

GPS for the G/L

The goal of this document is to provide a better understanding of the structure of the General Ledger and its components.

The Iowa Community College Accounting Manual requires the mandatory usage of five components with a minimum of 11 total digits for financial reporting and accounting purposes. You can find this manual online at:

<https://www.educateiowa.gov/documents/accounting-manuals/2015/03/accounting-manual-2014>

The required components and number of digits are:

Fund	1 Digit
Function	1 Digit
Specific Unit (Department)	4 Digits
Site Code (Location)	2 Digits
Object Code	3 Digits

The following **funds** are used by IHCC (2 Digits):

- 10** Unrestricted General Fund – use in the operation/support of the educational mission
- 20** Restricted General Fund – restricted use in the operation/support of the educational mission
- 21/22/24** Workforce Innovation & Opportunity Act – (WIOA) – funds 21, 22 and 24 – (formerly Workforce Investment Act (WIA)) – restricted use
- 30** Auxiliary Fund – self-supporting operations of the College (i.e. Food Service and Bookstore)
- 40** Agency Fund – not College revenues/expenditures – College serves as fiscal agent
- 50** Scholarship Fund – awards to students not in payment of services rendered
- 70** Plant Fund – acquisition/construction of physical property, long-term debt and the cumulative cost of net plant assets
- 80** Endowment Fund – resources in which the principal is maintained in perpetuity to conform to any restrictions

The following **functions** are used by IHCC (1 digit):

- 0** General Ledger Control
- 1** Arts and Sciences Education
- 2** Vocational Technical Education
- 3** General Adult Education (Continuing Education)
- 4** Economic Development Programs
- 5** General Administration
- 6** Student Services
- 7** Learning Resources (Library)
- 8** Physical Plant
- 9** General Institution

The following **functions** and corresponding **specific units (department)** are used by IHCC:

Function	Department
<u>1</u>	<u>0 0 0 0</u> – <u>2 9 9 9</u> Arts and Sciences Education
<u>2</u>	<u>3 0 0 0</u> – <u>5 9 9 9</u> Vocational Technical Education
<u>3</u>	<u>6 0 0 0</u> – <u>6 9 9 9</u> General Adult Education (Continuing Education)
<u>4</u>	<u>7 4 0 0</u> – <u>7 9 9 9</u> Economic Development Programs
<u>5</u>	<u>8 0 0 0</u> – <u>8 1 9 9</u> General Administration
<u>6</u>	<u>8 2 0 0</u> – <u>8 2 9 9</u> Student Services
<u>7</u>	<u>8 3 0 0</u> – <u>8 3 9 9</u> Learning Resources (Library)
<u>8</u>	<u>8 4 0 0</u> – <u>8 4 9 9</u> Physical Plant
<u>9</u>	<u>7 0 0 0</u> – <u>7 3 9 9</u> General Institution <u>8 5 0 0</u> – <u>8 5 9 9</u> General Institution

The following **site codes (location)** are used by IHCC (2 digits):

- 01** Ottumwa
- 02** Centerville
- 03** North Campus
- 04** County Service Centers
- 05** Bioprocess Training Center
- 16** FY2016
- 17** FY2017

The following **GL classes** are used by IHCC (1st position of the object code):

- 1** Assets
- 2** Liabilities
- 3** Fund Balance
- 4** Revenue
- 5** Salary, Related Payroll Costs and Fringe Benefits
- 6** Current Expenses
- 7** Capital Outlay

The Iowa Community College Accounting Manual provides the minimum information the College needs to track and report to the Iowa Department of Education. Report templates provided by the Iowa Department of education must be used when reporting year-end financial information to ensure consistency among the community colleges. All reporting is to conform to the templates' specified layouts and any additional detail collected by the College is to roll up into the Department's reporting templates.

The US Department of Education's National Center for Education Statistics (NCES) developed the Classification of Instructional Programs (CIP) for all its surveys and is the accepted Government standard on programs for education information surveys.

The GL subclass groups the accounts that have similar characteristics.

