

ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) CODE STRUCTURE

The Missouri Financial Accounting Manual’s purpose is to provide guidelines for the accounting of Revenue, Expenditures, and Balance Sheet items. This is to ensure all school districts/LEAs are using the same structure to allow for Federal and State financial reporting and various calculations to be performed to analyze financial data.



Fund Type Code – 3 Digits (which account is paying for the expenditure)

The Fund Code consists of two basic elements: the first two digits indicate the type of fund and the last digit indicates the fiscal year. For example, in Fund 118, the third digit indicates that it is for the 2017-2018 fiscal year. The year is necessary for federal obligations that occur in one year but get paid in the subsequent year. For example, teachers obligate federal funds when the work is performed (August–May) but the teacher is paid over twelve months (June–July). 1 – General Fund 2 – Teachers Fund 3 – Debt Services 4 – Capital Projects

Note: The fund length varies by vendor. Only one digit will be collected on the ASBR.

Function Code – 4 Digits (what is the action or purpose)

The Function Code describes the action, purpose, or program for which activities are performed.

Object Code – 4 Digits (what is the service or commodity)

The Object Code describes the service or commodity obtained as a result of a specific expenditure.

Location Code – 4 Digits (where will the expenditure be used)

The Location Code refers to individual campuses within a LEA and individual components within the administration, school service, and maintenance and operation divisions. The LEA must use DESE’s core data building codes to distinguish separate campuses where student data is reported.

- Expenditures that clearly occur at a building level should be coded to the appropriate location.
- Expenditures at a LEA level that DESE is requiring at a building level should be prorated among the appropriate locations using allocation methodologies such as time spent within each building, the percentage or number of students served or total enrollment.
- Schoolwide Pool must be reported with a Project Code 40001. The LEA will need to report the expenditures under the appropriate building code.

Source of Funds – 1 Digit (what source of revenue is paying for this expenditure)

The Source of Funds Code is used to identify a subset of revenue used to fund a specific expenditure. LEAs must assign a Source of Funds Code to expenditures funded by each type of revenue. All expenditures on the ASBR will be required to have a source of funds code. 1 – Local 2-County 3 – State 4 - Federal

Project Code – 5 Digits (what project is paying the expenditure)

The Project Code is used to identify an expenditure paid for with a specific source of revenue or part of a specific grant. When used to identify a federal project, the Source of Funds/Project Code may also be associated with accounts receivable, accounts payable, and fund balance accounts pertaining to that project. With the exception of the cash account, a balance sheet for the project may be drawn from the general ledger utilizing this code dimension.

ESEA PROJECT CODES

LEAs must use DESE’s assigned project and revenue codes for ESEA programs listed below.

Revenue Code	Project Code	Revenue Code Title
5451	45100	Title I
	45101	School Improvement Grant (g) (SIG)
	45102	Title I School Improvement (a)
	45103	Title I.D - LEA
	45104	Title I.D - State Agency
5452	45200	Title I.C
5461	46100	Title IV.A Student Support and Academic Enrichment
5462	46200	Title III LEP
	46201	Title III Immigrant
5463	46300	Homeless Education
5465	46500	Title II.A
5465	46501	Math and Science Partnerships
5492	49200	Title V.B, SRSA
5492	49201	Title V.B, Rural Low-Income School
	40001	Schoolwide Pool
	40002	Early Learning Blended Pool
5497		Refugee Children’s Improvement Grant

BUDGETS PAGES IN EPEGS

Title I.A Budget Grid Example

<u>Accounting Manual</u>	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total
1100 Regular Instruction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1200 Supplemental Instruction	815000.00	5000.00	225000.00	9500.00	10000.00	0.00	0.00	1064500.00
2100 Non Instructional Support Services	415000.00	80000.00	140000.00	10500.00	10000.00	0.00	0.00	655500.00
2200 Professional Development	50000.00	5000.00	5000.00	10000.00	10000.00	0.00	0.00	80000.00
2500 Transportation and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2557 School Choice Transportation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3512 Early Childhood Instruction	290000.00	125000.00	125000.00	10000.00	12000.00	0.00	0.00	562000.00
3711 Non-Public Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3900 Parental Involvement	14000.00	0.00	3500.00	4500.00	4500.00	0.00	0.00	26500.00
4000 Facilities Acquisition and Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program Costs Subtotal	1584000.00	215000.00	498500.00	44500.00	46500.00	0.00	0.00	2388500.00
Administration Costs								
Administration Pool								0.00

