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State of Iowa  
1934

# Uniform Financial Accounting

For Iowa School Districts

Research Bulletin No. 15  
June, 1934

By R. C. WILLIAMS, Director of Research

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Department of Public Instruction  
AGNES SAMUELSON, Superintendent

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## FOREWORD

An accurate and complete accounting of funds is one of the essentials of efficient school administration. This bulletin describes the procedures which have been set up for those who are responsible for the financial management of Iowa's public schools. The value of such a system depends upon an intelligent understanding of the forms, methods and objectives involved.

It has been our aim to meet the needs of an adequate accounting system in as simple and direct a manner as possible and we believe that the records and procedures that have been set up will contribute to this end. These materials have been prepared by R. C. Williams, director of research for the department of public instruction. He has been given generous and valuable assistance by Dr. E. T. Peterson, of the College of Education, State University of Iowa, and a number of graduate students working under his direction; by Mr. E. M. Foster, Chief of the Statistical Division of the United States Office of Education, and members of the Iowa Association of School Board Secretaries. Other helpful sources are listed in the bibliography on the final pages of this bulletin.

Correspondence concerning any questions which are not covered and suggestions for the refinement and improvement of this system will be gladly welcomed. Only in this manner can we establish a workable and satisfactory procedure.

AGNES SAMUELSON

Superintendent of Public Instruction

## Section I

### INTRODUCTION

#### BACKGROUND

In 1912 the United States Bureau of Education issued the report of a joint committee on uniform records and reports. The recommendations of this committee were put into practice by a number of states. With the experience of these states as a background, a second report was prepared in 1928 by representatives of the United States Bureau of Education, the National Association of Public School Business Officials, the Department of Superintendence of the National Education Association, and the National League of Compulsory Education Officials. This report embodied a uniform classification of receipts and disbursements, together with forms for complete financial accounting and procedures for their use. For some time the Bureau of Education had used the terminology recommended by these representative committees for its reports from city and state school systems.

Since the publication of the above reports these recommendations have been recognized by a large number of states until today they are followed in whole or in part by the financial accounting systems for the school districts of most of the states. The procedures described in this bulletin aim to bring the financial records of Iowa school districts into conformity with these accepted standards of good practice.

#### THE LAW

Two enactments of the Forty-fifth General Assembly, which adjourned in April, 1933, are immediately responsible for the preparation of a uniform system of financial accounting for the schools of Iowa. Chapter 64 provided that the superintendent of public instruction should prepare such a system for use in all public schools, while Chapter 7 specified that the auditor of state should arrange for an annual examination of the financial condition and transactions of all school officers. Naturally the annual audit of all records on a statewide basis implies the need of uniform records.

Specifications of a uniform financial accounting system were given as follows:

1. It shall designate the uniform classification headings under which all receipts and disbursements in public school funds shall be recorded
2. The system shall be used in all public schools on and after such date as the superintendent of public instruction shall designate.
3. No district shall be required to displace a system already in use if such system, in the discretion of the superintendent of public instruction, records receipts and disbursements under the same classification headings and in at least the detail provided for in the state system

In accordance with the above, the department of public instruction has prepared a system of financial records for the use of school districts on and after the fiscal year beginning July 1, 1934. The forms and procedure outlined in this bulletin are for the use of districts which maintain high schools. The same essentials, but with condensed forms, will be available for districts which offer work only through the elementary grades.

### FUNCTIONS OF AN ACCOUNTING SYSTEM

An accounting system should be the servant of the school administrator in financial matters and not merely show how much money has been received and paid out. Smith has concisely listed the functions which any school accounting system should perform as follows:

1. Giving a record of funds received—both revenue and non-revenue—allocated by sources
2. Recording expenditures—by funds where required by law, by functions, by administrative units, and by instructional divisions
3. Giving a complete record of every financial transaction, including the original documents
4. Controlling budget appropriations
5. Giving data for the computation of unit costs
6. Presenting financial facts for complete and accurate financial reports<sup>1</sup>

<sup>1</sup>Smith, H. P., *Business Administration of Public Schools*, pp. 131-3, World Book Company, 1929.



## Section II

### ESSENTIAL RECORDS AND THEIR USE

Uniformity in financial accounting implies not only that blank forms of the same style and content shall be used, but that there shall be agreement in the interpretation of terminology employed and the procedure followed in the use of the record forms. In the development of the present system attention has been given to the situations under which these materials will be used and detailed instructions for accounting officials have been carefully compiled. To make these directions readily available, they have been printed on loose leaf sheets of the same size as the record forms whose use they describe, so that both materials might be kept in the same binders.

To serve the purpose adequately an accounting system must involve the active participation of the superintendent of schools, the secretary of the board of education, and the treasurer of the school district as well as the board of directors. As the executive officer of the board, the superintendent is responsible, either directly or indirectly, for the business administration of the school system. His training and experience should qualify him to assume this responsibility and he will have a large part in the successful operation of any school accounting system.

### ACCOUNTING FORMS

The forms listed below have been prepared in loose leaf style, 14 x 17 inches in size, for districts maintaining high schools. For districts which have elementary schools only, similar forms in bound book style will be available.

#### Form S11 —Cash Receipts

Each transaction whereby either fund of the school district receives money should be entered on this form. The entry should include from whom the money has been received and the fund to which it is credited and should correspond with the receipt issued by the secretary. The source of the amount should be indicated by the proper code number

#### Forms S12 and S12a—Warrant Distribution Register

When a warrant has been made out and signed by the president and secretary, it should be entered on these forms before it is forwarded to the payee. The distribution of the total amount of the warrant among various groups of expenditures should be indicated by entering the amount spent for each purpose in the proper column, and also by entering the proper code numbers for the amounts spent. The left hand or stub side of the warrant should contain the same code numbers and amounts opposite each as are used on the warrant distribution register. This is one of the most important forms to be used in cost accounting

## Form S13 —Insurance Record

The purpose of this record is to provide a compact and continuous statement of insurance policies purchased by the school district

## Form S14 —Bond Record

Experience has shown that many boards of education are unable to tell from their books the progress being made in retiring bonded indebtedness. This form provides for a record of interest payments on each bond, as well as the date each bond is scheduled for payment