The following **GL subclasses** are used by IHCC (1st & 2nd positions of the object code):

10	Cash in Bank	51	Salaries-Administration
11	Cash Reserve	52	Salaries-Instructional
12	Cash	53	Salaries-Professional
13	Investments	54	Salaries-Secretarial/Clerical
14	Accounts Receivable	55	Salaries-Service Staff
15	Other Assets	57	Student Wages
16	Inventories	58	Fringe Benefits
17	Due to/from Other Funds	59	Fringe Benefits
19	Fixed Assets	60	Contracted Services
20	Liability	61	Contracted Services
21	Payroll Liability	62	Contracted Services
22	Payroll Liability	63	Materials & Supplies
23	Payroll Liability	64	Materials & Travel
24	Liability	65	Other Current Expense
26	Notes/Bonds Payable	67	Other Current Expense
27	Deferred Income	68	Other Current Expense
28	Funds Held for Others	69	Other Current Expense
31	Fund Balance	71	Capital Outlay
40	Student Fees	72	Capital Outlay
41	Revenue	73	Equipment
42	State Support	74	Vehicles
43	Federal Support	75	Software Capital Outlay
44	Federal Support	76	Capital Outlay
45	Sales & Services	77	Capital Outlay
47	Other Income	78	Capital Outlay
48	Other Income	79	Other Capital Outlay
49	Transfers		

The object code describes transactions and accounts regardless of the Fund in which it is used. For example, the object code 61200 can be used in all funds to still describe expenditures for Printing and Copying Service.

Currently, IHCC has defined and uses approximately **400 object codes**. IHCC has defined the object code to be 5 digits in length. For fiscal year end reporting these accounts are reported in compliance with the Accounting Manual approved account codes.

After all the components are linked together, IHCC currently has 11,115 and 10,190 GL account numbers available for fiscal years 2016 and 2017, respectively.

REVENUES

Students Fees — 40100 - 40900

40100 — Course Fee

This account is credited with the amount of the fees assessed students for specific courses that experience unusual or higher than average cost of instruction such as chemistry, music, flight instruction, etc.

40400 — Transcript Fee

This account is credited with the amount of any fees charged for copies of transcripts.

40500 — Student Fee

This account is credited with the amount of any fees assessed to students to support out-of-class activities are credited to this revenue account. It includes the Student Health Fee.

40630 — Parking Fee

This account is credited with the amount of the fees assessed to students for parking on the Ottumwa or Centerville Campuses.

40642 — Testing Fee

This accounts is credited with the amount of the testing fees assessed to students.

40650 — Other Fees

This account is credited with any student fees that cannot be logically classified under any other Student Fee.

40660 — ICN Fee

This account is credited with the amount of the fees assessed to students for using the ICN.

Tuition — 41000 - 41900

41000 — Contracted Instructional Charges

This account is credited with revenue from agencies and organizations received in lieu of a standard tuition charge to students sponsored by these agencies and/or organization for programs operated as a result of agreements and contracts. This shall include Chapter 260E (Industrial New Jobs Training) training and penal correction activities in fund 2. Chapter 260F (Jobs Training) shall be recorded in fund 4.

41100 — Resident Tuition

This account is credited with the tuition received from students, both full and part-time, that are residents of Iowa at the current per credit hour rate. This shall also include tuition received under the postsecondary enrollment options act.

41110 — Tuition Discount High School Contract

The account was created to record the discount associated with the high school contract pricing policies.

41111 — Post Secondary Tuition Discount

This account was created to record the discount associated with the Post-Secondary Options Act for high schools.

41112 — 10% Discount High School Students

This account was created to record the 10% tuition discount given to “parent paying” high school students taking a credit class on the IHCC campus, including IHCC service centers and other locations. Students taking a “www” class are not eligible for this discount.

41113 — High School Academy Contract Discount

The account was created to record the tuition discount given to high school students enrolled in a high school academy and taking an academy class.

41114 — Job Corps Partnership Discount

This account was created to record the tuition discount for students coded as Job Corps students (JCP) and approved by Job Corps for funding.

41115 — IHCC Scholarship

This account was created to record scholarship monies given to students participating in IHCC club activities.

41116 — Tuition Discount International Students

This account was created to record any tuition discount associated with International Students.

41200 — Non-Resident Tuition

This account is credited with the tuition received from students, both full and part-time, that are not residents of Iowa at the current per credit hour rate.

41300 — Tuition-Secondary

This account is credited with all local education agency tuition activities, except for the postsecondary enrollment options act which will be recorded in “41100”.

Local Support — 41500 - 41900

41500 — Property Tax - Equipment Replacement

This account is credited with all revenue generated as a result of a tax levy for the purpose of purchasing replacement equipment.

41600 — Property Tax - Operations/Plant Fund/Early Retirement/Cash Reserve

This account is credited with all revenue produced as a result of the statutory 20 1/4 cent per \$1,000 of assessed valuation levy for operations (fund 1) and/or all revenue produced as a result of the 20 1/4 cent per \$1,000 plant fund levy (fund 7). Fund 20, function 9 is used to record the levy for early retirement. Fund 20, function 5 is used for cash reserve.

