding charter schools, within the state. Include tuition expenditures made to Education Service Agencies. Report tuition to charter schools within the state in object 564.

562* **To Other LEAs Outside the State (Including Charter Schools).** Tuition paid to other school districts, including charter schools and education service agencies, outside the state.

563* **To Private Schools.** Tuition paid to private schools within the state and outside the state.

564* **To Charter Schools Within the State.** Tuition paid to charter school agencies within the state

566* **Voucher Payments to Private Schools and to Other School Districts Outside the State.** Voucher payments to private schools both in-state and out-of-state, and voucher payments to other school districts outside the state.

567* **Voucher Payments to School Districts, including Charter Schools Within the State.** Voucher payments to school districts within the state and to charter schools within the state.

570* **Food Service Management.** Expenditures for the operation of a local food service facility by other than employees of the LEA. Included are contracted services, such as food preparation, associated with the food service operation. Direct expenditures by the LEA for food, supplies, labor, and equipment would be charged to the appropriate object code.

580* **Staff Travel.** Expenditures for transportation, meals, hotel, and other expenses associated with staff travel for the LEA. Payments for per diem in lieu of reimbursements for subsistence (room and board) also are charged here. This series would also include travel for all paid employees of the LEA, as well as board members as nonpaid employees.

581 In-District Travel.

582 Out-of-District Travel.

590 Inter-educational, Interagency Purchased Services. Purchased services other than those described above. Any inter-district payments other than tuition or transportation should be classified here. This code identifies other payments for services made between a school district and other governmental entities. This code should be used so that all inter-district payments can be eliminated with consolidating reports from multiple school districts at state and federal levels.

591* **Services Purchased from Another LEA or Educational Services Agency Within the State.** Payments to another school district within the state for services rendered, other than tuition and transportation fees.

592* **Services Purchased from Another LEA or Educational Services Outside the State.**

599* **Other Purchased Services.** (Expenditures for the storage and delivery of commodities paid to the Department of Human Services would be included here).

600 SUPPLIES. Amounts paid for material items of an expendable nature that are consumed, worn out, or deteriorated by use; or items that lose their identity through fabrication or incorporation into different or more complex units or substance.

610 General Supplies. Expenditures for all expendable supplies with an acquisition cost of less than $5,000 and used within a short period of time (except those listed in Objects 620, 630, 640, 660, and 670) for the operation of an LEA, including freight and cartage. If it is a durable supply with a cost of less than $5,000, but a life span greater than one year, use Object 650 series. If the acquisition cost is more than $5,000, use Object 730 series.

611* **Copy Supplies.** Expenditures for letterhead, bond-type paper, copy paper, construction paper, and butcher paper used for office and instruction and toners and copy machine fluids, etc.

612* **Automotive and Bus Supplies.** Expenditures for lubricants, parts, tires, etc.

614* **Testing Supplies and Materials.**

615* **Films, Videos, Audio Tapes, and Audiovisual Supplies.**

616* **Health, First-Aid and Hygiene Supplies.**

617* **Kitchen Products and Supplies.** Expenditures for paper plates, cups, napkins, aluminum foil, waxed paper, and other paper and styrofoam products.

618* **Cleaning, Maintenance Supplies and Chemicals.** Expenditures for custodial supplies, cleaning products, chemicals and small parts.

619* **Classroom and/or Office Supplies**. Pens, Pencils, Highlighters, Rubberbands, Staples, Erasers, Paperclips, etc.

620 Energy. Expenditures for energy including gas, oil, coal, gasoline, and services received from public or private utility companies. Water/sewer are not recorded here, but under Object 411, Utility Services.

621* **Bottled Gas/Liquefied Petroleum Gas (LPG).**

622* **Coal.**

623* **Diesel.**

624* **Electricity.**

625* **Gasoline.**

626* **Oil.**

627* **Natural Gas.**

630* **Food and Milk.** Expenditures for food and food-related expenses. Include adjustments to inventories reported on a consumption basis.

631 Food—Warehouse/Direct Purchase (except produce and bread products). Expenditures for the purchase of food for distribution to sites at the time of purchase or at a later date.

632 Milk—Warehouse/Direct Purchase. Expenditures for the purchase of milk for distribution to sites at the time of purchase or at a later date.

633 Produce—Warehouse/Direct Purchase.

634 Bread Products.

639 Other Food Costs. Expenditures for processing food would be included.

640 Books and Periodicals. Expenditures for books, textbooks, and periodicals prescribed and available for general use, including reference books. This category includes the cost of electronic books, workbooks, textbook binding, or repairs. Also recorded here are costs of binding or other repairs to school library books.

641* Books.

642* Periodicals (includes professional publications).

643* State-Adopted Textbooks/Workbooks.

644* Supplemental Textbooks (Non-State Adopted).

645* Workbooks.

646* Binding and Repair.

647* Newspapers.

648* Magazines.

650 Durable Supplies: Items **with an acquisition cost of less than $5,000 and a life span of greater than one year.**

651* Appliances (including Child Nutrition equipment). Pots and Pans are coded here.

652* Audiovisual.

653* Supplies-Technology Related. Technology related supplies include supplies that are typically used in conjunction with technology related hardware or software. Some examples are, CDs, flash or jump drivers, parallel cables, and monitor stands. E-readers, including kindles, and iPads, which fall below capitalization thresholds should be reported here as well. Software costs below the capitalization threshold should be reported here. Licenses and fees for services such as subscriptions to research materials over the Internet should be reported under 530 communications. (Used primarily with functions 1000, 2230, and 2580, but may also be used with 2620, 2650, and 2730).

654* Furniture and Fixtures.

655* Instruments.

656* Machinery.

657* Uniforms.

658* Adaptive Supplies.

659* Firearms and Ammunition.

660* Merchandise Purchased for Resale—Non Fund Raiser. LEA may identify types of merchandise purchased.

670* **Merchandise Purchased for Resale—Fund Raiser.** LEA may identify types of merchandise purchased.

680 Student and Staff Expenditures. If the acquisition cost is more than $5,000, use Object 730 series.

681* **Cocurricular.**

682* **Awards, Gifts, Decorations, Regalia, and Refreshments.**

683* **Extracurricular Supplies.**

700 PROPERTY. Expenditures for the acquisition of fixed assets or additions to fixed assets. They are expenditures for land or existing buildings, improvement of grounds, construction of buildings, additions to buildings, remodeling of buildings, initial equipment, and replacement of equipment.

710* **Land and Improvements.** Expenditures for the purchase of land and the improvements thereon. Purchases of air rights, mineral rights, and the like are included here. Also included are special assessments against the LEA for capital improvements such as streets, curbs, and drains. Not included here, but generally charged to Objects 450 or 340 as appropriate, are expenditures for improving sites and adjacent ways after acquisition by the LEA.

711 Athletic Areas.

712 Curbing and Streets.

713 Land.

714 Landscaping.

715 Parking.

716 Playground Improvements.

717 Sidewalks.

719 All Other Improvements.

720* **Buildings.** Expenditures for acquiring existing buildings. Included are expenditures for installment or lease payments (except interest) which have a terminal date and result in the acquisition of buildings, except payments to public school housing authorities or similar agencies. This code should not be used to record routine maintenance expenditures. NOTE: Expenditures for the contracted construction of buildings, for major permanent structural alterations, or for the initial or additional installation of heating and ventilating systems, electrical systems, plumbing systems, fire protection systems, and other service systems in existing buildings are recorded under Object 450. Buildings built and alterations performed by the LEA's own staff should be coded here. Salaries for construction by the LEA's own staff are charged to object series 100 or 200. Equipment purchased to be used for construction by the LEA's own staff will be coded to Object 730, as appropriate. (The following are inclusive to the purchase of a building and to make it habitable.)

721 Cooling System.

722 Electrical System.

723 Heating and Cooling System.

724 Heating System.

725 Masonry, Concrete, and Plastering.

726 Painting and Glazing.

727 Plumbing System.

728 Roofing.

729 Other Buildings.

730 Equipment and Capital Expenditures. Expenditures for the initial, additional, and replacement items of equipment and capital expenditures or for lost or stolen equipment **with an acquisition cost of $5,000 or more, and a life span of greater than one year.**

731* Appliances (this includes Child Nutrition equipment).

732* Audiovisual.

733* Technology Software and Equipment. Expenditures for purchased software used for educational or administrative purposes that exceed the capitalization threshold. Expenditures for software that meet the standards for classification as supply should be coded to object code 653, Supplies-Technology Related. (Can be used with all functions, but primarily with 1000, 2230, and 2580).

734* Furniture and Fixtures.

735* Instruments.

736* Machinery.

737* Uniforms.

738* Adaptive Equipment.

739* Security Equipment. May include but not be limited to metal detectors, security cameras, scanners, fire arms and other protective equipment.

760* Vehicles. Expenditures for the initial, additional, and replacement items of equipment used to transport persons or objects. Examples are automobiles, trucks, buses, station wagons, and vans.

761 Automobiles.

762 Buses.

763 Tractors.

764 Trucks.

765 Vans.

769 Other Vehicles.

790* Depreciation and Amortization. The portion of the cost of a capital asset that is charged as an expense during a particular period. In accounting for depreciation, the cost of a capital asset, less any salvage value, is appropriated over the estimated service life of such an asset, and each period is charged with a portion of such cost. Through this process, the cost of the asset is ultimately charged off as an expense.

800 OTHER OBJECTS. Amounts paid for goods and services not otherwise classified.

810* **Dues and Fees.** Expenditures or assessments for district membership in professional or other organizations, payments to a paying agent for services rendered, late payment fees charged to a district or bank service charges.

820* **Judgments Against the LEA.** Expenditures from current funds for all judgments against the LEA that are not covered by liability insurance, but are of a type that might have been covered by insurance. Only amounts paid as a result of court decisions are recorded here. Judgments against the LEA resulting from failure to pay bills or debt service are recorded under the appropriate expenditure accounts as though the bills or debt service had been paid when due.

830 Debt-Related Expenditures.

831* **Redemption of Principal**. Outlays from current funds to retire serial bonds.

832* **Interest (Coupons).** Expenditures for interest or coupons on bonds or notes.

833* **Interest on Nonpayable Warrants.** Expenditures for interest on nonpayable warrants.

834* **Interest on Lease Purchase Expenditures.**

840* **Contingency (for budgeting purposes only).** This account is provided for budgeting appropriations. Expenditures to be paid from the contingency should be charged to the appropriate function and object classification.

850* **Game Contracts and Guarantees.** Expenditures for competitive athletics contractual arrangements.

860* **Staff Registration and Tuition.** Expenditures for registration and/or tuition necessary to attend or participate in professional conventions, seminars, and/or university classes.

870* **County Assessments/Revaluation Fees.** Expenditures assessed to the LEA by the county excise board pro rata by district for revaluation of real property by the county assessor.

880* **Student Aid Payments/Scholarships.**

881* **Donations.**

885* **Student Certification and License Testing**. Payment for trade-specific certifications & licenses for student. (**Career Tech Only – Mid-Del 55 I052)**.

890* **Refund of Prior Year's Revenue.** Refunds of prior year's revenues are charged to this account.

900 OTHER USES OF FUNDS. This series of codes is used to classify transactions which are not properly recorded as expenditures to the LEA, but require budgetary or accounting control. These include redemption of principal and interest on long-term debt, housing authority obligations, and fund transfers.

920* **Housing Authority Obligation.** Outlays from current funds to satisfy housing authority obligations of the LEA. A public school housing authority is a public corporation having power to issue authority bonds for public school purposes, construct public school buildings, lease public school buildings to local public school administrative units, or transfer title to such units.

930* **Reimbursement.** Lost book refunds would be coded here.

950* **Change/Cash.** Expenditures for cash necessary to make change for various school activities and functions.

960* **Petty Cash.** Expenditures for a sum of money to be set aside in the activity fund for the purpose of paying small obligations via check for which the issuance of a purchase order and warrant would be too expensive and time consuming.

970* **Intrafund Transfers.** Expenditures for transactions conveying money within a fund between one account and another account. Indirect cost entitlement should be coded here.

980 Taxes. Includes fuel tax paid by the LEA and sales tax collected by the LEA on items purchased for resale.

981* **Fuel Tax.** Fuel taxes currently paid by the LEA.

982* **Sales Tax.** Expenditures for sales taxes collected by the LEA on items purchased for resale.

PROGRAM EXPENDITURE DIMENSION DEFINITIONS

Program dimension is required to be used with Functions 1000 and 2330. Program dimension may be used with any other function for tracking purposes.

A program is a plan of activities and procedures designed to accomplish a predetermined objective or set of objectives. Nine broad program areas are identified: regular programs, special programs, vocational programs, other instructional programs, continuing education programs, community services programs, all instructional programs, and athletic programs. An undistributed expenditures category is added to accumulate expenditures that cannot be charged to one of the programs, but can be allocated later by an indirect cost allocation process.

The program dimension provides the LEA the framework to classify expenditures by program to determine cost.

000* SERIES—UNDISTRIBUTED EXPENDITURES (FOR ALL FUNCTIONS EXCEPT 1000 and 2330). All charges which are not readily assignable directly to a program are classified. For program-costing purposes, the charges to functions in the 1000, 2000, and 3000 series and this account may be attributed indirectly to instructional, community service, and enterprise programs. Charges to function series 4000 and 5000 using this program code normally are not allocated to other programs.

100* REGULAR PROGRAMS (Elementary-Secondary). Instructional activities that provide students in Grades Pre-K through 12 with learning experiences to prepare them for activities as citizens, family members, and nonvocational workers. These programs contrast with those designed to improve or overcome physical, mental, social and/or emotional handicaps. (Assign grade level subseries as needed by district to roll to bold).

107 Pre-kindergarten (Half Day).
108 Pre-kindergarten (Full Day).
109 Transitional Kindergarten (Half Day).
110 Transitional Kindergarten (Full Day).
111 Kindergarten (Half Day).
112 Kindergarten (Full Day).
113 Transitional First Grade (K to 1st).
114 First Grade.
115 Transitional Second Grade (1st to 2nd).
116 Second Grade.
117 Transitional Third Grade (2nd to 3rd).
118 Third Grade.
119 Transitional Fourth Grade (3rd to 4th).
120 Fourth Grade.
121 Fifth Grade.
122 Sixth Grade.
123 Seventh Grade.
124 Eighth Grade.
125 Ninth Grade.
126 Tenth Grade.
127 Eleventh Grade.
128 Twelfth Grade.

200 SPECIAL PROGRAMS. Instructional activities primarily for students having special needs. The special programs include pre-kindergarten, kindergarten, elementary, and secondary services for the gifted and talented, special education students with disabilities, bilingual students, and special programs for other types of students.

239* All Special Education Programs. Instructional activities for districtwide special education programs.

250 GIFTED AND TALENTED. Instructional activities for those special instructional programs, supportive services, unique educational materials, learning settings, and other educational services which differentiate, supplement, and support the regular educational program in meeting the needs of the gifted or talented child.

251* Gifted Program.

252* Advanced Placement.

260 ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID). Designed to increase school wide learning and performance. To accelerate student learning, uses research based methods of effective instruction, provides meaningful and motivational professional development from elementary through postsecondary college.

261* AVID. Middle/High School Education. 1st year grant.

262* AVID. Elementary Education. 1st year grant.

263* AVID. Middle/High School Education. 2nd year grant.

264* AVID. Elementary Education. 2nd year grant.

270 STAFF DEVELOPMENT.

271* Development of Core Curriculum. Development of competencies in core curriculum areas and effective instruction.

272* Racial and Ethnic. Component on multicultural education that reflects the racial, religious, ethnic, and cultural diversity of the United States of America.

273* Outreach to Parents, Guardians, or Custodians of Students. Component on outreach to parents, guardians, or custodians of students.

274* Noninstructional Training. Other noninstructional training, but not limited to; CPR, or Bloodborne pathogens.

275* Child Abuse and Neglect. Teacher training on recognition and reporting of child abuse and neglect.

277* Teacher Leader Effectiveness (TLE). Training to improve student growth and achievement by effective teaching and learning practices.

280 VIRTUAL SCHOOL PROGRAMS

281* Virtual Education. Provides instruction in a learning environment where teacher and student are separated by time or space, or both, and the teacher provides course content through the use of methods such as course management applications, multimedia resources, the internet, and videoconferencing. Students receive the content and communicate with the teacher via the same technologies.

300 VOCATIONAL PROGRAMS. Instructional activities that provide students with the opportunity to develop the knowledge, skills, and attitudes needed for employment in an occupational area.

310 SECONDARY VOCATIONAL PROGRAMS (COMPREHENSIVE SECONDARY SCHOOL).

311* **Agriculture Education.** Instructional activities that enable students to acquire the background, knowledge, and skills necessary to enter a wide range of agriculturally related occupations.

312* **Marketing Education.** Instructional activities that prepare students to perform activities that direct the flow of goods and services, including their appropriate utilization, from the producer to the consumer.

313* **Health Occupations.** Instructional activities that provide students with the knowledge, skills, and understanding required by occupations that support the health professions.

314* **Family and Consumer Sciences.** Instructional activities that enable students to acquire knowledge and develop understanding, attitudes, and skills relevant to personal, home, and family life, and to home economics occupations.

315* **Science, Technology, Engineering, and Mathematics.**

316* **Business and Computer Technology.** Instructional activities that prepare, upgrade, or retrain students for selected office occupations.

317* **Technology Education.** Instructional activities that prepare students for job opportunities in a specialized field of technology.

318* **Trades and Industrial Occupations.** Instructional activities that prepare students for initial employment in a wide range of trade and industrial occupations.

319* **Other Vocational Programs—Comprehensive High School.** Instructional activities for comprehensive high school vocational programs that cannot be readily identified by one of the various categories listed above.

320* **OTHER VOCATIONAL PROGRAMS.** Other instructional activities that provide students with the opportunity to develop the knowledge, skills, and attitudes needed for employment in an occupational area.

330* **CARL PERKINS - ACADEMIC INTEGRATION.**

331* **CARL PERKINS - ALL ASPECTS OF THE INDUSTRY.**

332* **CARL PERKINS - USE OF TECHNOLOGY.**

333* **CARL PERKINS – PROFESSIONAL DEVELOPMENT.** Industry Involvement and Technology Training.

334* **CARL PERKINS - GUIDANCE AND COUNSELING.**

335* **CARL PERKINS - INTERNSHIPS.**

336* **CARL PERKINS - RECRUITMENT AND RETENTION.**

337* CARL PERKINS - EVALUATION.

338* CARL PERKINS - MODERNIZATION AND EXPANSION.

339* CARL PERKINS - SERVICES AND ACTIVITIES.

340* CARL PERKINS - SECONDARY AND POSTSECONDARY.

390* CARL PERKINS CAREER-TECHNOLOGY PROGRAMS-DISTRICTWIDE. Instructional activities for all districtwide Career-Technology programs that cannot be readily identified by the various categories listed above.

399* CARL PERKINS (55I052, Mid-Del use only).

400 OTHER INSTRUCTIONAL PROGRAMS. Instructional activities that provide students in Grades Pre–K through 12 with learning experiences not included in the Program codes 100, 200, 300, or 800.

410* BILINGUAL ENGLISH FOR SPEAKERS FOR OTHER LANGUAGES (ESOL).

420 SPECIAL NEEDS PROGRAMS.

421* In-School Suspension. Instructional services and activities for those students outside the regular instructional program but housed within the same operational unit and under the direction of the site administrator.

422* Homebound. When an acute or chronic health condition makes it impossible for the child to attend regular classes, this program permits temporary instruction for the child outside the school setting.

424* Remedial. Instructional activities designed to correct faulty study habits and raise the level of a student's general competence.

425* Homeless. Activities designed to meet the needs of homeless children and youth with the district.

426* Ace Remediation.

427* Reading Sufficiency.

429* Disadvantaged/Deprived (At-Risk Students). Instructional activities designed to meet the needs of students who are unable to exhibit educational skills of comparable students. This may be caused by frequent moves, cultural differences, language barriers, or economic limitations, as well as other negative factors. This would not include educational problems related to a student's special education needs.

430* ALTERNATIVE EDUCATION. Instructional activities for students who are in educational programs affiliated with the LEA.

440 SUMMER SCHOOL. Instructional activities for students during the period between the end of the regular school term and the beginning of the next regular school term.

441* Elementary. Instructional activities for elementary students during the period between the end of the regular school term and the beginning of the next regular school term.

442* **Secondary.** Instructional activities for secondary students during the period between the end of the regular school term and the beginning of the next regular school term.

490 OTHER INSTRUCTIONAL PROGRAMS. All other instructional activities that provide students with learning experiences that cannot be categorized in those programs specifically listed above or in Programs 100, 200, 300, 500, 600, or 800.

492* **21st Century Community Learning Grants.**

493* **Extended Day.** Activities pertaining to the provision of programs for additional instructional care of children in an extended day program.

494* **School Reform (Schoolwide Programs Under No Child Left Behind).**

495* **District Set Aside for Federal Programs.**

500 CONTINUING EDUCATION PROGRAMS. Instructional activities that develop knowledge and skills to meet immediate and long-range educational objectives of adults.

510 ADULT EDUCATION. Instructional activities that develop knowledge and skills to meet immediate and long-range educational objectives of adults who, having incomplete or interrupted formal schooling, have accepted adult roles and responsibilities. Programs include activities to foster the development of fundamental tools of learning; prepare students for a postsecondary career; prepare students for postsecondary education programs; upgrade occupational competence; prepare students for a new or different career; develop skills and appreciation for special interests; or to enrich the aesthetic qualities of life.

511* **Adult Basic Education.** Instructional activities concerned with the fundamental tools of learning for adults who have never attended school or who have interrupted formal schooling and need this knowledge and these skills to raise their level of education to increase self-confidence and/or self-determination, to prepare for an occupation, and to function more responsibly as citizens in a democracy.

512* **Adult Basic Education/GED Testing.** GED testing only, such as examiner or required technology.

530* **OCCUPATIONAL EDUCATION.** Instructional activities concerned with the skills and knowledge required to prepare learners for immediate employment in an occupation or cluster of occupations. (This type of program is the same as that for secondary or junior college students, but differs in that adults are the students served).

540* **UPGRADING IN CURRENT OCCUPATION.** Instructional activities concerned with skills and knowledge designed primarily to extend or update workers' competencies for occupations in which they are directly employed.

550* **RETRAINING FOR NEW OCCUPATION.** Instructional activities concerned with the skills and knowledge required for preparation for employment in a new and different occupation.

560* **SPECIAL INTEREST.** Instructional activities concerned with skills and knowledge required to prepare adults for a subordinate occupation in addition to their vocation. Such programs also may be called vocational programs.

570* **LIFE ENRICHMENT.** Instructional activities concerned with skills and knowledge designed primarily for enjoyment without regard to vocation.

580* **FULL-TIME ADULT EDUCATION.** Instructional activities for adults attending day or night programs on a regular basis.

590* **SHORT-TERM ADULT EDUCATION.** Instructional activities concerned with developing skills and knowledge for adults with regard to vocation.

600 COMMUNITY SERVICES PROGRAMS. Activities which are not directly related to the provision of educational services in an LEA. These include services such as community recreation programs, civic activities, public libraries, programs of custody and care of children, and community welfare activities provided by the LEA for the community as a whole or some segment of the community.

610* **COMMUNITY RECREATION.** Activities concerned with providing recreation for the community as a whole, or for some segment of the community. Included are such staff activities as organizing and supervising playgrounds, swimming pools, and similar programs.

620* **CIVIC SERVICES.** Activities concerned with providing services to civic affairs or organizations. This program area includes services to parent-teacher association meetings, public forums, lectures, and civil defense planning.

630* **PUBLIC LIBRARY SERVICES.** Activities pertaining to the operation of public libraries by an LEA, or the provision of library services to the general public through the school library. Included are such activities as budgeting, planning, and augmenting the library's collection in relation to the community, and informing the community of public library resources and services.

640* **CUSTODY AND CHILD-CARE SERVICES.** Activities pertaining to the provision of programs for the custodial care of children in residential day schools, or child-care centers which are not part of, or directly related to, the instructional program, and where the attendance of the children is not included in the attendance figures for the LEA.

650* **WELFARE ACTIVITIES.** Activities pertaining to the provision of personal needs of individuals who have been designated as needy by an appropriate governmental entity. These needs include stipends for school attendance, salaries paid to students for work performed (whether for the LEA or for an outside concern), and for clothing, food, or other personal needs.

660* **NONPUBLIC SCHOOL PROGRAMS.** Activities for students attending a school established by an agency other than the state, a subdivision of the state, or the federal government, which usually is supported primarily by other than public funds. The services consist of such activities as those involved in providing instructional services, attendance and social work services, health services, and transportation services for nonpublic school students.

690* **OTHER COMMUNITY SERVICES.** Activities provided to the community which cannot be classified under the other Program 600 series.

700* **CHILD NUTRITION PROGRAM.** Assists school districts in providing quality nutrition programs that promote life-long healthful living while providing nutritious meals each day that prepare children for learning.

800* **ATHLETIC PROGRAMS.** School-sponsored activities, under the guidance and supervision of LEA staff that provide opportunities for students to pursue various aspects of physical education. Name and number to be locally assigned by LEA. Reminder: Assign a separate project and/or program code for individual girls' athletic programs; girls' softball separate from boys' baseball, girls' volleyball separate from boys' volleyball, etc.

900* **NON–ATHLETIC PROGRAMS.** Activities that add to a student's educational experience, but are not related to educational activities, such as student government, clubs, and honors societies. Expenditures for instructional purposes (function 1000) for classes, band, drama, choir, use Program 100. Name and numbers locally assigned.

SUBJECT DIMENSION DEFINITIONS

Subject dimension may be used with any function for tracking purposes.

0000* NONSUBJECT.

PRE– KINDERGARTEN THROUGH 8TH GRADE

Self–Contained Grade Codes.

1010 Pre– kindergarten.

1012* Pre–Kindergarten (half day).

1013* Pre–Kindergarten (full day).

1020 Kindergarten.

1021* Transitional Kindergarten (half day).

1022* Transitional Kindergarten (full day).

1023* Kindergarten (half day).

1024* Kindergarten (full day).

1040 Transitional/Developmental, Grades.

1041* Transitional First Grade (K to 1st).

1042* Transitional Second Grade (1st to 2nd).

1043* Transitional Third Grade (2nd to 3rd).

1044* Transitional Fourth Grade (3rd to 4th).

1050* Elementary Education (Self–Contained Grade Codes).

1051 First Grade.

1052 Second Grade.

1053 Third Grade.

1054 Fourth Grade.

1055 Fifth Grade.

1056 Sixth Grade.

1057 Seventh Grade.

1058 Eighth Grade.

1060* High School Special Education (Self–Contained Grade Codes must be used with Program 239).

1061 Multigrades 9–12.

Non-College Prep (Green)
Elective (Blue)

1110* Language Arts.

1114 Language Arts.

1115 Spelling/Vocabulary.

1116 Title I Language Arts.

1120* Speech (Not Speech Therapy).

1125 Speech.

1130* Reading.

1132 Reading.

1134 ACE Remediation Reading.

1139 Title I Reading.

1140* Library Science.

1145 Library Science.

1150* Newspaper/Yearbook.

1155 Newspaper/Yearbook.

1164* Family and Consumer Science.

1165 Family and Consumer Science.

1167 Life Management.

1168 Teen Ecology.

1169 Personal Development.

1170* Fine Arts.

1173 Art.

1183 General Music.

1184 Music Appreciation.

1186 Dance.

1187 Vocal Music.

1189 Drama (Not for High School Credit).

1195 Band.

1196 Music History.

1200* Humanities.

1207 Humanities.

1220* Technology Education/Industrial Arts.

1224 Technology Education/Industrial Arts.

1230* Agriculture Orientation.

1231 Agriculture Orientation.

1233 General Agriculture.

1310* English as a Second Language.

1313 English as a Second Language.

1320* Computer Technical Education.

1324 Computer/Technology Education.

1330* Keyboarding.

1335 Keyboarding.

1340* Health/Nutrition.

1343 Health/Nutrition.

1350* Careers/Exploration.

1354 Careers/Exploration.

1360* Physical Education.

1363 Physical Education.

1370 Competitive Athletics.

ADDITIONAL SUBJECTS

1383* Leadership Educational Achievement Program (LEAP) (Elementary Only, Secondary Use 2760).

1384* Academic Achievement (Elementary Only, Secondary Use 2725).

1385* Character Education (Elementary Only, Secondary Use 2745).

1386* Communication Skills (Elementary Only, Secondary Use 2750).

1387* Academic Team (Elementary Only, Secondary Use 2735).

1450* Personal Financial Literacy (Elementary and Secondary).

1451 Personal Financial Literacy.

2100* World Languages.

2122 French.

2127 Italian.

2132 Spanish.

2142 German.

2147 Japanese.

2152 Latin.

2162 Russian.

2172 Chinese.

2182 Native American Language.

2192 American Sign Language.

2200* Mathematics.

2204 Mathematics.

2217 Pre–Algebra.

2227 Algebra I (Not for High School Credit).

2230 Geometry (Not for High School Credit).

2231 Title I Math.

2232 Combined Geometry (Not for High School Credit).

2234 ACE Math Remediation.

2250* Science.

2254 General Science.

2266 Earth Science.

2276 Life Science.

2286 Physical Science.

2300* Social Studies.

2303 Civics.

2304 Social Studies.

2315 World Studies.

2316 Geography (Not for High School Credit).

2325 United States History (Not for High School Credit).

2357 History of Religion.

2367 Oklahoma History (Not for High School Credit).

9th GRADE THROUGH 12th GRADE

2400 – 2500 SERIES – BUSINESS AND COMPUTER EDUCATION

2400* Business Education.

2401 Accounting I.

2402 Accounting II.

2403 Business Communications.

2404 Business Computer Applications.

2405 Business English.

2406 Business Law/Education.

2407 Business Machines.

2408 Business Mathematics.

2409 Business Organization and Management.

2410 Careers/Exploration.

2411 Consumer Economics/Education.

2412 Economics (Business).

2413 General Business.

2414 Information Processing.

2415 Introduction to Business Technology I.

2416 Introduction to Business Technology II.

2417 Finance (Not for Personal Finance Literacy).

2418 Marketing.

2419 Office/Secretarial Procedures.

2420 Recordkeeping.

2421 Shorthand I.

2422 Shorthand II.

2423 Notehand.

2424 Word Processing.

2425 Consumer Law.

2428 International Baccalaureate Business Education.

2500* Computer Education.

2510 Advanced Programming (For Math Credit).

2511 Advanced Programming (Not for Math Credit).

2531 Computer Programming I.

2532 Computer Programming II.

2535 Advanced Placement, Computer Science Course A.

2536 Advanced Placement, Computer Science Course AB.

2537 Advanced Placement, Computer Science Course A (For Math credit).

2538 Advanced Placement, Computer Science Course AB (For Math credit).

2551 Computer Applications I.

2552 Computer Applications II.

2553 Keyboarding.

2556 Web Design.

2557 Desktop Publishing.

2558 International Baccalaureate Computer Education.

2600 SERIES – AGRICULTURE

2600* Agriculture.

2610 Agriculture (Not for Science Credit).

2612 Animal Science.

2613 Environmental Science.

2614 Horticulture.

2615 Plant Science.

2616 Soil Science.

2617 Natural Resources.

2618 Intro AG Communication (Not for Speech Credit).

2700 SERIES – ADDITIONAL SUBJECTS

2700 Additional Subjects.

2710* Driver Education.

2715* Safety Education.

2720* ROTC.

2725* Academic Achievement (Secondary Only, Elementary Use 1384).

2735* Academic Team (Secondary Only, Elementary Use 1387).

2740* ACT, SAT, PSAT, NMQT, Preparation.

2745* Character Education (Secondary Only, Elementary Use 1385).

2750* Communication Skills (Secondary Only, Elementary Use 1386).

2755* Critical Thinking Skills.

2760* Leadership (Secondary Only, Elementary Use 1383).

2765* Life Skills.

2770* Academic Commitment to Education (ACE).

2775* Service Learning.

2800 – 2900 SERIES – ARTS AND HUMANITIES

2800* Arts.

2808 Art I.

2809 Art II.

2810 Art III.

2811 Art IV.

2815 Advanced Placement, Studio Art Drawing.

2816 Advanced Placement, Art History.

2817 Art Appreciation.

2818 Art History.

2821 Arts and Crafts I.

2822 Arts and Crafts II.

2823 Arts and Crafts III.

2824 Arts and Crafts IV.

2831 Art 3D.

2832 Art 3D Construction.

2833 Art 3D Design.

2834 Art 3D Performance.

2835 Art 3D Mix.

2838 Advanced Placement, Studio Art 2D.

2839 Advanced Placement, Studio Art 3D.

2841 Ceramics/Pottery I.

2842 Ceramics/Pottery II.

2843 Ceramics/Pottery III.

2844 Ceramics/Pottery IV.

2851 Art/Graphic Design Form I.

2852 Art/Graphic Design Form II.

2853 Art/Graphic Design Form III.

2854 Art/Graphic Design Form IV.

2856 Stage Crafts I.

2857 Stage Crafts II.

2858 Stage Crafts III.

2859 Stage Crafts IV.

2862 Dance I.

2863 Dance II.

2864 Dance III.

2865 Dance IV.

2871 Painting I.

2872 Painting II.

2873 Painting III.

2874 Painting IV.

2878 Drawing I.

2879 Drawing II.

2880 Drawing III.

2881 Drawing IV.

2885 Photography I (For Fine Arts Credit).

2886 Photography II (For Fine Arts Credit).

2887 Photography III (For Fine Arts Credit).

2888 Photography IV (For Fine Arts Credit).

2889 Photography I (Not for Fine Arts Credit).

2890 Photography II (Not for Fine Arts Credit).

2891 Photography III (Not for Fine Arts Credit).

2892 Photography IV (Not for Fine Arts Credit).

2893 Performing Arts/Theater I.

2894 Performing Arts/Theater II.

2895 Performing Arts/Theater III.

2896 Performing Arts/Theater IV.

2901 Sculpture I.

2902 Sculpture II.

2903 Sculpture III.

2904 Sculpture IV.

2910 Media Production/Communication.

2911 International Baccalaureate Arts.

2950* Humanities.

2951 Humanities I (Noncore – Elective).

2952 Humanities I (Arts Credit).

2953 Humanities II (Arts Credit).

2954 Humanities I (Music Credit).

2955 Humanities II (Music Credit).

3000 SERIES – MUSIC

3000* Music.

3001 Instrumental Music I.

3002 Instrumental Music II.

3003 Instrumental Music III.

3004 Instrumental Music IV.

3021 Orchestra.

3022 Jazz Band.

3023 Vocal Production/Theater.

3031 Instrumental – Strings.

3032 Instruments – Woodwinds.

3033 Instrument – Brass.

3034 Instruments – Percussion.

3041 Flag Corp/Drill Team (Not for Fine Arts Credit).

3042 International Baccalaureate Music.

3051 General Music.

3052 Applied Music.

3053 Music Appreciation.

3054 Music Theory.

3055 Advanced Placement Music Theory.

3056 Music History.

3071 Vocal Music I.

3072 Vocal Music II.

3073 Vocal Music III.

3074 Vocal Music IV.

3081 Show Choir I.

3082 Show Choir II.

3083 Show Choir III.

3100 SERIES – FOREIGN LANGUAGE

3100* World Languages.

3111 French I.

3112 French II.

3113 French III.

3114 French IV.

3115 Advanced Placement, French Language.

3116 Conversational French.

3117 Advanced Placement, French Literature.

3121 German I.

3122 German II.

3123 German III.

3124 German IV.

3125 Advanced Placement, German.

3126 Conversational German.

3131 Latin I.

3132 Latin II.

3133 Latin III.

3134 Latin IV.

3135 Advanced Placement, Latin Language (Vergil).

3136 Advanced Placement, Latin Literature.

3141 Native American Language I (Foreign Language Credit).

3142 Native American Language II (Foreign Language Credit).

3143 Native American Language III (Foreign Language Credit).

3144 Native American Language IV (Foreign Language Credit).

3145 Native American Language (Not for Foreign Language Credit).

3151 Russian I.

3152 Russian II.

3153 Russian III.

3154 Russian IV.

3155 Advanced Placement, Russian Language and Culture.

3156 Conversational Russian.

3161 Spanish I.

3162 Spanish II.

3163 Spanish III.

3164 Spanish IV.

3165 Advanced Placement, Spanish.

3166 Conversational Spanish.

3167 Advanced Placement, Spanish Literature.

3171 American Sign Language I (Foreign Language Credit).

3172 American Sign Language II (Foreign Language Credit).

3173 American Sign Language III (Foreign Language Credit).

3174 American Sign Language (Not Foreign Language Credit).

3175 Japanese I.

3176 Japanese II.

3177 Japanese III.

3178 Japanese IV.

3179 Conversational Japanese.

3180 Advanced Placement Japanese Language/Culture.

3185 Chinese I.

3186 Chinese II.

3187 Chinese III.

3188 Chinese IV.

3189 Conversational Chinese.

3190 Advanced Placement Chinese (Mandarin) Language/Culture.

3191 Advanced Placement Italian Language/Culture.

3192 Italian I.

3193 Italian II.

3194 Greek I.

3195 Greek II.

3196 Turkish I.

3197 Turkish II.

3200 Chickasaw I.

3201 Chickasaw II.

3202 Chickasaw III.

3203 Chickasaw IV.

3204 Choctaw I.

3205 Choctaw II.

3206 Choctaw III.

3207 Choctaw IV.

3208 Maskoke-Seminole I.

3209 Maskoke-Seminole II.

3210 Maskoke-Seminole III.

3211 Maskoke-Seminole IV.

3212 Maskoke I.

3213 Maskoke II.

3214 Maskoke III.

3215 Maskoke IV.

3216 Osage I.

3217 Osage II.

3218 Osage III.

3219 Osage IV.

3220 Pawnee I.

3221 Pawnee II.

3222 Pawnee III.

3223 Pawnee IV.

3224 Sauk I.

3225 Sauk II.

3226 Sauk III.

3227 Sauk IV.

3300 SERIES – HEALTH AND PHYSICAL EDUCATION

3300* Health/Physical Education.

