

Corvallis School District

FINANCIAL MANAGEMENT

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Fund Accounting System

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts. The accounts of the District are maintained on the modified accrual basis of accounting. The following funds are maintained by the District:

General Funds - to account for all revenues and expenditures related to administration, instruction, and other activities not included in any other funds.

Transportation Funds - to account for the revenues and expenditures for the District's pupil transportation program.

School Food Services Fund - to account for that portion of the school food services program which is self-supporting, including State and Federal reimbursements.

Tuition Fund - to account for tuition payments for elementary pupils who are residents of the District but attend school outside the District.

Retirement Fund - to account for the employer's contribution to the Teacher's Retirement System, the Public Employee's Retirement System, Unemployment Compensation, and Social Security.

Miscellaneous Programs Funds - to account for State and Federal grants and reimbursement funds received by the District.

Traffic Education Fund - to account for revenues and expenditures for approved driver education programs.

Lease Rental Agreement Funds - to account for the rental and lease payments received from District-owned property and the expenditure of that money for the maintenance of that property.

Sick Leave Reserve - to account for moneys transferred from the General Fund for the purpose of paying accumulated sick leave and vacation that a non-teaching employee is entitled to upon termination.

Title I Fund - to account for Federal Block grant money received by the District.

Title II Fund - to account for Federal Block grant money received by the District.

Debt Service Funds - to account for principal and interest payments on outstanding bonds, along with special assessments and the revenues derived for this purpose from a property tax levy.

Building Fund - to account for building construction and the bond proceeds received for that purpose, and/or to account for interest earnings, insurance settlements, proceeds from the sale of property, and other miscellaneous revenues.

Building Reserve Fund - to account for revenues and expenditures for voter approved improvements, remodeling, or construction of District facilities.

Bus Depreciation Fund - to account for bus depreciation

Endowment Fund - to account for gifts, legacies, and devises received by the District.

Student Activity Fund - to account for various student activities, such as athletics, clubs, classes, student government organizations, student publications, and other activities. Separate fund accounts within the Extracurricular Fund are maintained to account for these various activities. Unlike other District funds, the money for these activities is maintained in bank accounts outside the control of the County Treasurer. The Fund is administered by District administrators and faculty members and the student organizations, operating under guidelines and policies established by the Board of Trustees and the Department of Commerce.

Interlocal Fund - to account for receipts and disbursements from Community Service Programs.

Claims Fund - to account for receipts from other operating funds for their portions of operating expenditures other than payroll and the disbursements to the various payees.

Payroll Fund - to account for receipts from operating funds for their portions of payroll costs and the payroll disbursements to employees and to State and Federal agencies.

Retiree Insurance Fund - to account for the receipt and disbursement of premium payments received from former District employees who have retired and who have opted to continue to participate in the District's health insurance program.

Under State statutes, the General, Transportation, Tuition, Retirement, Debt Service, and Building Reserve Funds are considered budgeted funds, which means a budget must be adopted in order to spend any money from the funds. The School Food Services, Miscellaneous Programs, Building, Lease Rental, Traffic Education, Sick Leave Reserve, Block Grant, and Endowment Funds are non-budgeted funds. The Extracurricular, Claims, Payroll, and Retiree Funds are also treated as non-budgeted funds.

Legal Reference: § 20-9-504, MCA Extracurricular fund for pupil functions

Policy History:

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