## Form S15 —Annual Budget Statement

This is the financial program of the board of education for the year and includes a comparison of actual receipts and disbursements for the past year with the anticipated amounts at the beginning of the same year

## Form S16 —Computation of Per Pupil Costs

The purpose of this form is to provide a place for recording data used in computing operating costs per pupil for each department of the school, in the manner elsewhere described

## Form S17 —Warrant, or Order on Treasurer

For the use of the president and secretary in directing the treasurer to disburse funds of the district, the warrant (in reality a voucher warrant) is used. After being prepared by the secretary and countersigned by the president, this warrant is delivered to the person to whom the district is indebted. When presented to the treasurer of the district he draws his check for the amount of the warrant. The left hand portion or stub should be completely filled out and should indicate the number or date of the invoice (or invoices) paid and the distribution of the total amount among the various expenditure groups. This part should be attached to the invoices or bills to be paid by the warrant and used as a voucher. It is recommended that warrants to be drawn upon the schoolhouse fund be printed on a different color of paper than those drawn on the general fund, or that the fund be prominently shown upon the warrant

## Form S19 —Monthly Financial Statement

If the district contains a city or town, the secretary should file with the board each month a report of the receipts, disbursements and balances of the previous month. In view of the fact that, under the present system, expenditures are controlled by means of the annual budget, the monthly statement includes a report of the financial condition as represented by the budget. A recommended form for this report is given on pages 43-45.

**Other Recommended Forms****Form S17a—Voucher Jacket**

Many school districts, particularly those handling a large number of invoices from the same firm and those having more than one building, desire to use a voucher jacket. The department of public instruction has prepared a blank which it recommends for this purpose and will be glad to send a sample upon request. Its use will simplify cost accounting by departments and buildings

**Form S18 —Payroll Register**

Where the total number of persons employed by a school district as teachers, janitors, bus drivers, etc., is relatively large, it will be found desirable to use a payroll register in which a month-by-month record of payments for personal service is kept. A circular including a proposed form of this blank and directions for its use will be sent to interested parties upon request

**Form S18a—Payroll Report**

This form is used in connection with Form S18, Payroll Register. It is to be used by the principal of a building in certifying to the superintendent at the close of each payroll period the individuals who are to be included in the following payroll. A suggested form is included in the circular which describes the Payroll Register

Circulars describing the content and use of these recommended forms and also recommended usage in accounting for tuition pupils, requisition and purchase of goods, revolving fund accounts, and other types of transactions are available for distribution.

**DUTIES OF THE SECRETARY**

(Section numbers refer to the School Laws of Iowa, Code of 1931)

The importance of the secretary's work cannot be over-estimated. It is his responsibility to keep an accurate, detailed, and complete record of the financial transactions of the board of directors, as well as a record of the minutes of each meeting. Other duties may be assigned to him by the board from time to time.

Among his duties set forth in the Code of Iowa are :

1. Take the oath of office before assuming his duties
2. Give bond to the school district and file it with the president (Sec. 4305)
3. File and preserve copies of all reports made to the county superintendent, and all papers transmitted to him pertaining to the business of the corporation (Sec. 4308-1)
4. Keep a complete record of all the proceedings of the meetings of the board and the voters of the corporation in separate books (Sec. 4308-2)

5. Keep an accurate, separate account of each fund with the treasurer, charge him with all warrants and drafts drawn in his favor, and credit him with all orders drawn on each fund (Sec. 4308-3)
6. Keep an accurate account of all expenses incurred by the corporation and present the same to the board for audit and payment (Sec. 4308-4)
7. Record at the annual meeting, in a book provided for that purpose, the names of all persons voting thereat, the number of votes cast for each candidate, and for and against each proposition submitted (Sec. 4308-5)
8. If the district contains a city or town, file with the board a monthly statement of receipts, disbursements, and balances on hand (Sec. 4309)
9. Countersign warrants and drafts upon the county treasurer (Sec. 4310, 4398)
10. Draw and sign all orders upon the treasurer, which orders or warrants are to be signed also by the president. He shall keep a register of warrants issued (Sec. 4310)
11. Take the school census, except in school townships where it is taken by the sub-director (Sec. 4234, 4312)
12. Notify the county superintendent when each school is to begin and its length of term (Sec. 4313)
13. File an annual report with the county superintendent (Sec. 4313)
14. Report to the county superintendent, auditor, and treasurer the names and addresses of the president, secretary, and treasurer of the board, as soon as possible after their qualification (Sec. 4314)
15. Prepare and post or publish during the first week in July an annual itemized financial statement of receipts and disbursements. If there be no newspaper published in the district, a copy of this statement must also be filed with the county superintendent (Sec. 4242, 4242-b1)
16. Deliver tuition fees together with itemized statement to treasurer (Sec. 4277)
17. Certify to the county auditor the amount of tax-free land in the school district and by which branch of the government it is owned (Sec. 4283-e5)
18. File with county auditor the annual budget estimate and tax levy (Sec. 383)
19. Collect tuition of non-residents (Sec. 4233-e1, 4274, 4277)
20. Receive warrants for state aid (Sec. 3904, 4186, 4335)
21. Prepare such reports as may be required from time to time (Sec. 3834)
22. Countersign all bonds issued by the board (Sec. 4407)

## SECRETARY'S BOND

The secretary is required by law to give a bond to the school district for such a sum, as the board may require but not less than five hundred dollars (\$500). This bond, which is for the purpose of insuring the faithful performance of his duties, should be presented to the board for its approval at the time he takes the oath of office, and should be filed with the president of the board. The law provides that the secretary's oath shall be indorsed upon his bond. The cost of the bond may be paid by the school district.

## RECORDING RECEIPTS

At the time the secretary receives from any source funds belonging to the district, he should issue a receipt and keep a stub or duplicate copy. The receipt should have a serial number and include the date, person to whom issued, amount received, the obligation which is being discharged, and the signature of the secretary acting for the board of directors. Each item of receipt should be entered on Form S11, Cash Receipts, and this entry should correspond with the receipt issued.