Title II.A Budget Grid Example

<u>Accounting Manual</u>	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total
1100 Regular Instruction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2200 Professional Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2600 Planning and Evaluation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3711 Non-Public Services	0.00	0.00	0.00	78166.51	0.00	0.00	0.00	78166.51
Program Costs Subtotal	0.00	0.00	0.00	78166.51	0.00	0.00	0.00	78166.51

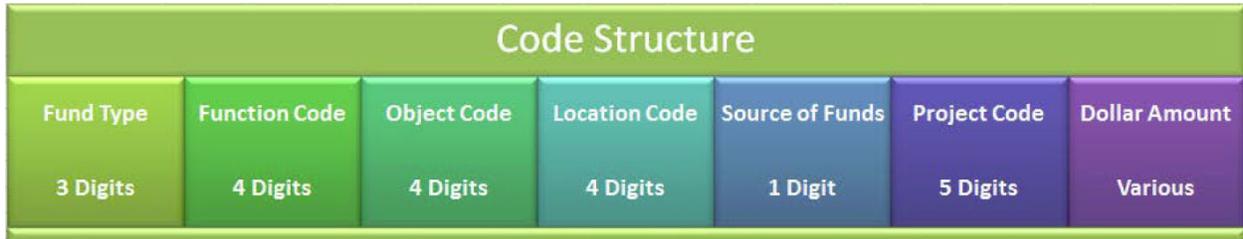
Title II.A – REAP Flex Budget Grid Example - REAP Flex allows the LEA to budget funds for allowable uses under other ESSA programs.

Accounting Manual	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total
1100 Regular Instruction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2200 Professional Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2600 Planning and Evaluation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3711 Non-Public Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TI.A - 1200 Supplemental Instruction	29837.18	0.00	8413.82	0.00	0.00	0.00	0.00	38251.00
Program Costs Subtotal	29837.18	0.00	8413.82	0.00	0.00	0.00	0.00	38251.00

Funds Available Example of LEA that transfers Title II.A and Title IV.A to Title I.A. Transferability allows the LEA to transfer funds to another eligible ESEA program. Funds will be budgeted under Title I.A. See page 6.

Allocations	TI.A	SW Pool	TI.C	TI.D-LEA	TII.A	TIII-Imm	Title III-EL	Title IV.A
1 Original Allocation	\$134,447.00	\$0.00	\$0.00	\$0.00	\$22,615.00	\$0.00	\$0.00	\$10,000.00
2 Allocation Adjustments	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 Carryover	\$3,471.17	\$0.00	\$0.00	\$0.00	\$26,931.00	\$0.00	\$0.00	\$0.00
4 Carryover Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5 Allocation Sub Total (Line 1 + Line 2 + Line 3 + Line 4)	\$137,918.17	\$0.00	\$0.00	\$0.00	\$49,546.00	\$0.00	\$0.00	\$10,000.00
ESEA Consolidated Transfers								
6 Transferability Percentage					100 %			100 %
7 Current Year Transferability Cap ((Line 1 + Line 2) × Line 6)					N/A			N/A
8 Previous Year Transferability Remaining					N/A			N/A
9 Total Available For Transfer (100% of Line 5)					\$49,546.00			\$10,000.00
10 Title II.A Transfer (+)	21485.52		0.00	0.00		0.00	0.00	0.00
11 Title IV.A Transfer (+)	10000.00		0.00	0.00	0.00	0.00	0.00	
12 Net Transferred	\$31,485.52		\$0.00	\$0.00	(\$21,485.52)	\$0.00	\$0.00	(\$10,000.00)
13 Available After Transfers (Line 5 + Line 12)	\$169,403.69	\$0.00	\$0.00	\$0.00	\$28,060.48	\$0.00	\$0.00	\$0.00

ESEA CODING EXAMPLES



1. Title II.A full-time Elementary Class Size Reduction Teacher budgeted under 1100 Regular Instruction.

Fund Type	Function Code	Object Code	Location Code	Source of Funds	Project Code	Dollar Amount
xxx	1111	6111	4020	4	46500	\$30,000
xxx	1111	62xx	4020	4	46500	\$8,000

2. Title I.A homeless set-asides budgeted for full-time/part-time homeless liaison budgeted under 2100 Non Instructional Support Services.

Fund Type	Function Code	Object Code	Location Code	Source of Funds	Project Code	Dollar Amount
xxx	2113	6151/6161	4020	4	45100	\$30,000

3. Title I.A homeless Set-Asides budgeted for clothing, food, or other personal needs budgeted under 3611 Homeless & Other Disadv. Student Activities Svcs.