41700 — Property Tax – Unemployment Compensation

This account is credited with all revenue generated as a result of a tax levy for the purpose of paying unemployment compensation premiums (Fund 20).

41800 — Property Tax - Debt Service/Standby

This account is credited with all revenue produced as a result of a standby tax levy for the purpose of retiring bonds or certificates (Fund 20, function 4). In the Debt Service Sub-Fund of the Plant Fund group, include only the amounts necessary to apply on bonds or certificates and interest that are due. Function 8 is used to record debt service in the plant fund group.

41900 — Property Tax - Tort Liability/Insurance

This account is credited with all revenue generated as a result of a tax levy for the purpose of tort liability included in Fund 20, function 9. It is also used in Fund 20, function 8 to record the levy for insurance costs.

State Support — 42000 - 42900

42100 — State General Aid

This account is credited with all revenue received as a direct state aid appropriation or allocations for Fund 10 operations.

42900 — Other State Support

This account is credited with any and all state support received by IHCC that cannot be logically classified as any other state support object code.

Federal Support — 43000 - 44900

This account group is credited with any receipts from the federal government, whether received directly or through the state defined as federal funds.

43300 — Title IV - SEOG

This account is credited with federal funds allocated as Supplement Educational Opportunity Grants made available to students and shall be recorded in Fund 50.

43400 — Title IV – Work Study

This account is credited with federal funds allocated for participation in the Federal Work study program.

43600 — Title IV - PELL

This account is credited with federal funds allocated for participation in the Federal PELL Grant program. These grants are made available to students and shall be recorded in fund 50.

44100 — Carl D. Perkins

This account is credited with federal funds allocated to IHCC through the Iowa Department of Education for participation in the Carl D. Perkins projects or programs.

44300 — WIOA (Workforce Innovation and Opportunity Act)

This account is credited with federal funds allocated to IHCC in accordance with the Workforce Innovation and Opportunity Act (formerly the Workforce Investment Act) to aid in the provision of fully funded educational programs. Colleges providing class-size programs would record revenue in restricted fund 2.

44600 — Adult Basic Education

This account is credited with federal funds allocated to IHCC through the Iowa Department of Education to aid in the enhancement of Adult Basic Education.

44900 — Other Federal Support

This account is credited with any and all federal support received by IHCC that cannot be logically classified as any other federal support object code.

Sales and Services — 45000 - 46900

This group of accounts is credited with any receipts resulting from sales and services provided by the various sub-units of the College.

45100 — Housing

This account is credited with the student-housing fees for room assignments by term.

45200 — Vending Machines

This account is credited with all revenue received from vending machines and commissions earned on vending machines.

45300 — Rental of College Facilities

This account is credited with all revenue received from the rental of IHCC buildings or equipment by outside entities.

45400 — Other Sales and Services

This account is credited with all revenue received from the sales and services not otherwise classified.

45410 — Memberships

This account is credited with all revenue received from membership fees from the Student Life Center, the Net Center, etc.

45470 — ATC Parts – Indirect Auto Collision

This account is credited with all the revenue received from the sale of lab supplies used in the repair of vehicles for Automotive Collision.

45471 — ATC Parts – Indirect Auto Tech

This account is credited with all the revenue received from the sale of lab supplies used in the repair of vehicles for Automotive Technology.

45472 — ATC Parts – Indirect Diesel

This account is credited with all the revenue received from the sale of lab supplies used in the repair of vehicles for Diesel Power Systems.

45500 — Bookstore Sales - Textbooks

This account is credited with all the revenue from the sale of textbooks at the bookstore including postage revenue.

45600 — Bookstore Sales - Other Items

This account is credited with all the revenue from the sale of items other than textbooks at the bookstore.

45700 — Food Sales (Auxiliary Services)

This account is credited with all the revenue from food service operations.

45710 — Board (Student Meal Plans)

This account is credited with all the revenue from student board fees assessed to dormitory residents and other students purchasing meal plans.

46000 — Gate Receipts (Subject to Sales Tax)

This account is credited with all the revenue collected from the sale of tickets for basketball, baseball, volleyball, softball, etc. These game receipts are subject to sales tax.

46100 — Receipts - Games of Chance (Subject to Sales Tax)

This account is credited with all the revenue collected from games of chance by student clubs and athletic events; such as bingo, raffles, 50/50, etc.

Other Income — 47000 - 49900

47100 — Interest - Investments

This account is credited with the interest and dividends earned on investments of IHCC.

47110 — Interest - Students

This account is credited with the interest earned on loans made to students.

47200 — Realized Gain/Loss on Sale of Investments

This account is credited with the realized gain on the sale of investments and debited with the loss incurred on the sale of investments.