The secretary should in turn deliver to the treasurer all funds collected and take a receipt for the same. In the event money is delivered direct to the treasurer, the secretary should receive from the school treasurer a notice of the amount so received, the source and purpose of such income, and the fund to which it has been deposited. Following this the secretary should make a corresponding entry on his records.

## CLASSIFICATION OF RECEIPTS

In order to account properly for all money, secure uniformity of practice, and facilitate the preparation of the annual report, it is necessary that all items of income be entered not only in the proper fund, but also classified within each fund. According to law, there are two funds recognized for all districts—general and schoolhouse. Receipts should be deposited into one of these funds on the following basis:

## Schoolhouse fund

1. Collection of a tax authorized by the voters of a district
2. Proceeds of the sale of bonds authorized by law
3. Proceeds of a tax levied to pay principal and interest on bonded indebtedness
4. Proceeds of a tax levied to purchase sites

## General fund

1. All other moneys received for any other purpose

Note that in this system receipts are further divided into revenue receipts, non-revenue receipts, and transfers, depending upon their source. Revenue receipts are those coming from taxation, either directly or indirectly, or which do not result in increasing indebtedness or the depletion

of school property. Receipts from loans and bond sales or the sale of property, equipment and supplies are classed as non-revenue. Transfers are those provided for by law in Sections 387, 388, 4217 and 4241, Code of 1931.

The disposition of receipts as indicated on Form S11 follows this outline:

#### General Fund

##### Revenue Receipts

District tax

Appropriations

Federal and state aid

Semi-annual apportionment

Tuition

Other items

##### Non-revenue Receipts

Sale of supplies and property  
(unless the voters have  
authorized another disposi-  
tion—Sec. 4217-2)

Transfer from schoolhouse  
fund

Other items

#### Schoolhouse Fund

##### Revenue Receipts

District tax

Bonds and Interest (Sec.  
4403)

Special schoolhouse tax (Sec.  
4217-7)

Special sub-district tax (Sec.  
4219)

Special site levy (Sec. 4363)

Special playground levy (Sec.  
4436)

Other items

##### Non-revenue Receipts

Sale of bonds

Transfer from general fund.

Other items

### MAKING AND RECORDING A DISBURSEMENT

The secretary can be of much assistance to the board of directors and save them considerable time by assembling in advance of a board meeting all the facts necessary to transact business. This is particularly true with regard to the payment of bills. The following procedure should be followed:

1. The expenditure should have been authorized by the board or its official representative
2. Secure an itemized statement or invoice of the items for which payment has been requested. If there be more than one invoice from the same party, they should be assembled together

3. Ascertain if all goods have been received in good condition by the district and billed at the price previously quoted to the district
4. Note the rate of discount and the date when the bill must be paid in order to secure the discount
5. Prepare a voucher, or voucher jacket, for the invoice or group of invoices. Note that the left hand side or stub of the warrant may be used as a voucher, and that the voucher and corresponding warrant will have the same serial number. The voucher should list the code numbers for the several items of expenditure included in the total, and the amount to be charged to each number
6. Present the invoices with accompanying vouchers to the board of directors for their consideration. If the board has a purchasing committee, the proposed expenditures should first be approved by the members of the committee
7. If the board authorizes payment, prepare an order (warrant) upon the treasurer for the amount of the invoice, less any discounts to which the district is entitled. In case two or more invoices from the same firm are paid at the same time, one warrant is sufficient, but the various purposes for which the warrant is drawn should be itemized on it
8. Make an entry on Forms S12 and S12a, Warrant Distribution Register
9. Countersign the warrant when it has been signed by the president
10. Deliver warrant to party to whom the district is indebted
11. File together the voucher and receipt or receipted invoice for each warrant drawn and arrange them according to the number of the warrant
12. Preserve a file of warrants which the treasurer has paid and returned to the secretary

### CODIFICATION OF RECEIPTS AND DISBURSEMENTS

It will simplify accounting for receipts and disbursements, and determining unit costs to use a code for the purpose of indicating the nature of a receipt or expenditure. This will be found of value in indicating the building, department or administrative unit for which an expenditure is made, and will also make it possible to indicate what part of the total expenditure is to be charged to each classification. For this purpose a codification outline has been prepared and is included below. The code numbers for receipts have been assigned as follows:

#### **General Fund**

- 1000—1399 Revenue Receipts
- 1400—1499 Non-Revenue Receipts

#### **Schoolhouse Fund**

- 1500—1599 Revenue Receipts
- 1600—1699 Non-revenue Receipts

For disbursements, a more complete code is needed. The general arrangement is:

#### General Fund

- 100—199 General Control
- 200—299 Instruction
- 300—399 Auxiliary Agencies
- 400—499 Co-ordinate Activities
- 500—599 Operation of Plant
- 600—699 Maintenance of Plant
- 700—799 Fixed Charges
- 800—849 Capital Outlay
- 900—949 Debt Service

#### Schoolhouse Fund

- 850—899 Capital Outlay
- 950—999 Debt Service

#### Code for Receipts

For this purpose numbers from 1000 to 2000 are used. Ample opportunity is given for inserting additional numbers where local needs arise. For each item of receipt the proper code numbers should be entered in Column 4 of Form S11.

#### General Fund

##### Revenue Receipts

- 1010 District tax for general fund as provided in Section 4386. If the district has territory in more than one county and it is desired to keep the receipts separate by counties, modifications of this number or additional numbers may be used to indicate the county
- 1020 Special tax for transportation, as provided in Section 4388
- 1030 Special tax for textbooks, as provided in Section 4448
- 1100—1199 Appropriations
  - 1110 Federal aid for vocational agriculture
  - 1115 Federal aid for vocational home-making
  - 1120 Federal aid for vocational trades and industries
  - 1145 State aid for consolidated schools
  - 1155 State aid for normal training course
  - 1165 State aid for classes for deaf children
  - 1175 State aid for standard rural schools
  - 1195 Semi-annual apportionment (See note under Code No. 1010)
- 1200—1299 Tuition
  - 1210 From other districts, for pupils enrolled in elementary grades
  - 1220 From other districts, for pupils enrolled in high schools
  - 1250 From individuals, for pupils enrolled in elementary grades
  - 1260 From individuals, for pupils enrolled in high schools
  - 1270 From individuals, for pupils enrolled in public junior colleges