3310 Health.

3320 Physical Education.

3330 Competitive Athletics.

3400 SERIES – FAMILY AND CONSUMER SCIENCES

3400* Family and Consumer Sciences.

3410 Family Relations/Marriage and Family.

3421 Family and Consumer Sciences I.

3422 Family and Consumer Sciences II.

3423 Family and Consumer Sciences III.

3424 Family and Consumer Sciences IV.

3500* Industrial Arts/Technology Education.

3511 Architecture I.

3512 Architecture II.

3521 Auto Mechanics I.

3522 Auto Mechanics II.

3531 Communications I.

3532 Communications II.

3541 Construction I.

3542 Construction II.

3551 Drafting I.

3552 Drafting II.

3553 Drafting III.

3554 Drafting IV.

3560 Electric/Electronics.

3571 General Technology I.

3572 General Technology II.

3573 General Technology III.

3574 General Technology IV.

3621 Manufacturing I.

3622 Manufacturing II.

3640 Mechanical Power Systems.

3651 Metal Technology I.

3652 Metal Technology II.

3660 Photography.

3671 Printing I.

3710 Small Engines.

3731 Transportation and Power I.

3732 Transportation and Power II.

3741 Wood Technology I.

3742 Wood Technology II.

3743 Wood Technology III.

3744 Wood Technology IV.

3790 Materials and Processes.

4000 – 4200 SERIES – LANGUAGE ARTS

4000* Language Arts.

4010 Advanced Placement, English Literature, and Composition.

4015 Debate I.

4016 Debate II.

4017 Debate III.

4018 Debate IV.

4019 Drama I.

4020 Drama II.

4021 Drama III.

4022 Drama IV.

4045 English I (Grammar and Composition).

4048 English II (World Literature).

4051 English III (American Literature).

4054 English IV (English Literature).

4057 Advanced Placement English Language and Composition.

4058 ACE Reading Remediation.

4059 ACE English II Remediation.

4060 ACE English III Remediation.

4063 English as a Second Language – Grades 9–12.

4064 Advanced Placement, International English Language.

4065 International Baccalaureate Language Arts.

4066 Mythology.

4111 Journalism I.

4112 Journalism II.

4113 Journalism III.

4114 Journalism IV.

4140 Library Science.

4150 Newspaper.

4210 Reading.

4215 Title I Reading.

4221 Speech I.

4222 Speech II.

4223 Speech III.

4224 Speech IV.

4230 World Literature.

4240 Yearbook.

4250 Applied Communications.

4301 Creative Writing.

4302 Advanced Writing.

4400 – 4800 SERIES – MATHEMATICS

4400* Mathematics.

4404 Title I Math.

4405 ACE Math Remediation.

4411 Algebra I.

4412 Algebra II.

4413 Algebra III.

4414 ACE Algebra I Remediation.

4415 ACE Algebra II Remediation.

4418 Intermediate Algebra.

4420 Algebra, Matrix.

4421 Contextual Algebra.

4431 Pre-Algebra (For Elective Credit Only).

4432 Algebra IA (1/2 Unit Credit).

4433 Algebra IB (1/2 Unit Credit).

4510 Analytics.

4520 Combined Geometry.

4521 Contextual Geometry.

4524 ACE Geometry Remediation.

4530 Plane Geometry.

4540 Solid Geometry.

4611 Pre-Calculus.

4612 Calculus.

4615 Advanced Placement, Calculus AB.

4616 Advanced Placement, Calculus BC.

4620 Consumer Mathematics (Elective Credit Only).

4630 General Mathematics (Elective Credit Only).

4640 High School Arithmetic (Elective Credit Only).

4720 Mathematics – Analysis.

4740 Statistics and Probability.

4750 Trigonometry.

4760 Advanced Placement, Statistics.

4770 Mathematics of Finance (Not for Personal Financial Literacy).

4780 Computer Science I.

4781 Consumer Science II.

4811 Applied Mathematics I (Elective Credit Only).

4812 Applied Mathematics II (Elective Credit Only).

4820 International Baccalaureate Math.

5000 – 5300 SERIES – SCIENCE

5000* Science.

5010 Aeronautics.

5020 Astronomy.

5021 Biology I A.

5022 Biology I B.

5023 Pre-Biology I

5031 Biology I.

5032 Biology II.

5035 Advanced Placement, General Biology.

5036 Contextual Biology I.

5037 ACE Biology I Remediation.

5038 Biotechnology.

5040 Botany.

5051 Chemistry I.

5052 Chemistry II.

5055 Advanced Placement, General Chemistry.

5061 Earth Science.

5070 Principles of Technology.

5110 Electronics.

5115 Life Science.

5120 Environmental Science.

5121 Advanced Placement, Environmental Science.

5133 General Science.

5140 Geology.

5160 Physical Science.

5211 Physics I.

5212 Physics II.

5213 AP Physics I – Algebra Based.

5214 AP Physics II – Algebra Based.

5215 Advanced Placement, Physics B.

5216 Advanced Placement, Physics C – Mechanics.

5217 Advanced Placement, Physics C – Electricity and Magnetism.

5220 Physiology.

5240 Zoology.

5305 International Baccalaureate Science.

5310 Applied Biology.

5321 Applied Chemistry I.

5322 Applied Chemistry II.

5331 Applied Physics I.

5332 Applied Physics II.

5333 Anatomy.

5334 Forensic Science.

5335 Meteorology.

5336 Microbiology.

5350 Ecology.

5400 – 5700 SERIES – SOCIAL STUDIES

5400* Social Studies.

5409 ACE United States History Remediation.

5410 United States History.

5415 Advanced Placement, United States History.

5420 Ancient and Medieval History.

5430 Black History.

5442 Careers/Career Exploration.

5450 Civics.

5510 Current Issues/Events.

5521 Economics (Social Studies Credit).

5525 Advanced Placement, Macroeconomics.

5526 Advanced Placement, Microeconomics.

5530 Geography.

5541 United States Government.

5545 Advanced Placement, Comparative Government and Politics.

5546 Advanced Placement, United States Government and Politics.

5547 International Baccalaureate Social Studies.

5550 International Problems.

5560 AP Seminar.

5561 AP Research.

5610 Modern History.

5615 Oklahoma History.

5630 Problems of Democracy.

5641 Psychology.

5645 Advanced Placement, Introductory Psychology.

5720 Sociology.

5731 World History.

5732 Anthropology.

5735 Advanced Placement European History.

5736 Advanced Placement World History.

5750 History of Religion.

5755 Criminology.

5760 Philosophy.

5765 Physical Geography.

5770 Political Science.

5775 Psychology of Learning.

5780 Native American Studies.

5785 Street Law.

5786 Consumer Law.

5787 World Cultures.

5788 European History.

5789 Military History.

5790 Advanced Placement, Human Geography.

5791 Asian History.

5792 Local History.

CAREER AND TECHNOLOGY EDUCATION

The following subjects are funded through the Oklahoma State Department of Career and Technology Education.

8000 COURSES OFFERED IN COMPREHENSIVE SCHOOLS

8000* Agriculture Education.

8001 Agricultural Exploration and Orientation (One year program) (C).

8002 Agriscience Exploration and Orientation (1 semester) (C).

8003 Agriscience Exploration and Orientation (1 quarter year) (C).

8004 Introduction to Agriscience (C).

8005 Agriscience II (C).

8006 Introduction to Plant and Soil Science (C).

8007 Agriculture Crop Production (C).

8008 Advanced Biological Plant Science (C).

8009 Introduction to Agricultural Power and Technology (C).

8010 Agricultural Power and Technology (C).

8011 Agricultural Structures (C).

8012 Introduction to Animal Science (C).

8013 Livestock Production (C).

8014 Small Animal Care and Veterinary Assisting (C).

8015 Equine Science (C).

8016 Advanced Biological Animal Science (C).

8017 Introduction to Food Science (C).

8018 Food and Biotechnology (C).

8019 Introduction to Agribusiness Management (C).

8020 Agricultural Sales and Marketing (C).

8021 Employment in Agribusiness (Senior Course Only) (C).

8022 Introduction to Agricultural Communications (C).

8023 Agricultural Leadership and Personal Development (C).

8024 Print and Broadcast Journalism in Agricultural Communication (C).

8025 Introduction to Natural Resources and Environmental Science (C).

8026 Pasture and Range Management (C).

(A) Offered to adult students in technology centers only.
(B) Offered to secondary and adult students in technology center or comprehensive schools.
(C) Offered to secondary students in comprehensive schools only.

8027 Wildlife Science and Management (C).

8028 Forestry (C).

8029 Introduction to Horticulture (C).

8030 Greenhouse Production and Floral Design (C).

8031 Landscape and Nursery Production (C).

8100* Business and Information Technology.

8101 Business and Computer Technology (OHLAP Approved) (C).

8102 Business Information Technology Internship (C).

8103 Fundamentals of Administrative Technologies (OHLAP Approved) (B).

8104 Administrative Technologies II (OHLAP Approved) (B).

8105 Office Administration and Management (OHLAP Approved) (B).

8106 Career Major Capstone (B).

8107 Accounting I (B).

8108 Accounting II (B).

8109 Computerized Accounting (OHLAP Approved) (B).

8110 Payroll Accounting (B).

8111 Financial Accounting (B).

8112 Entrepreneurship: Business Development (B).

8113 Entrepreneurship: Business Management (B).

8114 Human Resource Concepts (B).

8115 Employee and Labor Relations (B).

8118 Business and Personal Finance (B).

8120 Banking and Financial Services (B).

8121 Network/Client Operating Systems (OHLAP Approved) (B).

8122 Server Operating Systems (OHLAP Approved) (B).

8123 Network Management (OHLAP Approved) (B).

8124 Fundamentals of Linux/Unix (OHLAP Approved) (B).

8125 Network and Routing Fundamentals (OHLAP Approved) (B).

8126 Routing, Switching, and WAN Technologies (OHLAP Approved) (B).

8127 Telecom and Network Cabling (B).

8128 Advanced Routing and Remote Access Networks (OHLAP Approved) (B).

8129 Multilayer Switching and Internetwork Support (OHLAP Approved) (B).

8130 Principals of Information Assurance (OHLAP Approved) (B).

8131 Network Security (OHLAP Approved) (B).

8132 Enterprise Security Management (OHLAP Approved) (B).

8133 Secure Electronic Commerce (OHLAP Approved) (B).

8134 Cyber Forensics (OHLAP Approved) (B).

8136 Computer Repair and Troubleshooting I (OHLAP Approved) (B).

8137 Computer Repair and Troubleshooting II (OHLAP Approved) (B).

8138 Computer Repair and Troubleshooting III (OHLAP Approved) (B).

8139 Fundamentals of Database Development (OHLAP Approved) (B).

8140 Database Design and Programming (OHLAP Approved) (B).

8141 SQL and PL/SQL Database Applications Development (OHLAP Approved) (B).

8142 Database Administration (OHLAP Approved) (B).

8143 Modeling Languages (B).

8144 Forms Development (OHLAP Approved) (B).

8149 Desktop Publishing and Graphic Design (OHLAP Approved) (B).

8150 Multimedia and Image Management Techniques (OHLAP Approved) (B).

8151 Digital Editing and Production Photography (B).

8153 Fundamentals of Web Design (OHLAP Approved) (B).

8154 Design Tools and Electronic Marketing Strategies (OHLAP Approved) (B).

8155 Advanced Design Techniques (OHLAP Approved) (B).

8156 Advanced Digital Animation (OHLAP Approved) (B).

8157 Web Scripting Foundations (OHLAP Approved) (B).

8158 E– Commerce Site Production (OHLAP Approved) (B).

8159 Scripting Language Fundamentals (OHLAP Approved) (B).

8160 Advanced Programming (OHLAP Approved) (B).

8161 Systems Analysis, Design and Testing (OHLAP Approved) (B).

8162 Advanced Scripting Languages (OHLAP Approved) (B).

8163 Software Configuration Management (OHLAP Approved) (B).

8164 Business Communications and Project Management (B).

8165 C++ Programming (OHLAP Approved) (B).

8166 C# Programming (OHLAP Approved) (B).

8167 Visual Basic .NET Programming (OHLAP Approved) (B).

8168 User Interface Design (OHLAP Approved) (B).

8169 Fundamentals of Technology (OHLAP Approved) (B).

8170 Bilingual Interpersonal Communications I (B).

8177 Business Communication (B).

8178 Personal Finance (B).

8179 Introduction to Entrepreneurship (B).

8180 Math of Finance (B).

8182 Windows XP Command Line (OHLAP Approved) (B).

8183 Planning and Maintaining Server Network Infrastructure (B).

8184 Active Directory Infrastructure (OHLAP Approved) (B).

8185 Server Infrastructure Design (OHLAP Approved) (B).

8186 Regulatory Compliance and Auditing (OHLAP Approved) (B).

8187 Installing and Maintaining Desktop Applications (B).

8189 Non–Linear Digital Production (B).

8190 Advanced Digital Video Tools and Techniques (B).

8191 Digital Media Production (B).

8192 Non–Linear Digital Editing (B).

8193 Audio Production (B).

8194 Broadcast Production (B).

8195 Studio Production (IT) (B).

8196 Remote/Field Production (IT) (B).

8197 Advanced Effects for Motion Graphics (B).

8203 Audio Tools and Techniques (B).

8204 Intermediate Sound Production (B).

8205 Advanced Animation Techniques (B).

8206 2D Animation Techniques (B).

8207 Fundamentals of 3D Motion Graphics (B).

8208 3D Animation (B).

8209 3D Modeling and Rigging Techniques (B).

8210 Web Authoring Languages (B).

8211 Web Authoring Tools (B).

8212 Web Application Technologies (B).

8213 Interactive Marketing Techniques (B).

8214 Flash Application Development (B).

8215 Advanced Flash Application Development (B).

8216 Layout Design Techniques (B).

8217 Server–Side Scripting (B).

8218 Web Application Development (B).

8219 Advanced Computer Applications for the Law Office (OHLAP Approved) (B).

8220 Principles of Animation (B).

8221 Event and Project Planning Management (B).

8222 Programming Fundamentals (B).

8223 Network Security Awareness (B).

8224 Cross Platform Game Programming (B).

8225 Basic Programming (B).

8226 Resort and Tourism Management (B).

8227 Business Management for Travel and Tourism (B).

8228 Fundamentals of Video Game Design (B).

8229 Customer Assistance (B).

8230 JAVA Programming (B).

8231 Non–Linear Editing II (B).

8232 Video Animation (B).

8233 Database Administration II (B).

8234 Awareness of GPS/GIS (B).

8235 Essential Skills for ArcGIS (B).

8236 Managing and Analyzing Data using ArcGIS (B).

8237 Editing, Visualizing and Sharing Data in ArcGIS Software (B).

8238 Beginning Android Development (B).

8239 Intermediate Android Development (B).

8240 Database Administration Fundamentals (B).

8241 Mobile Development Fundamentals (B).

8242 Networking Fundamentals (B).

8243 Web Development Fundamentals (B).

8244 Windows Server Administration Fundamentals (B).

8245 Gaming Development Fundamentals (B).

8246 Security Fundamentals (B).

8247 HTML5 Application Developer Fundamentals (B).

8248 .NET Fundamentals (B).

8249 Software Development Fundamentals (B).

8250 Windows Operating System Fundamentals (B).

8251 Foundations for the Legal Office (B).

8252 IT Essentials (B).

8400* Family and Consumer Sciences.

8403 Parenting and Child Development (B).

8404 Successful Adulthood: Personal Financial Literacy (B).

8405 Nutrition, Food and Wellness (C).

8406 Housing, Furnishings, and Design Concepts (C).

8407 Marriage and Family Life (C).

8408 Leadership, Education and Achievement Program (LEAP) (C).

8409 Academic Commitment to Education (ACE) (B).

8411 Tween Life (C).

8412 Investigate FACS (C).

8413 Overview of the Fashion Industry (B).

8414 Career Orientation 60 (C).

8415 FACS Basics (C).

8419 School and Community Partnership I (C).

8420 School and Community Partnership II (C).

8421 Food Preparation and Nutrition for Life (C).

8422 Early Care Professionals (B).

8425 Textiles and Apparel Assembly (B).

8426 Culinary Arts Basic Skills (B).

8428 Culinary Arts Advanced Skills (B).

8434 FACS Basics A (C).

8435 FACS Basics B (C).

8438 Investigate FACS 30 (C).

8439 Investigate FACS 60 (C).

8440 Tween Life 30 (C).

8441 Tween Life 60 (C).

8443 Chemistry of Food (C).

8446 FACSEd Capstone (B).

8448 Introduction to Hospitality and Tourism (B).

8449 Successful Adulthood: Surviving and Thriving (C).

8450 Introduction to Lodging (B).

8452 Leadership and Management (B).

8453 Lodging Management I (B).

8454 Lodging Management II (B).

8456 Tween Life with Personal Financial Literacy (C).

8459 Teaching and Learning in Elementary, Secondary and Adult Education (B).

8460 Touring Oklahoma (B).

8461 Design Application and Analysis (C).

8465 ECE: Pathway to National Credential (B).

8466 Occupational Basic Design and Custom Sewing (C).

8467 Occupational Intermediate Apparel Design and Custom Sewing (C).

8550* Health Careers.

8551 Health Careers (C).

8552 Health Careers II (B).

8553 Health Careers III (B).

8554 Health Careers Capstone (B).

8556 Sports Medicine (B).

8557 Biomedical Technology (B).

8600* Marketing Education.

8602 Marketing Fundamentals (B).

8605 Customer Service (B).

8606 Business Management and Supervision (B).

8607 Sales and Sales Promotion (B).

8608 Professional Sales (B).

8611 Business and Marketing Communications (B).

8612 Advertising Strategies (B).

8613 Marketing Research (B).

8614 Introduction to Business/Marketing (B).

8615 Marketing Economics (B).

8616 Entrepreneurship (B).

8617 Advanced Entrepreneurship (B).

8618 International Business and Marketing (B).

8619 E–Commerce/Marketing (B).

8620 Entrepreneurship Awareness (B).

8621 Public Relations Marketing (B).

8622 Marketing Internship (B).

8623 Employment Essentials (B).

8624 Product and Service Sales (B).

8625 Buying and Merchandising (B).

8627 Global Markets and Trade (B).

8700* Science, Technology, Engineering, and Mathematics.

8701 Survey of Biotechnology (B).

8702 Biotechnology I (B).

8703 Biotechnology II (B).

8704 Advanced Biotechnology I (B).

8705 Biotechnology Capstone (B).

8706 PLTW Principals of Biomedical Science (B).

8707 PLTW Human Body Systems (B).

8708 PLTW Medical Interventions (B).

8709 Introduction to Engineering Design (OHLAP Approved) (B).

8710 Principles of Engineering (OHLAP Approved) (B).

8711 PLTW Digital Electronics (B).

8712 PLTW Computer Integrated Manufacturing (B).

8713 PLTW Civil Engineering and Architecture (B).

8714 PLTW Biotechnical Engineering (B).

8715 PLTW Aerospace Engineering (B).

8716 PLTW Engineering Design and Development (B).

8717 Advanced Biotechnology II (B).

8718 Biomedical Health Careers (B).

8719 PLTW Biomedical Innovation (B).

8801 TE Exploring Technology (9 weeks) (C).

8802 TE Exploring Technology (Semester) (C).

8803 TE Exploring Technology (1 year) (C).

8805 Tech Connect Agriculture, Food and Natural Resources – (Semester) (C).

8806 Tech Connect Architecture & Construction – (Semester) (C).

8807 Tech Connect Arts, A/V Technology and Communications – (Semester) (C).

8808 Tech Connect Information Technology – (Semester) (C).

8809 Tech Connect Law, Public Safety and Security – (Semester) (C).

8810 Tech Connect Manufacturing – (Semester) (C).

8811 Tech Connect Transportation, Distribution and Logistics – (Semester) (C).

8812 Tech Connect Science, Technology, Engineering and Mathematics – (Semester) (C).

8813 Tech Connect Diversified Programs – (Semester) (C).

8816 Tech Connect Agriculture, Food and Natural Resources – (1 Year) (C).

8817 Tech Connect Architecture & Construction – (1 Year) (C).

8818 Tech Connect Arts, A/V Technology and Communications – (1 Year) (C).

8819 Tech Connect Information Technology – (1 Year) (C).

8820 Tech Connect Law, Public Safety and Security – (1 Year) (C).

8821 Tech Connect Manufacturing – (1 Year) (C).

8822 Tech Connect Transportation, Distribution and Logistics – (1 Year) (C).

8823 Tech Connect Science, Technology, Engineering and Mathematic – (1 Year) (C).

8824 Tech Connect Diversified Programs – (1 Year) (C).

8825 TE Advanced Technological Applications (C).

8826 TE Advanced Design Applications (C).

8827 TE Engineering Design (C).

8828 TE Foundations of Technology (C).

8829 Tech Connect Individual Coop Education (C).

8830 PLTW GTT 6th Grade (9 Weeks) (C).

8831 PLTW GTT 6th Grade (Semester) (C).

8832 PLTW GTT 6th Grade (1 Year) (C).

8833 TE Robotics Engineering (C).

8834 TE Robotics Engineering and Automation (C).

8835 PLTW GTT 7th Grade (9 Weeks) (C).

8836 PLTW GTT 7th Grade (Semester) (C).

8837 PLTW GTT 7th Grade (1 Year) (C).

8838 PLTW GTT 8th Grade (9 Weeks) (C).

8839 PLTW GTT 8th Grade (Semester) (C).

8840 PLTW GTT 8th Grade (1 Year) (C).

8841 TE Invention and Innovation (9 Weeks) (C).

8842 TE Invention and Innovation (Semester) (C).

8843 TE Invention and Innovation (1 Year) (C).

8844 TE Technology Systems (9 Weeks) (C).

8845 TE Technology Systems (Semester) (C).

8846 TE Technology Systems (1 Year) (C).

8847 TE Technology and Society (C).

8848 TE Technological Design (C).

8849 TE Science and Technical Visualization 1 (C).

8850 TE Science and Technical Visualization 2 (C).

8851 PLTW Computer Science and Software Engineering (B).

8852 PLTW Introduction to Computer Science (Semester) (B).

8853 PLTW Computer Science Applications (B).

8854 PLTW Environmental Sustainability (B).

8900* Trade and Industrial Education.

8901 Advanced Desktop Publishing and Graphic Design (OHLAP Approved) (B).

8902 Advanced Web and Animation Design (OHLAP Approved) (B).

8903 Architectural Computer Aided Drafting and Design (OHLAP Approved) (B).

8904 Engineering Computer Aided Drafting and Design (OHLAP Approved) (B).

8905 Fundamentals of Computer Aided Drafting and Design (OHLAP Approved) (B).

8906 Manufacturing Computer Aided Drafting and Design (OHLAP Approved) (B).

8907 TCP Automotive IA (Two Hour) (C).

8908 TCP Automotive IB (Two Hour) (C).

8909 TCP Automotive IIA (Three Hour) (C).

8910 TCP Automotive IIB (Three Hour) (C).

8915 TCP Carpentry IA (Two Hour) (C).

8916 TCP Carpentry IB (Two Hour) (C).

8917 TCP Carpentry IIA (Three Hour) (C).

8918 TCP Carpentry IIB (Three Hour) (C).

8921 Tech Connect Plus Cosmetology I (C).

8922 Tech Connect Plus Cosmetology I.A (60 Hours) (C).

8923 Tech Connect Plus Cosmetology II (C).

8924 Tech Connect Plus Cosmetology II.A (60 Hours) (C).

8925 Tech Connect Plus Cosmetology III (C).

8926 Tech Connect Plus Cosmetology III.A (60 Hours) (C).

8927 Tech Connect Plus Cosmetology IV (C).

8928 Tech Connect Plus Cosmetology IV.A (60 Hours) (C).

8935 Tech Connect Plus Law Enforcement IA (Two Hour) (C).

8936 Tech Connect Plus Law Enforcement IB (Two Hour) (C).

8937 Tech Connect Plus Law Enforcement IIA (Three Hour) (C).

8938 Tech Connect Plus Law Enforcement IIB (Three Hour) (C).

8939 Theory of CAD (B).

8940 Workforce Connection (B).

8941 Workforce Induction (B).

8942 Workforce Staging (B).

9000 CAREER MAJORS OFFERED IN TECHNOLOGY CENTERS.

9000* Agriculture, Food and Natural Resources.

9001 Agriculture and Machinery Repair Technician (B).

9002 Equine Science (B).

9003 Floriculture Design (B).

9004 Horticulture (B).

9005 Landscape Design/Maintenance (B).

9006 Meat Processor (B).

9007 Service Careers – Landscape (B).

9008 Service Careers – Horticulture (B).

9009 Agriculture and Machinery Repair Technician – Specialized (B).

9010 Equine Science – Specialized (B).

9011 Floriculture Design – Specialized (B).

9012 Landscape Design/Maintenance – Specialized (B).

9013 Meat Processor – Specialized (B).

9014 Service Careers – Horticulture – Specialized (B).

9015 Agri Technology (B).

9016 Agri Technology – Specialized (B).

9017 Crop Care Professional (B).

9018 Greenhouse/Landscape Assistant (B).

9019 Greenhouse/Landscape Assistant – Specialized (B).

9020 Horticulture – Specialized (B).

9050* Architecture and Construction.

9051 Building Maintenance (B).

9052 Cabinet Making (B).

9053 Carpentry (B).

9054 Computer Aided Drafting-Construction (B).

9055 Construction and Architectural Design Academy (B).

9056 Construction Welding (B).

9057 Electricity – Commercial (B).

9058 Electricity – Residential (B).

9059 Heating, Ventilation, A/C – Commercial (B).

9060 Heating, Ventilation, A/C – Residential (B).

9061 Heavy Equipment Operator (B).

9062 Industrial Electricity (B).

9063 Industrial Maintenance (B).

9064 Major Appliance (B).

9065 Masonry (B).

9066 Masonry – Specialized (B).

9067 Plumbing (B).

9068 Refrigeration Service (B).

9069 Residential Construction (B).

9070 Security and Alarm Systems (B).

9071 Service Careers – Building Maintenance (B).

9072 Service Careers – Custodial Floor Care Technician (B).

9073 Service Careers – Forklift Operation (B).

9074 Home Technology Integration (Construction) (B).

9075 Home Technology Integration (Construction) – Specialized (B).

9076 Service Careers – Building Maintenance – Specialized (B).

9077 Service Careers – Custodial Floor Care Technician – Specialized (B).

9078 Carpentry – Specialized (B).

9079 Major Appliance – Specialized (B).

9080 Heating, Ventilation, A/C – Commercial – Specialized (B).

9081 Heating, Ventilation, A/C – Residential – Specialized (B).

9082 Security and Alarm Systems – Specialized (B).

9083 Refrigeration Service – Specialized (B).

9084 Computer Aided Drafting – Construction – Specialized (B).

9085 Electricity– Commercial – Specialized (B).

9086 Electricity– Residential – Specialized (B).

9087 Industrial Electricity – Specialized (B).

9088 Industrial Maintenance – Specialized (B).

9089 Heavy Equipment Operator – Specialized (B).

9090 Residential Construction – Specialized (B).

9091 Concrete Finisher (B).

9092 Concrete Finisher – Specialized (B).

9093 Animator Technician (B).

9094 Cabinet Making – Specialized (B).

9095 Plumbing – Specialized (B).

9096 Painter (B).

9097 Painter – Specialized (B).

9098 Construction Technology (B).

9099 Construction Technology – Specialized (B).

9100 Green Construction Trades (B).

9101 Green Construction Trades – Specialized (B).

9102 Building Maintenance – Specialized (B).

9103 Architecture and Construction Workforce Transition (B).

9125* Arts, A/V Technology and Communications.

9126 Advertising and Design (B).

9127 Audio and Video Technology (B).

9128 Boot and Saddle Making (A).

9129 Broadcast and Sound Engineering (B).

9130 Commercial Photography (B).

9131 Electronic Imaging and Publishing (B).

9132 Fashion and Apparel Design (B).

9133 Graphic Communications (B).

9134 Interior Design (B).

9135 Jewelry Design (A).

9136 Printing Technology (B).

9137 Telecommunication Technology (B).

9138 Upholstery Technology (B).

9139 Visual Arts Production and Illustration Technology (B).

9140 Web Design and Development (B).

9141 Web Design and Development – Specialized (B).

9142 Cinematography and Recording Arts Production (B).

9143 Press Operation Technology (B).

9144 Graphic Communications – Specialized (B).

9145 Electronic Imaging and Publishing – Specialized (B).

9146 Graphic Design – Production Technology (B).

9147 Graphic Design – Production Technology – Specialized (B).

9148 Image Print Design (B).

9149 Image Print Design – Specialized (B).

9150 Printing Technology – Specialized (B).

9151 3D Gaming Designer (B).

9152 3D Gaming Designer – Specialized (B).

9153 Production Artist for Print Technology (B).

9154 Production Artist for Print Technology – Specialized (B).

9155 Advertising and Design – Specialized (B).

9156 Commercial Photography – Specialized (B).

9157 Copy Center Technology (B).

9158 Digital Media Web Technology (B).

9159 Digital Media Web Technology – Specialized (B).

9160 Visual Arts Production and Illustration Technology – Specialized (B).

9161 Broadcast and Sound Engineering – Specialized (B).

9162 Performance Graphics Design (B).

9163 Broadcasting and Journalism (B).

9164 Press Operation Technology – Specialized (B).

9165 Digital Graphic Designer (B).

9166 Digital Graphic Designer – Specialized (B).

9167 Boot and Saddle Making – Specialized (A).

9200* Business Management and Administration.

9201 Administration Medical Assistant (B).

9202 Administrative Assistant (B).

9203 Bilingual Customer Service Representative (B).

9204 Court Reporter (B).

9205 Customer Service (B).

9206 Entrepreneurship (B).

9207 Entrepreneur – Advanced (B).

9208 Human Resources Assistant (B).

9209 Human Resources Assistant – Advanced (B).

9210 Legal Office Assistant (B).

9211 Legal Receptionist (B).

9212 Medical Insurance Coder (B).

9213 Medical Office Assistant (B).

9214 Medical Transcriptionist (B).

9215 Office Information Specialist (B).

9216 Medical Transcriptionist – Advanced (B).

9217 Legal Office Assistant – Advanced (B).

9218 Medical Office Assistant – Advanced (B).

9219 Medical Insurance Coder – Advanced (B).

9220 Administrative Medical Assistant – Advanced (B).

9221 Office Information Specialist – Advanced (B).

9222 Bilingual Customer Service Representative – Advanced (B).

9223 Court Reporter – Advanced (B).

9224 Scopist (B).

9225 Executive Administrative Assistant (B).

9226 Executive Administrative Assistant – Advanced (B).

9227 Microsoft Office Specialist (B).

9228 Microsoft Office Specialist – Advanced (B).

9229 Scopist – Advanced (B).

9230 Electronic Health Record Specialist (B).

9231 Electronic Health Record Specialist – Specialized (B).

9232 Project Coordination and Management (B).

9233 Project Coordination and Management – Advanced (B).

9240* Education and Training.

9241 Teaching/Training (B).

9242 Pre–Education (B).

9243 Teacher Prep (B).

9250* Finance.

9251 Accounts Payable/Receivable Clerk (B).

9252 Accounts Payable/Receivable Clerk – Specialized (B).

9254 Financial Services Representative (B).

9255 Financial Assistant (B).

9256 Financial Clerk (B).

9257 Financial Customer Service (B).

9258 Full Charge Bookkeeper (B).

9259 Insurance Customer Service Representative (B).

9260 Insurance Customer Service Representative – Specialized (B).

9261 Payroll Accounting Clerk (B).

9262 Oil and Gas Accounting Clerk (B).

9263 Oil and Gas Accounting Clerk – Specialized (B).

9264 Financial Services Officer (B).

9265 Payroll Accounting Clerk – Specialized (B).

9266 Full Charge Bookkeeper – Specialized (B).

9267 Financial Assistant – Specialized (B).

9268 Financial Customer Service – Specialized (B).

9290* Government and Public Administration.

9300* Health Science.

9301 Advanced Acute Care Nursing Assistant (B).

9302 Advanced Respiratory Therapist (A).

9303 Advanced Unlicensed Assistant (B).

9304 Basic Medical Assistant (B).

9306 Central Sterile Processing Technician (B).

9307 Certified Massage Therapist (B).

9308 C.N.A/AUA (B).

9309 Chiropractic Assistant (B).

9311 Dental Assistant (B).

9312 Dental Hygienist (A).

9314 Diagnostic Medical Sonographer (A).

9315 Direct Care Aide (B).

9316 Electrocardiograph Technician (B).

9317 Emergency Medical Technician (B).

9318 Emergency Medical Technician – Paramedic (A).

9319 Feeding Assistant (B).

9320 Fitness Specialist (B).

9321 Health Careers Certification (B).

9322 Home Health Care Nursing Aide (B).

9323 Licensed Practical Nurse (A).

9324 Long Term Care Nursing Aide (B).

9325 Magnetic Resonance Imaging Technician (A).

9326 Medical Assistant (A).

9328 Medication Administration Technician (B).

9329 Mental Health Aide (B).

9330 Multi–Skilled Assistant (B).

9331 Nursing Assistant (B).

9332 Occupational Therapy Aide (B).

9333 Orthotics Technician (A).

9334 Pharmacy Technician (B).

9335 Phlebotomist (B).

9336 Physical Therapy Assistant (A).

9337 Prosthetic Technician (A).

9338 Radiologic Technology (A).

9339 Restorative Aide (B).

9340 Student Athletic Training Aide (B).

9341 Surgical First Assistant (A).

9343 Surgical Technologist (A).

9344 Therapy Technician (B).

9345 Veterinary Assistant (B).

9346 Vision Care (B).

9350 Medical Office Specialist (B).

9351 Multi–Skilled Technician (B).

9352 Occupational Therapy Aide – Advanced (B).

9353 Physical Therapy Aide – Advanced (B).

9358 Radiologic Technology Aide – Advanced (B).

9359 Vision Care – Advanced (B).

9360 Therapy Technician – Advanced (B).

9361 Professional Dental Assistant (B).

9362 Clinical Lab Assistant (B).

9363 Clinical Lab Assistant – Advanced (B).

9364 Diagnostic Aide (B).

9365 Diagnostic Aide – Advanced (B).

9366 Advanced Unlicensed Assistant – Specialized (B).

9367 Instrument Room Technician (B).

9368 Biological Research Technician (B).

9369 Biological Research Technician – Advanced (B).

9370 Certified Medication Aide (B).

9371 Certified Nurse Aide II (B).

9372 Dietary Technician (B).

9373 Emergency Medical Responder (B).

9374 Long Term Care Aide – Advanced (B).

9375 Pre–Medical/Medical Research Analyst (B).

9376 Pre–Medical/Medical Research Analyst – Advanced (B).

9377 Pre–Veterinary/Veterinary Research Analyst (B).

9378 Pre–Veterinary/Veterinary Research Analyst – Advanced (B).

9381 Occupational Therapy Assistant (A).

9382 Physical Therapy Aide (B).

9383 Radiologic Technology Aide (B).

9384 Professional Dental Assistant - Advanced (B).

9385 Student Athlete Training Aide – Advanced (B).

9386 Certified Massage Therapist – Advanced (B).

9387 Advanced Acute Care Nursing Assistant – Advanced (B).

9388 Medical Assistant – Advanced (A).

9389 Pedorthics (B).

9390 Clinical Medical Assistant (B).

9391 Clinical Medical Assistant – Advanced (B).

9392 Medical Office Specialist – Advanced (B).

9393 Multiskilled Assistant – Advanced (B).

9394 Project Search (B).

9395 Project Search –Advanced (B).

9396 Health Unit Clerk (B).

9397 Emergency Medical Technician - Advanced (A).

9398 Orthotics/Prosthetics (A).

9399 Pedorthic Practice Management (A).

9425* Hospitality and Tourism.

9426 Culinary Arts (B).

9427 Culinary Arts – Specialized (B).

9428 Destination Meetings and Event Management (B).

9429 Recreation Amusements and Attractions (B).

9430 Lodging Services (B).

9431 Lodging Services – Specialized (B).

9432 Restaurant Food and Beverage Service (B).

9433 Restaurant Food and Beverage Service – Specialized (B).

9434 Service Careers – Food Services (B).

9435 Service Careers – Housekeeping (B).

9436 Tourism Services (B).

9437 Service Careers – Hospitality and Restaurant (B).

9438 Service Careers – Hospitality and Restaurant – Specialized (B).

9439 Hospitality Services (B).

9440 Hospitality Services – Specialized (B).

9441 Food Services (B).

9442 Food Services – Specialized (B).

9443 Hospitality and Tourism Workforce Transition (B).

9475* Human Services.

9476 Adult Day Care (B).

9477 Barber (B).

9478 Cosmetology (B).

9479 Customer Service (B).

9480 Early Care and Education (B).

9481 Esthetician (B).

9482 Human Services (B).

9483 Manicurist/Nail Technology (B).

9484 Personal and Home Care Aide (B).

9485 Social Services (B).

9486 Adult Day Care – Specialized (B).

9487 Barber – Specialized (B).

9488 Cosmetology – Specialized (B).

9489 Early Care and Education – Specialized (B).

9490 Esthetician – Specialized (B).

9491 Manicurist/Nail Technology – Specialized (B).

9492 Pre–Nutrition (B).

9493 Pre–Nutrition – Specialized (B).

9494 Human Services Workforce Transition (B).

9525* Information Technology.