47220 — Unrealized Gain/Loss on Sale of Investments

This account is credited with the unrealized gain on the investment and debited with the loss incurred from the investment.

47300 — Gifts and Grants - Monetary

This account is credited with monetary gifts and grants to IHCC from any source other than the state or federal government. Gifts and grants will be included here regardless of the purpose for which they are intended.

47320 — Gifts and Grants - Non-Monetary

This account is credited with non-monetary gifts and grants to IHCC from any source other than the state or federal government. Gifts and grants will be included here regardless of the purpose for which they are intended.

47700 — Assessment - Special Charges

This account is credited with all the revenue from special assessments for library books, parking tickets, etc. If assessments are assigned because of loss, for example of library books, the replacement value should be collected and receipted to object code 63100 – Library Resources.

48100 — NJTP Receivable Adjustment

This account is credited with the revenue identified as being from Iowa New Jobs Training.

48400 — Additions to Assets

This account is credited with the amount of excess of trade-in allowance over the book value when disposing of assets.

48500 — Miscellaneous Receipts

This account is credited with any receipts that cannot be logically classified as any other income object code.

48501 — Receipts – Rebate/Tax/Insurance/Jury Duty

This account is credited with any receipts received as rebates, tax refunds, insurance proceeds, jury duty, etc.

48511 — Check Cashing Receipts/Reimbursements

This account is credited with the amount of checks that are presented for cash from students or faculty/staff. It is debited for the amount necessary to replenish the cash drawers.

48520 — Dorm Deposit Forfeiture

This account is credited with the revenue generated from dormitory deposit forfeitures.

48521 — Dorm - Miscellaneous

This account is credited with the revenue generated from dormitory fines, overnight stays, internship housing and other miscellaneous dorm charges assessed to students.

48522 — Dorm Application Fee

This account is credited with the revenue generated from dormitory application fees.

48540 — Bad Debt Recovered

This account is credited with any payments on student accounts receivable accounts that have been written off (AR types – BD and DB). It is debited for any adjustments to the written off accounts.

48600 — Proceeds from the Sale of Fixed Assets

This account is credited with the proceeds from the sale of fixed assets such as land, equipment, and vehicles. It should only be used when an outright sale is made.

48800 — Withholding Tax Revenue

This account is credited with the withholding tax revenue received from employers to repay certificates issued under Chapter 260E Industrial New Jobs Training or Chapter 260F Jobs Training.

49000 — Transfers

This account is used to record only revenue transfers from one fund to another within the College.

SALARIES

Salaries — 50000 - 59900

51000 — Administrative

This account is used to record the salaries of the chief executive officer and the full-time cabinet/administrative team.

51010 — Executive Council

This account is used to record the salaries of executive council members that are not the chief executive officer and the full-time cabinet/administrative team.

52000 — Instructional – Full-time

This account is used to record the salaries of full-time personnel involved in direct instructional contact with students, including counselors and librarians.

52020 – Instructional Non-Classroom

This account is used to record the salaries of full-time personnel involved in the oversight of the instructional programs or the portion thereof that is not in direct instructional contact with the students.

52040 – ICN Training/Teaching

This account is used to record the salary/wages paid to instructors for their time to learn to use the ICN, as well as pay instructors to teach courses via the ICN.

52042 – Online Course - Credit

This account is used to record the salary/wages paid to instructors for their time developing & teaching credit online courses.

52100 – Instructional – Part-time

This account is used to record the salaries of part-time adjunct instructors 'employed by a community college without a continuing contract and who are not offered the opportunity to receive benefits through the College'.

52200 – Instructional – Regular Part-time

This account is used to record the salaries of regular part-time instructors 'employed through a continuing contract and are offered benefits through the College'.

52500 — Instructional – Full-time Noncredit

This account is used to record the salaries of full-time personnel involved in direct noncredit instructional contact with students.

53000 — Professional Staff

This account is used to record the salaries of the full-time staff not accounted for elsewhere.

53100 — Professional Staff - Part-time

This account is used to record the salaries of the part-time staff not accounted for elsewhere.

54000 — Secretarial and Clerical

This account is used to record the salaries of all full-time personnel performing secretarial or clerical office functions.

54100 — Secretarial and Clerical - Part-time

This account is used to record the salaries of all part-time personnel performing secretarial or clerical office functions.

55000 — Service Staff

This account is used to record the salaries of full-time custodians, maintenance and repair staff, machine operators, vehicle drivers, security guards, etc.