- 1300—1399 Other revenue receipts
  - 1310 From interest on deposits
  - 1325 From rent of buildings or grounds
  - 1330 From gifts or donations
  - 1385 Net receipts from revolving funds
  - 1360 Refunds for amounts erroneously paid
  - 1390 Other revenue receipts for the general fund

Non-Revenue Receipts

- 1410 Sale of supplies
- 1420 Sale of property. If the voters have directed that proceeds from the sale of property be placed in the schoolhouse fund (see Sec. 4217-2), enter under Code No. 1650
- 1430 Transfer from schoolhouse fund
- 1440 Proceeds of insurance adjustments
- 1490 Other non-revenue receipts for the general fund

Schoolhouse Fund

Revenue Receipts

- 1500 District tax to pay interest and principal on outstanding bonds, as provided in Sections 1179-b2 and 4403
- 1510 Special millage tax for the purchase of sites, as provided in Section 4363
- 1520 Special millage tax authorized by the voters, as provided in Section 4217-7
- 1530 Special playground tax, as provided in Section 4434

Note: If the voters of a school district have authorized any of the special levies referred to under code numbers 1510, 1520 or 1530, a separate ledger account of receipts and disbursements for each such special fund should be set up

Non-Revenue Receipts

- 1600 Sale of original bonds
- 1625 Sale of funding bonds issued in exchange for bonds previously issued
- 1640 Transfers from general fund
- 1650 Sale of property, provided that voters of the district have directed that proceeds be placed in the schoolhouse fund
- 1690 Other non-revenue receipts for the schoolhouse fund

Code for Disbursements

There are many items of expenditure which can be definitely charged against one part of the school. For example, diplomas for high school graduates are a part of the cost of the high school. In such cases the code number for commencement expense, which is 265, may be followed by the letter "H" indicating that the item is a part of the high school cost. To insure uniformity the following schedule or code for administrative units is given, and it is suggested that wherever an item of expense is chargeable to the elementary grades, high school, etc., the proper letter be added to the code numeral.

Kindergarten -----	K	Senior high school or	
Elementary grades -----	E	high school -----	H
Junior high school -----	J	Junior college -----	C

If more than one building is used, it is desirable to separate costs by buildings. In such cases a coding plan should be prepared for the local district so that the code used will not only show the nature of the disbursement but also the building to which it shall be charged. For example, when the janitor for the Washington school is paid his monthly salary, the code would be 500 Wa (see "Operation of Plant" below). A school system with five buildings might use the following scheme to indicate the buildings for which expenditures were made:

Washington school	-----Wa	Grant school	-----Gr
Lincoln school	-----Li	High School	-----Hi
Wilson school	-----Wi		

The above illustrations should be sufficient to indicate the further possibilities of this plan and such uses as local desires may dictate. The proper code numbers for each warrant issued should be entered in Column 4 of Form S12. Note that ample opportunity is given for inserting further code numbers to meet local needs, and that space is provided for inserting additional classifications under the several major classifications used on the Warrant Distribution Register. For the classification of expenditures, we are giving the following outline:

### General Fund

#### General Control

This classification includes business and educational management of school affairs, such as secretary, treasurer, officials in charge of buildings, supplies, census, attendance, etc. The salary of superintendents who also are teachers should be divided between general control, Code No. 150, and instruction, Code Nos. 200 and 210, in proportion to the amount of time given to each.

- 100—149 Secretary and board expense
  - 100 Salary of secretary
  - 105 Secretary's office expense, such as minute book, accounting forms, stationery, clerical help, telephone, etc.
  - 107 Election costs, including printing of ballots and notices, poll books, rent of voting places, drayage, fees for judges and clerks, etc.
  - 108 School census costs, including blank forms, salaries of enumerators, etc.
  - 109 Miscellaneous expense for secretary and board, such as traveling expenses, books and magazines, clerical help, etc.
  - 110 Building and grounds supervision, including salary of building superintendent, if regularly employed for such position by the board. The cost of a special building inspector during the erection of a building should not be included here but charged to Capital Outlay, Code No. 765. Janitors' salaries are to be recorded under Code No. 500
  - 115 Expense for superintendent of building and grounds
  - 119 Surety bond for secretary or treasurer
  - 120 Legal services
  - 130 Auditing of school accounts

- 150—199 Superintendent's expense
- 150 Salary of superintendent. Only the part of his salary represented by the time given to general control should be included here. The remainder is to be entered under Code 200, salaries of supervisors, and Code 210, salaries of teachers. In other words, the total salary paid the superintendent should be divided between administration, instruction, and supervision, according to the proportionate amount of time given to each. This proportion will obviously vary from school to school
- 160 Salaries of clerical help for superintendent
- 165 Supplies for superintendent, such as stationery, postage, magazines, filing supplies, printing, blank forms, etc.
- 175 Other superintendent's expense, such as telephone, traveling expense, etc. Where one telephone placed in the superintendent's office serves the entire school system, the cost should be entered under Operation, Code No. 535
- 195 Other general control costs

### Instruction

This classification includes expenditures for actual teaching or the improvement of teaching. Salaries of individuals who are both administrators and teachers or supervisors should be divided between administration, instruction, and supervision according to the amount of time given to each.

- 200 Salaries of principals and supervisors. Include here salaries of those who give time to the improvement of teaching. Part of the superintendent's salary, according to the proportionate amount of time he devotes to the supervision of instruction, should be included here. If the superintendent or principal does classroom teaching, part of his salary should be apportioned to teachers' salaries, Code 210. Teachers of music and other special subjects should be entered under Code No. 210
- 205 Expenses for principals and supervisors, such as standard tests, stationery, clerical help, etc.
- 210 Salaries of teachers. Include the salaries of full-time or part-time teachers, also teachers of special subjects
- 225 Free textbooks, furnished by the district for the use of pupils. Postage, express, freight and drayage charges on textbooks should be included here
- 235 Library books and supplies, including supplementary readers, magazines, newspapers, supplies for keeping account of books, etc.
- 245 Instructional supplies or materials used in classroom teaching. Include here chalk, ink, pencils, paper, periodicals used in classroom teaching, etc.
- 265 Commencement expense, including speaker, diplomas, printing, rental of gowns, rental of auditorium, etc. Do not include costs paid by senior class
- 275 School exhibits. This includes cost of materials and other items for special exhibits which are a part of the instructional work of the school
- 295 Other instruction costs

## Auxiliary Agencies

This classification includes services which are secondary to the main purpose of the school, such as transportation of pupils, and tuition.

