

ATTACHMENT

## Common and/or Frequent Coding Questions and Answers

**1 If all of the schools within your district are listed by the LDOE as at-risk schools, then why do you need to show at-risk expenditures?**

Act 310 of the 2009 Regular Session mandates that beginning in FYE 11 and continuing thereafter BESE require the LEAs to expend funds generated by applying the weighted factors contained in the formula for at-risk students, etc. that serve the unique needs of the students who generate such funds and to submit annually a written report to the BESE that details the types of activities on which these funds were expended to serve the needs of the weighted students at all schools that serve such students.

For MFP purposes, at-risk funding is generated by those students who are eligible to receive free and reduced lunch. These funds must be spent on activities that serve at-risk students and must be reflected accordingly throughout the primary AFR, as well as at the project level of reporting.

**2 When paying janitors overtime, a teacher a stipend for additional responsibilities, and bonuses for all staff, should all of these be coded to object 130?**

Yes for all except for bonuses. Bonuses are prohibited, but employee supplements paid from funds dedicated for such purposes are considered part of the employees' regular salaries and should be coded as their salary is coded.

**3 What is the difference between asset code 181 (prepaid expenses) and asset code 192 (deferred expenses)?**

Prepaid expenses are payments for benefits not yet received (more like a timing difference at the end of the fiscal year for generally regularly recurring costs of operation). Deferred expenses are payments made in one period and more appropriately reflected as an expense in the next fiscal year (such as the payment for textbooks that will not be used until next year).

Definitions for these are provided in the LAUGH Guide (see page 84).

**4 When traveling to a seminar outside of your immediate area, why is it appropriate to code travel to object 582 instead of seminars/training?**

Object 582 identifies the expense as travel. Use of object 582 with the 2230 function series identifies the purpose of the travel. Note that the cost for the substitutes who are filling in for the instructional staff attending professional development should be coded to the 2230 function series, also.

**5 Should software license for anti-virus software be charged to object 735 (technology software)?**

This expense should be coded to either object 615 or object 735, depending on if the unit cost for this software meets or exceeds the district's capitalization threshold. However, the annual updates/maintenance related to the anti-virus software should be coded to object 340 (software support services); and periodic license renewals of the anti-virus software should be coded to object 530 (communication).

**6 If internet use is needed for end-of-course testing, can the payment for the internet be charged to instructional function codes? If not, why?**

Internet service is coded specifically to object 530; therefore, end-of-course testing, which is an instructional activity, should be coded to the appropriate instruction function code and may require a roll-up of the object to the general object code of 500 on the AFR.

**7 What function goes with Special Education teacher aides?**

The function could be 1211 through 1216, 1220, or 2170, depending on the capacity of the aide. The object code would be 115. If the aide falls within the function range of 1211 through 1216, these expenses should be rolled up into function 1210 on the AFR.

**8 Since function 2113 excludes SPED social workers, what function should be used?**

These expenses should be coded to function 2140. Function code series 2140 through 2170 are for special education expenses only.

**9 (A) How do you determine whether to use function 2132 or 2140? (B) Is only IDEA charged to function 2140? (C) Is the entire function 2140 series for SPED only? (D) Where should you code regular education diagnosticians and behavior interventionists?**

(A)Function 2130 is for non-special education expenses and function 2140 is for special education only. (B) Yes. Function 2140 is only for IEP special education. (C) Yes. (D) Activities performed by education diagnosticians include identifying educational strengths and weaknesses of students who may be in need of special education services; therefore these expenses should be coded to the combination of object 113 and function 2145. The Profile of Educational Personnel System (PEP) considers behavior interventionists as instructional staff training services since they work with the teacher and student, providing training to the instructional staff. Therefore, the proper coding for regular education behavior interventionists should be the combination of object 113 and function 2231.

**10 Does the 4570 revenue code for TANF include TANF Adult Education?**

We are unaware of any TANF adult education programs; however, there is another program passed through to the LEAs by the LCTCS called Strategies to Empower People (STEP), CFDA Number 93.558. These revenues should be coded to revenue code 4570.

There is a state portion and federal portion of adult education that is passed through the Louisiana Community and Technical College System (LCTCS) to the LEAs. The state portion of these funds should be coded to revenue code 3225 and the federal portion of these funds should be coded to revenue code 4520.

**11 Should LA-4 TANF be coded to revenue code 4570?**

Yes. All TANF grant awards with CFDA No. 93.558 should be coded to code 4570. The State funding for LA-4 should be coded to revenue code 3240.

**12 How are revenues and expenditures coded when services are provided by one LEA for students that are counted in the MFP formula by another LEA (LEA of Jurisdiction)?**

The LEA of Jurisdiction (Parent LEA) receiving MFP Funding for the student(s) should code as follows: Revenues should be appropriately coded to the correct revenue account. The corresponding expenditures should be coded to the object 320 (for AFR reporting it must be rolled up into object 300).

The LEA providing services for these students should code as follows: Payments from the LEA of Jurisdiction (Parent LEA) will not be coded to a revenue account, instead it will be coded to Operating Transfers In (kpc 50940). The corresponding expenditures will be reported as incurred. Upon receipt of payment, the expenditures will be shown as Operating Transfers Out (kpc 51115). This will ensure that per pupil revenues and expenditures are not overstated.

**13 What expenditure function code should Head Start Program expenditures be coded?**

These expenditures are coded to 1531 in the LAUGH and rolled up to 1530 on the AFR.

**14 What expenditure function code should Special Education social workers be coded?**

PEP requires these expenditures to be coded to 2146; however, there is not a 2146 expenditure function code in the LAUGH or on the AFR. These expenditures will be coded to 2149 and rolled up to 2140 on the AFR.

**15 Where should the salaries for the Dean of Students be coded?**

These expenditures are coded to function 2329 and rolled up to 2320 in the AFR.

**16 Where are non-instructional staff professional development expenditures coded?**

These expenditures should be coded to expenditure function 2834 and rolled up to 2830 on the AFR using either object 500 or 590. Object 320 is used only in conjunction with instructional expenditures.

**17 Where on the AFR do we report expenditures coded to expenditure function 2900?**

These expenditures must be rolled up to the function that most closely relates to the actual expenditure and must be paired with expenditure object 800.

**18 How should Teachers Retirement (TRSL) benefits be coded when associated with contracted salaries (Object Code 330)?**

Since these person(s) are not employees of the LEA the related benefits are considered a part of the contract and should be coded to object 300.

Object 200 (Employee Benefits) represents amounts paid by the LEA on behalf of employees. An employee is an individual employed by the LEA and the LEA will prepare an IRS Form W-2 for this individual. These benefits (object 200) are related directly to the amounts coded to object 100.

**19 Where should the expenditures for the installation of internet and network wiring are be coded?**

These expenditures are coded to object 450.

**20 Where are the expenditures for the installation of smart boards coded?**

The expenditures are coded to object 340.

**21 Where would the expenditure for summer school tuition paid on behalf of homeless students using Title I funds be coded?**

The expenditures should be coded to object 590.