55100 — Service Staff - Part-time

This account is used to record the salaries of part time custodians, maintenance and repair staff, machine operators, vehicle drivers, security guards, etc.

57000 — Student Wages - Federal Work-Study

This account is used to record only with the wages for students who are employed through the Federal Work-study program.

57200 — Student Wages - Other

This account is used to record the wages for students not classified in expenditure object codes 57000 or 57100.

59000 — Related Payroll Cost and Fringe Benefits

This account is used to record:

- Term Life Insurance. When a community college pays a portion or the entire premium for its employees.
- Long Term Disability Insurance. When a community college pays a portion or the entire premium for its employees.
- Group Health and Hospital Insurance. When a community college pays a portion or the entire premium for its employees.

59010 — Benefit \$ Paid as Earnings

This account is used to record the amount of benefit dollars paid by a community college as earnings to employees. Used to aid in the monthly payroll reconciliation to the General Ledger.

59020 – Employer Paid Benefit – Health

This account is used to record the health benefits paid by a community college.

59100 – Worker's Compensation Insurance

This account is used to record the amount for worker's compensation insurance.

59200 – FICA/Medicare (Employer's Share – 7.65%)

This account is used to record the employer's portion of the FICA/Medicare payroll deduction.

59300 – IPERS/TIAA-CREF (Employer's Share – 8.93%)

This account is used to record the employer's portion of the IPERS/TIAA-CREF payroll deduction.

59400 – Compensation for Employee Credit Tuition

This account is used to record the waivers of credit tuition based on faculty or staff status.

59410 – Compensation for Employee Non-Credit Tuition

This account is used to record the waivers of non-credit tuition based on faculty or staff status.

59420 – Compensation for Employee Licensure

This account is used to record the waivers of licensure fees based on faculty or staff status.

59430 – Compensation for Retiree NonCredit Tuition

This account is used to record the waivers of noncredit tuition payments.

59500 – Early Retirement

This account is used to record the salary payments for early retirement. Iowa code section 279.46 governs the levy for early retirement benefits.

59600 – Allowance

This account is charged if a fixed allowance is provided rather than mileage, example could be for telephone, auto, etc.

59700 – Unemployment Compensation

This account is used to record the expenses for unemployment compensation paid to the Iowa Department of Workforce Development.

59800 – Compensation for Future Absences

This account is used to record the net adjustment at June 30 to non-contract days carried over to the next year.

CURRENT EXPENDITURES

Services — 60000-62900

This group of accounts is used to record fees paid for services performed by persons not included on the College's payroll.

60100 — Professional (tax form — 1099-MISC)

This account is used to record professional fees paid including legal fees, auditing fees and any other payment of a professional nature.

60110 — Honorarium (tax form — 1099-MISC)

This account is used to record honoraria paid to speakers and lecturers.

60120 — Contracted Services (tax form — 1099-MISC)

This account is used to record student flight fees due to Coast Flight Aviation.

60200 — Election

This account is used to record election costs including all expenses incurred in the conducting of regular and special elections.

60300 — Custodial (tax form — 1099-MISC) (Maintenance Department approval required)

This account is used to record the costs of outside contractual custodial services. It does not include maintenance and repair.

60400 — Membership

This account is used to record payments of membership dues.

60500 — Publications (Legal)

This account is used to record the cost of all legal publications.

60600 — Maintenance and Repair of Equipment (Excluding Vehicles) (tax form — 1099-MISC)

This account is used to record the cost of maintenance and repairs performed on equipment (excluding vehicles: cars, vans, buses, trucks, etc.) by outside contractors. All maintenance and repair of vehicles performed by outside contractors are to be charged to 62600. Purchases of only consumable items such as batteries, filters, fuses, etc. are to be charged to 63200 and tires, tubes, wipers, etc. to 64200.

60900 — Maintenance and Repair Buildings (tax form — 1099-MISC)

This account is used to record the cost of all maintenance work on buildings performed by outside contractors.

60902 – Maintenance and Repair Buildings - Centerville Campus w/ Unexpended Plant Fund (tax form – 1099-MISC)

This account is used to record the cost of all maintenance work on buildings at the Centerville Campus performed by outside contractors. Used with the Unexpended Plant Fund (70-9-7100-00) only.

61000 — Maintenance of Grounds (tax form – 1099-MISC)

This account is used to record the cost of all maintenance work on grounds performed by outside contractors. Includes the cost of repairs to parking lots, sidewalks, outdoor lighting systems, utility systems, flagpoles, fences, etc.

61100 — Information Services/Classified Advertising (Informational Services approval required)

This account is used to record the cost of advertising and informational services to include classified advertising placed for the hiring of personnel and advertising expenses associated with both marketing and recruiting of students.