- 300—329 Transportation of pupils
- 300 Salaries of bus drivers as paid to individual drivers who transport children to the local school. If the district contracts with one party for providing all transportation facilities, use Code No. 320
- 305 Gasoline, oil, tires, and other supplies, purchased by the district for use with transportation vehicles
- 310 Salaries of mechanics, including only regular amounts to mechanics employed by the board of education either on a full-time or part-time basis
- 315 Repairs to transportation vehicles, wherein the district pays a garage or other concern a specific amount for a repair job
- 320 Transportation costs on single contract basis. If one individual contracts to provide all transportation facilities, include payments on such contract here
- 325 Payments made to individual pupils or their parents for transportation to schools
- 328 Other transportation expense
- 330 Salaries for lunchroom employees, who are employed by the district to supervise and operate school lunchrooms
- 335 Supplies for lunchrooms. Include here only the net cost of such supplies. If the district purchases food, which is resold to pupils, only the deficit or net loss should be entered under this heading. Total costs of food, etc., should be charged in a separate revolving fund
- 345 Tuition paid to other school districts for children who are residents of the local district
- 355 Public library facilities. In case a district contracts with a public library for the use of such library by residents of the school district (Section 4391, Code of 1931), payments under such contract should be entered here
- 360 Salaries of adult education instructors
- 365 Expenses for adult education classes, such as rent, supplies, etc.
- 375 Playground expense
- 385 Net cost of revolving fund
- 395 Other costs for auxiliary agencies

## Co-ordinate Activities

This classification includes services which seek to harmonize administration and instruction.

- 400 Salaries of school nurses, physicians, dentists, dental hygienists, etc.
- 405 Expense for health service
- 410 Salaries of attendance officers
- 415 Other expense of attendance service
- 495 Other costs for co-ordinate activities

## Operation of Plant

This classification includes the cost of keeping the school buildings open and ready for use.

- 500 Salaries of janitors

- 505 Supplies for janitorial service, such as sweeping compound, toilet paper, towels, soap, cleansing supplies, brooms, light bulbs, fuses, floor oils, etc.
- 515 Fuel, such as coal, gas, fuel oil, etc. Include transportation and drayage on fuel here
- 525 Electricity, water, gasoline, and other sources of power
- 530 Labor on upkeep of grounds and building, when not included in Code No. 500
- 535 Telephone cost, where it is impossible to distribute the cost among specific headings
- 595 Other costs for plant operation

#### Maintenance of Plant

This classification includes cost of repairs and upkeep for the physical plant and its equipment.

- 600 Labor for repairs to buildings and grounds. If voters of the district have voted bonds for the repair of buildings, the cost of such repairs should not be charged here but should be included under Capital Outlay, Code No. 880
- 605 Materials used in repairing buildings and grounds, such as window glass, paint, varnish, cement, sand, etc.
- 610 Labor for repairs to heating or ventilating systems
- 615 Materials used in repairing heating and ventilating systems
- 620 Labor for repairs to plumbing system
- 625 Materials used in repairing plumbing system
- 630 Labor for repairs to lighting system
- 635 Materials used in repairing lighting system. Note that light bulbs, fuses, and other consumable supplies are to be charged to Janitors' Supplies, Code No. 505
- 640 Labor for other service systems, such as clocks, interior telephones, etc.
- 645 Materials for repairing other service systems
- 650 Labor for repairs to furniture, equipment, and apparatus
- 655 Materials for repairs to furniture, equipment and apparatus
- 665 Replacement of worn-out equipment and apparatus
- 695 Other costs for plant maintenance

#### Fixed Charges

This classification includes recurring and uniform expenditures.

- 703 Insurance premium for fire, tornado, burglary, workmen's compensation, and other forms of protection. The initial letter may be used to indicate the type of insurance covered, such as 703F for fire insurance, 703T for tornado insurance, 703B for burglary insurance, etc.
- 713 Rent paid for buildings, land, auditoriums, typewriters, post office box, safety deposit box, etc.
- 723 Taxes, such as special assessments
- 793 Other fixed charges

#### Capital Outlay

This classification includes additions to the school plant and its equipment which are not specifically authorized by vote of the electors and are hence paid from the general fund.

- 805 Purchase of additional furniture, equipment, or apparatus. Note that purchases of such materials to replace worn-out equipment is placed under Maintenance, Code No. 665

- 810 Labor for alteration (not repair) of old buildings or sites
- 815 Materials for alteration of old buildings or sites
- 820 Labor for alteration (not repairs) of service systems
- 825 Materials for alteration of service systems
- 845 Other capital outlay paid from general fund

#### Debt Service

This classification, as far as the general fund is concerned, includes but one item. Other items are found under the schoolhouse fund.

- 901 Interest on registered warrants drawn on the general fund. When an interest-bearing warrant has been retired, the treasurer should report to the secretary the amount of interest paid, in order that the secretary may make the proper entries on his records.

#### Transfer to Schoolhouse Fund

No code is needed.

#### Revolving Funds

A separate code using numbers below 100 is recommended. Accounting for this fund is described on page 24. Each school should make its own code, which might be built upon this plan:

- 3—Textbook account
- 5—Supplies account
- 8—Locker account, etc.

#### Schoolhouse Fund

##### Capital Outlay.

This classification includes expenditures which increase the amount of property owned by the district, when such expenditure has been specifically authorized by the voters of the district.