Fund Type	Function Code	Object Code	Location Code	Source of Funds	Project Code	Dollar Amount
xxx	3611	6411	4020	4	45100	\$8,000

4. Title I.A homeless set-asides budgeted for contracted pupil transportation to and from school budgeted under 2500 Transportation and Maintenance.

Fund Type	Function Code	Object Code	Location Code	Source of Funds	Project Code	Dollar Amount
xxx	2558	6341	4020	4	45100	\$10,000

5. Title I.A technology supplies that fall below the capitalization threshold and used by students in the classroom or that have student instruction focus should be coded to 1111, 1131, or 1151. Technology supporting instruction in elementary building budgeted under 1100 Regular Instruction.

Fund Type	Function Code	Object Code	Location Code	Source of Funds	Project Code	Dollar Amount
xxx	1111	6412	4020	4	45100	\$900

6. Title I.A technology-related equipment such as smart boards used by students in the classroom or that have student instruction focus should be coded to 1111, 1131, or 1151. Technology supporting instruction in elementary building budgeted under 1100 Regular Instruction.

Fund Type	Function Code	Object Code	Location Code	Source of Funds	Project Code	Dollar Amount
xxx	1111	6543	4020	4	45100	\$900

7. Title II.A funds REAP-Flexed for Title I.A full-time/part-time Elementary School Supplemental Math Teacher budgeted under TI.A 1200 Supplemental Instruction.

Fund Type	Function Code	Object Code	Location Code	Source of Funds	Project Code	Dollar Amount
xxx	1251	6111/6122	4020	4	46500	\$20,000
xxx	1251	62xx	4020	4	46500	\$5,000

8. Title I.A full-time/part-time Middle School Supplemental Math Teacher budgeted under 1200 Supplemental Instruction.

Fund Type	Function Code	Object Code	Location Code	Source of Funds	Project Code	Dollar Amount
xxx	1251	6111/6122	3020	4	45100	\$40,000
xxx	1251	62xx	3020	4	45100	\$9,000

9. Title IV.A speaker to educate students on bullying. Contracted service budgeted under 2100 Support Services-Pupils.

Fund Type	Function Code	Object Code	Location Code	Source of Funds	Project Code	Dollar Amount
xxx	2122	63xx	4020	4	46100	\$12,000
xxx	2122	63xx	3020	4	46100	\$8,000
xxx	2122	63xx	1050	4	46100	\$10,000

10. Title I.A full-time/part-time Instructional Coach in elementary building budgeted under 2200 Professional Development.

Fund Type	Function Code	Object Code	Location Code	Source of Funds	Project Code	Dollar Amount
xxx	2213	6111/6122	4020	4	45100	\$40,000
xxx	2213	62xx	4020	4	45100	\$9,000

11. Title II.A full-time/part-time Instructional Coach in middle school budgeted under 2200 Professional Development.

Fund Type	Function Code	Object Code	Location Code	Source of Funds	Project Code	Dollar Amount
xxx	2213	6111/6122	3020	4	46500	\$40,000
xxx	2213	62xx	3020	4	46500	\$9,000

12. Title II.A district-wide in-service on differentiated instruction. Contracted service budgeted under 2200 Professional Development. Prorated \$100,000 contract among buildings based on enrollment.

Fund Type	Function Code	Object Code	Location Code	Source of Funds	Project Code	Dollar Amount
xxx	2213	63xx	4020	4	46500	\$20,000
xxx	2213	63xx	4030	4	46500	\$24,000
xxx	2213	63xx	3050	4	46500	\$26,000
xxx	2213	63xx	1050	4	46500	\$30,000

If the program serves the entire LEA, determine the percentage of students enrolled in each building.

Building	4020	4030	4050	4060	Total
Enrollment	250	300	325	375	1,250
Percentage	20%	24%	26%	30%	100%

13. ESEA Consolidated Federal Programs Coordinator budgeted under Title I.A and Administration Pool. Prorated \$60,000 salary among Title I elementary buildings based on enrollment.

Fund Type	Function Code	Object Code	Location Code	Source of Funds	Project Code	Dollar Amount
xxx	2329	6112	4020	4	45100	\$12,000
xxx	2329	6112	4030	4	45100	\$14,400
xxx	2329	6112	4050	4	45100	\$15,600
xxx	2329	6112	4060	4	45100	\$18,000

If the program serves the entire LEA, determine the percentage of students enrolled in each building.

