

Greater Saskatoon Catholic Schools Coding

The Chart of Accounts

- What do the numbers mean?

1 – 2 – 12 – 155 – 221 – 115 – 855

- 1 – Operating (fund)
- 2 – Expenses (financial statement category)
- 12 – Instructional (financial statement line)
- 155 – 221 - Travel (object and subobject)
- 115 – Budget Manager/Facility Code
- 855 – Program Code (if required)

Commonly Used Financial Statement Categories and Lines

<i>Revenue Accounts</i>	<i>Expense Accounts</i>
1-1-05 Miscellaneous Revenue	1-2-09 School Based Funds/SRC/School Community Councils
1-1-06 School Based Funds/SRC/School Community Councils	1-2-12 Instructional
1-1-07 Complementary Services	1-2-13 Plant Operation & Maint.
1-1-08 External Services	1-2-21 Complementary Services
	1-2-22 External Services

Short Code vs. Long Code

- When coding expenses most tend to use the “short code”, meaning 155–221–115–855 instead of **1–2–12** –155–221–115–855
- The 155-221 portion of the account code could be valid for other financial statement areas
 - Example
 - 1-2-13-155-221 (Plant Operation & Maint.)
 - 1-2-14-155-221 (Student Transportation)
 - 1-2-21-155-221 (Complementary Services)

Complementary Services – Special Issues

- Most of the revenue that goes into Complementary Services is provincial government grant revenue

- Therefore the only expenses that are coded there should relate to the programs the grant was for
- We are accountable to the government for funds spent on grants for Complementary Services
- Effective November 15, 2006, every expense that is coded to Complementary Services (1-2-21) MUST have a program code attached to it

Coding to Budget

- The division spends a great deal of time and effort creating the budget
- To maximize the ability to analyze budget to actual numbers, an expense should only be coded to an account that has an amount budgeted there
- If a recurring expense doesn't fit under a previously budgeted amount, this should be identified during the budgeting process for the upcoming year