- 853 Purchase of new sites
- 858 Improvement of new sites, including grading, fences, etc.
- 865 Erection of new buildings. Include here payments made to contractors
- 868 Purchase and installation of new service systems, such as heating, ventilating, lighting, etc., when such purchases have been authorized in the vote which approved the erecting and equipping of the new building (See Section 4406-2, 3, Code of 1931)
- 875 Purchase of furniture and equipment for a new building when authorized by vote of the people as indicated above. If the purchase of furniture and equipment has not been so authorized, the cost of such purchases should be entered under Code No. 805. Purchase of additional school buses should be entered here. Buses purchased to replace those which have worn out are to be entered as Maintenance, Code No. 665

- 880 Labor for repairs or alteration of buildings, when authorized by the voters. If the work is done upon the initiative of the board of education, the cost should be paid from the general fund and charged to Capital Outlay, Code No. 810, for an alteration, or Maintenance, Code No. 600, if a repair
- 885 Materials for repair or alteration of buildings or grounds. Observe here the same distinction given for Code No. 880
- 895 Other capital outlay paid from schoolhouse fund

#### Debt Service

This classification includes payment of debts and interest on debts.

- 951 Redemption of original bonds. Include here amounts paid to retire outstanding bonds which have not been refunded
- 956 Payments of interest on original bonds
- 961 Redemption of funding bonds, that is, bonds issued to retire a previous issue
- 966 Payments of interest on funding bonds
971. Interest on registered warrants. See statement for Code No. 901
- 995 Other debt service paid from schoolhouse fund

#### Transfer to General Fund

No code is needed.

#### CAPITAL OUTLAY FROM BOTH FUNDS

The term "Capital Outlay" refers to an expenditure which increases the amount of property owned by the district. Whether or not an expenditure for Capital Outlay as defined on pages 21-22 should be charged to the general fund or schoolhouse fund depends upon the authorization for the purchase. If the issuance of bonds, or a levy for a special purpose has been authorized by the voters of a district at an election, the expenditure for that purpose should be paid from the schoolhouse fund. If the purchase has been made by decision of the board of education alone, payment should be made from the general fund (unless the board has made a special levy for the purchase of sites, as provided in Section 4363, Code of 1931, in which case the purchase of such sites should be paid from the schoolhouse fund). The following illustration may be of value in making this distinction clear. Some new pupils' desks are purchased. If the voters of a district have authorized the issuance of bonds for the purpose of erecting or equipping a building and the desks purchased are to be used in this building, their cost should be paid from the schoolhouse fund, since the proceeds from the sale of bonds is deposited in the schoolhouse fund. However, if a board finds that it needs more desks for a room or building and no bonds have been voted for this specific purpose, the cost of such desks should be paid from the general fund and charged to "Capital Outlay."

#### DEBT SERVICE FROM BOTH FUNDS

The term "Debt Service" refers to the cost of retiring outstanding indebtedness. The only debt service charges to be made against the general fund

are for the interest on outstanding warrants against that fund. In other words, the interest on an outstanding warrant is to be charged against the same fund as that upon which the secretary's warrant is written. To illustrate, a teacher is given a salary warrant for \$75 which becomes interest-bearing and when the warrant is finally paid by the treasurer, the interest amounts to \$1.25, making the total disbursement of \$76.25. In this case the amount of \$75 should be entered in Column 15 of Form S12 and \$1.25 in Column 43 of Form S12.

Payments upon interest and principal of outstanding bonds, and also interest on schoolhouse fund warrants are to be recorded under the schoolhouse fund as "Debt Service" in Columns 50 to 53 of Form S12.

### REVOLVING FUNDS

In many school systems, a sum of money is set aside or advanced by the board of education for expenditures from which a return is expected, such as textbooks and supplies purchased for resale, supplies for school cafeterias, etc. An accounting system should provide for a separate record of such transactions.

At first thought it might seem desirable to record such purchases under general fund expenditures, as textbooks (code No. 225), instructional supplies (code No. 245), lunchroom supplies (code No. 335), etc., and to enter income from the sale of such articles as receipts. However, if this were done, the financial report for the year would show the operating costs as higher than they actually were. The same would be true of the year's income. Such disbursements are not a part of the actual operating cost of the school.

To avoid this difficulty it is recommended that a Revolving Fund or Advancements account be set up by the secretary for such transactions on a separate columnar ledger sheet, with adjacent debit and credit columns for each division of the revolving fund, as textbooks, supplies, lunchroom, etc. This form may serve as the control record for the revolving funds. A subsidiary ledger should also be maintained, with separate accounts for each division and also for each party from whom purchases are made. Postings will be made from the control sheet to the subsidiary revolving fund ledger. At the close of the year the value of goods on hand should be subtracted from the total expenditures, the actual profit or loss on the transactions of this fund determined, and the amount of profit or loss considered as a receipt or disbursement. At the beginning of the following year these accounts should be debited with the amount of the inventories.

By such a procedure the secretary would enter in the designated column (Column 45) of the Warrant Distribution Register, any outlay for the revolving fund and make separate entries for receipts from this fund. Each division of the fund would be debited with purchases made by the district, and credited with receipts from the sale of goods. At the close of the year a financial statement should be prepared and the profit or loss from the year's business determined. If there be a net profit, the amount of profit



for the year should be entered on Form S11, Cash Receipts, Column 10, Revenue Receipts, Code No. 1385. If the revolving fund shows a net loss at the close of the year, the amount of loss should be entered on Form S12a, Warrant Distribution Register, Auxiliary Agencies, Column 24, Code No. 385.

Since this accounting system covers only the funds of the school district, no provision is made for extra-curricular and other activities which are administered by the superintendent, principal, or some other designated individual. A special series of records should be provided for this purpose.

### THE FINANCIAL BUDGET

School administrators are rapidly acknowledging the value of following a carefully prepared financial budget. Without it effective business management is impossible. For this reason we are making the operation of a budget one of the integral parts of the system. It represents the financial plan which has been approved by the board of directors and serves as the authorization of expenditures to be made. Of equal if not greater importance is that it becomes the basis for accounting control, and serves to keep expenditures within the financial plan originally adopted.

A budget should anticipate receipts as well as expenditures. In estimating receipts, the classification should be in agreement with Form S11, Cash Receipts, and anticipated expenditures should follow the classifications used on Forms S12 and S12a, Warrant Distribution Register. Estimated income and disbursements should be summarized by the major classifications, and should be divided between general fund and schoolhouse fund. A recapitulation will also show the anticipated balances on hand in each fund at the close of the year. A sheet upon which the budget may be summarized is the purpose of Form S15, Annual Budget Statement. It will be noted that the anticipated receipts and expenditures under each heading are to be entered at the beginning of the year at the top of each column of Cash Receipts, Form S11, and Warrant Distribution Register, Forms S12 and S12a.