61200 — Printing and Copying Service

This account is used to record the purchase of printing, photocopying, blueprinting, and photography done in-house. Do not include the purchase of supplies or the purchase of printed forms. These items are to be charged to object code 63200 "Materials and Supplies".

61500 — Communications

This account is used to record the cost of local and long distance telephone service; telephone installation and relocation charges; telephone circuits or other related charges; and any other communication charges.

61800 — Insurance

This account is used to record the cost of all the insurance for College's protection - fire and extended coverage; boiler; malpractice; errors and omissions; and liability. Worker's compensation insurance is charged to object code 59100.

61900 — Utilities – Electricity

This account is used to record the cost of electricity for operating the physical facilities.

61910 – Utilities – Gas

This account is used to record the cost of gas for operating the physical facilities. Gas for use in the laboratories and shop for institutional purposes is to be charged to object code 63200 "Materials and Supplies".

61920 – Utilities – Water/Sewer

This account is used to record the cost of water and sewer for operating the physical facilities.

61930 – Utilities – Other

This account is used to record the cost of any utility other than electric, gas or water for operating the physical facilities.

62000 — Rental of Materials

This account is used to record the cost of educational materials rented by the College, such as films, videos, etc.

62100 — Rental of Buildings (tax form – 1099-MISC)

This account is used to record the costs of renting or leasing buildings by the College.

62200 — Rental of Equipment (tax form – 1099-MISC)

This account is used to record all costs for equipment (excluding vehicles) rented by the College to perform any part of its programs. Lease purchase agreements are to be handled in capital outlay series of object codes (70000-79000).

62210 – Rental of Vehicles (tax form – 1099-MISC)

This account is used to record all costs of vehicle rentals by the College for cars, vans, buses and trucks.

62220 – Rental of Land (tax form – 1099-MISC)

This account is used to record the costs of renting or leasing land by the College.

62300 — Postage and Expediting Other Matter

This account is used to record the costs of postage, postage meter rental, post office box rental, freight, express, delivery service and any other costs associated with the transporting materials.

62400 — Group Meeting/Workshop Expense

This account is used to record the cost for materials and supplies paid to an outside contractor providing food, facilities and other services necessary to conduct College-sponsored meetings or workshops. Honoraria paid to speakers and lecturers are to be charged to 60110.

62600 — Other Services (tax form 1099-MISC)

This account is used to record any other service transactions not directly chargeable to any other service object code. Examples; webinar registrations, screen printing, royalty fees, vehicle labor, music performances, photography and printing not done in-house.

Materials, Supplies and Travel — 63000-64900

63100 – Library Resources

This account is used to record all expenditures for library books, eBooks, databases and visual materials.

63200 — Materials and Supplies (\$1 - \$1,499)

This account is used to record the cost of disposable items for instructional or office purposes – a per item amount. Included are costs of vehicle consumable items such as batteries, filters, fuses, etc. Purchases of software/software licenses and computers/other peripherals are recorded as object codes '63220' and '63230', respectively.

63220 – Non-Capitalized Software/Software Licenses/Upgrades (\$1-\$4,999) *(Information Technology approval required)*

This account is used to record all expenditures for the purchase or development of software that is not capitalized – a per item amount. Included are the costs of software licenses and upgrades.
All software purchases are completed through the IT Department.

63230 – Computers/Other Peripherals (\$1-\$4,999) *(Information Technology approval required)*

This account includes computers and other peripherals (for example: a printer), the cost of audio/visual items, presentation systems and fax machines. Requests for purchase are submitted to and approved by the Chief Information Officer. The Information Technology staff tag these items for IT departmental inventory purposes.

63240 – Carl D. Perkins Computers/Other Peripherals (\$1-\$4,999) *(Information Technology approval required)*

This account is used to record computers and other peripherals (for example: a printer) that meet the requirements of the Carl D. Perkins grant. The Information Technology staff tag these items for IT departmental inventory purposes.

63300 — Non-Capitalized Assets – (\$1,500 - \$4,999) *(Business Office approval required)*

This account is used to record assets that will be tagged for inventory purposes and not capitalized by the College – a per item amount. Software/software licenses and computers/other peripherals purchases are recorded as object codes '63220' and '63230', respectively.

63340 — Carl D. Perkins Non-Capitalized Assets – (\$1,500 - \$4,999) *(Business Office approval required)*

This account is used to record assets that meet the requirements of the Carl D. Perkins grant, tagged for inventory purposes and not capitalized by the College – a per item amount.

63400 — Periodicals (For Library Use Only)

This account is used to record all expenditures for library periodicals.