9526 Animation Technology (B).

9527 Animation Technology – Advanced (B).

9528 Audio Production (B).

9529 Security/Forensics Technology (B).

9530 Cyber Security Professional (B).

9531 Database Technology (B).

9532 Database Technology – Advanced (B).

9533 E–Business Technology (B).

9534 E–Commerce Design (B).

9537 Desktop Publishing/Graphic Design (B).

9538 Desktop Publishing/Graphic Design – Advanced (B).

9539 Home Technology Integration (B).

9540 Multimedia Technology (B).

9541 Multimedia Technology – Advanced (B).

9542 Computer/Network Support (B).

9543 Computer/Network Support – Advanced (B).

9544 Network Systems Security (B).

9545 Network Security Specialist (B).

9546 Network Security Professional (B).

9547 Network Systems (B).

9548 Network Systems – Advanced (B).

9550 Programming (B).

9551 Programming – Advanced (B).

9552 Game Programming (B).

9553 Video Game Design (B).

9554 Video Production (B).

9555 Video Production – Advanced (B).

9556 Flash Development (B).

9557 Web Technology (B).

9558 Web Technology – Advanced (B).

9559 ArcGIS Desktop Support (B).

9560 ArcGIS Desktop Support – Advanced (B).

9561 Media Producer (B).

9562 Media Producer – Advanced (B).

9563 Android Program Development (B).

9625* Law, Public Safety, Corrections and Security.

9626 Basic EMT Firefighter (B).

9627 Corrections Officer (B).

9628 Court – Related Investigation (B).

9629 Criminal Justice Officer (B).

9630 Firefighter (B).

9631 Probation/Parole (B).

9632 Security Guard (B).

9633 Service Careers – Unarmed Security Guard (B).

9634 Criminal Forensics (B).

9635 Corrections Officer – Specialized (B).

9636 Advanced Firefighter (B).

9637 Advanced EMT Firefighter (B).

9638 Criminal Justice Officer – Specialized (B).

9639 Probation/Parole – Specialized (B).

9640 Security Guard – Specialized (B).

9641 Detention Officer (B).

9642 Detention Officer – Specialized (B).

9643 Law Enforcement Officer Prep (B).

9644 Law Enforcement Officer Prep – Specialized (B).

9645 Firefighter – Specialized (B).

9646 Criminal Forensics – Specialized (B).

9647 Criminal Justice (B).

9648 Criminal Justice – Specialized (B).

9675* Manufacturing.

9676 Academy of Manufacturing Science (B).

9677 Automated Manufacturing Technology (B).

9678 Automated Systems Technology (B).

9679 CNC Machining (B).

9680 CNC Machining – Specialized (B).

9681 Computer – Aided Drafting (B).

9682 Computer – Aided Drafting – Specialized (B).

9683 Electrical Maintenance Technology (B).

9684 Electrical/Electronics Technology (B).

9685 Electrical/Electronics Technology – Specialized (B).

9686 Electronics Assembler (B).

9687 Engine Lathe Operator (B).

9688 Engine Lathe Operator – Specialized (B).

9689 Flight Simulator Technology (B).

9690 Flight Simulator Technology – Specialized (B).

9691 Fluid Power/Mechanical Power Transmission Technology (B).

9692 Industrial Facilities Management (B).

9693 Industrial Maintenance Technology (B).

9694 Instrumentation Technology (B).

9695 Instrumentation Technology – Specialized (B).

9696 Lab Technology (B).

9697 Manual Machinist (B).

9698 Manual Machinist – Specialized (B).

9699 Manufacturing Technology (B).

9700 Mechanical Maintenance (B).

9701 Mechanical Maintenance – Specialized (B).

9702 Metal Fabrication (B).

9703 Milling Machine Operation (B).

9704 Milling Machine Operation – Specialized (B).

9705 Service Careers – Metal Fabricator Assistant (B).

9706 Supervisory Control and Data Acquisition (B).

9707 Welding (B).

9708 Welding Specialized (B).

9709 Wind Energy Technology (B).

9710 Automation Maintenance Technology (B).

9711 Automation Maintenance Technology – Specialized (B).

9712 Fluid Power/Mechanical Power Transmission Technology – Specialized (B).

9713 Manufacturing Technology – Specialized (B).

9714 Metal Fabrication – Specialized (B).

9715 Robotic Welding Operations (B).

9716 Supervisory Control and Data Acquisition (SCADA) – Specialized (B).

9717 Assembler Technology (B).

9718 8Automated Systems Technology – Specialized (B).

9719 Energy Technology (B).

9720 Energy Technology – Specialized (B).

9721 Engineering/Process Technology (B).

9722 Engineering/Process Technology – Specialized (B).

9723 Mechatronics Systems Technology (B).

9724 Mechatronics Systems Technology – Specialized (B).

9725 Robotic Systems Technology (B).

9726 Robotic Systems Technology – Specialized (B).

9727 Wind Energy Technology – Specialized (B).

9728 Industrial Facilities Manager – Specialized (B).

9729 Industrial Maintenance Technology – Specialized (B).

9730 Automated Manufacturing Technology – Specialized (B).

9731 Electrical Maintenance Technology – Specialized (B).

9732 Robotic Welding Operations – Specialized (B).

9733 Manufacturing Workforce Transition (B).

9775* Marketing Sales and Service.

9777 Customer Service Representative (B).

9778 E–Marketing Specialist (B).

9782 International Business Entrepreneur (B).

9783 Marketing Assistant (B).

9784 Marketing Communications Associate (B).

9787 Professional Sales Representative (B).

9789 Public Relations Manager (B).

9790 Retail Management (B).

9791 Sales Assistant (B).

9792 Small Business Entrepreneur (B).

9795 Introduction to Entrepreneurship (B).

9796 Market Research Specialist (B).

9797 Business Management Entrepreneurship (B).

9801 International Business Entrepreneur – Advanced (B).

9802 Introduction to Entrepreneurship – Advanced (B).

9804 Professional Sales Representative – Advanced (B).

9805 Sales Assistant – Advanced (B).

9808 Marketing Assistant – Advanced (B).

9809 Public Relations Manager – Advanced (B).

9811 E–Marketing Specialist – Advanced (B).

9813 Small Business Owner (B).

9850* Science, Technology, Engineering and Mathematics.

9852 PLTW Biomedical Science and Medicine (B).

9857 Electronics Technician – Year 1 (B).

9862 PLTW Pre–Engineering (B).

9865 Electronics Technician –Year 2 (B).

9870 Advanced PLTW Biomedical Science and Medicine (B).

9871 Advanced PLTW Pre–Engineering (B).

9872 Biotechnology (B).

9873 Biotechnology – Year 2 (B).

9874 PLTW Computer Science (B).

9875 Advanced PLTW Computer Science (B).

9900* Transportation, Distribution and Logistics.

9901 Aerospace Technician (B).

9902 Aircraft Electronics Technician (B).

9903 Airframe Mechanic (B).

9904 Automotive Collision Repair and Refinishing (B).

9905 Automotive Collision Repair and Refinishing – Specialized (B).

9906 Automotive Service Technology (B).

9907 Automotive Service Technology – Specialized (B).

9908 Aviation Technology (B).

9909 Aviation Technology – Specialized (B).

9910 Heavy Equipment Service and Repair (B).

9911 Marine Repair Technology (B).

9912 Medium/Heavy Diesel Service (B).

9913 Medium/Heavy Diesel Service – Specialized (B).

9914 Motorcycle Technology (B).

9915 Power Plant Mechanics (B).

9916 Power Products Technology (B).

9917 Private Pilot (Ground School) (B).

9918 Service Careers – Auto Care and Detailing (B).

9919 Service Careers – Small Engines (B).

9920 Truck Driver Training (A).

9921 Watercraft Technology (B).

9922 Aerospace Technician – Specialized (B).

9923 Aircraft Electronics Technician – Specialized (B).

9924 Airframe Mechanic – Specialized (B).

9925 Heavy Equipment Service and Repair – Specialized (B).

9926 Marine Repair Technology – Specialized (B).

9927 Motorcycle Technology – Specialized (B).

9928 Power Plant Mechanics – Specialized (B).

9929 Power Products Technology – Specialized (B).

9930 Watercraft Technology – Specialized (B).

9931 Aircraft Composite Technology (B).

9932 Aircraft Sheet Metal Technology (B).

9933 Warehouse and Logistics (B).

9934 Warehouse and Logistics – Specialized (B).

9935 Pipeline Technology

9936 Pipeline Technology - Specialized

9937 Cathodic Protection Technology

9938 Cathodic Protection Technology - Specialized

9995* Business and Entrepreneur Services.

9996 Business Development (A).

9997 Agricultural Business Management (A).

9998 Bid Assistance Center (BAC) (A).

JOB CLASSIFICATION DIMENSION DEFINITIONS

Job Class Codes are required with payroll.

000* NONSALARY.

100 OFFICIAL–ADMINISTRATIVE. Performs management activities that require developing broad policies and executing those policies through direction of individuals at all levels. This includes high-level administrative activities performed directly for policy makers.

101* Administrative/Supervisory/Ancillary Services Officer (C). Performs professional management, administrative, research, analytical, supervisory, and/or ancillary services for a senior executive. This includes personnel responsible for services such as evaluation, teacher development, dissemination, curriculum development, admissions and recruitment, marketing and development.

102* Board of Education/School Board/Board of Trustees Member (C). Performs activities as a member of a legally constituted body which has been created and vested with responsibilities for educational policy and decision making as specified in education codes and regulations in a given geographical area.

103* Commandant of Cadets (C). Performs executive management functions of the cadet corps, and is responsible for cadet promotions, leadership training, and the system utilized by the institution to maintain and administer disciplinary measures to promote order and decorum.

104* Dean/Dean of Instruction/Dean of Students/Dean of Boys/Dean of Girls/Dean of Student Activities (C). Oversees either academic/curriculum activities, or student body activities and behaviors such as student government, school club, rally and assembly.

105* Deputy/Associate/Vice/Assistant Principal (C). Performs high-level management functions in an individual school, group of schools, or units of a school system. Primary duties include but are not limited to: (1) supervising student behavior; (2) handling specific assigned duties related to school management; (3) continuing curriculum and staff development; (4) working cooperatively with professional staff; (5) providing leadership in the instructional program; and (6) coordinating and/or arranging class schedule.

106* Deputy/Associate/Assistant Superintendent/Commissioner (C). Performs high-level executive management functions for a superintendent in the areas of personnel, instruction, and/or administration such as business, transportation, food services, maintenance, operation, facility management/planning, and others. Such an assignment also includes performing the duties of the superintendent in his or her absence as assigned or designated.

107* Executive Assistant/Chief Financial Officer (CFO) (B). Performs professional activities assisting an executive officer in directing and managing the functions of a school or system.

108* Instructional Program Director/Coordinator/Consultant (C). Coordinates, manages (including supervising other certified individuals), or directs activities and/or services (e.g., vocational education and special education) within an instructional program or area of instruction.

109* Manager (B). Directs individuals and manages functional supporting services (e.g., financial aid) under the direction of a senior staff member. This includes directors/managers of purchasing agents, physical plant maintenance, management information and technology services, business managers, budget managers, and psychological services.

C = Educational Certified
S = Support
B = Both

110* **Noninstructional Program Director/Coordinator/Consultant (C).** Coordinates, manages (including supervising other certified individuals), or directs activities and/or services within a non-instructional program.

112* **Principal/Headmaster/Headmistress/Head of School (C).** Performs the highest level of executive management functions in an individual school, a group of schools, or units of a school system. Responsibilities include the administration of instructional programs, extracurricular programs, community relations, operation of the school plant, selection and evaluation of professional and support staff, and the coordination of staff and student activities.

115* **Superintendent/Chief Executive Officer (CEO) (C).** Serves as the chief executive officer and primary advisor to the board of education. Responsibilities include overseeing the development of educational programs and all other activities which impact those programs.

200 PROFESSIONAL - EDUCATIONAL. Performs duties requiring a high degree of knowledge and skills generally acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) including skills in the field of education, educational psychology, educational social work, or an educational therapy field.

201* **Athletic Coach (B).** Instructs individuals in the fundamentals of a competitive sport and directs team or individual strategy.

202* **Behavioral Management Specialist (B).** Performs analysis of students' inappropriate behaviors, devises interventions to change such behaviors, and monitors behavior improvement progress over time.

203* **Counselor (B).** Guides individuals, families, groups, and communities by assisting them in problem solving, decision making, discovering meaning, and articulating goals related to personal, educational, and career development.

204* **Curriculum Specialist (B).** Develops or supervises curriculum and instructional development activities. This assignment requires expertise in a specialized field and includes the curriculum consultant and curriculum supervisor.

205* **Education Diagnostician (C).** Diagnoses students who might need special education services and/or other educational interventions.

206* **Librarian/Media Consultant (C).** Develops plans for and manages the use of teaching and learning resources, including the maintenance of equipment, content material, services, multimedia, and information sources.

207* **Remedial Specialist (C).** Performs activities concerned with developing specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student.

208* **Student Activity Advisor/Nonathletic Coach (C).** Instructs individuals in the fundamentals of a nonathletic activity and develops training and competition schedules. Extra duty sponsor would be coded here.

209* **Student Teacher (C).** Provides learning experiences and care to students under the supervision of a certified teacher as part of a formalized higher education program of teacher preparation.

C = Educational Certified
S = Support
B = Both

210* **Teacher (C).** Provides instruction, learning experiences, and care to students during a particular time period or in a given discipline.

211* **Teacher Trainer (C).** Provides instruction, learning experiences, and/or professional development activities to teachers during a particular time period or in a given discipline. Reading Coach would be coded here.

212* **Teaching Intern (C).** Provides instruction, learning experiences, and care to students while obtaining the necessary knowledge and skills in education and/or educational psychology.

213* **Resource Teacher (C).** Assists a classroom teacher by providing services to enrich the instruction of the students with special education needs.

214* **Substitute Professional and Clerical Staff (B).** Provides learning experiences and care to students in the absence of the teacher. (To be use with job codes 100-699 and WC code 8868).

215* **Speech Language Therapist Assistant (SLTAs) (C)**. Speech Language Therapy Assistants (SLTAs) may assist the Speech Language Pathologist with assessment of students, provide speech language therapy services and must practice under a SLP supervisor (the school district will locate the SLP supervisor who will be hired by the school). The SLTA may not write an IEP, but may attend an IEP meeting without the presence of the supervising SLP, with prior approval of SLP. In addition, the SLTA must identify themselves using their appropriate title and credentials both in verbal and written communication. **SLTAs must be provided with 30% Direct and Indirect Supervision for the first 90 days of employment. After 90 days, SLTAs must be provided with 10% Direct and 20% Indirect Supervision.**

216* **Speech Language Pathology Assistants (SLPAs) (S)** Speech Language Pathology Assistants (SLPAs) may assist the speech language pathologist (SLP) with assessment of students, provide speech language therapy services and must practice under a SLP supervisor (the school district will locate the SLP supervisor who will be hired by the school). The SLPA may not write an IEP, but may attend an IEP meeting without the presence of the supervising SLP, with prior approval of SLP. In addition, the SLPA must identify themselves using their appropriate title and credentials both in verbal and written communication. **SLPAs must be provided with 30% Direct and Indirect Supervision for the first 90 days of employment. After 90 days, SLPAs must be provided with 10% Direct and 20% Indirect Supervision.**

300 PROFESSIONAL - OTHER. Performs assignments requiring a high degree of knowledge and skills usually acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) but not necessarily requiring skills in the field of education.

301* **Accountant (B).** Designs and maintains financial, staff, student, program, or property records; summarizes, analyzes, audits, or verifies such records; and/or controls and certifies expenditures and receipts. Treasurer, Payroll Clerk, Encumbrance Clerk, would be coded here.

303* **Administrative Intern (B).** Performs administrative activities as part of a formal training program requiring supervision and periodic evaluation.

C = Educational Certified
S = Support
B = Both

304* **Admissions Officer (B).** Examines academic records of students to determine eligibility for graduation or for entrance to school.

305* **Analyst (B).** Examines, evaluates, and makes recommendations in such areas as cost, systems, curriculum, educational sectors, or other areas including management, research and assessment, policy, budget, and personnel.

306* **Architect (B).** Performs activities such as designing and preparing plans and specifications for the construction, remodeling, or repair of buildings and facilities, modification of site, and overseeing the construction to ensure compliance with plans and specifications.

307* **Athletic Trainer (B).** Coordinates and implements training activities for athletes to improve their athletic performance.

308* **Attendance Officer (B).** Monitors compulsory attendance laws.

309* **Audiologist (B).** Provides services including: (1) identification of individuals with hearing loss; (2) determination of the range, nature, and degree of hearing loss, including referral for medical or other professional attention; (3) provision of habilitating activities such as language habilitation, auditory training, speech reading (lip-reading), hearing evaluation, and speech conversation; (4) creation and administration of programs for prevention of hearing loss; (5) counseling and guidance of students, parent/guardians, and teachers regarding hearing loss; and (6) determination of an individual's need for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification.

311* **Benefits Specialist (B).** Organizes and provides information to employees about organizational fringe benefits.

312* **Payroll Specialist (B).** Processes payroll including retirement, workers compensation, unemployment, direct deposit, annuities, garnishments, tax levies, and possibly insurance.

313* **Caseworker (B).** Counsels and aids individuals and families requiring assistance of social service agencies and secures information on factors contributing to a clients' situation. Counsels clients regarding plans for meeting needs and aids clients in mobilizing capacities and environmental resources to improve social functioning.

314* **Computer Programmer (B).** Prepares sets of instructions for a computer, based on project specifications, in order to solve problems.

315* **Computer Systems Analyst (B).** Analyzes user requirements, procedures, and problems in processing or to improve and/or modify an existing computer system.

319* **Dietitian/Nutritionist (B).** Plans and directs food service menu preparation including determining the nutritional value of food for meals.

321* **Evaluator (B).** Determines the value or effect of plans, programs, and activities by appraisal of data and activities in light of specified goals and objectives (e.g., personnel evaluator.)

322* **Family/Community Support Coordinator (B).** Fosters ties between the school, the family, and/or community by conducting services such as family education, the integration of community services, and/or direct intervention as needed. (Program of Parent Education would be coded here).

C = Educational Certified
S = Support
B = Both

324* **Functional Application Support Specialist (C).** Assists individual computer users in a minicomputer or microcomputer (e.g., personal computer [PC]) environment to resolve hardware and software issues.

325* **Grant Developer (B).** Expands opportunities to obtain funds from outside parties in exchange for completion of a task.

327* **Internal Auditor (B).** Verifies account records, including evaluating the adequacy of the internal control system, verifying and safeguarding assets, reviewing the reliability of the accounting and report systems, and ascertaining compliance with established policies and procedures.

328* **Interpreter (B).** Translates consecutively or instantaneously from one language into another language using spoken and/or manual words (e.g., sign language interpreter).

329* **Lawyer (B).** Practices law and performs such activities as conducting lawsuits, drawing up legal documents, and advising on legal rights.

331* **Negotiator (B).** Performs such activities as resolving labor/management problems and helping to settle disputes and affect compromises. This includes representatives of either management or labor (e.g., shop stewards).

332* **Network Administrator (B).** Coordinates the inputs, outputs, and use of computer networks (e.g., local area networks [LAN] and wide area networks [WAN]).

333* **Nurse Practitioner (C).** Performs the functions of a registered nurse either independently or dependently with a written agreement of a medical doctor.

334* **Occupational Therapist (B).** Provides services that address the functional needs of an individual related to the following: (1) improving, developing or restoring functions impaired or lost through illness, injury, or deprivation; (2) improving ability to perform tasks for independent functioning when functions are impaired or lost; (3) preventing through early intervention, initial or further impairment or loss of function. The provider of these services is a certified, licensed, or otherwise qualified individual.

337* **Personnel Officer/Specialist (B).** Performs activities concerned with staff recruitment, selection, training, and assignment. This includes maintaining staff records, working with administrators in developing pension and insurance plans, and maintaining employer-employee harmony and efficiency through negotiations and internal public relations efforts.

338* **Physical Therapist (B).** Facilitates remediation and compensation for deficits in foundation skills necessary for classroom and/or basic job performance. Particular areas of emphasis include gross motor skills, functional mobility and gait, musculoskeletal alignment, strength, endurance, and positioning. Typical responsibilities include: screening, evaluation, and assessment of children to identify movement dysfunction; obtaining, interpreting, and integrating information appropriate to program planning, to prevent or alleviate movement dysfunction and related functional problems; and providing individual and group services to treatment to prevent, alleviate, or compensate for movement dysfunction and related functional problems. The provider of these services is a licensed, certified, or otherwise qualified professional.

339* **Physician (B).** Diagnoses and treats diseases and disorders of the human body.

C = Educational Certified
S = Support
B = Both

341* **Planning Specialist (B).** Performs activities concerned with selecting or identifying the goals, priorities, objectives, and projected trends of an organization and formulating the courses of action necessary to fulfill those objectives.

343* **Psychologist (B).** Evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.

344* **Public Relations/Informational Services Officer (B).** Attempts to foster good relations between an organization and the public as a whole by planning and conducting programs to disseminate accurate information through such media as newspapers, radio and television, public forums, and civic activities, and by reviewing material for and directing preparation of publications.

346* **Recreation Worker (B).** Conducts group recreation activities; organizes and promotes activities such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies, taking into account the needs and interests of individual members. (Gate keepers, ticket takers, concession workers would be coded here.)

347* **Registered Nurse (C).** Conducts a health service program at a school or system for the evaluation, improvement, and protection of the health of students and school personnel in accordance with state law and local policies and procedures.

348* **Registrar (B).** Coordinates and directs registration activities, including the compilation and analysis of registration data for administrative use.

350* **Research and Development Specialist (B).** Performs activities concerned with systematic study and investigation using the products of research and judgement to improve programs.

351* **Speech Language Therapist (C).** Diagnoses communicative disorders, plans, directs and participates in individual or group therapy sessions which focus on the remediation of specific articulation problems including: (1) identification of children with speech or language impairments; (2) diagnosis and appraisal of specific speech or language impairments; (3) provision of speech and language services for the habilitation or prevention of communicative impairments; and (4) counseling and guidance of parents, children, and teachers regarding speech and language requirements. The providers of services are certified, licensed, or otherwise qualified professionals. **SLT Certification may be renewed. No new certifications will be issued.**

352* **Social Worker (B).** Provides social services for clients who may be individuals, families, groups, communities, organizations, or society in general. Typical responsibilities include: (1) preparing a social or developmental history on a student with disabilities; (2) group and individual counseling with a student and his or her family; (3) working with those problems in a student's living situation (home, school, and community) that affect adjustment in school; (4) mobilizing school and community resources in order to enable the student to receive maximum benefit from his or her educational program; and (5) other related services as necessary. The providers of these services are certified, licensed, or otherwise qualified professionals.

353* **Speech Language Pathologist (C).** Diagnoses communicative disorders, plans, directs and participates in individual or group therapy sessions which focus on the remediation of specific articulation problems including: (1) identification of children with speech or language impairments; (2) diagnosis and appraisal of specific speech or language

C = Educational Certified
S = Support
B = Both

impairments; (3) referral for medical or other professional attention necessary for the habilitation of speech or language impairments; (4) provision of speech and language services for the habilitation or prevention of communicative impairments; and (5) counseling and guidance of parents, children, and teachers regarding speech and language requirements. The providers of services are certified, licensed, or otherwise qualified professionals. **A Speech Pathologist must hold 1) a master's degree in Speech Pathology or Communication Science Disorders, 2) an OBESPA state license, and 3) ASHA certification. An SLP must hold full certification for two (2) years prior to supervising SLTAs or SLPAs (OBESPA Rules). An SLP may supervise up to two (2) SLTAs/SLPAs per school year.**

354* **Staff Developer/Teacher Trainer (B).** Plans, coordinates, and implements inservice training activities that help individuals to identify future career options and improve skills necessary to achieve them. A mentor teacher would be coded here.

356* **Student Personnel Officer (B).** Works with the family, school, and community to determine the cause of and provide solutions for students who are experiencing serious attendance, academic and/or discipline problems in order to promote positive educational development.

358* **Transition Coordinator (B).** Provides services that: (1) strengthen and coordinate special programs and related services for individuals with special needs, including students with disabilities, who are currently in school or have recently left school and may benefit from assistance during the transition to postsecondary education, vocational training, competitive employment (including supported employment), continuing education or adult services; (2) stimulate the improvement and development of programs for secondary special education; and/or (3) stimulate the improvement of vocational and life skills to enable students with special needs to be better prepared for transition to adult life and services.

359* **Translator (B).** Expresses in another language systematically to retain the original sense, primarily of written works.

360* **Certified Nursing Assistant (CNA) (S) –** helps patients or clients with healthcare needs under the supervision of a Registered Nurse (RN) or a Licensed Practical Nurse (LPN).

400 PARAPROFESSIONAL. Works alongside and assists professional individuals.

401* **Assistant Counselor (S).** Assists students, parents, teachers, or other staff, under the supervision or direction of a counselor, by helping individuals make plans and decisions in relation to education, career, or personal development.

402* **Bilingual Aide (S).** Assists in the instruction of students using more than one language for teaching content.

403* **Bilingual Special Education Aide (S).** Assists in the instruction of students in a special education program using more than one language for teaching content.

404* **Career Aide (S).** Assists students in the process of choosing a profession or occupation.

405* **Childcare Giver (S).** Assists in organizing and leading Pre-kindergarten children in activities such as reading, drawing, and games.

406* **Computer Aide (S).** Assists and provides direction to computer users.

C = Educational Certified
S = Support
B = Both

407* **Extracurricular Activity Aide (S).** Supervises school-sponsored activities that are not related to curriculum (e.g., class sponsors), including all direct and personal services that are planned for student enjoyment.

409* **Monitor/Prefect (B).** Monitors the conduct of students in classrooms, detention halls, lunchrooms, playgrounds, hallways, and places where alternatives to classroom instruction are provided (e.g., test sites).

410* **Library Aide (S).** Assists in the maintenance and operation of a library by aiding in the selection, ordering, cataloging, processing, and circulation of all media.

411* **Media Center Aide (S).** Assists in the maintenance and operation of a media center by serving as a specialist in the organization and use of all teaching and learning resources, including hardware, content material, and services.

412* **Psychologist Assistant (S).** Assists a psychologist with routine activities associated with providing psychological services.

413* **Teaching/Classroom Aide (Non-Highly Qualified) (S).** Assists a teacher with routine activities associated with teaching (i.e., those activities requiring minor decisions regarding students, such as conducting rote exercises, operating equipment, and clerking).

414* **Teaching Assistant (Highly Qualified) (B).** Performs the day-to-day activities of teaching students while under the supervision of a teacher. The teaching assistant does not make diagnostic or long-range evaluative decisions regarding students. This includes individuals who may or may not be certified, but must have completed at least two years of formal education preparation for teaching or the equivalent in experience or training.

415* **Tutor (B).** Provides academic instruction (e.g., in English, mathematics, and foreign language) to students requiring additional assistance outside of the classroom.

416* **Occupational Therapist Assistant (S).** Assists an Occupational Therapist with routine activities associated with providing Occupational Therapy services.

417* **Physical Therapy Assistant (S).** Assists a Physical Therapist with routine activities associated with providing Physical Therapy services.

500 TECHNICAL. Performs tasks requiring a combination of basic scientific knowledge and manual skills which can be obtained through approximately two years of postsecondary education such as that which is offered in community/junior colleges and technical institutes, or through equivalent special study and/or on-the-job training.

502* **Computer Technician (S).** Installs and maintains computer hardware and software equipment.

505* **Graphic Artist (S).** Plans and arranges art layouts which illustrate programs or processes for publication, demonstration, and more effective communication.

506* **Inspector (S).** Examines the condition of equipment and buildings as they relate to safety and health and the condition of new construction as it relates to specifications and codes.

507* **Licensed Practical Nurse (S).** Performs auxiliary medical services, such as taking and recording temperature, pulse, and respiration rate, and giving medication under the direction and responsibility of a physician or a registered nurse.

C = Educational Certified
S = Support
B = Both

508* **Media Technologist (S).** Maintains and programs audio, video, and other media equipment.

510* **Psychometrist (B).** Measures the intellectual, social, and emotional development of individuals through the administration and interpretation of psychological tests. These activities are usually carried out under the direction or supervision of a psychologist or a related professional.

511* **Purchasing Agent (S).** Buys supplies, equipment, and materials used in the operation of an organization.

513* **Supervisor (S).** Supervises the day-to-day operations of a group of skilled, semiskilled, or unskilled workers (e.g., warehouse or garage workers). Frequently called a foreman or crew leader.

600 OFFICE/CLERICAL SUPPORT. Performs the activities of preparing, transferring, transcribing, systematizing, or preserving communications, records, and transactions.

601* **Bookkeeping/Accounting/Auditing/Encumbrance Staff (S).** Keeps a systematic record of accounts or transactions and prepares statements reflecting those activities.

602* **Cashier (S).** Collects and records payments received for items purchased.

603* **Computer Operator (S).** Operates computer and peripheral equipment to process data by entering commands using a keyboard or computer terminal.

604* **Data Entry Clerk (S).** Enters information into a data processing format using data processing equipment.

605* **Dispatcher (S).** Assigns vehicles and drivers to perform specific services and to record such information concerning vehicle movement as a school or system may require.

606* **Duplicating/Photocopying Assistant (S).** Operates duplicating machines to print typewritten or handwritten documents directly from a master copy.

607* **Electrical and Electronic Repairers (S).** Installs and repairs electric and electronics equipment.

608* **File Clerk (S).** Classifies records in alphabetical or numerical order or according to subject matter or other system.

609* **General Office Staff (S).** Performs such activities as preparing, transcribing, systematizing or preserving written communication and reports or operating mechanical equipment (e.g., computers, fax machines, typewriters, calculators, and word processing equipment).

610* **Mail Clerk (S).** Routes mail, prepares outgoing materials for mailing, and maintains internal written communication systems.

612* **Office Manager (S).** Coordinates office services such as personnel, budget preparation and control, housekeeping, records control, and special management activities.

613* **Receptionist (S).** Receives callers or visitors at the establishment, determines the nature of business, and directs callers or visitors to destinations.

C = Educational Certified
S = Support
B = Both

614* **Records Clerk (S).** Establishes and maintains an adequate and efficient system for controlling records (e.g., registration, admission and attendance) of an organization. (Board minutes clerk would be coded here.)

615* **Secretary (S).** Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail.

617* **Stores/Supplies Handler (S).** Receives, stores, and dispenses supplies, materials, and equipment.

690* **Superintendent's Secretary (S).** Schedules appointments, gives information to callers, takes dictation, and otherwise relieves the superintendent of clerical work and minor administrative and business detail.

700 CRAFTS AND TRADES. Performs tasks requiring high manual skill level which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. This assignment requires considerable judgement and a thorough and comprehensive knowledge of the processes involved in the work.

701* **Brick Mason (S).** Works with brick and similar materials in the construction, erection, and reparation of structures and fixtures.

702* **Carpenter (S).** Constructs, erects, installs, and repairs wooden structures and fixtures.

703* **Cement Mason (S).** Works with cement and similar materials in the construction, erection, and reparation of structures and fixtures.

704* **Electrician (S).** Plans, layouts, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment.

705* **Heating/Ventilation/Air Conditioning (HVAC) Mechanic (S).** Services heating units, ventilation systems, and air conditioners in buildings.

706* **Locksmith (S).** Installs, repairs, rebuilds, and services mechanical or electrical locking devices using hand tools and specialized equipment.

707* **Maintenance Repairers/General Utility (S).** Repairs and maintains buildings, machinery, electrical, and mechanical equipment.

708* **Painter and Paperhanger (S).** Paints, varnishes, and stains or wallpapers the interior and/or exterior of buildings and fixtures.

710* **Plumber (S).** Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems.

711* **Printer (S).** Makes copies by chemical or photographic means.

712* **Vehicle Mechanic (S).** Inspects, repairs, and maintains functional parts of mechanical equipment and machinery.

C = Educational Certified
S = Support
B = Both

800 OPERATIVE. Performs tasks requiring intermediate level manual skills which can be mastered in a few weeks through limited training to operate machines. This includes bus drivers and vehicle operators.

801* Bus Driver (S). Drives a bus used in the service of a school or system.

802* Other Vehicle Operator (S). Drives a vehicle such as a truck or automobile used in the service of a school, system, or activity.

803* Substitute Bus Driver/Mechanic (S). Acts in capacity of bus driver/mechanic when bus driver/mechanic is not available. (To be used with Job Codes 700-899 and WC code 7380).

900 LABORER. Performs tasks requiring some manual skills which can be conducted with no special training. This includes individuals performing lifting, digging, mixing, loading, and pulling operations.

901* Construction Laborer (S). Performs any combination of duties on construction projects, usually working in utility capacity, by transferring from one task to another. Duties include measuring distances from grade stakes, signaling operators of construction equipment, and mixing concrete.

902* Freight, Stock, and Materials Handler (S). Loads, unloads, and moves freight, stock, and other materials manually or with equipment that does not require technical skill to operate (e.g., wheelbarrows, conveyor belts).

905* Groundskeeper (S). Maintains grounds that are owned, rented, or leased and used by a school or system. This does not include the operation of machinery requiring semiskilled training or experience.

907* Vehicle Washer/Equipment Cleaner (S). Washes vehicles and equipment with washing and rinsing solutions to remove debris. May manually dislodge debris from objects being washed, and dry objects using a cloth or air hose.

950 SERVICE WORK. Performs tasks regardless of level of difficulty which relates to both protective and non-protective supportive services.

951* Bus Monitor/Crossing Guard (S). Helps keep order on buses or other school or system modes of transportation. This includes traffic guards for loading buses, crossing guards for monitoring pedestrian traffic.

952* Childcare Worker (S). Assists in implementing childcare activities, including custodial functions. An afterschool program worker would be coded here.

953* Cook/Food Preparer (S). Prepares and cooks foodstuffs in quantities according to menu and number of persons to be served.

954* Custodian (S). Performs plant housekeeping and servicing activities consisting of the cleaning; operation of the heating, ventilating, and air conditioning systems; and the servicing of building equipment.

955* Dietary Technician (S). Advises and assists personnel in public and private establishments in food services systems by making recommendations for foods that will constitute nutritionally adequate meals.

C = Educational Certified
S = Support
B = Both

957* **Facilities Maintenance Worker (S).** Inspects buildings and office areas to evaluate suitability for occupancy considering such factors as air circulation, lighting, location, and size.

958* **Food Server (S).** Serves sandwiches, salads, beverages, desserts, and other kinds of food. May order items to replace stock and collect money for purchases.

959* **Police Officer (S).** Maintains order, enforces the law, prevents, and investigates crime in a school building and its surrounding areas.

961* **Security Guard (S).** Provides protection to individuals and safeguards the school facility.

962* **Extended Childcare Provider (S).** Provides professional childcare services, whether at home or in a center, and who has satisfied any state requirement regarding those services.

963* **Student Worker (S)**. Transitional School to Work.

964* **Substitute Food Service/Custodial/All other Substitute Employees (S).** (To be used with Job Codes 900-999 and WC code 9101).

C = Educational Certified
S = Support
B = Both

REVENUE DIMENSIONS

FY	FUND	PROJECT REPORTING	SOURCE OF REVENUE	PROGRAM	OPERATIONAL UNIT
X	XX	XXX	XXXX	XXX	XXX

Definitions of Revenue Dimensions

FY Fiscal year of the fund involved.
Example: FY2015-16.

FUND A fiscal and accounting entity with a self-balancing set of accounts recording cash and other resources together with all related liabilities and residual equities or balances or changes therein. Examples: General, building, school activity, trust.

PROJECT REPORTING The Project Reporting dimension permits LEAs to accumulate revenues to meet a variety of specialized management and reporting requirements, regardless of whether the programs receive district, state, federal, or multisource funding. Revenues may be accumulated under individual projects with the flexibility of accommodating additional projects that LEAs might wish to account for on a permanent or temporary basis. Examples: Summer school program, child nutrition program, vocational program, IDEA-B.

SOURCE OF REVENUE This dimension permits segregation of revenues by source. The primary classification differentiates district, intermediate, state, and federal revenue sources. Revenues from restricted sources would be further classified using the Project Reporting dimension.

PROGRAM A plan of activities and procedures designed to accomplish a predetermined objective. The 200 series is to be used for Staff Development, 700 series is to be used for Child Nutrition Program, and 800 series is to be used for competitive athletic programs as cocurricular activities. The 900 series is to be used for cocurricular and extracurricular programs which the district might want to track.
See H-1.

SOURCE OF REVENUE DIMENSION DEFINITIONS

1000 DISTRICT SOURCES OF REVENUE. Revenue from local sources is the money generated from within the boundaries of the district and available to the district for its use.

1100 TAXES LEVIED/ASSESSED FOR THE LEA. Compulsory charges levied by the LEA to finance services performed for the common benefit.

1110* AD VALOREM TAX LEVY (CURRENT YEAR). Taxes levied on the assessed value of real, personal, and public service property located within the LEA boundaries which, within legal limits, is to be raised for school purposes.

1120* AD VALOREM TAX LEVY (PRIOR YEARS). Taxes collected from ad valorem tax levies made in previous years (delinquent taxes).

1121 First Prior Year.

1122 All Other.

1130* REVENUE IN LIEU OF TAXES. Payments made out of general revenues by a local governmental unit to the LEA in lieu of taxes it would have had to pay had its property or other tax base been subject to taxation on the same basis as privately owned property. Such revenue would include payments made for privately owned property which is not subject to taxation on the same basis as other privately owned property due to action by the local governmental unit.