Building	4020	4030	4050	4060	Total
Enrollment	250	300	325	375	1,250
Percentage	20%	24%	26%	30%	100%

14. Title I.A Instructional Aide Salaries budgeted under 3512 Early Childhood Instruction.

Fund Type	Function Code	Object Code	Location Code	Source of Funds	Project Code	Dollar Amount
xxx	3512	6152	Where reported in MOSIS	4	45100	\$20,000
xxx	3512	62xx	Same as above	4	45100	\$5,000

15. Title I.A purchased Instructional Services for elementary students budgeted under 3711 Non-Public Services.

Fund Type	Function Code	Object Code	Location Code	Source of Funds	Project Code	Dollar Amount
xxx	3711	6311	4020	4	45100	\$10,000

16. Title I.A full-time/part-time School/Home Coordinator at High School budgeted under 3900 Parent Involvement.

Fund Type	Function Code	Object Code	Location Code	Source of Funds	Project Code	Dollar Amount
xxx	3912	6151/6161	1050	4	45100	\$20,000
xxx	3912	62xx	1050	4	45100	\$5,000

17. Title I.A full-time Elementary Supplemental Reading Teacher budgeted under 1200 Regular Instruction. Last digit of Fund type indicates that the expenditure is for the 18-19 fiscal year. The year is necessary for federal obligations that occur in one year but get paid in the subsequent year. Obligation occurs when the work is performed (August 2018-May 2019) regardless of when payment is made.

Fund Type	Function Code	Object Code	Location Code	Source of Funds	Project Code	Dollar Amount
029	1251	6111	4020	4	45100	\$40,000
029	1251	62xx	4020	4	45100	\$10,000

18. Schoolwide Pool must be reported with a Project Code of 40001. **LEAs must report all expenditures under the appropriate location code, even if the location code is not required in the MO Financial Accounting Manual.** DESE will designate the source-of-funds code for the expenditures for each location code based on budget contribution. LEAs should use the same source code for all SWP expenses. Total expenditures reported on the FER will equal the sum of the building allocations. For additional information, see Schoolwide Pool User Guide at <https://dese.mo.gov/financial-admin-services/eseanclb-finance/fiscal-monitoring>

Fund Type	Function Code	Object Code	Location Code	Source of Funds	Project Code	Dollar Amount
See Manual	See Manual	See Manual	varies	TBD by DESE	40001	\$1,000,000

Following is the Schoolwide Pool Funding in budget revision

	Title I	Title II.A	State and Local Funds	Total	Building Percentage of Pool			Total
	Title I	Title II.A	State/Local	Total	Title I	Title II.A	State/Local	Total
Attendance Center Distribution								
Total Funds Available		\$162,572.66	\$0.00					
Maximum Allowed for Schoolwide Pool		\$162,572.66	\$0.00					
Funds Already Budgeted		\$0.00						
Total Available For Schoolwide Pool		\$162,572.66	\$16,474,236.00					
Parent Program Total Amount Distributed to Schoolwide Pool		\$0.00	\$0.00					
4020 BLUE HILLS ELEM.	\$80,045.75	\$35,420.82	\$2,346,041.00	\$2,461,507.57	3.2519%	1.4390%	95.3091%	100.0000%
4040 BUCKNER ELEM.	\$82,496.14	\$37,113.60	\$2,510,133.00	\$2,629,742.74	3.1370%	1.4113%	95.4517%	100.0000%
4060 CLER-MONT ELEM.	\$102,507.58	\$35,282.66	\$2,546,006.00	\$2,683,796.24	3.8195%	1.3147%	94.8658%	100.0000%
4080 ELM GROVE ELEM.	\$113,942.68	\$22,019.81	\$2,467,433.00	\$2,603,395.49	4.3767%	0.8458%	94.7775%	100.0000%
4110 FIRE PRAIRIE MIDDLE	\$184,186.92	\$3,345.00	\$4,236,976.00	\$4,424,507.92	4.1629%	0.0756%	95.7615%	100.0000%
4130 INDIAN TRAILS ELEM.	\$95,973.23	\$29,390.77	\$2,367,647.00	\$2,493,011.00	3.8497%	1.1789%	94.9714%	100.0000%
Total Distributed to Schoolwide Pool	\$659,152.30	\$162,572.66	\$16,474,236.00					
Total Available Remaining	\$0.00	\$0.00	\$0.00					
Percentage of Pool Total	3.8110%	0.9399%	95.2490%	0				

19. Early Learning Blended Funding must be reported with a Project Code of 40002. For the purposes of the Current Expenditure Calculation by building as required by ESSA, DESE will calculate the percentages from the LEA's final expenditure report (FER) for the Source of Funds utilized for these blended funding expenditures.