63700 — Buildings and Construction Materials

This account is used to record expenditures for all materials and supplies used by personnel of the College for construction or repair of buildings. Items would include: lumber and wood products, nails, paint, floor coverings, electrical materials and supplies, plumbing materials and supplies, masonry products, asphalt and gravel, etc. **Do not include labor.**

63710 – Equipment Repair Materials

This account is used to record expenditures for all materials and supplies used by personnel of the College for repair of equipment (excluding vehicles: cars, vans, buses, trucks, etc.). Included are motors, computer parts, printer parts, etc. **Do not include labor.**

64100 – Janitorial Materials and Supplies

This account is used to record consumable supplies used by the custodial or maintenance staff. Items include mops, brooms, pails, cleaning materials, paper products, wax, wax stripper and other chemicals.

64200 – Vehicle Materials and Supplies

This account is used to record expenditures for maintenance and repairs by College staff of College vehicles (cars, vans, buses, trucks, etc.). Includes gasoline, oil, grease, tires, batteries and seat covers, etc.

64400 – Landscaping Materials and Supplies

This account is used to record expenditures for landscape materials for College staff to use on College grounds. Includes seeds, plants, shrubbery, fertilizer and similar items.

64700 – Travel Expenses - Out-of-State (President's office approval required)

This account is used to record the expenditures related to travel outside the state of Iowa. Expenditures include transportation fare, rental car charges, meals, registration fees, parking fees, honorarium travel, etc., for authorized travel at the College's expense. The northeast corner of Missouri bordered by I-35 on the west and Highway 36 on the south to be charged as 64800.

64730 – Travel Expenses - Out-of-State (For Athletic Use Only)

This account is used to record the expenditures related to travel outside the state of Iowa for athletic recruiting.

64740 – Travel Expenses - Postseason, Regional, District and National Competition (President's office approval required)

This account includes all expenses related to travel for postseason, regional, district and national competitions. Includes expenses for students placing 1st and 2nd in academic competitions.

64800 – Travel Expenses - In-State

This account is used to record the expenditures related to travel within the state of Iowa and the northeast corner of Missouri bordered by I-35 on the west and Highway 36 on the south. Expenditures include transportation fare, rental car charges, meals, registration fees, parking fees, honorarium travel, etc., for authorized travel at the College's expense.

64830 – Travel Expenses - In-State (For Athletic Use Only)

This account is used to record the expenditures related to travel within the state of Iowa and the northeast corner of Missouri for athletic recruiting.

*64900 – Mileage - In or Out-of-state Travel
(President's office approval required)*

This account is used to record the expenditures for mileage (in or out-of-state).

Other Current Expenses — 65000-69900

65100 — Purchase for Resale - Supplies and Miscellaneous

This account is used to record expenditures for any supplies and miscellaneous items other than books, which are purchased for resale to individuals, organizations, or other organizational units of the College. Normally this account will be used by auxiliary enterprises.

65110 – Purchases for Resale – Building Trades

This account is used to record any purchases for construction projects in the building trades program.

65120 – Purchases for Resale – Parts Indirect

This account is used to record any purchases within the ATC parts program.

65121 – Purchases for Resale – Auto Tech Indirect

This account is used to record any purchases within the ATC parts program.

65122 – Purchases for Resale – Diesel Indirect

This account is used to record any purchases within the ATC parts program.

65200 — Purchases for Resale - Textbooks

This account is used to record the purchase of books for resale. This account is normally used by auxiliary enterprises.

67000 — Interest on Debt

This account is used to record only interest paid on indebtedness. All other costs of retiring debt, such as agent fees and discounts on certificates are to be properly classified accordingly.

67300 — Payment on Debt Principal

This account is used to record all payments made to retire the principal portion of community college debt. This account is generally restricted to the Restricted General Fund and the Debt Service Sub-Fund.

67500 — Scholarships Federal

This account is used to record all Federal scholarship payments to students. Do not include payments to students for loans or for services rendered.

67510 – Scholarships State

This account is used to record State of Iowa scholarships and awards such as IVT or Math/Science.

67520 – Scholarships Other

This account is used to record any scholarships that are not included within the Federal or State descriptions.

67550 – Participant Support for Grants Only

This account is used to record participant support for grants.

67590 – Scholarship Repayment

This account is used to record any repayments made for scholarships.

67800 – Collection Agency Expenses

This account is used to record payments made to collection agencies.

68000 – Transfers

This account is used to record only expenditure transfers from one fund to another within the College.

68400 – Deductions from Assets

This account is used to record the disposal of assets if there is an excess of book value over the trade in allowance.