1140* REVENUE FROM LOCAL GOVERNMENTAL UNITS OTHER THAN LEAs. Revenue from the appropriations of another local governmental unit. The LEA is not the final authority, within legal limits, in determining the amount of money to be received, and the money is raised by taxes or other means which are not earmarked for school purposes. This classification could include revenue from townships, municipalities, counties, etc. In a city school system, the municipality would be considered a local governmental unit. In this instance, revenue from the county would be considered revenue from an intermediate source and coded in the 2000 revenue series.

1190* OTHER TAXES. Other forms of taxes by a local governmental unit other than an LEA, such as licenses and permits.

1200 TUITION AND FEES. Revenue from individuals, welfare agencies, private sources, and other LEAs for education provided by the LEA.

1210 ADULT EDUCATION. Revenue received for activities providing educational opportunities for adults.

1211* Adult Education—Full Time—Formula Programs. Revenue collected for full-time adult students attending classes in career and technology schools.

1212* Adult Education—Short Term. Revenue collected for short-term adult students attending classes in the evenings.

1213* Adult Education—Student Fee's—Other Programs. Revenue collected for adult students attending classes other than as listed above. (This may also include other nonprofit organizations. For example, Dollar General Literacy Foundation, and George Kaiser Foundation).

1214* GED Testing Fees. Revenue collected for individuals completing their high school education through the GED program.

1215* Adult Education. Revenue collected from businesses and industry to cover the cost of classes.

1220* CONTINUING EDUCATION. Revenue received as tuition for students attending continuing education schools in the LEA.

1230* SUMMER SCHOOL TUITION. Revenue received as tuition for students attending summer school.

1240 TRANSFER FEES. Revenue received from regular day school for students attending regular school in a district where they are not legal residents.

1241* Transfer Fees—Per Capita Costs. Revenue received from regular day school for students living in other districts.

1242* Transfer Fees—Special Education. Revenue received from the sending district to provide instruction of special education students from other districts.

1243* Transfer Fees—Kindergarten. Revenue received from sending district to provide instruction for students attending kindergarten classes whose legal residence is another school district.

1244* Transfer Fees—Gifted and Talented. Revenue received from the sending districts to provide instruction of gifted and talented students from other districts.

1245* Transfer Fees—Special Students (Treatment Facilities). Revenue received from other districts, parents, or facilities for educational costs during the time students were placed in a public or private residential child care or treatment facility.

1246* Transfer Fees—Alternative Education. Revenue received from a sending district to provide instruction of alternative education students.

1250 REGULAR PROGRAM TUITION. Revenue collected for students attending regular school that do not have a legal basis for attendance, including nonresident, overage, and underage students.

1251* Nonresident Tuition. Revenue collected for students attending regular school in a district where they are not legal residents.

1252* Overage Tuition. Revenue collected for students attending regular school in Grades K-12 after the age of 21 years.

1253* Underage Tuition. Revenue collected for students attending regular school before legal age.

1260* EXTENDED SCHOOL CARE. Revenue collected from individuals, private sources and/or the Department of Human Services to provide for custodial care of students in the elementary schools.

1290* OTHER TUITION AND FEES. All revenue received as tuition and fees not covered above. This would include revenue from the Department of Human Services for school-sponsored child care for students' children.

1300 EARNINGS ON INVESTMENTS. Revenue received as profit on holdings in savings or investments.

1310* INTEREST EARNINGS. Interest received on investments in U.S. Treasury bills, certificates of deposits of banks and trust companies, authorized bonds, savings accounts or savings certificates of savings and loan associations, banks or trust companies.

1320* DIVIDENDS ON INSURANCE POLICIES. Revenue received for dividends on school insurance policies.

1340* ACCRUED INTEREST ON BOND SALES. Interest received on bonds sold.

1350* INTEREST ON TAXES. Revenue from penalties for the payment of taxes after the due date, and the interest charged on delinquent taxes from the due date of actual payment. A separate account for penalties and interest on each type of tax may be maintained.

1351 Earnings of Interest on Protested Taxes. Revenue received from the county for interest earnings on monies paid in protest by taxpayers and held in escrow.

1352 Earnings of Interest on Unapportioned Taxes. Revenue received from the county for interest earnings on monies collected for taxes before they are apportioned and paid to the school district.

1353 Earnings of Interest on Assessed Penalty Payments. Revenue received from the interest earned from penalties for the payment of taxes after the due date.

1360* EARNINGS FROM OKLAHOMA COMMISSION ON SCHOOL FUNDS MANAGEMENT. Revenue received from residuals or interest earnings due to participation in the Oklahoma Commission on School Funds Management program.

1390* OTHER EARNINGS ON INVESTMENTS. Revenue from holdings invested for earning purposes not listed above.

1400 RENTALS, DISPOSALS, AND COMMISSIONS. Revenue received for the use of school property, sales and commissions.

1410* RENTAL OF SCHOOL FACILITIES. Rental received for the use of school facilities.

1420* RENTAL OF PROPERTY OTHER THAN SCHOOL FACILITIES. Revenue received for the use of property owned by the district, except school facilities.

1430* SALES OF BUILDINGS AND/OR REAL ESTATE. Revenue received for the sale of buildings or real estate belonging to the school district.

1440* SALES OF EQUIPMENT, SERVICES, AND MATERIALS. Revenue received for the sale of school equipment, services, or materials.

1450* BOOKSTORE REVENUE. Revenue of sales resulting from the operation of a bookstore that is a school or system enterprise.

1460* COMMISSIONS. Revenue received as commissions for telephone service, vending machines, etc.

1470* SHOP REVENUE. Revenue of income as the result of operating various types of trades and industrial art classes.

1490 OTHER RENTALS, DISPOSALS, AND COMMISSIONS. All other revenue received for rentals, disposals, and commissions not listed above.

1491* Resale—Carpentry House. Receipts from sale of a home constructed by the carpentry class for resale.

1492* Resale—Program Live/Work.

1493* Resale—Industry Training.

1500 REIMBURSEMENTS. Cash or other assets received as repayment of the cost of work or services performed, or of other expenditures made for or on behalf of another governmental unit, department, individual, firm, or corporation. Child nutrition program reimbursements for the current year should not be coded here, but under Source of Revenue 5150.

1510* INSURANCE LOSS RECOVERIES. Reimbursement for liabilities paid by the school district that were losses covered by insurance.

1520* LIFE INSURANCE PREMIUM REIMBURSEMENTS. Reimbursements of premiums and reserves for self-insurance.

1530* DAMAGES TO SCHOOL PROPERTY. Reimbursement from any source for payments for damages to school property.

1540* LOST TEXTBOOKS. Revenue from reimbursement by all sources for lost textbooks.

1550* WORKERS' COMPENSATION. Revenue paid to the district by school employees for wages paid under workers' compensation during the time the employee was receiving full salary from the district.

1560* MEDIA SERVICES. Revenue received from all sources for services performed on a contract basis for media services.

1570* CUSTODIAN SERVICES AND UTILITIES. Reimbursement from outside organizations for wages paid for custodial services and utilities.

1580* SCHOOL—SPONSORED ACTIVITY TRANSPORTATION FEES. Revenue received from outside organizations for school-sponsored activity transportation.

1590* MISCELLANEOUS REIMBURSEMENTS. Revenue received from outside entities for goods or services not classified above.

1600 OTHER LOCAL SOURCES OF REVENUE. Other revenue from local sources not classified above.

1610* CONTRIBUTIONS AND DONATIONS FROM PRIVATE SOURCES (INDICATE EXACT SOURCE BY PROJECT REPORTING CODE). Revenue received from a philanthropic foundation, private individuals, or private organizations for which no repayment or special service to the contributor is expected.

1620* COMMUNITY SERVICES. Revenue for providing services other than public school and adult education for purposes relating to the community as a whole or some segment of the community.

1630* INSURANCE PREMIUM. Revenue received by the school district for insurance coverage for employees, either by payroll deduction or direct pay. (This would include revenue received for district's share of self-insurance premiums.)

1640* ENDOWMENTS (INDICATE EXACT SOURCE BY PROJECT REPORTING CODE). Revenue received from which the income may be expended, but whose principal must remain intact.

1650* DISTRICT CONTRACTS. Revenue received by the district for services performed by the district on a contract basis such as transportation, data processing, or food service. (Include here the reimbursement of monies from the co-op fund to the general fund of LEA).

1660* MINERAL ROYALTIES AND LEASE REVENUE. Revenue received for mineral royalties and lease agreements on land owned by the district.

1670* TRANSFER OF FUND BALANCE FROM OTHER DISTRICTS. Revenue received unconditionally from another district without expectation of repayment.

1680* REFUND OF PRIOR YEAR'S EXPENDITURES. If expenditure and refund occur in current year, code the refund as Correcting Entry 5600 and reclass the refunded portion of the expenditure to Correcting Entry 5600. Workman's compensation reimbursement and e-rate would be coded here.

1690* MISCELLANEOUS REVENUE FROM DISTRICT SOURCES. All other money received from local sources.

1691 Flexible Benefit. Revenue received by the school district by payroll deduction for employees participating in the flexible benefit plan.

1692 All Other Miscellaneous Revenue. All other miscellaneous revenue received from local sources not listed above.

1700 CHILD NUTRITION PROGRAMS. Revenue received from local food sales to students and adults.

1710* STUDENT LUNCHES, BREAKFASTS, SPECIAL MILK PROGRAM. Revenue from the sale of any item under the National School Lunch Program, School Breakfast Program, and Special Milk Program specific to the reimbursable meals served.

1720* A LA CARTE or CATERING REVENUE. Revenue from the sale of any food/beverage item in the cafeteria which is specific to A LA CARTE (students and/or adults) and Catering sales only. Examples of catering sales are when food/beverages are prepared/served by Child Nutrition at any PTA, athletic, student activity banquets or functions, appreciation functions, school board meeting, etc.

1730* ADULT LUNCHES/BREAKFASTS. Revenue received from adults for meals.

1740* SUMMER FOOD SERVICE ADULT REVENUE.

1760* CONTRACT LUNCHES, BREAKFASTS, MILK AND SUPPLEMENTS. Revenue received from meals and/or milk sold to programs or institutions outside the school system, i.e., daycare centers, or private schools.

1790* OTHER DISTRICT REVENUE (CHILD NUTRITION PROGRAMS). Revenue received from other district sources which concern the school child nutrition program.

1792 Gifts and Donations. Revenue received from a philanthropic function, private individual, or private organization for which no repayment or special service to the contributor is expected.

1793 Guest and/or Intern Lunches (reimbursed by LEA). Revenue received for meals served to guests and paid for by school funds other than the school child nutrition programs account.

1794 Commodity Rebate. Revenue from discounts received for purchasing food products in the prior year. Current year rebate use Source of Revenue 5600, Correcting Entry.

1795 Promotional Rebate. Revenue received from vendors in the form of a rebate in the prior year. Current year rebate use Source of Revenue 5600, Correcting Entry.

1796 Other Sales. Revenue received for the sale of, supplies, surplus inventories and/or equipment, and recyclable materials.

1800 ATHLETIC PROGRAMS. Revenue received for all school sponsored athletic activities.

1810* ADMISSIONS. Revenue received from the sale of tickets for single school events.

1811 Single Game Receipts. Revenue received from the sale of tickets for single school athletic events.

1812 Student Activity Tickets. Revenue received from the sale of student athletic tickets.

1813 Season Tickets. Revenue received from the sale of season tickets for athletic events.

1820* ADVERTISING AND PROGRAM SALES. Revenue derived from athletic sales and advertising.

1830* CONCESSIONS. Revenue received from the sale of food and drinks from concession activities.

1840* DUES AND MEMBERSHIPS. Revenue received for memberships in or dues to athletic organizations or clubs.

1850* FEES, PENALTIES, AND FINES. Revenue from entry fees to athletic events, including any prorated portion received from sale of athletic activities.

1860* GAME CONTRACTS AND GUARANTEES. Revenue derived from contractual arrangements with other schools.

1870* STATE PLAY—OFF REVENUE. Revenue received from state play-off.

1880* SUPPLIES AND MATERIALS SOLD TO STUDENTS. Revenue received from the sale of supplies and materials sold to students.

1890* OTHER ATHLETIC REVENUE. All revenue received for athletic activities that cannot be classified above.

1900 NON—ATHLETIC PROGRAMS. (ACTIVITY FUND [60] ONLY). Revenue from school sponsored activities.

1910* ADMISSIONS. Revenue received from the sale of tickets for single school events.

1911 Carnivals. Revenue derived from the sale of tickets to carnivals.

1912 Dances. Revenue derived from the sale of tickets to school-sponsored dances.

1913 Parties. Revenue derived from the sale of tickets to school-sponsored parties.

1914 Promenades. Revenue derived from the sale of tickets to school-sponsored promenades.

1915 School or Class Plays. Revenue derived from the sale of tickets to school-sponsored school or class plays.

1919 Other Admissions. Revenue from school-sponsored activities (except athletics) not listed above.

1920* CONCESSION SALES. Revenue received from the sale of food and drink from concession activities.

1950* REVENUE FROM MERCHANDISE PURCHASED FOR RESALE (EXCEPT STUDENT STORE). Revenue collected from the sale of merchandise purchased for resale (except student store).

1960* STUDENT ACTIVITY TICKETS. Revenue received from the sale of student activity tickets.

1970* STUDENT CLUBS AND ORGANIZATIONS. Revenue received for use by student clubs and organizations.

1971 Dues and/or Fees. Revenue received for memberships in or dues to school organizations or clubs.

1972 Donations. Revenue received from a philanthropic foundation, private individual, or organization for a school activity for which no repayment or special service to the contributor is expected.

1980* STUDENT STORE SALES. Revenue from sales by students or student-sponsored stores.

1990* OTHER SCHOOL ACTIVITY FUND RECEIPTS. All revenue received for school activities that cannot be identified above.

2000 INTERMEDIATE SOURCES OF REVENUE. Revenue from intermediate sources is the amount of money from funds collected by an intermediate administrative unit or a political subdivision between the district and the state, and distributed to districts in amounts that differ in proportion to those which were collected within such systems.

2100* COUNTY FOUR MILL AD VALOREM TAX. A tax levy by county government on the net assessed valuation of property of the county. Proceeds are apportioned by the county treasurer based on preceding school year average daily attendance.

2200* COUNTY APPORTIONMENT (MORTGAGE TAX). A mortgage tax apportioned to the school districts of each county annually on the basis of enumeration.

2300* RESALE OF PROPERTY FUND DISTRIBUTION. County revenue consisting of revenue from penalties and interest on delinquent ad valorem taxes, and receipts from sale of property for delinquent ad valorem taxes on property.

2400* COUNTY SALES TAX. County revenue consisting of revenue from a special-purpose tax implemented and levied at the county level**.**

2900* OTHER INTERMEDIATE SOURCES OF REVENUE. All other money received from intermediate sources which is not earmarked for a specific purpose.

3000 STATE SOURCES OF REVENUE. Revenue from state sources provided to LEAs in the form of grants or other types of allocations.

3100 DEDICATED REVENUE. All revenue generated at the state level by taxes, license fees, or other fees that are set aside by the state to be used for the operation of the common schools in the state.

3110* GROSS PRODUCTION TAX. This is a tax on oil, gas, and other minerals produced in the county. One-tenth of the total sum collected is apportioned on the basis of average daily attendance to that county's schools which offer instruction in Grades K-12. (Royalty tax would not be coded here, but to Source of Revenue 3190.)

3111* BIA (Bureau of Indian Affairs) TAX. This is a tax on oil, gas, and other minerals produced in the county. To only be used by Osage County and Sperry Public School in Tulsa County. This will not be counted in the chargeable calculation.

3120* MOTOR VEHICLE COLLECTIONS. Monies apportioned and distributed monthly by the Oklahoma Tax Commission from motor vehicle collections, according to the Oklahoma Vehicle License and Registration Act.

3130* RURAL ELECTRIC COOPERATIVE TAX. Tax distributed by the Oklahoma Tax Commission of the collections on rural electric installations within the school district.

3140* STATE SCHOOL LAND EARNINGS (STATE APPORTIONMENT). Money earned by the holdings of the State School Land Commission and apportioned to the schools on the basis of average daily attendance of the school district.

3150* VEHICLE TAX STAMP. Apportionment of 49 percent (49%) of collections from the sale of tax stamps. The allocation is on an average daily attendance basis. Not considered chargeable income in the state aid formula.

3160* FARM IMPLEMENT TAX STAMP. Monies allocated by the county treasurer at the end of every calendar month on collections received from the sale of farm implement tax stamps. Not considered chargeable income in the state aid formula.

3190* OTHER DEDICATED REVENUE. Any other registration or license fees, taxes, or penalties collected at the state level and distributed to the school districts that cannot be classified in one of the dedicated revenues listed above. Royalty tax would be included here. Not considered chargeable income in the state aid formula.

3200 STATE AID—GENERAL OPERATIONS—NONCATEGORICAL.
Revenue appropriated by the Legislature and apportioned to the schools for general operations.

3210* FOUNDATION AND SALARY INCENTIVE AID. Revenue received from the state aid formula from the State Department of Education. Gifted and Talented funds would be included here.

3250* EDUCATION FLEXIBLE BENEFIT ALLOWANCE.

3300 STATE AID—COMPETITIVE GRANTS—CATEGORICAL. Revenue received from the state and appropriated by the Legislature to fund specific programs or to accomplish specific objectives.

3310* ALTERNATIVE AND HIGH CHALLENGE EDUCATION. Grant revenue received from the State Department of Education for students who are in educational programs affiliated with a public school.

3360* INSTRUCTIONAL—COOPERATIVE AND TECHNOLOGICAL EDUCATION (ICTE). A broad, line-item grant appropriation from the Legislature to support small school cooperative grants and special contractual projects.

3400 STATE—CATEGORICAL. Revenue received from the state and appropriated by the Legislature to fund specific programs or to accomplish specific objectives.

3410 PROFESSIONAL DEVELOPMENT. A line-item appropriation from the Legislature to increase standards in teacher education programs and upgrade professional abilities.

3411* Professional Development. Revenue received from the State Department of Education for continuation of local professional development programs for certified personnel.

3412* Nationally Board Certified Bonus. Subject to availability of funds, a bonus in the amount prescribed shall be provided to Oklahoma teachers, psychologists, speech-language pathologists, and audiologists holding National Board certification.

3415* Reading Sufficiency Act. School districts may be reimbursed up to $150 for each enrolled first, second, and third grade student of the current school year who is found in need of remediation based on the school district's annual reading sufficiency plan.

3420* STATE TEXTBOOK. Revenue appropriated by the Legislature and allocated to the LEA for the purchase of textbooks.

3430* ADULT EDUCATION MATCHING. Revenue appropriated by the Legislature to match federal funds to establish or maintain adult education programs that will enable all adults to acquire basic literacy skills; complete secondary school; and become more employable, productive, and responsible citizens.

3440* DRIVER EDUCATION. Revenue appropriated by the Legislature and allocated to the LEA as a reimbursement for providing a driver education program during the preceding school year.

3450* SPECIAL CONTRACTS. Revenue received for special contracts.

3460* VERY SPECIAL ARTS—OKLAHOMA. Revenue received by the state as an affiliate of Very Special Arts—USA. The program serves as a coordinating force to school districts and local communities to promote arts programming and festivals which reach all areas of the disabled population.

3470* ADVANCED PLACEMENT INCENTIVES. Revenue received for professional development, course material, equipment, and school incentive.

3480* SCHOOL CONSOLIDATION ASSISTANCE. Expenditures of restricted funds provided from various sources to assist in the transition to a consolidated or annexed district on a voluntary basis.

3490* MUTUAL SUPERINTENDENT CONTRACT ASSISTANCE. Assistance to school districts which have entered into a mutual contract with a superintendent as authorized pursuant to O.S. 70 § 5-106A, in paying up to 50% of superintendent's salary for no more than three consecutive years ($150,000.00 maximum).

3500 SPECIAL PROGRAMS. Revenue appropriated for special purposes. Uses and limitations are specified by the legal authority establishing the programs, and the funds cannot be used or diverted to other uses.

3570* PROGRAM OF PARENT EDUCATION. Revenue for the cost to provide parent educators practical information and guidance regarding the development of language, cognition, social skills, and motor development.

3600 OTHER STATE SOURCES OF REVENUE. All state revenue not classified above.

3610* ADDITIONAL HOMESTEAD REIMBURSEMENT. Reimbursement from the state for double-homestead exemption allowance for a family earning less than $4,000 annual income.

3620* STATE LAND REIMBURSEMENT. Reimbursement from the state through the county for state-owned land within the county which, if it were in private ownership, would be classified as agricultural land and for which no state agency is making in-lieu ad valorem payments.

3630* DEPARTMENT OF HUMAN SERVICES. Revenue received from the Department of Human Services. Revenue could be for reimbursement or for flat grants.

3640* DEPARTMENT OF HEALTH. Revenue received from the Department of Health. Revenue could be for reimbursement or for a flat grant.

3650* TOBACCO SETTLEMENT ENDOWMENT TRUST (TSET). Revenue received from the Tobacco Settlement Endowment Trust for the Healthy Schools Incentive Grant Program.

3690* OTHER MISCELLANEOUS SOURCES OF STATE REVENUE. Miscellaneous sources of state revenue not listed above. For tracking of funds, assign a local Project Reporting Code.

3700 CHILD NUTRITION PROGRAMS. Revenue received from the state for food to students and adults.

3710* STATE REIMBURSEMENT. State money appropriated by the Legislature to reimburse school districts' partial costs for student lunches.

3720* STATE MATCHING. Revenue received from the state for purpose of matching federal funds.

3800 STATE VOCATIONAL PROGRAMS.

3810 STATE VOCATIONAL PROGRAMS PAYMENTS.

3811* Comprehensive High School Vocational Salaries Reimbursement. Amount allocated for each approved vocational program in addition to all other funds allocated.

3812* Vocational Programs Assistance Grants. Revenue allocated for approved vocational programs.

3813* Local Directors. Revenue allocated for administration of vocational programs.

3819* Formula Operations. Revenue received in providing vocational training for students enrolled in approved vocational programs.

3820* Oklahoma Tuition Aid Grant (OTAG).

3830 BUSINESS AND INDUSTRY SERVICES. Revenue received to conduct career vocational education.

3832* Training for Industry Growth (TIG).

3833* Existing Industry Initiative. Revenue received to allow workers to upgrade their skills in order to meet the technological changes implemented by the firms to remain competitive.

3834* Training for Industries (TIPS).

3836* Bid Assistance Center. State revenue related to activities that assist business and industry in obtaining government contracts.

3837* Broker Agent (Manufacturing Alliance).

3838* Oklahoma Manufacturers' Exchange.

3839* Rural Economic Development.

3840 SHORT—TERM ADULT TRAINING. Revenue received for adults and out-of-school youth that are not in a regularly prescribed program of studies. These monies are to develop skills and knowledge to meet various immediate and long range needs.

3841* CERTIFIED NURSE AIDE II. Revenue intended to provide upgrade training for nurse aides.

3842* CONSTRUCTION EDUCATION PROJECT.

3843* TRANSPORTATION JOINT VENTURE.

3844* FIREFIGHTER TRAINING.

3848* SAFETY. Revenue received to provide safety training and resources to business and industry.

3850 OTHER VOCATIONAL AID.

3852* TEMPORARY ASSISTANCE FOR NEEDY Families (TANF). State revenue intended to provide basic education and job training assistance.

3856* DROPOUT RECOVERY.

3860 OTHER VOCATIONAL AND TECHNICAL EDUCATION SERIES.

3861* STATEWIDE PROGRAMS. Revenue received for eligible programs to serve students.

3862* YOUTH APPRENTICESHIP.

3864* TEACHER MENTOR/STAFF DEVELOPMENT. Revenue related to activities that provide in-service training to teachers.

3866* INMATE TRAINING. Revenue received for programs and services that relate to inmate training.

3867* SUMMER ORIENTATION. Revenue related to activities for seventh through tenth graders where they learn to make career choices based on interest.

3870 COLLEGE CREDIT AND SCHOOL IMPROVEMENT.

3875* OKLAHOMA HIGHER LEARNING ACCESS PROGRAM (OHLAP).

3879* HIGH SCHOOLS THAT WORK.

3880 SCHOOL COMMUNICATIONS AND ENERGY INDUSTRY**.**

3881* OIL & GAS TRAINING.

3889* TELECOMMUNICATIONS TRAINING (TELEPHONE BILLS).

3890* CAPITAL OUTLAY.

3892* OK EDUCATION LOTTERY FUND.

4000 FEDERAL SOURCES OF REVENUE. Revenue collected by the federal government and distributed to state and local educational agencies for the purpose of providing financial support for programs, projects, services, and activities which enhance educational opportunities for citizens.

4100 GRANTS-IN-AID DIRECT FROM THE FEDERAL GOVERNMENT.

4120* FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA). Funds received to provide major disaster assistance for replacing or repairing damaged or destroyed supplies, equipment, books, and for repairing minor damages to facilities.

4130* TITLE VIII—IMPACT AID. Formula grants to provide financial assistance to local educational agencies upon which financial burdens are placed when the tax base of the district is reduced through the federal acquisition of real property or when a sudden and substantial increase in school attendance results from federal activities; for education of children residing on federal property or where parents are employed on federal property. (CFDA Number 84.041)

4140* TITLE VII—PART A, INDIAN EDUCATION. Revenue received to support the efforts to meet the unique educational and culturally related academic needs of American Indian students so that they can meet the challenging academic achievement standards they are expected to meet. (CFDA Number 84.060)

4150* ROTC. Federal funds received directly by the LEA for reimbursement for a portion of the salaries of instructional and support staff for ROTC programs.

4160 OPERATIONS.

4161* In-Lieu Tax Public Housing. Revenue to replace the loss of tax revenue resulting from property exempted from taxation.

4162* Flood Control. Revenue received through the Flood Control Act of Congress 1941 to counties where flood control projects are located. One-fourth of all such funds received in the county are distributed to the school districts in the county on the basis of enumeration.
(CFDA Number 12.112)

4163* Forest Reserve Rentals. Revenue received from federal funds by LEAs on federally held forest properties within the LEA boundaries.
(CFDA Number 10.665)

4164* Submarginal Lands. Revenue from the use of submarginal lands and certain other lands shall be apportioned as follows: Two-thirds of the revenue is apportioned to the affected school districts of the county in the direct ratio of the number of acres of such land within each school district to the total number of acres of lands which were purchased by the federal government under the provision of the Bankhead-Jones Farm Tenant Act.
(CFDA Number 10.666)

4165* Asbestos Abatement. Revenue received from federal funds for the purpose of inspecting, writing management plans, or abatement.

4166* National Science Foundation.

4170* TITLE I, PART H, SCHOOL DROPOUT PREVENTION. Funds to provide for school dropout prevention and reentry and to raise academic achievement levels by providing grants that challenge all children to attain their highest academic potential; and ensure that all students have substantial and ongoing opportunities to attain their highest academic potential through schoolwide programs proven effective in school dropout prevention and reentry.
(CFDA Number 84.360)

4180* TITLE VI—SUBPART 1, SMALL, RURAL SCHOOL ACHIEVEMENT PROGRAM (REAP). (CFDA Number 84.358A)

4200 IMPROVING THE ACADEMIC ACHIEVEMENT OF THE DISADVANTAGED. *No Child Left Behind Act of 2001*, Title I.

4210* PART A, IMPROVING BASIC PROGRAMS. The purpose of these funds is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging academic achievement standards and assessments.
(CFDA Number 84.010)

4213* SUPPLEMENTAL SCHOOL IMPROVEMENT GRANTS.
(CFDA Number 84.377A)

4230* PART C, MIGRANT EDUCATION. Revenue granted to support high-quality and comprehensive educational programs for migratory children; ensure migratory children are provided with appropriate educational services; ensure migratory children receive full and appropriate opportunities to meet challenging academic content and achievement standards; and to design programs to help migratory children overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit the ability of such children to do well in school. (CFDA Number 84.011)

4240* PART D, NEGLECTED AND DELINQUENT. Revenue granted to improve educational services for neglected or delinquent children; to provide such children with services to make a successful transition to further schooling or employment; and prevent at-risk students from dropping out of school or provide returning students with needed services and support. (CFDA Number 84.013)

4270 TITLE II—PREPARING, TRAINING, AND RECRUITING HIGH-QUALITY TEACHERS AND PRINCIPALS.

4271* Part A, Teacher and Principal Training and Recruiting Fund. Grants to increase student achievement through strategies such as improving teacher and principal quality and increasing the number of highly qualified teachers in the classroom and highly qualified principals and assistant principals in the schools. (CFDA Number 84.367)

4273* Part B, Mathematics and Science Partnerships.
(CFDA Number 84.366)

4280 TITLE III—LANGUAGE INSTRUCTION FOR LIMITED ENGLISH PROFICIENT AND IMMIGRANT STUDENTS.

4281* Part A, English Language Acquisition, Language Enhancement, and Academic Achievement. Grants to help ensure that children who are limited English proficient, including immigrant children and youth, attain English proficiency, develop high levels of academic attainment in English, and meet challenging academic content and achievement standards.
(CFDA Number 84.365)

4300 INDIVIDUALS WITH DISABILITIES. Revenue to assure the effective education of disabled children.

4310* INDIVIDUALS WITH DISABILITIES, P.L. 105-17, IDEA—PART B. Project grant revenue held in reserve by the State Department of Education for

apportionment to districts to be used in priority areas for disabled children. (CFDA Number 84.027)

4340* PRESCHOOL AGED 3-5, P.L. 105-17 (SECTION 619), IDEA—PART B. Project grants for demonstration projects for disabled preschool children three through five years of age as of December 1 each year. (CFDA Number 84.173)

4350* STATE PERSONNEL DEVELOPMENT GRANT. (CFDA Number 84.323A)

4400 NO CHILD LEFT BEHIND ACT OF 2001, CONTINUED.

4440 TITLE IV—21ST CENTURY SCHOOLS.

4441* Part A, Safe and Drug-Free Schools and Communities. Grants to prevent violence in and around schools; prevent illegal use of alcohol, tobacco, and drugs. (CFDA Number 84.186)

4443* Part B, 21st Century Community Learning Centers. Grants to establish or expand community learning centers that provide opportunities for academic enrichment, provide additional services and programs; and family literacy and related educational development.
(CFDA Number 84.287)

4460 TITLE V—PROMOTING INFORMED PARENTAL CHOICE AND INNOVATIVE PROGRAMS.

4461* Part A, State Grants for Innovative Programs. Grants to develop and implement education programs to improve school, student, and teacher performance, including professional development activities and class size reduction programs. (CFDA Number 84.298)

4462* Part B, Public Charter Schools. Grants to provide financial assistance for the planning, program design, and initial implementation of charter schools. (CFDA Number 84.282)

4470* TITLE VI—SUBPART 2, RURAL AND LOW-INCOME SCHOOL PROGRAM. (CFDA Number 84.358B)

4480* TITLE X—PART C, EDUCATION FOR HOMELESS CHILDREN AND YOUTH. Grants to ensure that homeless children and youth are afforded the same free, appropriate public education as provided to other children and youth; and ensure that such children and youth have an opportunity to meet the challenging student academic achievement standards to which all students are held. (CFDA Number 84.196)

4500 GRANTS-IN-AID FROM THE FEDERAL GOVERNMENT THROUGH OTHER STATE AND INTERMEDIATE SOURCES.

4550* JOHNSON-O'MALLEY PROGRAM. Revenue received from the Bureau of Indian Affairs allocated for students verified as a tribal member or eligible for tribal membership and enrolled in the public schools. Funds are used for educational and supplemental programs. (CFDA Number 15.130)

4560* HEAD START FUNDS TO SCHOOLS. (CFDA Number 93.600)

4580* MEDICAID RESOURCES. Revenue received as reimbursement for provision of services through the general fund to eligible students who qualify for Medicaid in accordance with contract with the Oklahoma Health Care Authority. (CFDA Number 93.778)

4590* YOUTHBUILD. A community development program for low income people ages sixteen(16) through twenty four (24) who work toward their GED credential or high school diplomas, learn job skills, and build affordable housing for their community. (CFDA Number 17.274)

4600 OTHER FEDERAL SOURCES OF REVENUE THROUGH STATE DEPARTMENT OF EDUCATION OR STATE DEPARTMENT OF CAREER AND VOCATIONAL EDUCATION.

4610 ADULT EDUCATION.

4611* Adult Education, Title II, P.L. 105-220. Revenue received from federal sources to establish adult education programs that will enable all adults to acquire basic literacy skills, complete secondary school, and become more employable, productive and responsible citizens. (CFDA Number 84.002)

4613* Temporary Assistance for Needy Families (TANF). Revenue received from federal sources to provide adult basic education distributed to the school districts through the State Department of Education. (CFDA Number 93.588)

4616* Workforce Incentive Act. (CFDA Number 17.255)

4617* Rehabilitation Services. (CFDA Number 84.126)

4618* Rural Health. Funds to assist in recruiting and training health care workers in rural areas. (CFDA Number 93.241)

4680 MISCELLANEOUS FEDERAL SOURCES OF REVENUE.

4685* LEARN AND SERVE AMERICA PROGRAM. (CFDA Number 94.004)

4689* OTHER MISCELLANEOUS SOURCES OF FEDERAL REVENUE. Miscellaneous sources of federal revenue not listed above. Unless otherwise noted, to track funds, assign a local Project Reporting code.

4700 CHILD NUTRITION PROGRAMS. Revenue received from federal sources for provision of child nutrition programs

4710* LUNCHES. (CFDA Number 10.555)

4720* BREAKFASTS. (CFDA Number 10.553)

4730* SPECIAL MILK. (CFDA Number 10.556)

4740* SUMMER FOOD SERVICE PROGRAM. (CFDA Number 10.559)

4750* CHILD AND ADULT CARE FOOD PROGRAM. (CFDA Number 10.558)

4760* FRESH FRUIT/VEGETABLE PROGRAM. (CFDA Number 10.582)

4780* FARM BILL EQUIPMENT GRANT. (CFDA Number 10.579)

4800 FEDERAL VOCATIONAL EDUCATION. Formula grants to extend, improve, and maintain programs of vocational education, to develop new programs, to furnish equal opportunity in vocational programs, and to enable youth in need of earnings to continue their education by providing part-time employment.

4820 CARL D. PERKINS VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION ACT.

4821* Carl D. Perkins Vocational and Applied Technology Education Act. Revenue received from entitlement funds to provide specialized program services and activities for serving secondary disadvantaged and handicapped students. (CFDA Number 84.048)

4830 BUSINESS AND INDUSTRY SERVICES. Revenue received to conduct career vocational education.

4836* Bid Assistance Center. Federal revenue related to activities that assist business and industry in obtaining government contracts. (CFDA Number 12.002)

4847* Occupational Safety and Health Association Safety Training for Oil and Gas. (CFDA Number 17.502)

4850* WORKFORCE INVESTMENT ACT (WIA), DISCRETIONARY. Funds for programs and services certified as WIA eligible to serve adult and out-of-school youth. (CFDA Number 17.250)

4852* TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF). Federal revenue intended to provide basic education and job training assistance. (CFDA Number 93.558)

4867* YOUTH OFFENDER GRANT.

4868* AT-RISK YOUTH GRANT. (CFDA Number 17.268)

4870 EDUCATIONAL GRANTS THROUGH THE FEDERAL GOVERNMENT TO ENCOURAGE, ENHANCE, AND IMPROVE EDUCATIONAL LEARNING.

4873* Rural Utilities Services (RUS). (CFDA Number 10.855)

4874* Pell Grants. Financial aid for eligible students. (CFDA Number 84.063)

4876* College Work-Study. Revenue received for work experience for eligible students. (CFDA Number 84.033)

4877* Supplemental Educational Opportunity Grant. (CFDA Number 84.007)

4881* OIL FIELD TRAINING. (CFDA Number 17.260)

4882* COMPUTER SECURITY TRAINING PROJECT.

4886* ENVIROMENTAL BIO TECH. (CFDA Number 47.080)

4890* CAPITAL OUTLAY. Revenue received from restricted funds allocated by the State Department of Career and Technology Education to be used for purchase of equipment, construction, or remodeling to be used in vocational programs.

5000 NONREVENUE RECEIPTS. Receipts deposited in the fund that are not new revenue to the district, but the return of assets.

5100 RETURN OF ASSETS. Return of monies used for investments and financial management procedures.

5110 BOND SALES. Return of principal only for investments authorized by resolution of the LEA board.

5111* PREMIUM ON BONDS SOLD. The excess of the price at which a bond is acquired or sold over its face value. The price does not include accrued interest at the date of acquisition or sale.

5112* PROCEEDS FROM SALE OF ORIGINAL BONDS. This account should be coded under the capital project funds and includes proceeds from the sales of original bonds, except that if bonds are sold at a premium, only those proceeds representing the par value of the bonds constitute revenue for the capital project funds.

5113* ARBITRAGE REBATE LIABILITY. The simultaneous buying and selling of the same negotiables or commodities in different markets in order to make an immediate riskless profit.

5120* CASH OR CHANGE. Return of money set aside for the purpose of providing change.

5130* PETTY CASH. Return of money set aside on an imprest basis for the purpose of paying small obligations for which the issuance of a warrant would be too expensive and time consuming.

5150* CHILD NUTRITION PROGRAMS. Reimbursement received from the child nutrition fund for expenditures paid originally from another fund.

5160* ACTIVITY FUND REIMBURSEMENT. Reimbursement received from the activity fund for expenditures paid originally from another fund.

5190* MISCELLANEOUS REVENUE TRANSFERRED.