Discussions and explanations of the preparation and operation of the school budget are found in many books on the business management of schools, hence it seems unnecessary to include similar material in this bulletin. Those who are in need of such explanations should refer to the bibliography on pages 51-52. We wish to call attention to these points:

1. The budget should be carefully prepared by the superintendent with the assistance of the secretary
2. It should be presented to the board for consideration before the opening of the fiscal year
3. When finally adopted by the board it should be used throughout the year. To ascertain at the close of the year whether expenditures for various purposes have been within budget appropriations is not the entire value of the budget. It should be used continuously during the year

## PAYROLL PROCEDURE

In school systems employing a considerable number of individuals (teachers, bus drivers, janitors, etc.), it will be found desirable to use, as an auxiliary form, a payroll record. This will provide by months a continuous record of the payroll for all employees of the district, with deductions made for various purposes each month. If this be properly used, all of the monthly payroll may be entered on a single line of the warrant distribution register and a considerable amount of space saved. In such instances the payroll record should become a part of the secretary's records. Upon request the department will send particulars of this plan to those who may be interested.

## ANNUAL REPORT TO COUNTY SUPERINTENDENT

At the close of the school and fiscal year, the secretary prepares and sends to the county superintendent an annual report which includes both attendance and financial data. The information on pupil attendance should be secured from the teachers' reports. The financial part will be similar to the secretary's annual financial statement. Blanks for this report will be sent from the county superintendent's office.

## RECONCILIATION WITH TREASURER

Upon the completion of the annual financial statement by the secretary, he should confer with the treasurer and note whether or not their records, and particularly their balances, agree. The secretary's balance in each fund should exactly agree with the treasurer's balance, if all warrants issued by the secretary have been paid by the treasurer. If there be a difference between the secretary's balance in any fund and the treasurer's balance for the same fund, the difference should be the total of the warrants which the treasurer has not paid.

## EXAMINATION BY STATE AUDITOR

According to law there will be an annual examination of the secretary's records by representatives of the state auditor. The examiners have indicated that the secretary should have in readiness for the audit the records described in this bulletin, and in addition the following materials:

1. Canceled warrants which have been returned from the treasurer
2. Itemized invoices for all warrants drawn, or receipts where invoices have not been filed
3. Receipts for moneys turned over to the treasurer
4. Duplicate receipts for moneys which he has collected
5. Copy of the annual budget estimate for the preceding fiscal year, which has been certified to the county auditor
6. Minutes of board proceedings
7. Canceled bonds and coupons

Section III  
UNIT COSTS

GROUPING EXPENDITURES

It is not sufficient that the financial records of a school district should be a chronological statement of receipts and disbursements. They should provide the basis for cost accounting which is one of the fundamental purposes of such records.

The immediate result of this financial accounting system will be to make it possible to determine total costs on a uniform basis through the state. But total costs are of minor value unless the existence of other conditions is recognized. For both historical and comparative purposes it is desirable to break down total costs in several ways of which the following are most commonly used:

1. For each character of expenditure, such as General Control, Instruction, etc. Since each expenditure is placed by the secretary in one of these classifications when the entry is made in the Warrant Distribution Register, the total for each character classification is readily found and no further explanation should be necessary.
2. For each department of the school, such as elementary, junior high school, high school, junior college, etc. Probably this type of distribution is most generally sought at the present time, and the procedure which follows will make it possible to determine such costs.
3. For each pupil. Since the sizes of schools will vary, the cost per pupil is used as the unit for comparative purposes. It is found by dividing the total cost by the number of pupils in average daily attendance. Average daily attendance is the most commonly used pupil measure and is probably more uniformly computed than any other similar term. When total costs have been distributed between elementary and high schools the per pupil cost for each department is readily determined by dividing the total cost for each department by the average daily attendance for that department.
4. For each building occupied. While a large number of school districts of the state use but one building each, districts maintaining two or more buildings should be able to show the operating cost for each building. To do this, it may be necessary to set up an auxiliary record where disbursements which may be directly charged to a certain building can be entered.

## SEPARATING ELEMENTARY AND HIGH SCHOOL COSTS

(See Form S16)

A system of accounting which will show the cost of each and every department of a school system is one of the serious needs of Iowa school districts. For those districts which maintain only elementary schools this process involves merely dividing the total current expenditures by the total average daily attendance. Where two or more departments, such as elementary, junior high school, high school, and junior college, are maintained in the same district, further procedures must be used.

Some items of expenditure can be readily allocated to a certain department. For example, the expense for commencement is considered a part of the high school (and junior college) cost and can be so entered. Where a building is occupied entirely by high school pupils, the cost of janitors' salaries, fuel, water, etc., for that building should be charged to the high school department. But where certain expenditures cover goods or services used by more than one department, or where both elementary and high school departments are housed in the same building, it is essential that some basis be used for apportioning an expenditure between these departments. The succeeding paragraphs indicate bases which may be used for these purposes.

**Basis A—Direct Charge to a Department (Form S16, Chart I)**

As has been indicated above, certain items are obviously a charge against a particular department. In such instances, the charge should be directly made against that department. This is done by adding the letter "E" to the code number in column 4 of Form S12, Warrant Distribution Register, if the amount of the warrant should be charged against the elementary department, as recommended on page 17 under the section on Code for Disbursements. If the entire amount is for the benefit of the high school the

**Chart I. Costs Which Can Be Directly Charged to the Several Departments of a School System**

Item 1	Departments						Total 8
	Ele- men- tary 2	Junior High 3	Junior Senior High 4	Senior or Reg- ular High 5	Junior College 6	7	
Total							

letter "H" should be used in similar manner. If it is obvious that the amount of the warrant can be exactly divided between two or more departments it should be so indicated on the code number for the warrant.

At the close of the year (or any other period for which costs are being computed) all costs which can be directly charged to specific departments should be brought together and assembled on a sheet prepared in the following style. Note that salaries of superintendents, principals, and teachers are provided for in Basis B (see Chart II) and should not be entered here.