68500 – Depreciation

This account is used to record the depreciation expense on all assets capitalized.

68600 – Property Tax

This account is used when property tax is assessed to a nonexempt building or land holdings of the College. This account is to be used in the event an assessment for street, sewer, water, etc., is placed on nonexempt land holdings of the College.

69000 – Employer/Vendor 260 Program Reimbursements

This account is used to record the approved training reimbursements to the employer or College under the Chapter 260E Industrial New Jobs Training and Chapter 260F Jobs Training programs. Transactions are recorded by the specific GL account code assigned to each project agreement.

69100 — Student Services – Vocational Rehabilitation Maintenance

This account is used to record the activity of Vocational Rehabilitation payments to qualified students for maintenance and transportation costs. Funds received from the Department of Vocational Rehabilitation are received here.

69105 – Student Services – Vocational Rehabilitation Checks

This account is used to record the check activity of Vocational Rehabilitation payments to qualified students for maintenance and transportation costs.

69300 — Other Current Expenses

This account is used to record any other current expenses that cannot be logically classified under any other current expense account.

69320 – Cash Short & Over

This account is used to record, as necessary, any difference (long or short) between the receipting session total and the actual bank deposit when unidentifiable.

69400 — Bad Debts

This account is used to record all uncollectible tuition, fees and other bad debts.

CAPITAL EXPENDITURES

Capital Outlay — 71000-79000

71000 – Capitalized Capital Assets – Furniture, Machinery & Equipment (\$5,000 or greater)
(Business Office & Inventory approvals required)
(Technical Resources approval required, if computer or computer related)

This account is used to record all capital outlay items used in the instructional process, classroom, laboratories, auditoriums, shops, general College operations, etc., which are at or above the \$5,000 capitalization threshold. Items are tagged for College inventory purposes. Purchases require the approval of the Capital Equipment Committee. The Information Technology staff tags the computer/computer related items for IT departmental inventory purposes.

71040 – Carl D. Perkins (\$5,000 or greater)
(Business Office & Inventory approvals required)

This account is used to record all capital outlay items that meet the requirements of the Carl D. Perkins grant, which are at or above the \$5,000 capitalization threshold. Items are tagged for College inventory purposes.

71200 — Lease Purchase Equipment (\$5,000 or greater)
(Business Office & Inventory approvals required)

This account is used to record all capital outlay items purchased using lease purchase agreements, which are at or above the \$5,000 capitalization threshold. Items are tagged for College inventory purposes.

73000 — Construction and Maintenance Equipment (\$5,000 or greater)
(Business Office & Inventory approvals required)

This account is used to record the purchases of equipment that are to be used by maintenance, custodial, and ground personnel in the performance of their duties, which are at or above the \$5,000 capitalization threshold. Examples are: electric saws used by carpenters, spray guns and compressors used by painters, lawn mowers and tractors used by grounds personnel, etc.

74000 — Vehicles (\$5,000 or greater)
(Business Office & Inventory approvals required)

This account is used to record the purchases of all vehicles and motorized equipment that are designed to transport persons or things and are at or above the \$5,000 capitalization threshold. Include cars, vans, buses, trucks, airplanes, boats, motorcycles, etc.

75000 — Capitalized Software Purchased/Developed/Intangible Assets (\$5,000 or greater)
(Business Office & Inventory approvals required)

This account is used to record the purchase or costs of development of software and other intangible assets which are at or above the \$5,000 capitalization threshold.

*76000 — Buildings and Fixed Equipment (tax form – Misc. 1099)
(Business Office approval required)*

This account is used to record all expenditures of acquiring buildings. Included are architect fees, drawings, blueprints, construction contracts, labor, and any other costs incurred in the construction of buildings by an outside contractor.

Major repairs or renovations of buildings are properly charged to this account. The installation of any equipment which is permanently attached to a building (i.e. an elevator or a central air-conditioning system) is charged to this account. Window air conditioners and water coolers are not included.

*77000 — Land
(Business Office approval required)*

This account is used to record only the original cost of land plus acquisition costs. Site development costs are to be charged to object code 78000 – “Other Structures and Improvements”.

*78000 — Other Structures and Improvements (tax form Misc. 1099)
(Business Office approval required)*

This account is used to record the cost of site development, parking lots, sidewalks, outdoor lighting systems, utility systems, flagpoles, fences and other improvements on the outside of buildings that include labor by an outside contractor.

*79000 — Other Capital Outlay
(Business Office approval required)*

This account is used to record any capital outlay expenditure that cannot be logically classified in any other capital outlay object code.