5200* REVENUE FROM SCHOOL FUNDS MANAGEMENT PROGRAM. Revenue received as cash "drawdowns" used on a temporary basis by a school district during times of negative cash flow. In order to prevent overstating collections, the receipts for this kind of collection should be recorded under this classification only when the school district is a participant in a school funds management program. The repayment of these funds to the bank should be done by a treasurer's check or wire transfer. Do not issue a warrant for the repayment.

5300* INSUFFICIENT FUNDS—RETURN CHECKS. To be used to correct revenue accounts due to checks returned for insufficient funds on school activity accounts and child nutrition program operations. This code must be cleared at the end of the fiscal year.

5600* CORRECTING ENTRY. To be used to correct revenue accounts due to refunds. Examples: Refund of current year's expenditures, reclassification of original expenditures, and receipts for rebates. This code must have a zero balance at the end of the fiscal year.

5800* CHARTER SCHOOLS. Revenue received for per capita costs as provided by the district.

6000 BALANCE SHEET ACCOUNTS.

6100 CASH ACCOUNTS.

6110* CASH FORWARD. The amount derived from unappropriated revenue from the previous years (e.g., over collections and unanticipated income), and/or lapsed appropriations from previous years, (e.g., over collections and unanticipated income), and/or lapsed from other districts.

6130* PRIOR—YEAR LAPSED APPROPRIATIONS. Unencumbered balance of expenditure appropriations from the prior years.

6140* ESTOPPED WARRANTS BY STATUTE. Warrants statutorily canceled. Warrants are legal tender for one fiscal year succeeding the fiscal year during which issued.

6200* INTERFUND TRANSFER. Amounts available from another fund which may not be repaid. Must be a zero balance at year end.

PROGRAM REVENUE DIMENSION DEFINITIONS

000* SERIES—UNDISTRIBUTED REVENUES.

200 STAFF DEVELOPMENT SERIES.

277* Teacher Leader Effectiveness (TLE). Training to improve student growth and achievement by effective teaching and learning practices.

700* SERIES—CHILD NUTRITION. Assists school districts in providing quality nutrition programs that promote life-long healthful living while providing nutritious meals each day that prepare children for learning.

800* SERIES—ATHLETIC PROGRAMS.

801–899 Name and number to be locally assigned by LEA.

900* SERIES—NON—ATHLETIC PROGRAMS.

901–999 Name and number to be locally assigned by LEA.

.

OKLAHOMA STATE BOARD OF EDUCATION POLICIES AND PROCEDURES, OKLAHOMA STATE STATUTES, AND FEDERAL UNIFORM GRANTS GUIDANCE FOR IMPLEMENTATION OF THE OKLAHOMA COST ACCOUNTING SYSTEM (OCAS) AND SCHOOL FINANCE

2015-2016

Joy Hofmeister
State Superintendent of Public Instruction
Oklahoma State Department of Education

Calendar: Schedule of Due Dates
Accountability at a Glance

The Calendar: The Accountability at a Glance with includes the Schedule of Due Dates is available via the Single Sign On page, which is found on the State Department of Education Web site <www.sde.ok.gov>.

Note: Accountability at a Glance can be accessed through Links and Docs once the district has signed on through the Single Sign On or by clicking the link below.

Accountability at a Glance (pdf)

This page intentionally left blank

FOREWORD

The State Board of Education Policies and Procedures for Implementation of the Oklahoma Cost Accounting System (OCAS) and School Finance was presented to the Oklahoma State Board of Education during a regular meeting on March 19, 1992.

These policies and procedures have been prepared to assist in the implementation for financial transactions utilizing the coding structure of the Oklahoma Cost Accounting System. The goal of the Financial Services Division of the State Department of Education is to have consistency in coding and accurate implementation of school laws and State Board regulations relating to school finance.

The rules describe the basis of funding of public schools; the duties and procedures for the financial operation of districts; and the responsibilities of the State Department of Education and individual districts in regard to securing, dispensing, reporting and accounting for school funds.

Boards of education, superintendents, business managers, encumbrance clerks, treasurers, independent auditors, and others who have the responsibility for preparation of school district budgets and the administration of school district funds must become familiar with these policies and procedures.

LAWS AND REGULATIONS

Statutory provisions allowing the State Board of Education to administer the laws pertaining to Oklahoma school finance are found primarily within Title 70 of the Oklahoma Statutes, Articles 5 and 18. Related provisions are found in Titles 61, 62, 68 and 74 of the Oklahoma Statutes.

School districts shall report financial transactions for all funds, except for the school activity fund, using the Oklahoma Cost Accounting System (OCAS) as adopted by the State Board of Education pursuant to 70 O.S. §§ 5–135 and 5–135.2. Costs shall be reported by curricular subject area where applicable. For the 1992–93 school year and in each subsequent school year, school districts shall report financial transactions **for all funds** using the Oklahoma Cost Accounting System. Cost shall be reported by curricular subject area where applicable.

A permanent rule was accepted on December 31, 1991, under Oklahoma Administrative Code (OAC) Subchapter 1, 3, 5, and 7, Chapter 25: Finance, Title 210, State Department of Education.

This page intentionally left blank

ACCOUNTING SYSTEM

Title 70, Chapter 1, Section 5-135. System for Initiating, Recording, and Paying Contractual Obligations.

A. The board of education of each school district shall use the following system of initiating, recording and paying for all purchases, salaries, wages or contractual obligations due from any of the funds under the control of such board of education. However, a school district board of education may use the procedures outlined in Section 304.1 of Title 62 of the Oklahoma Statutes for the payment of salaries and wages only if the board so votes. The provisions contained herein shall not apply to the sinking fund and school activity fund.

B. The encumbrance clerk and treasurer of the school district shall each enter the authorized amounts in the various appropriation accounts of the funds to which this system is applied. The authorized amounts of appropriations shall be the general fund and building fund appropriations approved by the county excise board and such additional amounts as may be applied in the manner provided by law, the amount received for deposit in a special cash fund where such special cash fund is authorized by law or required by the person or agency providing such funds, or the amount of the net proceeds realized from the sale of bonds of the school district and any other income due such fund.

C. It shall be the duty and responsibility of the board of education of the school district to prescribe and administer adequate business procedures and controls governing the purchase or confirmation of purchase and delivery of goods or services. The procedures shall include delivery of an acceptable invoice by document, facsimile, electronic or other standard form that includes the information required by the district. Such procedures shall include the designation of authorized persons to purchase goods or services for the district and the method of determining the school employee receiving delivery of each purchase.

D. Prior to the issuance of a purchase order, the encumbrance clerk must first determine that the encumbrance will not exceed the balance of the appropriation to be charged. The encumbrance clerk shall charge the appropriate appropriation accounts and credit the affected encumbrances outstanding accounts with the encumbrances. Encumbrances must be submitted to the board of education in the order of their issuance on a monthly basis, subject to a monthly business cycle cut-off date determined by the board of education. Approved encumbrances shall be listed in the minutes by the minute clerk.

E. Before any purchase is completed, a purchase order or encumbrance must be issued. No bill shall be paid unless it is supported by an itemized invoice clearly describing the items purchased, the quantity of each item, its unit price, its total cost and proof of receipt of such goods or services. The bill and/or invoice shall be filed in the encumbrance clerk's official records. If a district has the ability to electronically utilize evaluated receipt settlement (ERS), the district may remit to vendors on that basis if the requirements of this subsection are fulfilled. In the event a district is establishing electronic data interchange, electronic entries will suffice in lieu of paper documents. In order for a district to be authorized to utilize an evaluated receipt settlement system:

1. The ERS must result in payment by the district from vendor receipts that have been matched to the purchase order date;
2. The ERS may only be used when there is an agreement between the district and the vendor for use of an ERS; and
3. The ERS must be included in the district's journal ledger/accounts payable/purchase order software.

F. The encumbrance clerk shall debit the encumbrances outstanding account and credit the accounts payable account for the amount of the approved bill. The board of education shall determine the extent such costs may fluctuate without additional board action. Minor adjustments not requiring additional board approval shall be referenced to the original encumbrance.

G. An approved bill may be paid by issuing a warrant or check against the designated fund only after ascertaining that proper accounting of the purchase has been made and that the files contain the required information to justify the expenditure of public funds, except as otherwise provided in subsection I of this section. The warrants or checks so issued shall be recorded in an orderly numerical system established by the district. The encumbrance clerk shall charge the warrant or checks against the accounts payable account and credit it to the warrants or checks issued account. Provided, if payment is to be made immediately and the board of education deems it advisable, the postings to the accounts payable account may be omitted and the payment of the approved bill may be credited directly to the warrants or checks issued account. The warrant or check shall show on its face the name of the school district, the date of issue, the payee, the amount, the expenditure classification code, and such other information as may be necessary or desirable. The president and clerk of the

board of education shall each sign the warrant or check, or approved facsimile, thereby denoting to the public that the warrant or check is for the purpose and within the amount of the appropriation charged.

H. The treasurer shall register the warrant or check in the warrant or check register, charging the appropriation account and crediting the warrants or checks outstanding account of the designated fund. Provided, no warrant or check shall be registered in excess of the appropriation account's balance. All warrants or checks shall be registered in the order of their issuance. Voided warrants or checks shall be registered and filed with the treasurer. The treasurer shall sign each warrant or check through individual signature or approved facsimile showing its registration date and if issuing a warrant, shall state whether it is payable or nonpayable. When a warrant or check is paid, the treasurer shall maintain evidence the warrant or check has been processed and paid. Nothing in this subsection shall prohibit any governing board from using automated recordkeeping procedures, provided the information required in this subsection can be accessed.

I. Any board of education of a school district of this state may make a payment, which would otherwise be made by warrant or check, by disbursement through an Automated Clearing House, bank account debit system, wire transfer through the Federal Reserve System, or any other automated payment system operated by a financial institution insured by the Federal Deposit Insurance Corporation. The internal controls over such payment system shall be reviewed and approved by the independent auditor of the district during the annual audit. The provisions of Sections 601 through 606 of Title 62 of the Oklahoma Statutes shall apply to instruments or payment authorized by this subsection.

J. School districts complying with the provisions of this act shall use only those forms and accounting systems approved by the State Board of Education. Such forms and systems shall be considered in substantial compliance with this act if they are sufficient to convey the meaning and sequence of transactions contained herein. Provided, nothing contained herein shall be construed to limit or prevent the use of additional or subsidiary accounts, forms, or files which may be deemed necessary or advisable by the board of education of the district or the State Board of Education.

K. Any school district desiring to utilize the services of a data processing center to furnish any or all of the records herein required may do so if the center and its system complies with this act and the rules and regulations of the State Board of Education. Such center shall furnish an honesty bond in an amount to be set by the board of education but not less than Ten Thousand Dollars ($10,000.00).

L. The State Board of Education shall notify the board of education of the school district of the tentative amount the district is to receive from state and federal aid funds or allocations, and the board of education of the school district may include such tentative estimate as an item of probable income in the preparation of the school district's Estimate of Needs and Financial Statement; provided, no such federal aid estimate shall be used in any way to reduce the State Foundation Aid or Incentive Aid for such school district or sustain a protest for the reduction of a tax levy.

There is no conflict between the provisions of 70 O.S. 5-135(F)(1981), which require receipt of services by a school distinct prior to payment for such services, and those of 68 O.S. 2481.4 (1981), which require each school district to appropriate funds to the county assessor for expenditure in the county's revaluation program, since the requirement that school district fund a portion of the revaluation budget is a statutory duty, not a contractual obligation. 1985 AG 4

OAC 210:25-5-2. Appropriations, allocations and fund balance reserves.

(a) An appropriation as used for governmental and special cash account funds, is an authorization to issue warrants against such appropriation or additions thereto. [70 O.S. 5-135(B)] Funds are appropriated by use of the following legal documents:

(1) A temporary appropriation, SBE Form 12, for 100% of the anticipated revenue for the current year for General Fund and Building Fund may be obtained from the County Excise Board. The original appropriation is SA&I Form 2661, Estimate of Needs, as approved and signed by the County Excise Board.

(2) The following funds are considered special cash funds under "Oklahoma Cost Accounting System":

(A) General Purpose Bond Funds

(B) Child Nutrition Funds

(C) Cooperative Funds

(3) Funds received during the fiscal year, in excess of the original appropriation, also require County Excise Board or County Clerk approval on one of the following:

(A) Form 307 - Request for Approval of State Aid and/or Federal Funds for Schools–Requires County Clerk's approval only.

(B) Form 308 - Cash Fund Estimate of Needs and Request for Appropriation (local revenue to be placed in a special cash fund)–Requires excise board approval.

(C) Form 150 - Supplemental Estimate (local revenue being placed in General Fund or Building Fund)--Requires excise board approval, does not require publication.

(b) At the close of the fiscal year, appropriations will be reserved for any contracts pending for outstanding encumbrances (contracted for but not completed and/or paid for) by providing to the treasurer, the auditor, and the local school board the following information on each such purchase order/encumbrance: date, purchase order number, vendor name, amount, and coding dimensions according to the Oklahoma Cost Accounting System (i.e., Fiscal Year, Project Reporting, Function, Object, Program, Subject, Job Classification and Operational Unit as required). The remaining fund balance will be carried forward into the new fiscal year's budget as lapsed appropriations.

[**Source:** Amended at 9 Ok Reg 3101, eff 6-11-92 (emergency); Amended at 9 Ok Reg 3545, eff 7-24-92 (emergency); Amended at 10 Ok Reg 2711, eff 6-25-93; Amended at 14 Ok Reg 3347, eff 5-5-97 (emergency); Amended at 15 Ok Reg 2293, eff 6-11-98]

Title 70, Chapter 1, Section 5-135.2. Report of Financial Transactions and Costs - Reduction of Monthly Payment of District's State Aid Funds.

A. For the 1991-92 school year, school districts shall report financial transactions for all funds, except for the school activity fund, using the Oklahoma Cost Accounting System, as adopted by the State Board of Education pursuant to Section 5-135 of this title. Costs shall be reported by curricular subject area where applicable. For the 1992-93 school year and in each subsequent school year, school districts shall report financial transactions for all funds using the Oklahoma Cost Accounting System. Costs shall be reported by curricular subject area where applicable.

B. Beginning July 1, 1991, and in each subsequent school year, the State Department of Education shall reduce the monthly payment of a district's State Aid funds if, at the time of such payment, the district is not operating pursuant to the Oklahoma Cost Accounting System. The amount of the reduction shall be one percent (1%) for the first payment, two percent (2%) for the second payment, three percent (3%) for the third payment, four percent (4%) for the fourth payment, and five percent (5%) for each subsequent payment. The reduction may be waived by the State Board of Education if the district can demonstrate that failure to operate pursuant to such system was due to circumstances beyond the control of the district and that every effort is being made by the district to operate pursuant to such system as quickly as possible.

C. No later than September 1 each year, every district board of education shall prepare a statement of actual income and expenditures of the district for the fiscal year that ended on the preceding June 30. The statement of expenditures shall include functional categories as defined in rules adopted by the State Board of Education to implement the Oklahoma Cost Accounting System pursuant to Section 5-135 of this title.

D. No later than September 1 each year, every school district shall transmit a copy of the income and expenditures data required pursuant to subsection C of this section to the State Department of Education. The Department shall post the income and expenditure data on the Internet Web site for the Department in a form that is accessible to the public.

OAC 210:25-5-4. Accounting.

(a) The financial structure of an Oklahoma public school district consists of various classifications as referenced in Oklahoma Administrative Code (OAC) 210:25-7-1, (Oklahoma Cost Accounting System [OCAS]). School District accounting systems shall be organized and operated on a basis that assures legal compliance by the recording and summarizing of financial transactions within funds, each of which is completely independent of any other. Each fund shall account for and continually maintain the identity of its revenues and expenditures. Financial transactions for purposes of this regulation and as referenced in 70 O.S. 2001, § 5-135.2 shall be defined as a detailed reporting of revenue within the Source of Revenue dimension. Revenue shall be reported to the bold codes within each of the following broad categories: District Source of Revenue, Intermediate Source of Revenue, State Source of Revenue, and Federal Source of Revenue. Expenditures shall be reported by the bold codes within the Function dimension as follows: Instruction, Support Services-Students, Support

Services-Instructional Staff, Support Services-General Administration, Support Services-School Administration, Support Services-Central, Operation and Maintenance of Plant Services, Student Transportation Services, Child Nutrition Programs Operations, Community Services Operations and Facilities Acquisition and Construction Services. Additional dimensions for Revenue and Expenditures are coded to provide classification by Fiscal Year, Fund, Project Reporting, Object, Program, Subject, Job Classification, and Operational Unit, where applicable.

(b) The year-end financial report recording and summarizing all revenue and expenditure financial transactions will be completed and certified on the due date.

(c) The school district must inform the Financial Accounting Section of the State Department of Education of any changes made at the district level to any of the financial transactions already submitted to the State Department of Education. Further, none of the data submitted by Law can be changed or altered by either the school district or the Financial Accounting Section after December 15 of each year.

(d) As referenced in 70 O.S. 2001, § 5-135.2 (B), the State Department of Education shall reduce the monthly payment of a district's State Aid funds if the district is not operating pursuant to said system. Not operating pursuant to said system shall be defined as a district not:

(1) accurately recording and reporting all revenue and expenditures by applicable OCAS bold code dimensions;

(2) submitting OCAS financial records via the Web-based system of all recorded and reported revenue and expenditures by applicable OCAS bold code dimensions to the State Department of Education;

(3) ascertaining that current and accurate applicable OCAS codes are being utilized as updated and maintained by the State Department of Education;

(4) complying with regulations as outlined in OAC 210:25-3-7 (Financial information processing), OAC 210:25-5-10 (The encumbrance clerk), OAC 210:25-5-11 (The school district treasurer), or OAC 210:25-5-13 (School activity fund);

(5) reconciling all recorded and reported revenue and expenditures by applicable OCAS bold code dimensions by balancing data with bank receipts and statements, purchase orders, warrant registers, investment ledgers, and all balance sheet accounts; and

(e) For appropriated funds, all indebtedness should be encumbered (have a purchase order issued and be recorded) on the day the obligation is incurred, rather than when it becomes due, and supporting documentation should be provided for all indebtedness.

(f) Upon the approval of the State Board of Education, school districts may make capital expenditures up to a maximum amount of $50,000 (fifty thousand dollars) during the current fiscal year within the General Fund pursuant to 70 O.S. 2001, § 1-117, if the school district meets the established criteria as outlined in the Statutes. School districts shall be voting the maximum five (5) building fund mills. General Fund monies authorized by the State Board of Education for expenditures must be expended within the current fiscal year. Any such funds encumbered as of June 30 of the current fiscal year, but not expended by November 15 of the subsequent fiscal year, shall lapse and return to the original purpose of such funds.

(g) A school district shall be authorized to utilize general fund monies for capital expenditures, in addition to the amount specified in subsection (c), pursuant to the provisions of 70 O.S. 2001, § 1-117.

(h) Inventory cards or data processing records shall be kept on all equipment and removable fixtures, showing purchase order number when known, date of purchase (when known, if not known an estimated date shall be used), amount of purchase (if known, if not known present value must be estimated) a description of the item, the serial number (when applicable) and the location of the item. New purchases shall be included in the records on the same day in which they are physically received by the district. Disposed equipment must be removed from the records on the disposal date and a detailed description of the circumstances which results in the disposal recorded. Disposed equipment should not be included in the records of future years.

[**Source:** Amended at 9 Ok Reg 3101, eff 6-11-92 (emergency); Amended at 10 Ok Reg 1141, eff 3-9-93 (emergency); Amended at 11 Ok Reg 1997, eff 5-26-94; Amended at 12 Ok Reg 3620, eff 7-31-95 (emergency); Amended at 13 Ok Reg 1353, eff 5-13-96; Amended at 14 Ok Reg 3347, eff 5-5-97 (emergency); Amended at 15 Ok Reg 2293, eff 6-11-98; Amended at 17 Ok Reg 23, eff 9-10-99 (emergency); Amended at 17 Ok Reg 1092, eff 5-11-00; Amended at 17 Ok Reg 2909, eff 7-13-00; Amended at 20 Ok Reg 822, eff 5-15-03; Amended at 21 Ok Reg 234, eff 8-21-03 (emergency); Amended at 21 Ok Reg 1280, eff 5-27-04; Amended at 22 Ok Reg 1849, eff 6-25-05]

FINANCIAL INFORMATION PROCESSING

OAC 210:25-3-7. Financial information processing.

These regulations apply to data processing service centers planning to provide services to schools, as well as to schools providing their own computer services (hereafter both referred to as Center), implementing Oklahoma Cost Accounting System (OCAS).

(1) The Center shall have available adequate data equipment to process the information.

(2) Personnel of the Center shall have an adequate understanding of the school finance laws and regulations implementing OCAS in the State of Oklahoma.

(3) No warrant/check shall be issued in excess of the properly approved appropriations or cash on hand for non-appropriated funds.

(4) The Center will provide forms and/or means of transmitting proper information to and from the Center.

(5) The Center shall provide a complete audit trail of transactions in the form of a fiscal year-to-date (or monthly) detailed Budget Analysis, listing all encumbrances and payments by date.

(6) All financial transactions must be computer program generated for transfer of information to State Department of Education, coding to the bold or ability to roll to the bold codes if detailed coding is desired at district level, as printed in the OCAS manual.

(7) The Center must have the ability to transfer financial information, for all funds, for expenditures and revenue to the State Department of Education, when requested via the Web-based OCAS system.

(8) The Center must have ability to provide adequate audit trail for all entries.

(9) The Center is required to provide a computer generated program from the warrant registry with detail and summary expenditure reports on 8 1/2" X 11", unlined paper, in SDE approved format for claiming of federal fund reimbursements based on warrants issued. No expenditures will be processed on any report that has any manual changes on it.

(10) The Center must have ability to roll to the third digit of Function, first digit of Object in OCAS for federal programs report summary page.

(11) The Center must have ability to meet minimum criteria for software implementing OCAS as developed by the State Department of Education.

(12) Computer generated Record and Report of School District Expenditure forms requesting reimbursement against any federal program section of the State Department of Education must be received or postmarked on or before August 1, effective July 1, 2008. Unclaimed funds in the federal program areas will become carry-over funds into the new school year and be spent and claimed for reimbursement.

(13) The Center will provide all necessary pertinent information requested by the school district and promptly make all required monthly, quarterly, and annual reports.

(14) The Center shall process budgetary changes provided that said budgetary changes conform with Statutes pertaining to School Finance.

(15) The Center shall not process a supplemental allocation unless said allocation is accompanied by a Supplemental Estimate (Form 150), or a Request for Approval of State Aid and/or Federal Aid (Form 307) or Cash Fund Estimate of Needs and Request for Appropriation of Funds for Schools (Form 308), properly signed, authorizing the allocation of an additional appropriation of funds.

(16) The Center is required to continuously report the condition of all prior fiscal year funds with active balances.

(17) The Center shall furnish all necessary instructions to the school personnel necessary to initiate and maintain the program.

(18) The Center and software vendor providing services for a school district during a fiscal year shall be required to process and incorporate all pertinent information of each of the affected current year's funds from the beginning of the fiscal year. They shall also be required to process all payroll information for the calendar year of initiation.

(19) The Center and software vendor may be required to continue services to a school district until all transactions for the current fiscal year are completed even though the school district does not contract for the ensuing fiscal year.

(20) The Center is subject to review by the State Board of Education.

[**Source:** Amended at 10 Ok Reg 1383, eff 4-26-93; Amended at 20 Ok Reg 822, eff 5-15-03; Amended at 22 Ok Reg 1849, eff 6-25-05; Amended at 23 Ok Reg 3161, eff 7-13-06 through 7-14-07 (emergency)[1]; Amended at 25 Ok Reg 1911, eff 6-26-08]

Oklahoma Administrative Code [OAC] 210:25-7-1. Oklahoma Cost Accounting System.

(a) **Definitions.** The following words and terms, when used in this section, shall have the following meaning unless the context clearly indicates otherwise:

(1) **"Equipment"** means an article of nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of at least $2,500 as established by the State Department of Education.

(2) **"Fiscal year"** means a twelve month period of time, from July 1, through June 30, to which the annual budget applies and at the end of which the district determines its financial position and the results of its operations.

(3) **"Function"** means the activity being performed for which a service or material object is required.

(4) **"Fund"** means a fiscal and accounting entity, with a self-balancing set of accounts recording resources, liabilities, residual balances or changes therein.

(5) **"Job Classification"** means a classification used to identify expenditures for salaries and employee benefits by employee's job.

(6) **"Object"** means the service or goods obtained.

(7) **"Operational Unit"** means a classification used to identify the accredited instructional site according to grade span or the non-accredited/non-instructional site at which personnel serve the entire district.

(8) **"Program"** means the plan of activities and procedures designed to accomplish a predetermined objective.

(9) **"Project Reporting"** means a reporting dimension which permits LEAs to accumulate expenditures to meet a variety of specialized management and reporting requirements, regardless of whether they are district, state, or federal. Expenditures and revenues may be accumulated under individual projects with the flexibility of accommodating additional projects that LEAs might wish to account for on a permanent or temporary basis.

(10) **"Source of Revenue"** means a segregation of revenues by source. The primary classification differentiates district, intermediate, State and Federal revenue sources. Revenues from restricted sources would be further classified using the Project/Reporting dimension.

(11) **"Subject"** means a group of related subjects which allows accumulation of costs in particular academic or curricular subject areas.

(b) **Source; interpretation.** The Oklahoma Cost Accounting System uses the account classification system developed by the National Center for Education Statistics in the handbook FINANCIAL ACCOUNTING FOR LOCAL AND STATE SCHOOL SYSTEMS, 1990. Specific account codes by name and number are published in the State Department of Education publication OKLAHOMA COST ACCOUNTING SYSTEM MANUAL. A current edition of this publication shall be available from the administrative head of the Finance Division.

(c) **Dimension codes.** Dimension codes are divided into expenditures and revenues. Each is further subdivided into the following codes.

(1) Expenditure dimensions include:

(A) Fiscal year

(B) Fund

(C) Project reporting

(D) Function

(E) Object

(F) Program

(G) Subject

(H) Job classification

(I) Operational unit

(2) Revenue dimensions include:

(A) Fiscal year

(B) Fund

(C) Project reporting

(D) Source of revenue

(E) Program

(F) Operational unit

[**Source:** Added at 8 Ok Reg 3093, eff 7-15-91 (emergency); Added at 9 Ok Reg 1811, eff 5-26-92; Amended at 14 Ok Reg 3353, eff 5-22-97 (emergency); Amended at 15 Ok Reg 2293, eff 6-11-98]

OCAS DATA SUBMISSION

- All field definitions and record layout requirements will remain the same.
- After the data has been "rolled," it needs to be saved as either expend.dat or revenue.dat.

REMINDERS: When entering the county/district number:

- Be sure to use the number zero (0) and not the letter (O).
- Independent districts need to be sure to use the letter "I," not the number one.

WEB-BASED REPORTING

- Access the OCAS site through the SDE Home Page at: <www://sde.ok.gov>.
- Select the Single Sign On link.
- When the logon screen appears, type in your username and password, then click on Sign In.
- Highlight and click on Oklahoma Cost Accounting System
- Highlight and click on District Page.

Upload:

- If you know the file and path name of the desired document (expend.dat or revenue.dat), you can type it in directly or click on Browse and find the document. Please note: Only the named document can be uploaded in the file holder.
- After you have gathered the data, click on Upload Expense File. The computer system will inform you if the data upload was successful, or if incorrect data was submitted (county/district codes, wrong fiscal year, too many characters, etc.).
- The data will be processed and posted for the district to view. You will be able to view any error listings or other messages at that time.

Reports:

- To view error listings, click on "View Errors". The computer system will take you to the District Expenditure Upload Report. This report can be printed by using the print option on your browser. Only the fund totals will be listed if the data processed without any edit check errors.
- To generate, view, and print final reports, select the desired report under "District Reports Tab". Reports are generated in Portable Document Format (PDF). Click on "Request Report".
- Once the reports have passed all common edit checks, review the comparison reports to determine (1) if data was doubled, (2) there was a loss in revenue; (3) all funds were coded in one area. The Financial Accounting Section will be reviewing these reports as well for the same errors.
- When the reports are accurate, the authorized district user must lock their data. The State Department of Education staff will perform a desk review of the locked data and either accept or reject the data.
- If the data is rejected, the district will be notified of the areas of deficiencies and allowed to correct and resubmit the data. The data will need to be locked again by the authorized district user.
- When all reports are accurate, and the State Department of Education staff has certified the data, the superintendent must certify that all reports are correct by activating the "certify" option on the OCAS screen.
- Click on Return to Single Sign On link to return to districts current applications or use the Back button on the browser to return to the Districts Home Page.

OKLAHOMA COST ACCOUNTING SYSTEM (OCAS) RECORD LAYOUT OF EXPENDITURE AND REVENUE DATA

Expenditures Record Length: 74 Characters:

Fiscal** Year	County Number	District Number	Fund	Project Reporting	Function	Object	Program	Subject	Job Class	Operational Unit	Appropriated Amount		Encumbered Amount		Warrants Issued	
9(4)	9(2)	X (4)	9(2)	9(3)	9(4)	9(3)	9(3)	9(4)	9(3)	9(3)	S*	9(10)V99	S*	9(10)V99	S*	9(10)V99
1	2	3	4	5	6	7	8	9	10	11	12		13		14	

Revenue Record Length: 51 Characters

Fiscal ** Year	County Number	District Number	Fund	Project Reporting	Source of Revenue	Program	Operational Unit	Estimated Amount		Actually Collected	
9(4)	9(2)	X(4)	9(2)	9(3)	9(4)	9(3)	9(3)	S*	9(10)V99	S*	9(10)V99
1	2	3	4	5	6	7	8	9		10	

*S indicates sign: blank when positive, "-" when negative.
**Fully qualified fiscal year (i.e., for fiscal year 2015-2016, use 2016).

Each record must contain a carriage return at the end.

<u>File Names Accepted</u>
Expenditure Files: EXPEND.DAT
Revenue Files: REVENUE.DAT

OKLAHOMA COST ACCOUNTING SYSTEM (OCAS)
Field Definitions

Expenditure Records

Field
Number Description

1. Fiscal Year
   The field is used to designate the fiscal year (school year) of the record. This field contains the last calendar year (i.e., for school year 2015-16, the field would contain 2016).
2. County Number
   The county number as assigned by the State Department of Education. The first digit for the first nine counties must be zero.
3. District Number
   The District Number as assigned by the State Department of Education. The first character must be either “I” for independent districts or “C” for elementary districts. The remaining characters are the district numbers and must contain leading zeroes (i.e., District I-3 must be reported as I003).
4. Fund
5. Project Reporting
6. Function
7. Object
8. Program
9. Subject
10. Job Class
11. Operational Unit
    Numbered fields 4-11 make up the coding structure as defined in the OCAS Manual. Only numeric data, with leading zeroes when necessary, will be valid.
12. Appropriated amount
13. Encumbered amount
14. Warrants Issued
    Numbered fields 12-14 are the dollar amounts of appropriations, encumbrances, and warrants issued. Only numeric data will be allowed—do not include dollar signs, commas, or periods in these fields. Place a blank character in the first position of these fields to designate a positive number or a hyphen ("-") to designate a negative number. The last two digits are implied decimals (cents); numeric data will be allowed—do not include dollar signs, commas, or periods in these fields.

Revenue Records

Field
Number Description

1. Fiscal Year
   The field is used to designate the fiscal year (school year) of the record. This field contains the last calendar year (i.e., for school year 2015-16, the field would contain 2016).
2. County Number
   The county number as assigned by the State Department of Education. The first digit for the first nine counties must be zero.
3. District Number
   The District Number as assigned by the State Department of Education. The first character must be either “I” for independent districts or “C” for elementary districts. The remaining characters are the district numbers and must contain leading zeroes (i.e., District I-3 must be reported as I003).
4. Fund
5. Project Reporting
6. Source of Revenue
7. Program
8. Operational Unit
   Numbered fields 4-8 make up the coding structure as defined in the OCAS Manual. Only numeric data, with leading zeroes when necessary, will be valid.
9. Estimated Amount
10. Actually Collected
    Numbered fields 9-10 are the estimated revenue and actually collected dollar amounts. Only numeric data will be allowed—do not include dollar signs, commas, or periods in these fields. Place a blank character in the position of these fields to designate a positive number or a hyphen ("-") to designate a negative number. The last two digits are implied decimals (cents).

Title 70, Section 5-114. County Treasurer as District Treasurer - Local and Assistant Local Treasurer - Estimate of Needs - Charge for Services.

A. The county treasurer of each county shall be the treasurer of all school districts in the county, except that the board of education of a school district may appoint a local treasurer for the school district and, in its discretion, an assistant local treasurer of the district, each of whom shall serve at the pleasure of the board for such compensation as the board may determine. The assistant local treasurer may perform any of the duties and exercise any of the powers of the local treasurer with the same force and effect as if the same were done or performed by the local treasurer. Before entering upon the discharge of the duties of the assistant treasurer, the assistant treasurer shall give a bond in such amount as the board of education may designate, with good and sufficient sureties to be approved by the board, conditioned for the faithful performance of his or her duties. A local treasurer or assistant local treasurer need not be a resident of the school district where appointed to serve although any local treasurer or assistant local treasurer shall be a resident of this state. Nothing herein shall prevent a local treasurer or assistant local treasurer from being appointed for more than one school district.

B. Whenever a county treasurer is designated as the treasurer for a school district, the county treasurer may elect to charge for such services. If said charges are assessed, the treasurer shall prepare a special estimate of needs each fiscal year, covering all expenditures of the office on behalf of any school districts for which the county treasurer serves as treasurer. The estimate for treasurer services shall be itemized by personal services and maintenance and operation expenditures and shall be filed with the county excise board. In reviewing and approving this estimate, the county excise board shall authorize and levy amounts for treasurer services which in the judgment of the board will be sufficient to perform the services. The board shall apportion the cost among the school districts for which the treasurer services are to be charged in the ratio which each school district's total appropriations for the preceding year bears to the total appropriations of all such school districts receiving treasurer services for the preceding year. The amounts shall be included in, or added to, the estimates of needs or budget of each such school district. The amount as approved and appropriated by the county excise board shall be paid by the school district, by appropriate warrants, to the county for deposit in the county general fund.

County Treasurer serves as Treasurer of area school district, without additional bond, unless board of education appoints local Treasurer. *AG Op. September 25, 1968*

School District treasurer must handle Federal funds for vocational work-study programs allocated to district to provide employment to students needing earnings to continue to work toward their vocational objectives. *AG Op. April 19, 1966*

County Treasurer can pay warrant not bearing personal endorsement of payee. *AG Op. March 3, 195*9

Only duty of school district treasurer in registering warrant is to determine whether warrant is within appropriation, and he has no duty to determine whether warrant, regular on its face, was issued in payment of a lawful claim. *AG Op. December 14, 1955*

School District electors cannot elect the school district treasurer. *AG Op. February 17, 1951*

Title 70, Section 5-115. Local Treasurer - Surety Bond - Duties - Cash and Investment Ledgers.

A. Unless the context clearly shows otherwise, the term "treasurer," as used in this section, includes a county treasurer acting as the treasurer of a school district pursuant to the provisions of Section 5-114 of this title. The treasurer so appointed shall execute, before entering upon the duties of the office of the treasurer, a surety bond in an amount which it is estimated by the board of education the treasurer will have on hand at any one time during the current year, and the amount of securities held as investments shall not be considered. The board of education is empowered to require the treasurer to increase or decrease the bond of the treasurer as the amount of funds on hand may require. Provided, the bond of a school district shall not, in any event, be required to be in an amount greater than that of the county treasurer of the county. The premium on the bond shall be paid by the board of education out of district funds. Provided, however, the treasurer of such district shall require the depository wherein school district funds are deposited to insure or guarantee the deposit by proper securities, which shall be of the same class of securities as are required to insure deposits of county treasurers of the various counties, and the securities shall be pledged, taken and kept in the manner provided by Sections 517.1 through 517.7 of Title 62 of the Oklahoma Statutes.

B. In all districts which are permitted by law to select a local treasurer, the county treasurer shall act as treasurer thereof until such time as a local treasurer shall be appointed and has executed the surety bond required by this section. In no instance in which the county treasurer is the treasurer of any school district shall any additional bond be required, but the official bond of the county treasurer shall stand for any and all funds and securities coming into the hands of the county treasurer.

C. The local treasurer of a district, when required by the board of education, shall prepare and submit in writing a report of the condition of the finances of the district and shall produce at any meeting of the board or to any committee appointed for the purpose of examining the accounts of the treasurer all books and papers pertaining to the office of the treasurer. Upon failure to make reports as provided for herein or as may otherwise be required by law, the board may at any regular or special meeting thereof summarily suspend the treasurer, and while so suspended, the treasurer shall perform no act pertaining to the office of the treasurer. Such suspension shall continue until ended by order of the board or by judgment of a court of competent jurisdiction.

D. The local treasurer of a school district shall keep a separate cash ledger for each fund in the custody of the treasurer. The local treasurer shall enter each collection and disbursement in the cash ledger of the applicable fund by recording the date and classification of each transaction and such other information as may be deemed desirable. Additional ledgers shall also be maintained to record the investments made from each fund. Such investment ledgers shall disclose the date, description and principal amount paid for each investment purchased and the date and principal amount received for each investment liquidated.

E. Upon suspension by the board, the treasurer shall immediately turn over to the board of education or to the acting treasurer, if one has been appointed by the board all books and papers and other property pertaining to the office of the treasurer.

F. Except as otherwise provided by law, no treasurer of any district shall pay out school district funds in the care of the treasurer except upon warrants signed by the proper school district officials authorized by the law to sign such warrants, provided, this restriction shall not apply to sinking funds or to the investment of school district funds. Authorized sinking fund payments and payment for investments or receipt of liquidated investments may be made by check, wire transfer or other instrument or method through the Federal Reserve System.