Fund Type	Function Code	Object Code	Location Code	Source of Funds	Project Code	Dollar Amount
See Manual	See Manual	See Manual	varies	TBD by DESE	40002	\$500,000

20. Transferability allows the LEA to transfer the funds to another eligible ESSA program.

Title II.A funds Transferred to Title I.A. Budget, payment request, and FER are under Title I.A. Revenue is both Title I.A and II.A.

Fund Type	Function Code	Object Code	Location Code	Source of Funds	Project Code	Dollar Amount
See Manual	See Manual	See Manual	Varies	4	45100	\$31,485

II-C-8. How does an LEA make a transfer?

The mechanics of a transfer will depend on the nature of the State and local financial reporting systems. For example, in transferring funds, an LEA may –

- Move funds from the account(s) of the program(s) from which the funds are being transferred into the account(s) of the program(s) to which the funds are being transferred.
- Establish a new, separate account for transferred funds.
- Keep the “transferred funds” in their original account(s), but maintain documentation that shows how “transferred funds” in the original account(s) have been reclassified. In other words, in transferring funds, an LEA does not actually have to move funds from one account to another so long as it maintains adequate documentation to account for the transfer.

Regardless of the method that the LEA uses to transfer funds, the LEA must maintain records demonstrating how a program’s overall funds (including transferred funds) were spent. However, the LEA does not have to account separately for the expenditure of the funds that were transferred into a program and the allocation to which the transferred funds were added.

Staff, ESEA Budget Grid, and General Ledger

Course	Budget	General Ledger
Preschool	3512 Early Childhood Instruction	3512 Early Childhood Instruction
STEM/STEAM Teacher	1100 Regular Instruction	1111 Elementary, 1131 Middle/Junior High, or 1151 High School
Class Size Reduction	1100 Regular Instruction	1111 Elementary, 1131 Middle/Junior High, or 1151 High School
994210 At Risk	1100 Regular Instruction	1193 Alternative Programs
Instructional Coaches (Reading, Math, English Language Arts, Science, Teaching Methods)	2200 Professional Development	2213 Instructional Staff Training Services
990808 Gifted	1200 Supplemental Instruction	1211 Gifted and Talented
054865 Supplemental ESOL	1200 Supplemental Instruction	1251 Supplemental Instruction
Neglected Institution	1200 Supplemental Instruction	1254 Institutions for Neglected Students
887900 Other Pupil Personnel (Behavior Intervention Specialist)	2100 Non Instructional Services	2113 Social Work Services
889700 School Home Coordinator	3900 Parental Involvement	3912 Parental Involvement
889650 Language Translator	1200 Supplemental Instruction	1271 Bilingual
881750 Homeless Liaison	2100 Non Instructional Services	2113 Social Work Services
876000 Nurse	2100 Non Instructional Services	2134 Nursing Services
887400 Social Worker	2100 Non Instructional Services	2113 Social Work Services
885000 High School Guidance Counselor	2100 Non Instructional Support Services	2122 Counseling Services
885200 Junior High Guidance	2100 Non Instructional Support Services	2122 Counseling Services
885400 Middle School Guidance	2100 Non Instructional Support Services	2122 Counseling Services
885600 for Elementary Guidance	2100 Non Instructional Support Services	2122 Counseling Services
054890 Family Literacy Facilitator	3900 Parental Involvement	3912 Parental Involvement
881700 Federal Programs Coordinator	2300 Program Administration	2329 Other Executive Administration
888400 Administrative Clerk	2300 Program Administration	2329 Other Executive Administration

Object Codes

Budget	General Ledger
6100 Certificated Salaries	611x Certificated Salaries
6150 Noncertificated Salaries	615x Classified Salaries - Regular
	<i>New in FY19</i> 6152 - Instructional Aide Salaries -Salary paid to teacher aides whether certificated or non-certificated. Certificated aides should be paid out of the Special Revenue (Teachers) Fund. Non-certificated aides should be paid out of the General (Incidental) Fund.
	<i>New in FY19</i> 6153 - Classified Substitute Salaries -Salaries paid to substitutes for classified employees of the LEA.
6200 Employee Benefits	6200 Employee Benefits – Amounts paid by LEAs on behalf of <u>employees</u> . These charges should be distributed to functions in accordance with salary function of the employee.
6300 Purchased Services	63xx – Amounts paid for services rendered <u>by personnel who are not on the LEA’s payroll</u> and for other services that LEAs may purchase.
6400 Materials & Supplies	64xx – Supplies and Materials – Amounts paid for material items of an expendable nature that are consumed, wear out, deteriorate in use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances.
6500 Capital Outlay	65xx – Capital Outlay – Expenditures for the acquisition of capital assets or additions to capital assets. They include expenditures for initial equipment; additional equipment; and replacement of equipment.