G. The board of education shall, each month, set aside funds to an operating account and to an investment account. Investments by the treasurer shall be made in accordance with a written policy adopted by the board of education. The written investment policy shall address liquidity, diversification, safety of principal, yield, maturity, quality of the instrument, and capability of investment management. Acting within the investment policy, the treasurer shall place primary emphasis on safety and liquidity in the investment of funds. Taking into account the need to use sound investment judgment, school districts shall, to the extent practicable, use competitive bids when they purchase direct obligations of the United States Government or other obligations of the United States Government, its agencies or instrumentalities. Such system shall be designed to maximize yield within each class of investment instrument, consistent with the safety of the funds invested. The board of education must review the investment performance of the treasurer on a regular basis and no less than each month. The treasurer of every school district shall invest the full amount of the investment account in:

1. Direct obligations of the United States Government to the payment of which the full faith and credit of the Government of the United States is pledged; provided, a treasurer of a school district who has completed the program pursuant to the provisions of subsection H of this section may invest funds in the investment account in other obligations of the United States Government, its agencies or instrumentalities;

2. Obligations to the payment of which the full faith and credit of this state is pledged;

3. Certificates of deposits of banks when such certificates of deposits are secured by acceptable collateral as in the deposit of other public monies;

4. Savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation. Provided, that the income received from the investments may be placed in the general fund of the governmental subdivision to be used for general governmental operations;

5. Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 and 2 of this subsection including obligations of the United States, its agencies and instrumentalities, and where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account established for such purposes;

6. County, municipal or school district direct debt obligations for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality or school district ordered by a court of record or bonds or bond and revenue anticipation notes issued by a public trust for which such county, municipality or school district is a beneficiary thereof. All collateral pledged to secure public funds shall be valued at no more than market value. The income received from an investment may be placed in the general fund of the governmental subdivision to be used for general governmental operations, the sinking fund, the building fund, or the fund from which the investment was made;

7. Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the United States, its agencies and instrumentalities, and investments in those items and those restrictions specified in paragraphs 1 through 6 of this subsection;

8. Warrants, bonds or judgments of the school district; or

9. Qualified pooled investment programs, the investments of which consist of those items specified in paragraphs 1 through 8 of this subsection, as well as obligations of the United States agencies and instrumentalities, regardless of the size of the district's budget. To be qualified, a pooled investment program for school funds must be governed through an interlocal cooperative agreement formed pursuant to Section 5-117b of this title, and the program must competitively select its investment advisors and other professionals. Any pooled investment program used must be approved by the board of education; or

10. Investment programs administered by the State Treasurer.

H. The board of education is hereby empowered to require the treasurer to satisfactorily complete an investment education program approved by the State Board of Education and the State Board of Career and Technology Education. Such program shall be designed to allow treasurers to make informed decisions regarding the safety, return, liquidity, costs and benefits of various investment options allowed under this section.

I. The income received on an investment may be placed in the fund from which the investment was made, the general fund, the building fund, or the sinking fund. **(70-5-115)**

See Sections 646.2-646.8, Security for Local Public Deposits Act.

See also Sections 663 & 664, Sinking Fund.

The statutory provision allowing a school treasurer to allocate interest earned on the building fund or the sinking fund violates Article X, Section 19 of the Oklahoma Constitution. *October 2, 2000 (AG Op. No. 00-48) (non-binding advisory opinion).*

School districts may not, as a general rule, deposit funds in financial institutions which are located outside the state; however, school districts may deposit district funds in building and loan associations, i.e., savings and loans, located outside of Oklahoma, so long as, and to the extent that, such deposits are federally insured [pursuant to 62-513]. *June 24, 1991 (AG Inf. Op. No. 91-608)*

School district treasurer (1) must invest funds held in investment account; (2) has authority to execute orders to buy and/or sell investment instruments through a licensed broker and pay a reasonable commission or fee for this service; (3) may permit a Federal Reserve bank or a registered broker or brokerage firm to hold investments for the district; and (4) may not invest in money market mutual funds. *June 19, 1990 (AG Op. No. 89-64)*

School District cannot establish payroll cash account by issuing purchase orders against accounts within General Fund, depositing warrants in payroll account, and writing payroll checks against payroll account. *AG Op. June 23, 1972*

County Treasurer serves as Treasurer of area school district, without additional bond, unless board of education appoints local Treasurer. *AG Op. September 25, 1968*

Title 70, Chapter 1, Section 5-115b. Expiration of Term - Delivery of Registers - Loan Agreement in Event of Want of Sufficient Funds.

Upon the expiration of the term of office, the treasurer shall deliver check or warrant registers to the succeeding treasurer, and each successor in office shall act as though check or warrant entries were registered by the successor, who shall continue registration of all district checks or warrants. If a check or warrant cannot be paid for want of sufficient funds, a district may enter into an agreement not to extend beyond the current fiscal year with the depository bank to honor payment of these checks at an annual rate of interest as negotiated by the district and depository bank, which shall not exceed a rate equal to five percent (5%) above the average United States Treasury Bill rate of the preceding calendar year as determined by the State Treasurer on the first regular business day of each year.

Title 70, Chapter1, Section 5-116. Oath of Office.

Each member of the board of education and the treasurer and assistant treasurer of a school district shall take and subscribe to the following oath:

"I, _____ (Name of officer), hereby declare under oath that I will faithfully perform the duties of _____ (Name of position) of_____ (Name of school district) to the best of my ability and that I will faithfully discharge all of the duties pertaining to said office and obey the Constitution and laws of the United States and Oklahoma."

Title 70, Chapter 1, Section 5-116a. Bonds.

A. The superintendent and any financial officer of a school district shall be required to furnish a surety bond in the penal sum of not less than One Hundred Thousand Dollars ($100,000.00) or an amount otherwise set by law or set by the State Board of Education, to be approved as provided by law, and to assure the faithful performance of the duties of the covered officer and employees.

B. Whenever the superintendent or any officer or other employee of any school district is required to furnish a surety bond as a prerequisite to employment as provided for in this section or any other law, the requirement as to terms, conditions, penalty, amount or quality or type of surety shall be deemed to mean the furnishing of a separate bond or surety contract for each individual officer or employee, or the furnishing of a "blanket bond". For purposes of this section, "blanket bond" means a school district officer and employees blanket position bond which covers all officers and employees up to the penalty of the bond for each officer and employee and the full penalty of the bond is always enforced during its term and no restoration is necessary and there is no additional premium after a loss is paid.

C. All surety bonds as required by this section or other laws shall be furnished by a company duly qualified under the insurance laws of this state and shall be purchased by the school district. Each surety bond shall be payable to the school district and, whenever possible, conditioned on the faithful performance of the duties of the individuals covered during their employment or term of office and that they will properly account for all monies and property received by virtue of their position or employment.

SCHOOL DISTRICT ENCUMBRANCE CLERK

Title 70, Section 5-119. Election of Officers of Board of Education - Employment of Clerks.

A. Except for districts that elect a chair of the board pursuant to Section 1 of this act, the board of education of each school district shall elect from its membership at the first regular, special or emergency meeting following the annual school election and certification of election of new members, a president and vice president, each of whom shall serve for a term of one (1) year and until a successor is elected and qualified. The board shall also elect a clerk and, in its discretion, a deputy clerk, either of whom may be one of the members of the board, and each of whom shall hold office during the pleasure of the board and each of whom shall receive such compensation for services as the board may allow. If the board elects a board clerk who is not one of the members of the board, the board clerk may also be employed as the encumbrance clerk and minute clerk. Provided, no superintendent, principal, treasurer or assistant treasurer, instructor, or teacher employed by such board shall be elected or serve as clerk or deputy clerk of the board nor as encumbrance clerk or minute clerk except that a treasurer or assistant treasurer may serve as a minute clerk. No board member shall serve as encumbrance clerk or minute clerk. The deputy clerk may perform any of the duties and exercise any of the powers of the clerk with the same force and effect as if the same were done or performed by the clerk. Before entering upon the discharge of the duties of the deputy clerk, the deputy clerk shall give a bond in a sum of not less than One Thousand Dollars ($1,000) with good and sufficient sureties to be approved by the board conditioned for the faithful performance of the duties of the deputy clerk.

B. The board of education shall employ an encumbrance clerk and minute clerk, both functions of which may be performed by the same employee. The encumbrance clerk shall keep the books and documents of the school district and perform such other duties as the board of education or its committees may require. The minute clerk shall keep an accurate journal of the proceedings of the board of education and perform such other duties as the board of education or its committees may require. The board of education may designate a deputy minute clerk. The deputy minute clerk may perform any of the duties and exercise any of the powers of the minute clerk with the same force and effect as if the same were done or performed by the minute clerk. Before entering upon the discharge of the duties of the deputy minute clerk, the deputy minute clerk shall give a bond in a sum of not less than One Thousand Dollars ($1,000) with good and sufficient sureties to be approved by the board conditioned for the faithful performance of the duties of the deputy minute clerk. Before entering upon the discharge of their duties, the encumbrance clerk and minute clerk shall each give a bond in a sum of not less than One Thousand Dollars ($1,000) with good and sufficient sureties to be approved by the board conditioned for the faithful performance of their duties. If both functions are performed by the same person only one bond in a sum of not less than One Thousand Dollars ($1,000) shall be required.

The minute clerk is not statutorily required to take the minutes of a board of education's executive session. Any person legally present during an executive session may take the minutes of the executive session. *January 27, 1997 (AG Op. No. 96-100)*

District Superintendent of Schools cannot assume duties of clerk of board of education and keep minutes of board meetings. *April 27, 1983 (AG Op. No. 83-66)*

Clerk of Board of Education may be removed as Clerk by the Board of Education at any time. *AG Op. February 28, 1951*

The president of the board of education of a school district cannot be "fired" by the board of education prior to the expiration of his one- year term. *AG Op. August 23, 1949*

OAC 210:25-5-10. The encumbrance clerk.

(a) **Duties and responsibilities**. The encumbrance clerk shall be employed by the board and may also serve as the minute clerk. The encumbrance clerk is responsible for the following duties:

(1) Maintain Appropriation and Encumbrance Ledger.

(2) Determine that encumbrances do not exceed appropriations and are for purpose of appropriation charged.

(3) May complete purchase orders.

(4) Transmit warrants to vendor(s).

(5) Perform such other duties as the board or its committees may require.

(b) **Required forms and documents**. In performing the required duties of the position the Encumbrance Clerk needs the following forms and documents:

(1) A supply of approved purchase order blanks.

(2) A supply of approved warrant blanks.

(3) A copy of the following:

(A) SA&I Form 2661, Estimate of Needs.

(B) SA&I Form 307, Request for approval of State Aid and/or Federal Funds.

(C) Form 308 - Cash Fund Estimate and Request for Appropriation.

(D) Form 150 - Supplemental Estimate

(4) Other forms to meet board's requirements.

(c) **Additional duties – dual appointments as minute clerk**. If also serving as the minute clerk, additional duties to perform:

(1) Maintain an accurate journal of the proceedings of the board of education.

(2) Perform such other duties as the board or its committees may require.

(d) **Encumbrance clerk training and continuing education requirements**. Every school district encumbrance clerk shall complete the following training requirements in accordance with the provisions of 70 O.S. § 5-190:

(1) **Encumbrance clerk training.** Within nine (9) months after the first day of employment as an encumbrance clerk by a local school district every school district encumbrance clerk shall complete at least twelve (12) hours of approved instruction that meets all of the following requirements:

(A) Any course of instruction or workshop of courses offered for purposes of meeting the requirements of this subsection shall be approved for credit by the State Department of Education Office of Financial Services;

(B) The instruction shall address all of the following topics:

(i) School finance laws of the State;
(ii) Accounting;
(iii) Ethics;
(iv) Duties and responsibilities of a school district encumbrance clerk.

(2) Encumbrance clerk continuing education. In addition to the requirements of (1) of this subsection, every school district encumbrance clerk shall be required to complete an additional twelve hours (12) of approved continuing education instruction every three (3) years from the date of initial employment with a school district. The twelve (12) hours of required continuing education instruction shall meet all of the requirements for encumbrance clerk training set forth in (1) of this subsection.

(e) **Certificates of completion**. As a condition of course approval, every instructor of a school district encumbrance clerk course or coordinator of a workshop of school district encumbrance clerk courses shall provide a certificate of completion to encumbrance clerks upon successful completion of the course or workshop offered for the purpose of fulfilling the requirements of (d) of this Section. Upon completion of the course, copies of the certificate, signed by the course instructor or the workshop coordinator, shall be forwarded by the encumbrance clerk to the district board president or the board president's designee.

OAC 210:25-5-11. The school district treasurer.

(a) **Overview**. The law requires the county treasurer of each county to also be the school district treasurer for all school districts in the County, except that the board of education in each school district may appoint a local treasurer. All school districts are also allowed to employ an assistant local treasurer. An assistant local treasurer may perform any of the duties and exercise any of the powers of the local treasurer with the same force and effect. A school district treasurer or assistant treasurer may also serve as a minute clerk. The local treasurer and/or assistant treasurer shall be a resident of this state. A local treasurer or assistant local treasurer may be appointed for more than one school district. Since the State Auditor and Inspector is directly charged by law to prescribe the forms and procedures for the operation of the county treasurer's office, nothing herein is intended

to disturb or supersede any directive or advice from the Auditor's Office. It is, however, agreed upon by the above-mentioned office and the Department of Education that if the treasurer follows the principles and procedures as provided below for the operation of the local treasurer's office of the school district, a valuable service to boards of education, taxpayers and the general public will occur.

(b) **Duties and responsibilities**. The Treasurer is required by law to:

(1) Ensure that warrants shall show warrant number, fiscal year, and fund against which the warrant is being drawn.

(2) Code all receipts using the Oklahoma Cost Accounting System dimensions of Fiscal Year, Fund, Project Reporting, Source of Revenue, Program, and Operational Unit, to the bold dimension for State Department of Education requirements. If coded in detail have ability to roll dimensions to the bold for magnetic media transfer to State Department of Education.

(3) The Treasurer of a School District shall keep the following computerized records based on the following format:

(A) SA&I, Form 208 (1967) Treasurer's General Ledger.

(B) SA&I, Form 2061 (1967) Treasurer's Cash Ledger.

(C) SA&I, Form 2062 (1967) Treasurer's Investment Ledger.

(D) SA&I, Form 207 (1967) Treasurer's Warrant Ledger.

(E) SA&I, Form 411 (1967) Treasurer's Receipt.

(F) SA&I, Form 410 (1967) Treasurer's Check.

(G) SA&I, Form 1141 (1967) Bond Register.

(H) Deposit Books.

(I) Such other records as may be deemed advisable or useful.

(4) The Treasurer shall also maintain adequate files of:

(A) Paid Warrants-Warrants purchased with a treasurer's check, shall be filed by group in the numerical order of the treasurer's checks which paid them. Each group of warrants paid by a treasurer's check shall also have a copy of the treasurer's check with which they were purchased attached to them.

(B) Voided Warrants--Shall be filed in the numerical order of their issuance by fund and by fiscal year in a separate file and shall be sufficiently mutilated to prevent their being cashed but not mutilated as to not be identifiable.

(C) Paid Bonds and Coupons.

(D) Canceled Bonds and Coupons.

(E) Bank and fiscal agency statements, including deposit tickets and paid warrants/checks.

(F) County Clerk's remittance advises.

(G) Copies of any directive from the County Clerk or County Excise Board supplementing, changing or transferring appropriation balances.

(H) State Board of Education notices and allocation of State and Federal Aid.

(I) School board resolutions pertinent to the conduct of the School Treasurer's office and duties.

(J) Letters, memos, or other supporting data pertaining to transactions of the school district or to the operation of the Treasurer's office.

(K) Any other files which may be considered advisable or useful.

(c) **Treasurer training and continuing education requirements**. Every school district treasurer who does not also act as the county treasurer shall complete the following training requirements in accordance with the provisions of 70 O.S. § 5-190;

(1) **Treasurer clerk training**. Within nine (9) months after the first day of assuming duties as a local school district treasurer, every school district treasurer shall complete at least twelve (12) hours of approved instruction that meets all of the following requirements:

(A) Any course of instruction or workshop of courses offered for purposes of meeting the requirements of this subsection shall be approved for credit by the State Department of Education Office of Financial Services;

(B) The instruction shall address all of the following topics:

(i) School finance laws of the State;
(ii) Accounting;
(iii) Ethics;
(iv) Duties and responsibilities of a school district treasurer.

(3) **Treasurer continuing education**. In addition to the requirements of (1) of this subsection, every school district treasurer shall be required to complete an additional twelve hours (12) of approved continuing education instruction every three (3) years from the date of initial employment with a school district. The twelve (12) hours of required continuing education instruction shall meet all of the requirements for treasurer training set forth in (1) of this subsection.

(d) **Certificates of completion**. As a condition of course approval, every instructor of a school district encumbrance clerk course or coordinator of a workshop of school district encumbrance clerk courses shall provide a certificate of completion to encumbrance clerks upon successful completion of the course or workshop offered for the purpose of fulfilling the requirements of (d) of this Section. Upon completion of the course, copies of the certificate, signed by the course instructor or the workshop coordinator, shall be forwarded by the encumbrance clerk to the district board president or the board president's designee.

CONTINUING EDUCATION-DISTRICT TREASURER AND ENCUMBRANCE CLERK

Title 70, Chapter 1, Section 5-190. School District Treasurer and Encumbrance Clerk - Instruction and Continuing Education.

A. Before July 1, 2007, every school district treasurer shall complete at least twelve (12) hours of instruction on school finance laws of this state, accounting, ethics, and the duties and responsibilities of a school district treasurer.

B. Before July 1, 2007, every school district encumbrance clerk shall complete at least twelve (12) hours of instruction on school finance laws of this state, accounting, ethics, and the duties and responsibilities of a school district encumbrance clerk.

C. Every school district treasurer and encumbrance clerk employed after July 1, 2007, shall be required, within nine (9) months after employment in the position by a school district, to complete the instruction required pursuant to subsections A and B of this section.

D. Every school district treasurer and encumbrance clerk shall be required to complete a minimum of twelve (12) hours of continuing education every three (3) years, in addition to the requirements of subsections A and B of this section.

The requirements of this section shall not apply to any county treasurer who also acts as a school district treasurer; however, nothing herein shall prevent a county treasurer from attending such training or continuing education.

POWERS AND DUTIES-RULES AND REGULATIONS
TRAVEL REIMBURSEMENT POLICY

Title 70, Chapter 1, 5-117. Powers and Duties-Rules and Regulations.

A. The board of education of each school district shall have power to:

15. Establish a written policy for reimbursement of necessary travel expenses of employees and members of the board. The policy may include in-district travel from the site of employment assignment which is necessary in the performance of employment duties. The written policy shall specify procedures, contain documentation requirements, and may include payment of meal expenses during authorized travel on a per diem allowance basis rather than itemized documentation.

ACTIVITY FINDS

Title 70, Chapter 1, Section 5-129. School Activity Fund - Control - Accounts - Disbursements - Petty Cash Accounts - Custodian - Bond - Investment of Funds.

A. The board of education of each school district shall exercise control over all funds and revenues on hand or hereafter received or collected, as herein provided, from student or other extracurricular activities or other revenue-generating sources listed in subsection B of this section that are conducted in the school district. Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the school activity fund. Deposits of funds subject to the requirements of this section shall be made by the end of the next business day; however, if the deposit for a day totals less than One Hundred Dollars ($100.00), a school district may accumulate monies required to be deposited into the fund on a daily basis until the total accumulated balance of deposits equals or exceeds One Hundred Dollars ($100.00). Provided, a school district shall deposit accumulated monies into the fund not less than one (1) time per week, regardless of whether the monies total One Hundred Dollars ($100.00). Disbursements from each of the activity accounts shall be by check countersigned by the school activity fund custodian and shall not be used for any purpose other than that for which the account was originally created. The board of education, at the beginning of each fiscal year and as needed during each fiscal year, shall approve all school activity fund subaccounts, all subaccount fund-raising activities and all purposes for which the monies collected in each subaccount can be expended. Provided, the board of education may direct by written resolution that any balance in excess of the amount needed to fulfill the function or purpose for which an account was established may be transferred to another account by the custodian.

B. The board of education of each school district may designate that any of the following revenue be deposited for the use of specific school activity accounts, or to a general activity fund within the school activity fund:

1. Admissions to athletic contests, school or class plays, carnivals, parties, dances and promenades;
2. Sale of student activity tickets;
3. Concession sales, including funds received from vending concession contracts and school picture contracts approved by the district board of education, and cafeteria or luncheon collections;
4. Dues, fees and donations to student clubs or other organizations, provided that membership in such clubs or organizations shall not be mandatory;
5. Income or revenue resulting from the operation of student organizations or club projects, provided, such revenue is not derived from the lease, rental or sale of property, supplies, products or other assets belonging to the school district. When approved by the board of education, student organizations or club projects may include fund-raising activities, the revenues from which may be used for the purpose of purchasing goods or services otherwise considered to be general fund expenditures;
6. Deposits for or collections for the purchase of class pictures, rings, pins, announcements, calling cards, annuals, banquets, student insurance and other such personal items; provided the cost of such items shall not be charged against other school funds; and
7. Other income collected for use by school personnel and other school-related adult functions.

C. The board of education of each district may establish petty cash accounts to be used only for the purpose of making small cash expenditures, such as postage, freight or express charges; provided, no single expenditure from a petty cash account shall be made in excess of Seventy-five Dollars ($75.00), and the total expenditures during any one (1) fiscal year shall not exceed Two Thousand Five Hundred Dollars ($2,500.00) per school building. The school activity fund custodian shall initiate petty cash accounts by filing a claim against the general fund of the school district for the authorized amount of each petty cash account which shall not exceed Two Hundred Dollars ($200.00) per school building. The general fund warrants issued in payment of said claim shall be deposited in a "Petty Cash Account" in the school activity fund.

All disbursements from the petty cash accounts shall be made in the same manner as other disbursements from the school activity fund, except no disbursement shall be made from a petty cash account unless a prenumbered, dated receipt be obtained and signed by the person receiving payment. A school board may designate a petty cash custodian to countersign petty cash checks in place of the activity fund custodian. The school activity fund custodian shall file claims against the general fund of the school district for reimbursement of a petty cash account whenever the need shall arise. Such claims shall be itemized in the same manner as other claims filed against the general fund and shall have attached thereto the receipts covering each of the expenditures claimed

for reimbursement. The total of a petty cash account balance and the receipts on hand awaiting reimbursement should equal at all times the authorized amount of a petty cash account.

None of the provisions pertaining to a petty cash account shall be construed to authorize the use of one (1) fiscal year's fund to pay obligations of another fiscal year. Any remaining balance in each petty cash account shall be transferred to the general fund on or before June 30 of each year.

D. The State Board of Education shall adopt appropriate rules and regulations and design standard forms for the proper conduct of the various school activity accounts.

E. The school activity fund custodian and the petty cash custodian shall be appointed by the board of education of the school district. The school activity fund custodian and the petty cash custodian shall give a surety bond in an amount determined by the board of education, but not less than One Thousand Dollars ($1,000.00). The premium of the surety bond shall be paid from the school activity fund or the general fund.

F. The local board of education is hereby authorized to invest activity funds as it determines appropriate. Upon direction of the local board of education, the custodian of the activity fund shall invest activity funds in any or all of the investments permitted and listed in Section 5-115 of this title.

G. The board of education of a school district may establish, by board resolution, a general fund refund subaccount within the school activity fund. The balance in the subaccount shall be determined by need, and it shall be funded by refunds and reimbursements received, including but not limited to, rental income, reimbursements for lost and damaged textbooks, summer school and adult tuition, overpayments and tax refunds, as well as transfers, by treasurer's check, from the school district general fund. The subaccount may be expended only for the refund of revenues previously received and deposited either into the subaccount or directly into the general fund. Any remaining balance in the refund subaccount shall be transferred to the school district general fund on or before June 30 of each year.

H. The board of education of a school district may authorize the custodian of the school activity funds to provide cash advances to the sponsors for travel expenses on behalf of school district students and sponsors of certain school activities. The cash advances may only come from the school activity fund subaccount directly involved in the travel of such students or sponsor and only if the travel is one of the stated functions or purposes for the establishment of the subaccount. Receipts for all expenditures of the cash advances shall be kept and turned in to the custodian of the school activity fund following said trip.

I. Any invoice submitted to a school district which is to be paid from a school activity fund and is for payment of an authorized expenditure in an amount equal to or greater than the threshold amount stated in Section 310.9 of Title 62 of the Oklahoma Statutes shall conform to the requirements set forth in that section.

Money received by school districts from vendors pursuant to vending concession contracts and school picture contracts is school district money. Fact that money from these sources is deposited in a school activity fund does not change its character. Public money in a school activity fund may only be disbursed to private persons or organizations for a valid public purpose. The determination of what constitutes a valid public purpose is a matter for the governing body to decide. Absent a showing of fraud or arbitrariness, a finding by a governing body that a project serves a public purpose will not be disturbed by the courts. May 15, 2003 (2003 OK AG 21).

A school district may use its school activity fund account to deposit and disperse monies raised for the purpose of making charitable and/or benevolent gifts or contributions to individuals or organizations if the board of education has approved the fund raising activity and the dispersement. The monies deposited in the school activity fund which are raised by student fund raising activities are not public funds subject to the constitutional restrictions. June 12, 1997 (1997 OK AG 6)
A school district may not use tax generated funds to purchase awards for student activities, but may pay expenses for awards for student activities if the board of education has established a student activity fund subaccount for such purpose. November 28, 1995 (1995 OK AG 33)

“Casino nights” where 1) patrons receive chips or paper money to play various casino games, 2) at the conclusion of the games, are issued credits or vouchers for the chips or paper money won, and 3) are allowed to purchase prizes with the credits or vouchers issued, violate the anti-gambling and anti-lottery laws of Oklahoma. March 30, 1995 (1995 OK AG 6)
Student Activity Fund can be used to defray expense of transporting students to and from student activities, or to reimburse teacher for expenses or otherwise compensate teacher for transporting students. January 17, 1980 (1979 OK AG Op 338)

Title 70, Chapter 1, Section 5-129.1. Exemptions.

Those funds which are collected by programs for student achievement and by parent-teacher associations and organizations that are sanctioned by the school district board of education shall be exempt from the provisions as outlined in Section 5-129 of this title. Each school district board of education shall adopt policies providing guidelines for the sanctioning of organizations and associations exempted or applying to be exempted pursuant to the provisions of this section. The guidelines may include but not be limited to examinations of financial and performance audits performed on each such organization and association.

> A school district may use the school activity fund to deposit and disperse monies raised from student initiated fund raising activities which are collected for the purpose of making charitable and/or benevolent gifts or contributions to individuals or organizations provide that (1) at the beginning of the fiscal year or as needed during the fiscal year, the board of education approves the school activity fund subaccount, the fund raising activity, and the purpose for which the money will be spent; (2) the money is note used for any purpose other than that for which the fund was originally created; and (3) the distribution of funds is by check countersigned by the activity fund custodian. Monies deposited in a school activity fund raised through student initiated charitable or benevolent fund raising activities are not public funds. As nonpublic funds the restrictions contained in Article X, §§ 14 and 15 of the Oklahoma Constitution are not applicable to monies deposited in a school activity fund which are raised through student initiated charitable or benevolent fund raising activities. Using tax or other public funds to make charitable or benevolent gifts or contributions to individuals or using public facilities and/or personnel to benefit a private individual or organization is prohibited by Article X, §§ 14 and 15 of the Oklahoma Constitution. In the absence of specific facts it is not possible to state as a matter of law that any particular activity is unlawful. June 12, 1997 (1997 OK AG 6)
>
> The specific exemptions from the board of education control of the funds of Oklahoma Congress of Parents and Teachers (Oklahoma PTA) and Junior Achievement programs violate the special law prohibition of Article V, § 51 of the Oklahoma Constitution. Nevertheless, those organizations may fit under the Section 5-129.1(B) general exemption for parent teacher associations. The exemption in 70 O.S. Supp. 1994, § 5-129.1(B) for parent teacher associations does not violate Article V, § 51 of the Oklahoma Constitution, because it does not treat citizens who are similarly situated differently. Title 70 O.S. Supp. 1994, § 5-129.1(B) only requires that the parent teacher associations be incorporated pursuant to 26 U.S.C. § 501(c)(3). The incorporated entity may be one which includes all schools in the district, or the organization may be incorporated only as to a particular school site. The local board of education, as the decision-making body for the local school district, "sanctions" as association. The particular criteria for such sanctioning must be determined by the local school board of education. October 27, 1995 (1995 OK AG 54)

Title 70, Chapter 1, Section, 5-129.2. Authority to Establish Separate Accounts for Certain Deposits - Approval of Accounts.

A. In conformance with any other law providing procedures for the deposit of such funds, area school districts shall be authorized to establish separate accounts for deposits received for live work, resale items, student financial aid, tuitions and other fees. Such funds shall be deposited to the credit of the account maintained for that particular purpose. Disbursements from each account shall be by check countersigned by the custodian of the account and shall not be used for any purpose other than that for which the account was originally created.

B. The board of education of the technology center school district, at the beginning of each fiscal year and as needed during each fiscal year, shall approve all accounts created pursuant to this section and all purposes for which the monies collected in each account may be expended. Provided, the board of education may direct by written resolution that any balance in excess of the amount needed to fulfill the function or purpose for which an account was established may be transferred to another account by the custodian.

OAC 210:25-5-13. School Activity Fund.

(a) The following words and terms, when used in this Section, shall have the following meaning, unless the context clearly indicates otherwise: **"School activities"** means cocurricular or extracurricular activities. Cocurricular activities are school-sponsored activities, under the guidance and supervision of LEA staff, designed to provide students such experiences as motivation, enjoyment, and improvement of skills. Activities normally supplement the regular instructional program. Extracurricular activities mean all direct and personal services for public school pupils for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities are usually not offered for school credit nor required for graduation; conducted outside school hours, or a time agreed by the participants if partly during school hours and approved by school authorities; their content of activities is determined primarily by the pupil participants.

(b) The board of education of each district shall exercise control over the School Activity Fund. Board approval of the School Activity Fund and Sub-Accounts shall be specific. However, the language for approval for the various methods for raising funds and the purposes for which they are to be expended can be of a general nature. The board may delegate authority, through a board policy, to school administrators to approve specific fund-raising activities during the year to be approved by the board at the next regular board meeting.

(c) The board of education of each district may appoint a School Activity Fund Custodian for each operational site within the district. If a school elects to have an operational site, each School Activity Fund Custodian shall be bonded for no less than $1,000.

(d) Disbursements from the School Activity Fund shall be by check, countersigned by the School Activity Fund Custodian and some other person or persons designated by the board of education.

(e) Deposits to or transfers from any account may be authorized by the board of education except School Lunch, Refund, and Petty Cash Accounts. Provided that reimbursement to the General Fund may be made from the School Lunch Account for food service expenditures paid from the General Fund. Such reimbursements should be properly documented and based solely on actual General Fund Expenditures.

(f) The School Activity Fund Custodian shall not use funds in one account for another purpose unless a transfer is granted as provided by law.

(g) Accounts may be established by the board of education of each district by whatever name or style it deems best suited to its needs for the revenue collected.

(h) A prenumbered receipt shall be obtained when a check is drawn against the Petty Cash Account, and all such prenumbered receipts shall be accounted for at the end of a fiscal year. If a prenumbered receipt is spoiled it should be marked "void" and attached along with others on which reimbursement is being claimed; the copy or stub should also be marked "void" if one is being used.

(i) A separate bank account may be established for School Lunch or other programs, but it shall be accounted for by the Activity Fund Custodian in charge and disbursements made as provided by law.

(j) A general or miscellaneous account may be established within the Activity Fund to which all unobligated or uncommitted monies may be transferred. (This does not include Petty Cash, Refund, or School Lunch Accounts where contrary to federal regulations.)

(k) Purchases from the School Activity Fund shall not be paid for unless invoices or delivery tickets are furnished.

(l) Receipts for collections shall be given by the School Activity Fund Custodian. Prenumbered tickets should be used for admissions in order to establish internal control. All tickets not sold by the gate keeper should be accounted for at the end of each event and a written reconciliation made of tickets sold to actual revenues collected. Reconciliation documents should be filed in date order as part of the documentation for the School Activity Fund.

(m) Standard forms are not prescribed. Many good forms are now in use, and each board of education shall determine if its forms meet the legal requirements.

(n) School districts shall report all School Activity Fund financial transactions using the Oklahoma Cost Accounting System.

(o) Specific procedures for the School Activity Fund are as follows:

(1) Prenumbered School Activity Fund receipts shall be issued for every Sub-Account for each fiscal year.

(2) The secretary-treasurer of each organization or Sub-Account shall issue receipts and keep records of credits, debits, and balances.

(3) The books of each account must reconcile the records of the School Activity Fund.

(4) Requisition or purchase request is presented to the School Activity Fund custodian or their designee.

(5) Purchase order is then approved by purchasing agent and the order is placed with the vendor.

(6) Checks will be issued only when invoice or supporting document and merchandise have been received.

(7) All checks will be issued by the School Activity Fund custodian and countersigned. No check will be issued in excess of Sub-Account balance.

(8) Record of all bad checks shall be kept and charged to proper Sub-Account.

(9) Each School Activity Fund Sub-Account shall be reported to the State Department of Education through curricular subject dimension of OCAS, where applicable. Reports will be transferred by magnetic media.

(10) The School Activity Fund custodian shall furnish a report to superintendent and board of education monthly. This report should show previous balance in each Sub-Account and total School Activity Fund

balance. The Activity Fund custodian shall reconcile the bank statement when received. This information will be included in the monthly report to the superintendent and board of education.

(11) Every teacher in the school system should be informed that all money received is to be turned in to the School Activity Fund custodian.

(12) The petty cash account is the only Student Activity Sub-Account that can be reimbursed from the general fund.

(13) A general fund refund Sub-Account within the School Activity Fund may be established by board resolution.

[**Source:** Amended at 14 Ok Reg 3347, eff 5-5-97 (emergency); Amended at 15 Ok Reg 2293, eff 6-11-98; Amended at 17 Ok Reg 2248, eff 5-9-00 (emergency); Amended at 18 Ok Reg 3012, eff 7-12-01]

TRANSPARENCY ACT

Title 70, Section 5-135.4. Availability of School District Expenditure Data.

A. This section shall be known and may be cited as the "School District Transparency Act".

B. By January 30, 2011, the State Department of Education shall make school district expenditure data available on its website. Data shall be made available in an open-structured data format that may be downloaded by the public and that allows the user to systematically sort, search, and access all data without any fee or charge for access.

C. The database shall provide information on school district expenditures of state, federal, and local funds, whether appropriated or non-appropriated, excluding payments of voluntary payroll deductions for employees to receiving parties. The database shall further provide information, including, but not limited to, the following:

1. Identification of the school district;
2. The Oklahoma Cost Accounting System (OCAS) code designation for each expenditure;
3. The name and principal location of the entity or recipient of the funds, excluding release of information relating to an individual's place of residence and release of information prohibited by subsection D of Section 24A.7 of Title 51 of the Oklahoma Statutes or by federal law relating to privacy rights;
4. The amount of funds expended;
5. The type of transaction;
6. A descriptive purpose of the funding action or expenditure;
7. Copies of all credit card statements, identified by department responsible for each credit card;
8. The budgeted and audited actual expenditure figures for each fiscal year, ensuring each set of figures can be identified as budgeted or audited figures; and
9. The per-pupil spending figure, derived by dividing total expenditures by the total number of students enrolled for each school year.

D. The Department shall make the data available on its website within one hundred twenty (120) days of transmission of the expenditures to the Department by the school district.

E. School districts shall provide information requested by the Department to accomplish the purposes of this section.

F. If a school district maintains a website, the district shall provide the information required in subsection C of this section in the manner prescribed in subsection B of this section on the district website.

G. Nothing in this section shall require the disclosure of information which is required to be kept confidential by state or federal law.

H. The disclosure of information required by this section shall create no liability whatsoever, civil or criminal, to the State of Oklahoma, the State Department of Education, school districts, or any employee thereof for disclosure of required information or for any error or omission in the disclosure.

ADMINISTRATIVE COST CRITERIA

Title 70, Chapter 1, Section 18-124. Amount Withheld From Foundation and Salary Incentive Aid.

A. Any school district with an average daily attendance (ADA) of more than one thousand five hundred (1,500) students for the preceding year which expends for administrative services in the 2005-06 school year or any school year thereafter, less expenditures for legal services, more than five percent (5%) of the amount it expends for total expenditures, less expenditures for legal services, shall have the amount which exceeds the five percent (5%) withheld the following year from the Foundation and Salary Incentive Aid for the school district.

B. Any school district with an average daily attendance (ADA) of more than five hundred (500) students but not more than one thousand five hundred (1,500) students for the preceding year which expends for administrative services in the 2005-06 school year or any school year thereafter, less expenditures for legal services, more than seven percent (7%) of the amount it expends for total expenditures, less expenditures for legal services, shall have the amount which exceeds the seven percent (7%) withheld the following year from the Foundation and Salary Incentive Aid for the school district.

C. Any school district with an average daily attendance (ADA) of five hundred (500) or fewer students for the preceding year which expends for administrative services in the 2005-06 school year or any school year thereafter, less expenditures for legal services, more than eight percent (8%) of the amount it expends for total expenditures, less expenditures for legal services, shall have the amount which exceeds the eight percent (8%) withheld the following year from the Foundation and Salary Incentive Aid for the school district.

D. For purposes of this section, "administrative services" means costs associated with:

1. Staff for the board of education;
2. The secretary/clerk for the board of education;
3. Staff relations;
4. Negotiations staff;
5. Immediate staff of the superintendent; any elementary superintendent or any assistant superintendent;
6. Any superintendent, elementary superintendent, or assistant superintendent;
7. Any employee of a school district employed as a director, coordinator, supervisor, or who has responsibility for administrative functions of a school district; and
8. Any consultant hired by the school district.

E. If an employee of a school district is employed in a position where part of the employee's time is spent as an administrator and part of the time is spent in nonadministrative functions, the percentage of time spent as an administrator shall be included as administrative services. A superintendent who spends part of the time performing exempted nonadministrative services such as teaching in the classroom, serving as a principal, counselor, or library media specialist, can code up to forty percent (40%) of their salary to other nonadministrative functions. The total amount of time a superintendent of a school district spends performing services for a school district shall be included as administrative services even if part of the time the superintendent is performing nonexempted nonadministrative service functions. The total amount received by a superintendent from the school district as salary, for the performance of administrative and nonexempted nonadministrative services, shall be recorded under the code for superintendent salary as provided for in the Oklahoma Cost Accounting System.

F. Each school site within a school district shall take steps to ensure that the administrative costs for the school comply with the expenditure limits established for school districts in this section.

G. Funds withheld pursuant to the provisions of this section shall be distributed through the State Aid formula to the districts not so penalized.

H. For the 2003-04 and 2004-05 school year, school districts shall report to the State Department of Education the costs associated with administrative services for the school district as defined in subsection D of this section.

ADMINISTRATIVE COST
CODING CRITERIA

To calculate Administrative Costs beginning July 1, 2004, the Oklahoma Cost Accounting System (OCAS) section will use all funds (11 through 60) and the following codes:

Staff for the Board of Education:

Functions:	2313 (Board Treasurer Services)
	2318 (Audit Services)
	2319 (Other Board of Education Services)
Objects:	100 and 200 Series (Salaries and related burdens and benefits)
	310 (Official/Administrative Services)
	330 Series (Other Professional Services)

Secretary/Clerk of the Board of Education:

Function:	2312 (Board Clerk/Deputy Clerk/Minute Clerk Services)
Objects:	100 and 200 Series (Salaries and related burdens and benefits)
	310 (Official/Administrative Services)
	330 Series (Other Professional Services)

Staff Relations and Negotiations Staff:

Function:	2316 (Staff Relations and Negotiations Services)
Objects:	100 and 200 Series (Salaries and related burdens and benefits)
	310 (Official/Administrative Services)
	330 Series (Other Professional Services)

Staff for the Superintendent:

Function:	2321 (Office of the Superintendent Services)
Objects:	100 and 200 Series (Salaries and related burdens and benefits)
	310 (Official/Administrative Services)
	330 Series (Other Professional Services)
Job Classes:	615 (Regular or Substitute Secretary/Clerk)
	690 (Superintendent's Secretary)

Superintendent, Elementary Superintendent, and Assistant Superintendent:

Functions:	All
Objects:	100 and 200 (Salaries and related burdens and benefits),
	310 (Official/Administrative Services)
	330 Series (Other Professional Services)
Job Classes:	106 Deputy/Associate/Assistant Superintendent/Commissioner
	115 Superintendent/Commissioner

Director, Coordinator, Supervisor, or Administrator:

Function:	All
Objects:	100 and 200 Series (Salaries and related burdens and benefits)
Job Classes:	101 Administrative/Supervisory/Ancillary Services Officer
	107 Executive Assistant
	109 Manager
	301 Accountant
	303 Administrative Intern
	332 Network Administrator
	513 Supervisor
	601 Bookkeeping/Accounting/Auditing Clerk
	612 Office Manager

Consultants (Staff):

Function:	All
Objects:	100 and 200 Series (Salaries and related burdens and benefits)
Job Classes:	108 Instructional Program Director/Coordinator/Consultant
	110 Noninstructional Program Director/Coordinator/Consultant
	325 Grant Developer

AUDITS

Title 70, Chapter 1, Section 22-102. "Public School" Defined.

The term "Public School" as used herein shall include a school district as provided in the Oklahoma Statutes. The term "auditor" as used herein means a person or partnership who makes an audit and prepares a report thereon as provided in this article.

Title 70, Chapter 1, Section 22-103. Annual Audit-Findings-Compliance with Governmental Auditing Standards.

A. The board of education of each school district in this state shall provide for and cause to be made an annual audit of such school district for each fiscal year. Said audit shall be a financial audit and a compliance audit of all funds of the school district, including the records of all student activity funds designated in Section 5-129 of this title. Such audit or audits shall be made at the end of the fiscal year; provided, however, the local board of education may require that audits be made at more frequent intervals.

B. Findings of material weaknesses, qualifications of the auditor's report and of defalcations, or a report of lack of such findings, shall be communicated in writing to the board. Upon completion of an audit, the auditor shall conduct the final exit interview at a meeting of the board. No part of the final exit interview shall be conducted with any employee of the board except in an open meeting of the board; provided, portions of the final exit interview related to matters which the board is authorized by law to consider in executive session may be so considered.

Title 70, Chapter 1, Section 22-104. Audit of Public Schools - Auditing Standards.

A. 1. The audit of the financial statements and compliance requirements of each public school district shall be made in accordance with auditing standards generally accepted in the United States as defined by the American Institute of Certified Public Accountants or its successor organization and shall comply with the most recent Government Auditing Standards issued by the United States Government Accountability Office.

2. The auditor’s opinions shall state whether the financial statements of the school district were prepared in accordance with:

a. accounting principles generally accepted in the United States, or

b. accounting and financial reporting regulations prescribed or permitted by the State Department of Education,

3. The auditor shall also report in accordance with:

a. Government Auditing Standards on the school district’s internal control over financial reporting and compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters, and

b. the United States Office of Management and Budget Circular A-133, as required.

B. All firms, as defined by the Oklahoma Accountancy Act, before entering into audit contracts required pursuant to the Oklahoma Public School Audit Law, shall satisfy the State Auditor and Inspector that the registrant, as defined by the Oklahoma Accountancy Act, has an individual responsible for the audits of school districts who:

1. Has at least two (2) years of experience auditing public entities;

2. Has completed a minimum of eight (8) clock hours of continuing education credit in school district accounting and auditing as defined by the Governmental Accounting Standards Board (GASB) and the Office of the Comptroller General during the prior year; and

3. Is licensed by and is in good standing with the Oklahoma Accountancy Board.

C. Firms shall submit their application to perform audits of a school district with their most recent peer review, which must include the audit of at least one school district, if the firm has performed such an audit, and any letter of comment for approval or disapproval by the State Auditor and Inspector for the current audit year on or before the first day of January of each calendar year.

D. 1. Until June 30, 2014, all firms entering into audit contracts required pursuant to the Oklahoma Public School Audit Law shall carry a minimum of Two Hundred Fifty Thousand Dollars ($250,000.00) accountants' professional liability insurance or the total amount of the budget being audited, whichever is less.

2. Beginning July 1, 2014, all firms entering into audit contracts required pursuant to the Oklahoma Public School Audit Law shall carry a minimum of Five Hundred Thousand Dollars ($500,000.00) accountants' professional liability insurance or the total amount of the budget being audited, whichever is less.

3. Proof of such insurance shall be submitted to the State Auditor and Inspector prior to entering into a contract.

Title 70, Chapter 1, Section 22-105. Expenses.

The expenses of audits required by this article, whether ordered by the local board of education or the State Board of Education, shall be paid by the local board of education for which the audit is made. It shall be the duty of the board of education of the local public school to make provision for payment of said expenses.

Title 70, Chapter 1, Section 22-106. Preparation of Budgets and Financial Statements.

The board of education may employ persons other than those enumerated in Section 70-22-102 of this article for the preparation of the estimate of needs and financial statement for presentation to the county excise board.

Title 70, Chapter 1, Section 22-108. Audit Reports - Time to Complete - Distribution of Copies.

A. Each audit of the financial statements of a school district required by the Oklahoma Public School Audit Law shall be completed and the auditor's opinion thereon shall be submitted by the firm to the district board of education within nine (9) months after the close of the fiscal year of the district board of education.

B. One copy of the auditor's opinions and related financial statements shall be maintained by the district board of education as a public record for public inspection at all reasonable times at the office of the district board of education. All records shall be kept at least five (5) years.

C. The district board of education shall forward a copy of the auditor's opinions and related financial statements to the State Board of Education and the State Auditor and Inspector within thirty (30) days after receipt of the audit. The State Board of Education shall retain such copy in its office as a public record where it shall be available for public inspection at all reasonable times.

D. The State Board of Education may make inquiries it deems necessary to determine that each district board of education is properly complying with the Oklahoma Public School Audit Law. If within eleven (11) months after the end of the fiscal year of the school district a copy of the auditor's opinions and related financial statements has not been received by the State Board of Education and by the State Auditor and Inspector, an inquiry shall be made by the State Auditor and Inspector as to why such auditor's opinions and related financial statements have not been filed, pursuant to the provisions of Section 212A of Title 74 of the Oklahoma Statutes. Should the State Auditor and Inspector find that the district board of education has failed to cause an annual audit of the financial statements and compliance requirements of the school district to be commenced, the State Auditor and Inspector shall make a written demand on the board to complete and file such annual audit of the financial statements and compliance requirements of the school district within thirty (30) days of the date of such demand.

Title 70, Chapter 1, Section 22-109. Examination of Reports – Deficiencies.

The State Auditor and Inspector shall examine all auditor's opinions and related financial statements submitted to it and shall determine whether the auditor's opinions and related financial statements comply with the provisions of the Oklahoma Public School Audit Law. If the State Auditor and Inspector finds that they have not been complied with, the State Auditor and Inspector shall notify the district board of education and the firm that submitted the auditor's opinions and related financial statements by submitting to them a statement of deficiencies. If the deficiencies are not corrected within ninety (90) days from the date of the statement of deficiencies or within twelve (12) months after the end of the fiscal year of the school district, whichever is later, the State Auditor and Inspector shall make or cause an audit to be made in the manner provided for in Section 22-108 of this title. Any school district audited pursuant to this section shall pay for the cost of the audit as provided by Section 212A of Title 74 of the Oklahoma Statutes.

Title 70, Chapter 1, Section 22-110. False Statements in Reports - False Information – Penalty.

A. In any case where a firm has knowingly issued auditor's opinions and related financial statements, required under the provisions of the Oklahoma Public School Audit Law, containing any false or misleading statements, the State Auditor and Inspector shall report such violation in writing to the board of education of such school district and to the Oklahoma Accountancy Board. The State Auditor and Inspector shall revoke their rights to perform such audits in the future.

B. Any member of the governing body of the district board of education or any member, officer, employee or agency of any department, board or commission of the school district who knowingly and willfully furnishes to the firm or to an employee of the firm any false or fraudulent information shall be deemed guilty of malfeasance,

and upon conviction, the court shall enter judgment that such person so convicted shall be removed from office or employment of the school district. It shall be the duty of the court rendering such judgment to cause immediate notice of such removal from office or employment to be given to the proper officer of the school district so that the vacancy thus caused may be filled.

Title 70, Chapter 1, Section 22-111. Duties of Board of Education - Removal of Members.

It shall be the duty of each local board of education to cause such audits to be made in accordance with this article. It shall be the further duty of said board to file a copy of said audit with the proper authorities set forth in this article. Such filings shall be not later than thirty (30) days after completion of the audit. Any court of competent jurisdiction shall have the power to remove members of such board from office for violation of this article.

Title 70, Chapter 1, Section 22-112. State Aid Withheld for Failure to Comply With Article.

All further payment of state aid for each district shall be withheld until the provisions of this article have been fulfilled by said district.

Title 70, Chapter 1, Section 22-113. State Board of Education to Prescribe Accounting Systems and Procedures.

All accounting systems and procedures used by the school districts of the State of Oklahoma shall conform with the accounting systems and procedures prescribed by the State Board of Education.

Title 74, Chapter 8, Section 212. Duties and Powers-Deputies-Audit of Books of Subdivisions of State-Cost of Examination.

L. PETITION AUDITS

1. The State Auditor and Inspector shall audit the books and records of any subdivision of the state of Oklahoma upon petition signed by the requisite number of voters registered in the subdivision and meeting the requirements set out in this subsection.

2. The petition must contain the number of signatures equivalent to ten percent (10%) of the registered voters of the subdivision as determined by the county election board or, if the county election board determines that the number of registered voters in the subdivision cannot be determined due to boundary lines not conforming to precinct lines, the required number of petitioners shall be twenty-five percent (25%) of the total number of persons voting in the last subdivision-wide general election held in the subdivision. If the subdivision is a public trust, the required number of petitioners shall be the same as those required for an audit of its beneficiary. The appropriate county election board shall provide the number of signatures so required upon request.

3. The petition shall be in the form of an affidavit wherein the signatory shall declare upon oath or affirmation that the information given is true and correct and that he or she is a citizen of the entity to be audited. The petition shall clearly state that falsely signing shall constitute perjury. It shall include the signature of the individual, the name of the signatory in printed form, the individual's residential address, the date of signing, the public entity to be audited and the anticipated range of the cost of the audit provided by the State Auditor and Inspector.

4. Any person desiring to petition for an audit shall list the areas, items or concerns they want to be audited, and request from the State Auditor and Inspector the anticipated range of cost of the audit. Within thirty (30) days from the receipt of the request, the State Auditor and Inspector shall mail a petition form to the person requesting the information which shall state the anticipated range of the cost and the items or concerns to be audited. The circulators of the petition shall have thirty (30) days from the date the petition is mailed by the State Auditor and Inspector to obtain the requisite number of signatures and return it to the State Auditor and Inspector.

5. Upon collection of the required number of signatures, the person desiring the audit shall present the signed petitions to the State Auditor and Inspector. Within thirty (30) days of receipt of the petitions, the State Auditor and Inspector shall present the petitions to the county election board located in the county in which the subdivision is located.

6. The county election board shall determine whether the signers of the petition are registered voters of the county in which the subdivision to be audited is located and whether the petition has the requisite number of signatures of such registered voters. The county election board shall certify the petition as having the required number of signatures or as failing to have the required number of signatures and return it to the State Auditor and Inspector.

7. The cost of the audit shall be borne by the public entity audited. Upon notification by the State Auditor and Inspector of receipt of the petition, certified by the county election board as having the required number of signatures, the public entity shall encumber funds in an amount specified by the State Auditor and Inspector, which shall be within the range of anticipated cost stated on the petition from any funds not otherwise specifically appropriated or allocated. Payment for the audit from such encumbered funds shall be made as work progresses, and final payment shall be made on or before its publication.

8. The names of the signers of any petition shall be confidential and neither the State Auditor and Inspector, the county election board nor the county treasurer shall have authority to release them to any other person or entity except upon an order from a court of competent jurisdiction.

M. PENALTIES FOR NONPAYMENT

Except as otherwise provided by law, the cost of any services provided by the State Auditor and Inspector shall be due and payable upon the publication of the audit. Any such costs not paid within ninety (90) days of the date of publication shall incur a penalty of Ten Dollars ($10) per day for each day from the date of publication.

Title 74, Chapter 8, Section 213. Examination of Public Institutions-Quality Control Reviews-Special Audits.

A. It shall be the duty of the State Auditor and Inspector to examine and report upon the books and financial accounts of the public, educational, charitable, penal and reformatory institutions belonging to the state; to prescribe and enforce correct methods of keeping financial accounts of the state institutions and instruct the proper officers thereof in the performance of their duties concerning the same; to examine the books and accounts of all public institutions under the control of the state at least once each year. Any officer of such public, educational, charitable, penal and reformatory institutions who shall refuse or willfully neglect to comply with such direction of the State Auditor and Inspector within a reasonable time shall be guilty of a misdemeanor.

B. Each board of regents of institutions in The Oklahoma State System of Higher Education shall require a quality control review of the internal audit function required pursuant to subsection D of Section 3909 of Title 70 of the Oklahoma Statutes for each institution under its governance at least once every three (3) years. This review shall be in accordance with the "Quality Assurance Review Manual for Internal Auditing" developed by the Institute of Internal Auditors or any successor organization thereto. A copy of the report on the quality control review shall be filed with the State Auditor and Inspector.

C. 1. The State Auditor and Inspector shall perform a special audit on elementary, independent, and technology center school districts upon receiving a written request to do so by any of the following: the Governor, Attorney General, President Pro Tempore of the Senate, Speaker of the House of Representatives, State Board of Education, or the elementary, independent, or technology center school district board of education.

2. The State Auditor and Inspector shall perform a special audit on any institution of higher education within The Oklahoma State System of Higher Education whenever the State Auditor and Inspector deems it appropriate or upon receiving a written request to do so by any of the following: the Governor, the Attorney General, the President Pro Tempore of the Senate, the Speaker of the House of Representatives, the governing board of the institution of higher education, or the president of the institution of higher education.

3. The special audit shall include, but not necessarily be limited to, a compliance audit. Such audits shall be designed to review items for management's compliance with statutes, rules, policies and internal control procedures or other items applicable to each entity. The costs of any such audit shall be borne by the audited entity and may be defrayed, in whole or in part, by any federal funds available for that purpose.

D. In addition to any special audit conducted by the State Auditor and Inspector as provided for in subsection C of this section, the State Auditor and Inspector shall, contingent upon the availability of funding, perform a special audit, without notice, on not more than four common school districts each year. The special audit shall be in a form as determined by the State Auditor and Inspector.

E. The State Auditor and Inspector shall perform a special audit without notice on the office of any district attorney or on any division of the Department of Corrections upon receiving a written request to do so by any of the following: the Governor, the Attorney General, or joint request of the President Pro Tempore of the Senate and the Speaker of the House of Representatives. The State Auditor and Inspector shall perform a special audit without notice on any penal institution, corrections program, contract for service or prison bed space provided to the Department of Corrections, or any program administered by a district attorney's office or staff of such office whenever the State Auditor and Inspector deems it appropriate or upon receiving a written request to do so by any of the following: the Governor, the Attorney General, or joint request of the President Pro Tempore of the Senate and the Speaker of the House of Representatives. The special audit shall include, but not necessarily be

limited to, a compliance audit. Such audits shall be designed to review items for compliance with statutes, rules, policies and internal control procedures or other items applicable to each entity. The costs of any such audit shall be paid by the state agency and may be defrayed, in whole or in part, by any federal funds available for that purpose through any audited program.

Title 74, Chapter 8, Section 227.8. Payments for Services by State Agencies-Agreements-Deposits.

Notwithstanding the provisions of any other law, any state agency, board, commission, city or town, common school, technology center school, county, institution of higher education, public trust or political subdivision of the state may enter into agreements with the State Auditor and Inspector to perform audits, investigative or consultant services and the entity shall pay the State Auditor and Inspector for the services. Payments made by such entity shall be deposited in the State Treasury to the credit of the State Auditor and Inspector Revolving Fund created by Section 227.9 of this title. Expenses incurred in auditing such books and accounts, including compensation of necessary personnel, including consultants, or causing the books and accounts to be audited, shall be paid by the entity in the same manner as now provided by law for other disbursements.

OAC 210:25-5-5. Auditing.

(a) The statutes of the state of Oklahoma require the board of education of each school district to cause an annual audit of the district's financial activity. The audit must be made in accordance with State Statutes, State Board of Education Regulations and Federal Office of Management and Budget (OMB) Circular A-133. Audits may be performed only by those auditors possessing basic legal qualifications and admitted to the list of auditors approved by the State Auditor and Inspector (SA&I). The SA&I has the option to deny the following year's application of any auditor or audit firm for noncompliance with the "School Audit Law." The auditor or audit firm may make application to be included on the approved list of auditors after one year's suspension. The SA&I shall examine each audit report and demand corrections of any existing deficiencies. It is mandatory that State Aid payments be withheld during noncompliance with the "School Audit Law" at 70 O.S. § 22-101 et seq.

(b) Auditing is process of examining documents, reports, systems of internal control, accounting and financial procedures, and other evidence to ascertain:

(1) That the statements prepared from the accounts present fairly the financial position and results of financial operations of each of the school's funds;

(2) That the school administration has properly complied with statutory requirements and the rules and regulations of the State Board of Education in the conduct of its financial transactions;

(3) That the school's financial transactions have been conducted with mathematical accuracy and have been properly recorded;

(4) That the school has complied with the terms of grants and special agreements;

(5) That adequate stewardship has been exercised by the school board, its officers and employees in the conduct of their duties in the administration of school assets.

(c) The audit must encompass all of the school district's funds. The requirements in (b) of this section form the basis for the reporting of the school's general, special revenue, capital projects, and debt service funds. School activity funds, including school lunch funds, and other trust or fiduciary funds must also be included in the audit report.

(d) The accounting principles by which all audits will be performed are as follows:

(1) The school district's accounting system must conform with the laws of the State of Oklahoma and the rules and regulations of the State Board of Education.

(2) The school district's accounting system shall make it possible to demonstrate compliance with legal provisions.

(3) The school district's accounting system shall clearly reflect the financial operations of the school district.

(4) If accounting principles, procedures, or standards conflict with legal or regulatory provisions, the legal or regulatory provisions shall take precedence.

(5) The accounting system shall be kept in the manner prescribed by the State Board of Education or in the manner of an accounting system approved by the State Board of Education.

(6) The school district shall establish the funds prescribed or authorized by law and necessitated by sound financial judgment. The classification of funds shall be faithfully followed in the Estimate of Needs, Accounting System and Financial Reports.

(7) A complete self-balancing group of accounts shall be established for each fund. Each such group will include all the accounts necessary to set forth the financial operations of the fund and to reflect compliance with legal and regulatory provisions.

(8) If a fixed asset fund is maintained, the accounts shall be kept on the basis of original cost, or the estimated cost if the original cost is not available, or in the case of gifts, the appraised value at the time received.

(9) The accounting system shall provide for budgetary control for both revenues and expenditures, and the financial statements will reflect, among other things, budgetary information.

(10) The accounts, except activity funds, shall be maintained on a modified cash basis in accordance with the laws of the state of Oklahoma or a school district may elect to file an application with the State Board of Education to convert to Generally Accepted Accounting Principles (GAAP) accounting. The State Board of Education will approve or reject the application based on the district's ability to implement the practice.

(11) Revenue and expenditures shall be classified in accordance with State Board of Education regulations in order to provide uniform accounting and consistent statistics.

(12) A cost accounting system is required. Cost accounting is in addition to a required financial accounting system, however, and must not be allowed to interfere with its uniform application. Although depreciation is not included in a required accounting system, it should be considered in determining unit cost when a cost accounting system is used.

(13) A common terminology and classification based upon that prescribed by State Board of Education rules and regulations, shall be used consistently throughout the estimate of needs, accounts, and financial reports.

(e) Primary audit procedures will consist of the following:

(1) Each Local Educational Agency (LEA) will engage an independent auditor, approved by the Oklahoma State Auditor and Inspector, to examine its financial statements. Each LEA superintendent shall notify the State Board of Education, prior to the end of the fiscal year to be audited, of the independent auditor who has been engaged to conduct the audit.

(2) Where there are differences in state and federal standards due to the statutory and regulatory requirements in both levels of government, the LEA and the auditor will examine and adhere to both in order to be in total compliance.

(3) The Oklahoma State Department of Education will establish and maintain a monitoring system to assure that federal audit requirements are met. The Oklahoma State Department of Education will review each, A-133 audit report and notify the appropriate federal program administrator of any deficiencies reported by the independent auditor regarding federal programs. The administrator will implement the procedures deemed necessary to resolve the exceptions noted by the auditor. The final result of the action taken will be filed with the audit report no later than 90 days after the program administrator has been advised of the auditor's findings.

(4) The State Board of Education may make inquiries and request additional documentation and response related to exceptions, recommendations or comments noted by an auditor.

(f) Audit report requirements are as follows:

(1) Audit reports may be presented in the following formats:

(A) Schools which have obtained prior approval from the State Board of Education to use generally accepted accounting principles (GAAP), must use a straight GAAP Governmental Accounting Standards Board (GASB) No. 34 compliant presentation.

(B) Schools using the regulatory basis of accounting as defined by Oklahoma Statutes may use GASB 34 compliant audit report presentations.

(C) Schools using the regulatory basis of accounting as defined by Oklahoma Statutes may use another comprehensive basis of accounting as prescribed by the Oklahoma State Department of Education. An example of a school district single audit report presented in conformity with another comprehensive basis of accounting as prescribed by the Oklahoma State Department of Education is available in the Financial Accounting Section, State Department of Education. Schools need only present the funds and

note disclosures that apply to the specific district. The example is not intended to take precedence over professional reporting standards and requirements.

(2) Informational statements will specify:

(A) Board members and officers

(B) Statutory bonds

(C) Other fidelity or honesty bonds

(D) Insurance coverage

(E) Other desirable statements

(3) Size of audit report will conform to the specified dimensions:

(A) Length = Maximum, 11"

(B) Width = Maximum, 8 1/2"

(4) Each audit report shall be presented to and reviewed with the local board of education in a public meeting as required by law. Each audit report must contain a signed Acknowledgement Page on a form supplied by the State Department of Education. The Acknowledgement Page will verify the date the audit was reviewed with the local school board as well as the school board's acknowledgement that, as the governing body of the district responsible for the district's financial and compliance operations the audit findings and exceptions have been presented to them.

(g) Requirements specific to federal programs must be included in each audit.

(1) Federal regulations (OMB Circular A-133, and Compliance Supplement) require a financial and compliance audit of programs receiving federal funds. These regulations (in accordance with P.L. 98-502) ensure that audits be made on an organizationwide basis rather than a grant-by-grant basis and according to the standards and procedures expressed therein. The Oklahoma State Department of Education shall serve as the recipient agency for A-133 purposes for the local educational agencies. Overclaim assessments may be levied where necessary when there has been a lack of compliance and treated as a current expenditure.

(2) This rule and the adoption of the standards and regulations for audits of local boards of education does not limit the authority of federal or state agencies to make audits of programs in the local educational agencies, and is in keeping with OMB Circular A-133. Some state and local governmental units in Oklahoma prepare their financial statements in conformity with a comprehensive basis of accounting other than generally accepted accounting principles. A-133 does not prohibit such practice; nonetheless, it requires, as do generally accepted auditing standards, that auditors state in their report the departures from generally accepted accounting principles. However, any additional audit work must build on the work already done.

(3) The auditor should clearly understand that A-133 audits require the expression of opinions and inclusion of comments in audit reports which go beyond the standard opinions and comments usually presented. Specifically, the audit report shall include:

(A) Financial statements, including footnotes, of the recipient organization.

(B) The auditors' comments on the financial statements which should:

(i) Identify the statements examined, and the period covered.

(ii) Identify the various programs under which the organization received federal funds, and the amount of the awards received.

(iii) Identify by a schedule showing receipts and disbursements for each grant program.

(iv) State that the audit was done in accordance with the "General Accounting Office Standards for Audit of Governmental Organizations, Programs, Activities, and Functions," the "Guidelines for Financial and Compliance Audits of Federally Assisted Programs," any compliance supplements approved by OMB, and generally accepted auditing standards established by the American Institute of Certified Public Accountants.

(v) Express an opinion as to whether the financial statements are fairly presented in accordance with generally accepted accounting principles. If an unqualified opinion cannot be expressed, state the nature of the qualification.

(C) The auditors' comments on compliance and internal control should:

(i) Include comments on weaknesses in and noncompliance with the systems of internal control, separately identifying material weaknesses.

(ii) Identify the nature and impact of any noted instances of noncompliance with the terms of agreements and those provisions of federal law or regulations that could have a material effect on the financial statements and reports.

(iii) Contain an expression of positive assurance with respect to compliance with requirements for tested items, and negative assurance for untested items.

(D) Comments on the accuracy and completeness of financial reports and claims submitted to state or federal agencies for federal fund advances or reimbursements.

(E) Comments on corrective action taken or planned by the recipient.

(F) Comments as to whether the indirect cost rates are appropriately calculated and applied.

(4) These requirements are common to nearly all state and local funds and federal programs:

(A) Funds disbursed by other governments were received and properly identified.

(B) Interest earned on idle funds was credited to the proper funds.

(C) Unexpended funds or unearned federal funds advanced or overpaid were correctly accounted for.

(D) A system of encumbrance accounting was maintained which reported the amount obligated, disbursed, remaining unobligated balance, and outstanding unliquidated obligations for each fund and program.

(E) Obligations reported were actually incurred during the fiscal year or approved program period, and, upon liquidation, were properly adjusted.

(F) Payments reported: Were actually made to the vendors, contractors and employees; were supported by adequate evidence of delivery of goods or performance of services; and conformed to applicable laws and regulations, including procurement requirements.

(G) Refunds, discount, etc., were properly applied as reductions of the gross expenditures of the specific funds or programs.

(H) Costs, direct and indirect, were correctly prorated to the proper funds or programs.

(I) The same expenditure was not claimed under more than one program or reported as an expenditure for two fiscal or program years.

(J) Inventory requirements for materials and equipment purchased with federal funds were maintained.

[**Source:** Added at 8 Ok Reg 3095, eff 7-15-91 (emergency); Added at 9 Ok Reg 1805, eff 5-26-92; Amended at 18 Ok Reg 3426, eff 6-26-01 (emergency); Amended at 19 Ok Reg 977, eff 5-13-02; Amended at 22 Ok Reg 1849, eff 6-25-05; Amended at 29 Ok Reg 1596, eff 7-12-12]

Uniform Grants Guidance (UGG) 2 CFR Part 200 Subpart F Audit Requirements.

A non-Federal entity that expends $750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part. (for audit period ending after December 26, 2014)

Code of Federal Regulations (CFR) 3052.320 (A) General.

The audit shall be completed and the data collection form described in paragraph (b) of this section and reporting package described in paragraph (c) of this section shall be submitted within the earlier of 30 days after receipt of the auditor's report(s) or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audit.

CAPITAL EXPENDITURES – NONCAPITAL EXPENDITURES

Title 70, Chapter 1, Section 1-117. Definition of General Fund of School District - Capital Expenditures – Noncapital

A. The general fund of any school district is hereby defined as a current expense fund and shall consist of all revenue or monies that can legally be expended within a certain specified fiscal year, but shall not be considered as including any money derived from a special building fund levy made in accordance with the provisions of Section 10 of Article X of the Oklahoma Constitution, nor shall it include any monies derived from the sale of bonds issued under the provisions of Section 26 of Article X of the Oklahoma Constitution. All monies derived from the proceeds of the school levies made pursuant to the provisions of Section 9 of Article X of the Oklahoma Constitution shall be placed in the general fund provided by this section. Expenditures from the general fund shall be noncapital in nature. All monies derived from state-dedicated revenue, state-appropriated revenue unless otherwise provided for by law, and county sources shall be placed in the general fund provided for by this section. Except as provided for in subsections K and L of this section, a district shall not be authorized to make capital expenditures as defined by this section from the general fund.

B. For purposes of this section, state-dedicated revenue shall be any registration or license fees, taxes, or penalties collected at the state level and distributed to common school districts. County sources shall be all funds collected by the county and distributed to common school districts but shall not include any funds derived from the building fund levy made in accordance with the provisions of Section 10 of Article X of the Oklahoma Constitution or funds derived from the sinking fund levy made in accordance with the provisions of Section 26 of Article X of the Oklahoma Constitution.

C. For the purposes of this section, a capital expenditure shall be an expenditure which results in the acquisition of fixed assets or additions to fixed assets. Capital expenditures shall include, but shall not be limited to, purchases of land or existing buildings, purchases of real property, improvements of grounds and sites for construction purposes, all expenditures for construction of buildings unless authorized by the State Board of Education or the State Board of Career and Technology Education upon application to the appropriate state board pursuant to subsection F of this section, additions to buildings, remodeling of buildings if such remodeling involves changes to roof structures or load-bearing walls, professional services, salaries and expenses of architects and engineers hired or assigned to capital projects except for such services, salaries and expenses as are applicable in preparation for a bond issue, expenditures for the initial installation and extension of service systems and built-in heat or air equipment to existing buildings, expenditures for the replacement of a building which has been destroyed, installments and lease payments on property, including interest, that have a terminal date and result in the acquisition of property, and expenditures for preliminary studies made prior to the time that authority to proceed with a construction project is given if authority is received within the same fiscal year that the expenditure was made.

D. Noncapital expenditures shall include, but shall not be limited to expenditures for maintenance, repair and replacement of property and equipment, initial or additional purchases of furniture and equipment, direct expenses for maintenance of plant, including grounds, salaries for maintenance of plant, including salaries for the upkeep of grounds, and repair and replacement of building structures which do not add to existing facilities and which do not involve changes in roof structures or load-bearing walls and which are not classified as a capital expenditure by this section.

E. The State Board of Education shall adopt and amend regulations regarding the classification, definition and financial administration of funds, accounts and expenditures in accordance with the requirements of this section.

F. A school district shall be authorized to make capital expenditures from the general fund to defray the cost of rebuilding a school building only if a school building or facility has been destroyed by a fire or natural disaster, such as flood, tornado or other act of God, or by an act of a public enemy of the United States or this state and monies received by the district through insurance coverage, federal reimbursement, contributions and allocation from the State Board of Education from the State Public Common School Building Equalization Fund are insufficient to rebuild the facility. Capital expenditures from the general fund pursuant to this subsection shall be limited to an amount necessary to defray the cost of rebuilding the facility which exceeds monies received by the school district through insurance, federal reimbursement, contributions and state allocations.

G. Schools which receive gifts or donations or state-appropriated monies for the purpose of capital expenditures or projects shall place such monies in the building fund, as provided by Section 1-118 of this title, and not in the general fund. School districts which receive gifts, grants, or donations of monies for noncapital expenditures may place the monies in the general fund, and such monies shall not be required to be used during the year in which the money was received but may accumulate from year to year and shall not be considered a part of the general

fund collections when calculating the general fund carryover as provided for in subsection G of Section 18-200.1 of this title.

H. School districts which receive monies from rental, sale, or lease of buildings, impact aid monies, or grants, gifts or donations for capital purposes, whether from state, federal, or other sources, may place such monies in the building fund authorized by Section 1-118 of this title or the general fund authorized by this section.

I. Any construction of a building included as a capital expenditure from the general fund of a school district which is authorized and has had a contractual agreement concerning such construction executed prior to July 1, 1991, may be proceeded with and completed as authorized prior to July 1, 1991, as a capital expenditure from such general fund.

J. School districts receiving revenues authorized by Section 9B of Article X of the Oklahoma Constitution shall be authorized to make capital expenditures from the general revenue fund no greater than the amount levied by the incentive millage.

K. Upon the approval of the State Board of Education, a school district shall be authorized to make capital expenditures as defined in this section from its general fund if:

1. A bond issue has been rejected at an election by the school district electors voting on that question within the current school year, as certified by the secretary of the county election board; or

2. The school district has voted indebtedness at any time within the preceding three (3) school years through the issuance of bonds or through approval by voters of issuance of new bonds for more than eighty-five percent (85%) of the maximum allowable pursuant to the provisions of Section 26 of Article X of the Oklahoma Constitution as shown on the school district budget filed with the State Board of Equalization for the current school year and certifications by the Attorney General prior to April 1 of the current school year. The State Board of Education shall establish the rules to administer the provisions of this subsection which shall include, but not be limited to, specification of a maximum amount of general fund monies to be used for capital expenditures, the purposes for which such funds may be expended and the period of time in which such funds shall be encumbered.

L. Other provisions of this section notwithstanding, a school district shall be authorized to make capital expenditures from the general fund if the total assessed property valuation per average daily attendance is less than sixty percent (60%) of the state average total assessed property valuation per average daily attendance and if, for each year in which general fund revenue is used for capital expenditures, the district has voted the five-mill building fund levy authorized in Section 10 of Article X of the Oklahoma Constitution and has voted indebtedness through the issuance of new bonds for at least eighty-five percent (85%) within the last three (3) years of the maximum allowable pursuant to the provisions of Section 26 of Article X of the Oklahoma Constitution as shown on the school district budget filed with the State Board of Equalization for the current school year and certifications by the Attorney General prior to April 1 of the school year. Provided, the maximum amount of general fund revenue used for capital expenditures pursuant to this subsection shall not exceed five percent (5%) of the total yearly revenue to the general fund. Said fund may not be used for capital expenditures for more than five (5) consecutive years and may only be utilized for remodeling or construction of classroom facilities and such ancillary facilities to said classrooms as may be necessary. Provided, further, the State Superintendent of Public Instruction shall certify in writing, prior to the expenditure of the funds for which provision is made in this subsection, that such expenditures are in compliance with the provisions of this subsection.

Case law provides that a debt is incurred as contemplated by Article X, § 26 of the Oklahoma Constitution when bonds are voted on, issued, approved and delivered; therefore, voters may authorize an amount of bonded indebtedness in excess of then percent (10%) of assessed valuation. Bonded indebtedness may, however, only be incurred up to the constitutional limit. *April 5, 2002 (2002 OK AG 14)*

Title 62 O.S. 2001, §§ 399 and 400 sets forth the specific method by which a public school can issue bonded indebtedness and the specific method, using the sinking fund of the school district, to retire bonded indebtedness. Bonded indebtedness represents long-term debt. The Legislature limits the use of the general revenue fund to expenditures for the current fiscal year. Therefore, the general fund may not be used to pay off bonded indebtedness. Neither the general revenue fund operating account nor the general revenue fund investment account may be used as a substitute for the statutory process to retire bonded indebtedness. *April 5, 2002 (2002 OK AG 14)*

GENERAL FUND CARRYOVER PENALTY

Title 70, Chapter 1, Section 18-200.1.

G. 1. Notwithstanding the provisions of Section 18-112.2 of this title, a school district shall have its State Aid reduced by an amount equal to the amount of carryover in the general fund of the district as of June 30 of the preceding year, that is in excess of the following standards for two (2) consecutive years."

2. By February 1 the State Department of Education shall send by certified mail, with return receipt requested, to each School District Superintendent, Auditor and Regional Accreditation Officer a notice of and calculation sheet reflecting the general fund balance penalty to be assessed against that school district. Calculation of the general fund balance penalty shall not include federal revenue. Within thirty (30) days of receipt of this written notice the school district shall submit to the Department a written reply either accepting or protesting the penalty to be assessed against the district. If protesting, the school district shall submit with its reply the reasons for rejecting the calculations and documentation supporting those reasons. The Department shall review all school district penalty protest documentation and notify each district by March 15 of its finding and the final penalty to be assessed to each district. General fund balance penalties shall be assessed to all school districts by April 1.

3. Any school district which receives proceeds from a tax settlement or a Federal Emergency Management Agency settlement during the last two (2) months of the preceding fiscal year shall be exempt from the penalties assessed in this subsection, if the penalty would occur solely as a result of receiving funds from the tax settlement.

4. Any school district which receives an increase in State Aid because of a change in Foundation and/or Salary Incentive Aid factors during the last two (2) months of the preceding fiscal year shall be exempt from the penalties assessed in this subsection, if the penalty would occur solely as a result of receiving funds from the increase in State Aid.

5. If a school district does not receive Foundation and/or Salary Incentive Aid during the preceding fiscal year, the State Board of Education may waive the penalty assessed in this subsection if the penalty would result in a loss of more than forty percent (40%) of the remaining State Aid to be allocated to the school district between April 1 and the remainder of the school year and if the Board determines the penalty will cause the school district not to meet remaining financial obligations.

6. Any school district which receives gross production revenue apportionment during the 2002-2003 school year or in any subsequent school year that is greater than the gross production revenue apportionment of the preceding school year shall be exempt from the penalty assessed in this subsection, if the penalty would occur solely as a result of the gross production revenue apportionment, as determined by the State Board of Education.

7. Beginning July 1, 2003, school districts that participate in consolidation or annexation pursuant to the provisions of the Oklahoma School Voluntary Consolidation and Annexation Act shall be exempt from the penalty assessed in this subsection for the school year in which the consolidation or annexation occurs and for the next three (3) fiscal years.

8. Any school district which receives proceeds from a sales tax levied by a municipality pursuant to Section 22-159 of Title 11 of the Oklahoma Statutes or proceeds from a sales tax levied by a county pursuant to Section 1370 of Title 68 of the Oklahoma Statutes during the 2003-2004 school year or the 2004-2005 school year shall be exempt from the penalties assessed in this subsection, if the penalty would occur solely as a result of receiving funds from the sales tax levy.

9. For purposes of calculating the general fund balance penalty, the terms "carryover" and "general fund balance" shall not include federal revenue.

CALCULATION FOR PRIOR YEAR'S GENERAL FUND BALANCE

Any penalty assessed for excessive general fund carryover will be determined by using data extracted from a school district's Web-based data collection filed with the State Department of Education (Financial Accounting/Oklahoma Cost Accounting System [OCAS]) and crosschecked with the Estimate of Needs filed with the State Board of Equalization and the Financial Accounting/OCAS Section of the State Department of Education. (Examples of the calculation for determining the maximum allowable amount of General Fund Carryover follow.)

In the **"General Fund Balance (GFB) Example Number 1"** on the following pages, the GENERAL FUND NEW COLLECTIONS to be considered for the carryover penalty calculation are $1,593,631. The General Fund Balance Allowable percentage is 35 percent (35%). Therefore, the allowable amount of carryover is $557,771. The actual amount of the school district's general fund carryover (Line C) is $327,399. The example district is well within the allowable amount of $557,771. No penalty will result.

However, if the actual amount of the school district's general fund carryover (Line C) had exceeded the allowable amount (as in "**GFB Example Number 2"**), **deduct Federal Revenue and Gifts, Donations, and Endowments** received during the 2013-14 school year (Sources of Revenue: 4000 Series, 1610, and 1640). Next, deduct any of the following exclusions that are applicable to your school district (see following paragraphs.) If a balance remains, a State Aid penalty would result.

(Please refer to the worksheet on next two pages.)

2015-16 Estimate of Needs and 2014-15 Financial Statement for General Fund

	Schedule 2--Revenue and Expenditures	EXAMPLE	YOUR DISTRICT
	Add REVENUE:		
A	Cash Balance as of June 30, 2014	$ 155,844.00	
	(Source of Revenue 6110)		
	Fund Balance Transferred from Prior Years	$ 3,155.90	
	(Sources of Revenue 6130, 6140)		
	Current Ad Valorem Tax Apportioned	$ 231,645.85	
	(Source of Revenue 1110)		
	Miscellaneous Revenue Apportioned	$ 1,353,829.25	
	(All other Revenue Sources [Excluding 1610 and 1640])		
	Return of Assets	$ 5,000.00	
	(Sources of Revenue 5150, 5160, 5190, 6200)		
B	**TOTAL REVENUE**	**$ 1,749,475.00**	
	Subtract REQUIREMENTS (EXPENDITURES):		
	Warrants Issued and Transfer Fees	$ (1,300,062.00)	
	Reserves (Encumbrances)	$ (122,014.00)	
	Interest Paid on Warrants (Object 833)	$ -	
	Reserve for Interest on Warrants (Encumbrances, Object 832)	$ -	
	TOTAL EXPENDITURES	**$ (1,422,076.00)**	
C	**Equals FUND BALANCE** (from Estimate of Needs Balance Sheet 6-30-15)	**$ 327,399.00**	
	Determine your district's TOTAL NEW COLLECTIONS as reported on the 2014-15 Est. of Needs and by OCAS: (per 70 O.S. § 18-200.1):		
	Total Revenue (Line B)	$ 1,749,475.00	
	Minus Cash Balance as of June 30, 2015 (Line A)	$ (155,844.00)	
D	**TOTAL NEW COLLECTIONS FOR YOUR SCHOOL DISTRICT**	**$ 1,593,631.00**	
E	Based on the TOTAL NEW COLLECTIONS calculated, determine your school district's ALLOWABLE CARRYOVER AMOUNT from the following sliding scale:		

Total Amount of General Fund Collections Excluding Previous Year Cash Surplus as of June 30	Amount of General Fund Balance (GFB) Allowable
Less than $1,000,000	**40%**
$1,000,000 to $2,999,999	**35%**
$3,000,000 to $3,999,999	**30%**
$4,000,000 to $4,999,999	**25%**
$5,000,000 to $5,999,999	**20%**
$6,000,000 to $7,999,999	**18%**
$8,000,000 to $9,999,999	**16%**
$10,000,000 or more	**14%**

See examples below

		EXAMPLE	YOUR DISTRICT
	TOTAL NEW COLLECTIONS FOR YOUR SCHOOL DISTRICT	**$ 1,593,631.00**	
	GFB EXAMPLE NUMBER 1 (District is within allowable percentage):		
F	**The amount of allowable GFB carryover for this example would be 35%:**	**$ 557,771.00**	
	([Line D] $1,593,631 x 35% = $557,771)		
G	Subtract Fund Balance (Line C)	**$ (327,399.00)**	
	Note: This example district has NOT exceeded the allowable carryover (Line F).		
	GFB EXAMPLE NUMBER 2 (District exceeds allowable percentage):		
	Amount of allowable GFB carryover at 35%:	$ 557,771.00	
	IF the amount of Fund Balance on Line C was $657,399:	$ (657,399.00)	
	Amount of General Fund Balance Penalty BEFORE any deductions/exclusions:	**$ (99,628.00)**	
	District exceeds GFB allowable by:	**$ 99,628.00**	
	1. Subtract/exclude ***Federal Revenue and Gifts/Donations/Endowments*** for 2014-15 (Sources of Revenue: 4000 Series, 1610, and 1640):	$ (50,000.00)	
	IF APPLICABLE, apply EXCLUSIONS in law (see preceding pages):		
	2. Subtract "FEMA" exclusion:	$ -	
	3. Subtract "Change in State Aid Factors" exclusion:	$ (200.00)	
	4. Subtract "Gross Production" exclusion:	$ (24,000.00)	
	5. Subtract "Sales Tax Levied by Municipality" exclusion (11 O.S. 22-159):	$ (25,000.00)	
	IF APPLICABLE, other exclusions may apply (see exclusion verbiage on preceding pages):		
	6. Annexation or Consolidation exclusion:		
	7. Decision of State Board of Education--District does not receive Foundation Aid and/or Salary Incentive Aid; loss of more than 40% of remaining State Aid:		
H	**AMOUNT OF APPROXIMATE GENERAL FUND BALANCE PENALTY:**	**$ 428.00**	

Note: Legislation in 70 O.S. § 18-200.1 allows a school district to exceed the allowable percentage of carryover for two (2) consecutive years before a General Fund Balance penalty is assessed. However, we encourage you to annually keep your carryover amount within the allowable percentage in law.

If calculating the General Fund Balance penalty for the 2014-15 school year (ending June 30, 2015), increase the examples' detailed information by one (1) year.

PUBLIC COMPETITIVE BIDDING ACT

Title 61, Section 101. (Short Title) Public Competitive Bidding Act of 1974.

This act shall be known and may be cited as the "Public Competitive Bidding Act of 1974." **(61-101)**

A public construction contract entered into between an Oklahoma public school and an out-of-state purchasing cooperative that does not comply with the specific terms of Oklahoma's Public Competitive Bidding Act of 1974 does not satisfy Oklahoma law, even if it follows that state's competitive bidding procedures. The existence of an interlocal agreement between the school and the purchasing cooperative pursuant to the Oklahoma Interlocal Cooperation Act, 74 O.S.2001, §§ 1001 - 1008**,** does not exempt a school from compliance with the Public Competitive Bidding Act of 1974. *December 19, 2008 (2008 OK AG 33)*

> Public Competitive Bidding Act does not apply to the awarding of a contract that exceeds fifty thousand dollars by a school district for routine janitorial and cleaning service at its public buildings, because such services do not constitute performing maintenance. *March 4, 2008 (AG Op. No. 08-3)*
>
> Vocational and technical school boards of education are not required to solicit competitive bids on contracts for supplies and materials; however, if the contract exceeds a value of $500, the contract must be in writing. *November 3, 1981 (AG Op. No. 81-195)*

Title 61, Section 102. Public Competitive Bidding Act of 1974 Definitions.

As used in the Public Competitive Bidding Act of 1974:

1. "Administrator" means the State Construction Administrator of the Construction and Properties Division of the Department of Central Services;
2. "Awarding public agency" means the public agency which solicits and receives sealed bids on a particular public construction contract;
3. "Bidding documents" means the bid notice, instruction to bidders, plans and specifications, bidding form, bidding instructions, general conditions, special conditions and all other written instruments prepared by or on behalf of an awarding public agency for use by prospective bidders on a public construction contract;
4. "Chief administrative officer" means an individual responsible for directing the administration of a public agency. The term does not mean one or all of the individuals that make policy for a public agency;
5. "Public agency" means the state of Oklahoma, and any county, city, town, school district or other political subdivision of the state, any public trust, any public entity specifically created by the statutes of the state of Oklahoma or as a result of statutory authorization therefore, and any department, agency, board, bureau, commission, committee or authority of any of the foregoing public entities;
6. "Public construction contract" or "contract" means any contract, exceeding Fifty Thousand Dollars ($50,000) in amount, awarded by any public agency for the purpose of making any public improvements or constructing any public building or making repairs to or performing maintenance on the same except where the improvements, construction of any building or repairs to the same are improvements or buildings leased to a person or other legal entity exclusively for private and not for public use and no public tax revenues shall be expended on or for the contract unless the public tax revenues used for the project are authorized by a majority of the voters of the applicable public agency voting at an election held for that purpose and the public tax revenues do not exceed twenty-five percent (25%) of the total project cost. The amount of public tax dollars committed to the project will not exceed a fixed amount established by resolution of the governing body prior to or concurrent with approval of the project;
7. "Public improvement" means any beneficial or valuable change or addition, betterment, enhancement or amelioration of or upon any real property, or interest therein, belonging to a public agency, intended to enhance its value, beauty or utility or to adapt it to new or further purposes. The term does not include the direct purchase of materials, equipment or supplies by a public agency, or any personal property as defined in paragraphs 1 and 4 subsection B of Section 430.1 of Title 62 of the Oklahoma Statutes;
8. "Purchasing cooperative" means an association of public entities working together to provide leverage in achieving best value and/or the best terms in contracts awarded through a competitive bidding process; and
9. "Retainage" means the difference between the amount earned by the contractor on a public construction contract, with the work being accepted by the public agency, and the amount paid on said contract by the public agency. (61-102)

A school district must comply with the requirements of the Public Competitive Bidding Act in a purchase contract for a retrofit metal roof if the cost exceeds $25,000.00. March 31, 2005 (AG Op. No. 05-12)

"Construction", for purposes of Public Competitive Bidding Act means to put together in proper place and order constituent parts and materials used. Carpet City, Inc. v. Stillwater Municipal Hospital Authority, 536 P.2d 335 (Okla. 1975)

Carpet, installation, or carpet and installation to be secured to subfloors in construction of public trust facility would become "part of the realty"; contract for such carpet, installation, or carpet and installation was subject to provisions of Public Competitive Bidding Act. Carpet City, Inc. v. Stillwater Municipal Hospital Authority, 536 P.2d 335 (Okla. 1975)

Title 61, Section 103. Competitive Bidding Required.

A. Unless otherwise provided by law, all public construction contracts exceeding Fifty Thousand Dollars ($50,000.00) shall be let and awarded to the lowest responsible bidder, by open competitive bidding after solicitation for sealed bids, in accordance with the provisions of the Public Competitive Bidding Act of 1974. No work shall be commenced until a written contract is executed and all required bonds and insurance have been provided by the contractor to the awarding public agency.

B. Except as provided in subsection D of this section, other construction contracts for the purpose of making any public improvements or constructing any public building or making repairs to the same for Fifty Thousand Dollars ($50,000.00) or less shall be let and awarded to the lowest responsible bidder by receipt of written bids or awarded on the basis of competitive quotes to the lowest responsible qualified contractor. Work may be commenced in accordance with the purchasing policies of the public agency.

C. Except as provided in subsection D of this section, other construction contracts for less than Five Thousand Dollars ($5,000.00) may be negotiated with a qualified contractor. Work may be commenced in accordance with the purchasing policies of the public agency.

D. The provisions of this subsection shall apply to public construction for minor maintenance or minor repair work to public school district property. Other construction contracts for less than Twenty-five Thousand Dollars ($25,000.00) may be negotiated with a qualified contractor. Construction contracts equal to or greater than Twenty-five Thousand Dollars ($25,000.00) but less than Fifty Thousand Dollars ($50,000.00) shall be let and awarded to the lowest responsible bidder by receipt of written bids. No work shall be commenced on any construction contract until a written contract is executed and proof of insurance has been provided by the contractor to the awarding public agency.

E. The Construction and Properties Division of the Office of Management and Enterprise Services may award contracts using best value competitive proposals. As used in this subsection, "best value" means an optional contract award system which can evaluate and rank submitted competitive performance proposals to identify the proposal with the greatest value to the state. The Office of Management and Enterprise Services, pursuant to the Administrative Procedures Act, shall promulgate rules necessary to implement the provisions of this subsection.

F. 1. A public agency shall not let or award a public construction contract exceeding Fifty Thousand Dollars ($50,000.00) to any contractor affiliated with a purchasing cooperative unless the purchasing cooperative and the contractor have complied with all of the provisions of the Competitive Bidding Act of 1974, including but not limited to open competitive bidding after solicitation for sealed bids. A public agency shall not let or award a public construction contract exceeding Five Thousand Dollars ($5,000.00) up to Fifty Thousand Dollars ($50,000.00) to any contractor affiliated with a purchasing cooperative unless the purchasing cooperative and the contractor have complied with all of the provisions of the Public Competitive Bidding Act of 1974, including submission of a written bid upon notice of competitive bidding.

2. A purchasing cooperative and its affiliated contractors shall not be allowed to bid on any public construction contract exceeding Fifty Thousand Dollars ($50,000.00) unless the purchasing cooperative and its affiliated contractors have complied with all of the provisions of the Public Competitive Bidding Act of 1974, including but not limited to open competitive bidding after solicitation for sealed bids. A purchasing cooperative and its affiliated contractors shall not be allowed to bid on any public construction contract exceeding Two Thousand Five Hundred Dollars ($2,500.00) unless the purchasing cooperative and its affiliated contractors have complied with all of the provisions of the Public Competitive Bidding Act of 1974, including submission of a written bid upon notice of open competitive bidding.

Contract for construction management services is a contract for personal services involving professional judgment or scientific knowledge and is not subject to competitive bidding act. *McMaster Constr., Inc. v. Board of Regents of Okla. Colleges, 934 P.2d 335 (Okla. 1997)*

Board cannot consider modification of a bid, after notice and opening time have expired and another bid has been approved. *August 5, 1977 (1977 OK AG 207)*

Title 61, Section 103.4. State Agency and School District Exclusion.

Nothing in the Public Competitive Bidding Act of 1974 shall be construed to prohibit a school district from erecting a building or making improvements on a force account basis. Contracts between a state agency and a school district for the purpose of emergency asbestos abatement shall be exempt from the provisions of the Public Competitive Bidding Act of 1974.

When undertaking a construction project, a school district may complete as much of the work as it chooses on a force account basis. The term "force account" means "the erecting of a building or the making of an improvement on district property by the use of the district's own employees, purchasing its own materials and leasing the necessary equipment all under the supervision of the district." The remainder of the project may be bid as a public construction contract under the applicable provisions of the Public Competitive Bidding Act of 1974. *October 22, 2010 (2010 OK AG 13)*

Board of Education must adhere strictly to Public Competitive Bidding Act of 1974 in awarding contracts for making improvements to school buildings. *January 6, 1982 (1981 OK AG 329)*

The term "force account" means the erecting of a building or the making of an improvement on district property by the use of the district's own employees, purchasing its own materials, and leasing the necessary equipment all under the supervision of the district. *June 4, 1980 (1980 OK AG 108)*

The term "force account" means the purchase of necessary materials, and the employment of necessary workmen, by the school district itself, rather than entering into a contract with a builder or other contractor to construct the building or other improvement. *AG Op. April 21, 1955*

Addition to school building may be constructed from proceeds of bond issue on a force account basis, without a contractor or an architect. *AG Op. August 18, 1954*

Title 61, Section 111. Time for Awarding of Contract.

The awarding of a contract to the lowest responsible bidder or bidders shall be made within thirty (30) days after the opening of bids unless the governing body of the awarding public agency, by formal recorded action and for good cause shown, provides for a reasonable extension of that period, which extension period shall not in any event exceed fifteen (15) days where only state or local funds are involved, or not to exceed ninety (90) days on any award of contract for the construction of a public improvement where funds are utilized which are furnished by an agency of the United States Government. Upon mutual written agreement between the lowest responsible bidder or bidders and the awarding public agency, the Division may extend the contract award period no more than one hundred twenty (120) days from the bid opening date.

Title 61, Section 138. Noncollusion Affidavit Attached to Bid Submitted to School District, County or Municipality.

Any competitive bid submitted pursuant to the Public Competitive Bidding Act of 1974 to a school district, county or municipality for furnishing of goods or services shall be accompanied by the sworn noncollusion statement contained in Section 85.22 of this title, modified in wording to refer to the school district, county or municipality instead of the state.

Title 61, Section 220. Use of Construction Management by Board of Education of School District.

A. Any political subdivision or board of education of a school district may use construction management as a project delivery method for the building, altering, repairing, improving, maintaining or demolishing any structure or appurtenance thereto, or any other improvement to real property owned by that political subdivision or school district. For purposes of this section "construction management" shall be defined as set forth in Section 202 of this title and shall include both agency construction management and at-risk construction management.

B. A political subdivision or school district shall select a construction manager based on the professional qualifications and technical experience of the construction manager. Selection criteria shall include the experience of the candidate, past performance, and certification of the company or individuals within the company of their knowledge of recognized standards of construction, construction management and project management. Only firms recognized as qualified construction managers by the Department of Real Estate Services of the Office of Management and Enterprise Services pursuant to Section 62 of this title, may be considered for selection as a construction manager by a political subdivision or school district.

C. The construction management project delivery method may only be used for public construction contracts when the construction project meets the criteria established by Section 202.1 of this title, except that a political

subdivision or school district shall not be required to obtain permission from the Director of the Office of Management and Enterprise Services.

D. When bids for a public construction project have been received from general contractors pursuant to the Public Competitive Bidding Act of 1974 and the lowest responsible bid is within the awarding agency's available funding, the awarding agency shall not reject all bids and award the project to a construction manager.

E. Construction management contracts, for both agency construction management and at-risk construction management, entered into by a political subdivision or school district pursuant to this section shall not be considered a public construction contract pursuant to Section 102 of Title 61 of the Oklahoma Statutes and shall not be subject to competitive bidding requirements as set forth in the Public Competitive Bidding Act of 1974.

F. All construction contracts or subcontracts for work to be performed for any political subdivision or school district pursuant to a construction management project delivery method shall be awarded in accordance with the provisions of the Public Competitive Bidding Act of 1974. If a construction manager at-risk wishes to self-perform portions of the construction work to be performed, the construction manager at-risk may self-perform portions of the work provided the construction manager at-risk competitively bids the work under the same terms and conditions as the other bidders and the construction manager at-risk is the lowest responsible bidder for the construction subcontract. No work shall commence until the school district executes a written contract and the contractor and subcontractors submit bonds and proofs of insurance as required by the appropriate contract.

A school district is not a construction entity contemplated by the statute to serve as a construction manager, and thus a school district may not use in-house personnel to act as the school district's construction manager. *October 22, 2010 (2010 OK AG 13)*

Title 62, Section 310.9. Invoices of Architects, Contractors, Engineers or Suppliers of Materials of $2000.00 or More - Sworn Statement.

A. Except as provided in subsection B of this section, on every contract entered into by any county, school district, technology center school district or political subdivision of the state for an architect, contractor, engineer or supplier of construction materials of Twenty-five Thousand Dollars ($25,000.00) or more, shall be the following signed statement:

STATE OF OKLAHOMA)
) ss
COUNTY OF _____)

The undersigned (architect, contractor, supplier or engineer), of lawful age, being first duly sworn, on oath says that this contract is true and correct. Affiant further states that the (work, services or materials) will be (completed or supplied) in accordance with the plans, specifications, orders or requests furnished the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer or employee of the State of Oklahoma, any county or local subdivision of the state, of money or any other thing of value to obtain or procure the contract or purchase order.

_____
(Contractor, architect, supplier or engineer)

Attested to before me this _____ day of _____, 19_____.

B. Any county, municipality or school district executing a contract with any architect, contractor, supplier or engineer for construction work, services or materials which are needed on a continual basis from such architect, contractor, supplier or engineer under the terms of such contract, or executing more than one contract during the fiscal year with such architect, contractor, supplier or engineer, may require that the architect, contractor, supplier or engineer complete a signed affidavit as provided for in subsection A of this section which shall apply to all work, services or materials completed or supplied under the terms of the contract or contracts.

Title 74, Section 85.22. Notarized Sworn Statement Attached to Competitive Bid.

Any competitive bid submitted to the State of Oklahoma or contract executed by the state for goods or services in excess of Five Thousand Dollars ($5,000.00) shall contain a certification, which shall be in substantially the following form:

A. For purposes of competitive bids, I certify:

1. I am the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;

2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and

3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:

   a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,

   b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract,

   c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor

   d. to any efforts or offers with state agency or political subdivision officials or others to create a sole brand acquisition or a sole source acquisition in contradiction to Section 2 of this act.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached.

Certified this _____ day of_____ 20__.

FEDERAL COMPLIANCE

OKLAHOMA STATE DEPARTMENT OF EDUCATION

MAINTENANCE OF EFFORT CALCULATION
NO CHILD LEFT BEHIND

Total Expenditures:

Funds 11 through 60 (excluding 12 and 41)
Functions 1000 through 3200 (excluding 1500)
Objects 100 through 899 (excluding 900 series)

Deductions:

Adult Education	Non Federal Expenditure Program 500 Series
Community Services	Non Federal Expenditure Program 600 Series
Capital Outlay	Non Federal Expenditure Object 700 Series
Payment to LEAs	Non Federal Expenditure Object 561
Federal Funds	Expenditure Project: 421-429, 500 -799 plus Cooperative Funds for cooperative members
Student Activities	Sources of Revenue 1800 and 1900 Series

Inputs:

Teacher Retirement	Provided by the Teacher Retirement System (Offset provided by the state)
Career Tech	Provided by the Oklahoma Department of Career Technology Education based on the number of students served.
Co-op Funds	Non Federal Proration Amount for Members of Cooperatives as provided by the LEA of the cooperative.

Current Expenditures:
The amount of local funds to be matched from year to year.

Funds must meet or exceed prior year costs by 90 percent in order to meet Maintenance of Effort.

(The federal government allows three different ways to calculate Maintenance of Effort for No Child Left Behind. Your school district meets Maintenance of Effort on either your average daily attendance [ADA] or your enrollment or expenditures based on the 90 percent rule.)

OKLAHOMA STATE DEPARTMENT OF EDUCATION

MAINTENANCE OF EFFORT CALCULATION
SPECIAL EDUCATION

Total Expenditures:

Funds 11 through 60 (excluding 12 and 41)
Functions 1000 through 3200 (excluding 1500)
Objects 100 through 899 (excluding 900 series)

Special Education:	Expenditure Programs 239, Project Reporting Codes: 000-300 and 302- 399
Child Count:	Current year from Special Education files. Example: Fiscal Year 2015 will pull the October 1, 2014 child count.
50 Percent Rule:	50 percent of an allocation increase can be treated as local funds. Example: An allocation increased from $100,000 to $140,000. 50 percent of $40,000 ($20,000) can be treated as local funds.

Funds must meet or exceed prior year costs by 100 percent in order to meet Maintenance of Effort.

FY 2015 NEW REGULATION

IDEA section 613 (a) (2) (A) (iii) and 34 CFR § 300.203[1]

The level of effort a local education agency must meet under section 613 (a) (2) (A) (iii) of IDEA, in the year after it fails to maintain effort is the level of effort that would have been required in the absence of that failure and not the LEA's reduced level of expenditures.

Under this provision, if an LEA failed to maintain effort in 2013-2014, the level of effort that the LEA must maintain in 2014-2015 is the level of effort that it would have been required in 2013-2014 in the absence of that failure, and not the LEA's reduced level of Expenditures in 2013-2014.

OKLAHOMA STATE DEPARTMENT OF EDUCATION

EXCESS COST CALCULATION

		Total Expenditures (Elementary) **Funds 11 - 60, & 81, 86** **Functions 1000 – 5100** **Object Codes 100 - 899, & 930** **Site Codes 105 – 699**	**Total Expenditures (Secondary)** **Funds 11 - 60, & 81, 86** **Functions 1000 - 5100** **Object Codes 100 - 899, & 930** **Site Codes 700 – 799**
State & Local Expenditures	Project Codes 000-419 and 800	$ _____	$ _____
Federal Expenditures	Project Codes 420-799	$ _____	$ _____
Total Expenditures		**$ _____**	**$ _____**
Minus Capital Expenditures	Object Code 700 Series	$ _____	$ _____
Minus Debt Services	Function Code 5100	$ _____	$ _____
Total Net Expenditures		**$ _____**	**$ _____**
Deductions:			
IDEA, Part B	Project Codes 613-642	$ _____	$ _____
Title I, Part A	Project Codes 511-519	$ _____	$ _____
Title III, Part A & B	Project Codes 571-572	$ _____	$ _____
Title I, Part A, and Title III, Part A & B State and Local	Program Codes 410, 424-429	$ _____	$ _____
Special Education State and Local	Program Codes 239	$ _____	$ _____
Total Deductions		**$ _____**	**$ _____**
Total Expenditures Less Deductions		**$ _____**	**$ _____**
ADM		_____	_____
Total Expenditures Divided by ADM **(PPE)		$ _____	$ _____
Special Education Count		_____	_____
*Special Education Count X (times) PPE		$ _____	$ _____
Total LEA spent on Special Education		$ _____	$ _____
Minimum amount LEA needed to spend on Special Education		$ _____	$ _____
Difference between amount spent and minimum amount required		**$ _____**	**$ _____**

*** Total minimum amount of funds the LEA must spend for the education of children with disabilities enrolled in the LEA's elementary schools before using IDEA, Part B funds.**

**** PPE = Per Pupil Expenditure**

OKLAHOMA STATE DEPARTMENT OF EDUCATION

INDIRECT COST RATE CALCULATION

Total Cost Pool Expenditures $ _____
Funds 11-60 Minus 41
Functions 1000 – 4700 and 5500

Central Services $ _____
Function 2500 series
Exclude 2500 with Job Class 107

TOTAL INDIRECT EXPENDITURES: $ _____

----------**Divided by**:----------

Instruction
Function 1000 $ _____

Plus Support
Function 2000 series
Minus 2500 series (except 2511 job Class 107)
•Excludes Election Services (Function 2314)

Plus Noninstruction $ _____
Function 3000 series

Plus Facilities $ _____
Function 4000 series

Plus Private Schools $ _____
Function 5500

Minus Capital Outlay/Equipment/Debt Service/Fines/Penalities $ _____
All Function with Object 440 and 700 series, 820-840, 881, 890, 900 series

TOTAL OTHER EXPENDITURES: $ _____

Central Services ÷ Other Expenditures
Less 10 percent (10%) for Predetermined Rate

INDIRECT COST RATE FOR FISCAL YEAR ____: _____%

FEDERAL FUNDS

Title 70, Section 18-104. Purpose of Funds - Federal Funds.

A. The funds apportioned and disbursed to the several school districts of the state shall be for the purpose of aiding each school district receiving the same to finance its school budget for each fiscal year. The State Board of Education shall notify the county clerk, the board of education, superintendent of each school district and the school district treasurer of the tentative amount said district is to receive from the funds apportioned under the provisions of this article and disbursed according to the provisions hereof. After such allocation of State Aid has been made by the State Board of Education and certified to the treasurer of the school district and district superintendent of schools, such aid may be included as probable income by the board of education in its Estimate of Needs and Financial Statement as submitted to the county excise board, and said excise board shall include such amount in the approved appropriations, and in addition thereto any federal aid certified or allocated by the State Board of Education shall be included in the appropriation made by the excise board if requested by the board of education; provided, no such federal aid estimate shall be used in any way to reduce the State Foundation Aid or Incentive Aid for such school district or sustain a protest for the reduction of a tax levy. If such allocation of aid is not included in the board of education's estimate of needs, it shall be added by the county clerk to the items of appropriation designated by the board of education of the school district. Funds received under the provisions of this article shall be deposited in the general fund of such school district. Provided, funds received from the federal government for current expense purposes shall likewise be added to the appropriation of the general fund if so designated by the board of education of such school district. Provided, further, that the board of education of a school district may enter into agreements with federal agencies for educational projects and programs to be maintained in such districts; and federal funds received by the district in pursuance thereof shall, consistent with the agreement and requirements of the federal agency, be kept, administered and disbursed in such manner as may be prescribed by rules and regulations of the board of education.

B. If the State Board of Education should ascertain that allocation of State Aid to any school district has so changed as to reduce its State Aid, then the State Board of Education shall forthwith notify the district superintendent, the clerk of the board of education, and the treasurer thereof, as to the amount of reduction in the allocation of State Aid. If there has been an overpayment the same shall be returned to the State Treasurer and credited to a refund account which shall be available for further payment of State Aid. Whenever it becomes necessary for a school district to refund any overpayment of monies previously received, the school district shall issue such warrant against a properly approved encumbrance in the manner provided by law. Such claim or encumbrance shall be coded as a refund of prior revenue and paid from the current expense appropriation of the general fund or such other fund or account from which such refund may properly be paid by the school district.

SUPERINTENDENTS PAID WITH FEDERAL FUNDS

Uniform Grants Guidance 2 CFR 200.444

23. General costs of government.

a. The general costs of government are unallowable (except as provided in section 200.474). These include:

(1) Salaries and expenses of the Office of the Governor of a state or the <u>chief executive officer of a local government</u> or the chief executives of an Indian tribe.

(2) Salaries and other expenses of a state legislature, tribal council, or similar local governmental body, such as a county supervisor, city council, <u>school board</u>, etc., whether incurred for purposes of legislation or executive direction.

REQUIREMENTS FOR FILING FOR FEDERAL PROGRAMS REIMBURSEMENT WITH THE STATE DEPARTMENT OF EDUCATION

Computer program-generated expenditure reports are mandatory. The format of the computer program-generated report must ensure that all information is in the same relative location as it appears on the standard report samples.

- The primary heading on the expenditure report should reflect the federal program section at the State Department of Education (SDE) that is responsible for authorizing funding of the designated project.
- The signature date must be manually filled in by the chief executive officer or authorized representative at the time the report is signed. The date that the report is generated may be printed elsewhere on the report, but it is not required.
- The report order must be sequential by function and object.
- Total expenditures must never exceed the beginning budgeted balance. The district's computer system must edit for this.
- All summary information must be reported on a separate summary report.
- Every school district must submit a summary budget for each state-administered federal project, by fiscal year and project reporting code. On the summary budget, the function dimension will be summarized to the third digit (e.g., 2110, 2130), and the object dimension will be summarized to the first digit (e.g., 100, 200).
- Expenditures must continue to be coded to the bold or the detail level. Both detail and summary expenditure reports must be submitted for audit review of funds received.
- All vendors, including service bureaus and school districts with in-house generated Oklahoma Cost Accounting System (OCAS) software, are required to provide computer programs to generate detail and summary expenditure reports in 8 1/2" x 11," SDE-approved format. All expenditure reports must be computer program generated. No report will be processed that has any manual changes.
- Indirect cost may be listed without purchase order and warrant numbers as long as the function and object codes for indirect cost are used.

Warehouse requisitions for materials that are included in the approved budget for a federal program may be listed. Warehouse materials requisitioned must be itemized by function and object. The requisition number and date requisitioned should be listed on the purchase order number and date columns.

- Journal entries **to adjust a federal expenditure are acceptable.** The original purchase order number and date should be documented on all entries involved in the adjustment. Journal entries to clear balances from reports will be acceptable.
- [*]Claims for reimbursement of legal expenditures whose function and object category falls within an approved summary budget function and object category will be processed for payment. Expenditures (except indirect cost and fund transfers) will be allowed to exceed the approved budgeted function-object category by 25 percent, provided the sum of all expenditures does not exceed the total budget. No variance will be allowed on indirect cost or fund transfers.
- Budget revisions will be required when:
    1. An expenditure exceeds the maximum allowable variance for an individual function/object category;
    2. Approved program changes require the addition of a function/object category; or
    3. Unobligated first-year funds are carried over as indicated on a Revised Allocation Notification.
- Budget revisions and narrative justifications for program changes must be submitted prior to the obligation of funds.

[*] **25% Variance was approved by the State Board of Education on June 26, 2014**

- Subgrants of federal funds to local educational agencies (LEA) are available for obligation for two state fiscal years (24 months). Allocations to LEAs for the first fiscal year (12 months) must be obligated as current year funds. Obligations incurred by the end of the fiscal year must be liquidated within 90 days of the end of the obligation period and a final expenditure report filed with the State Department of Education by August 1.

Any balance of first-year funds unobligated by June 30 will remain available for obligation as first-year carryover for a second fiscal year (12 months). Carryover funds unobligated by June 30 will remain as unclaimed funds for three months. Districts failing to meet the August 1 reporting deadline will remove the federal project reporting code and goods and services will be paid from noncategorical funds. Current year funds remaining will become carryover funds beginning October 1.

SAMPLE

Page: 1

FEDRAL PROGRAM*
SUMMARY EXPENDITURE REPORT

Code: _____ _____ Fund: 11
County District

County: _____ District: _____ FY:15
Fiscal Year
Project: Budgeted

No. 511 Amount of Approved (budgeted) Project: $400,000.00
Name: *FEDERAL PROGRAM

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims or otherwise. 2 CFR 200.415

Signature: _____ Date: ___/___/___
(Chief Executive Officer/Authorized Representative)

Reporting Period: 08/15/15 through 11/30/15

Beginning Approved (Budgeted) Balance: $400,000.00

Function Description	Object Description	Function Code	Object Code	Site** Code	Amount Paid
Instruction	Pers Srv-Salary	1000	100	705**	$110,412.54
Instruction	Pers Srv-Emp Benefits	1000	200	610**	$ 31,253.39
Instruction	Supplies & Materials	1000	600	105**	$ 780.90
Improvement of Instruction	Other Purchases	2210	500	505**	$ 858.02
Indirect Cost Entitlement	Other Uses of Funds	5400	900	050**	$ 1,000.00

TOTAL (of all pages) $144,304.85
ENDING APPROVED BALANCE $255,695.15

FEDERAL PROGRAM* Page:_____
DETAILED EXPENDITURE SUMMARY REPORT

Code: Fund:_____
County District

County:_ _____ District _____ FY 2015

Fiscal Year
Project: Budgeted

NO: 511 Amount of Approved (Budgeted) Project $400,000.00
Name: *Federal Program

Signature: _____ Date:____/____/____
(Chief Executive Officer/Authorized Representative)

Reporting Period:/_____/_____ through /_____/_____

Beginning Approved (Budgeted) Balance $400,000.00

P.O. Payroll Claim Number	Date of Purchase Order MM/DD/YY	Warrant Number	Date Paid MM/DD/YY	Function-Object-Site** Code	Person or Vendor	Amount Paid

Note: *Use the appropriate federal program name instead of "FEDERAL PROGRAM."
** Special Education **DOES NOT** require site based claims.
Expenditures will be listed in function/object order.
Multiple page reports will have the following header on all pages after the first:

Code: _____ _____ Fund: FY: _____Project Number: _____Page: _____
County District

County: _____ District: _____