Each of the totals for columns 2 to 7 inclusive of Chart I should be entered in the proper places on line A of Chart VI. Care should be used so that all items included in this chart are not duplicated in succeeding ones.

**Basis B—Time Given to Each Department (Form S16, Chart II)**

Salaries of superintendent, principals, supervisors, teachers and other professional employees should be apportioned to the several departments according to the amount of time devoted to each department. The entire salary of most teachers goes for service to a single department and hence such expenditures might be included under Basis A. However, in order to simplify the allocation of all such salaries, they are to be included on Chart II. If a superintendent who receives \$2400 a year gives two-thirds time to the high school, \$1600 of his salary should be charged to the high school and the remaining \$800 to the elementary grades. Salaries of other individuals who give time to more than one department should be distributed in like manner on this form.

**Chart II. Distribution to Departments of Salaries of Superintendents, Principals, Teachers, and Other Professional Employees**

Name of Individual 1	Amount of Salary Allotted to Each Department						Total 8
	Elementary 2	Junior High 3	Junior Senior High 4	Senior or Regular High 5	Junior College 6	7	
Total							

Each of the totals for columns 2 to 7 inclusive of Chart II should be entered in the proper places on line B of Chart VI.

**Basis C—Allocation of Floor Space to Departments (Form S16, Chart III)**

Where the entire school is housed in one building, or if costs for Operation of Plant (Code 500-599), Maintenance of Plant (Code 600-699), and Fixed Charges (Code 700-799) are not entered on the records by buildings, where more than one is used, the total cost for these classifications should be

divided among departments according to the per cent of total floor space used by each department. Corridors, toilets, offices, and storage rooms may be omitted. If an entire floor or building is used by one department, either may be considered as a unit rather than the room. In case a room is used jointly by more than one department, such as gymnasium, library, etc., the total floor area should be allotted to these departments according to the per cent used by each. Note that on the bottom line of Chart III the per cent of total floor space used by each department is computed.

Chart III. Allocation of Floor Space to Departments

Name of Room, Floor or Building 1	Square Feet Used by Each Department						Total 8
	Ele- men- tary 2	Junior High 3	Junior Senior High 4	Senior or Reg- ular High 5	Junior College 6	7	
Total Area							
% of Total							100.0

The total cost for Operation of Plant, Maintenance of Plant, and Fixed Charges (after subtracting amounts placed in Chart I) should be multiplied by each of the per cents determined on the bottom line of Chart III and the resulting products entered in the proper places on line C of Chart VI.

**Basis D—Average Daily Attendance by Departments (Form S16, Chart IV)**

A number of cost items cannot be assigned to the various departments on any of the above bases, but appear to be controlled by average daily attendance, rather than any basis referred to above. In order to make the division of these items, the per cent of the total average daily attendance for each department is determined as below indicated, and the use of these percentages shown later on.

The figures entered in column 2 of Chart IV should also be entered in line G of Chart VI. The total amount spent for the following classifications should be multiplied by each of the per cents determined in column 3 of Chart IV and the resulting products entered in the proper places on line D of Chart VI. General Control (omit any part of superintendent's salary entered in Chart II), Auxiliary Agencies (except transportation and

tuition), Coordinate Activities, and Instruction (omit teachers' salaries and supplies purchased for resale). Do not include any amounts placed in Chart I.

Chart IV. Average Daily Attendance by Departments

Department 1	Pupils in Average Daily Attendance	
	Number 2	Per Cent of Total 3
Elementary		
Junior High		
Junior-Senior High		
Senior or Regular High		
Junior College		
Total		100.0

Basis E—Division of Transportation Costs (Form S16, Chart V)

Where pupils are transported at the expense of the district, the cost of transportation should be divided between elementary and high schools according to the average number transported daily to each department. Chart V is to be used to determine these percentages.

Chart V. Pupils Transported by Departments

Department 1	Average Number Transported Daily	
	Number 2	Per Cent of Total 3
Elementary		
Junior High	111111	
Junior-Senior High		
Senior or Regular High		
Junior College	11	
Total		100.0

The total cost for transporting pupils should be multiplied by each of the per cents determined in column 3 of Chart V and the resulting products entered in the proper places on line E of Chart VI.

## SUMMARY OF COSTS BY DEPARTMENTS

If the methods described under Bases A, B, C, D, and E, have been followed and the proper data transferred to Chart VI as directed, the total cost for each department is merely the sum of the entries in the vertical columns of Chart VI, and will be entered on line F.

Chart VI. Summary of Costs by Departments

Allocation Basis 1	Cost for Department						
	Elementary 2	Junior High 3	Junior Senior High 4	Senior or Regular High 5	Junior College 6	7	Total 8
A. Direct charges (See Basis A and Chart I)							
B. Salaries of teachers (See Basis B and Chart II)							
C. Floor space (See Basis C and Chart III)							
D. Average daily attendance (See Basis D and Chart IV)							
E. Pupils transported (See Basis E and Chart V)							
F. Total cost for department (Sum of lines A, B, C, D, E)							
G. Average daily attendance for department							
H. Per pupil cost for department (Line F divided by line G)							
Cost for Tuition Purposes							
I. Transportation of pupils (Same as line E)							
J. Insurance on buildings (See basis C)							
K. Total of lines I and J							
L. Net cost for tuition purposes (Line F minus line K)							
M. Per pupil cost, tuition purposes (Line L divided by line G)							

The per pupil cost for each department, as shown on line H of Chart VI, is found by dividing the total cost for each department (line F) by the average daily attendance for that department (line G). For the purpose of avoiding omissions or duplications, make sure that the total cost for all departments, as found in line F, column 8 of Chart VI, equals the total general fund disbursements for the year or period covered, excluding payments to other districts for tuition, transfers to the schoolhouse fund, Capital Outlay and Debt Service.



## PER PUPIL COST FOR TUITION PURPOSES

When determining the amount which may be charged non-residents for tuition (see Sec. 4277), there are certain operating costs which should not be included. By subtracting these figures from the costs as found in line F of Chart VI, Form S16, the tuition costs may be found. Since tuition pupils may not be transported to school at the expense of the district they attend, the cost of pupil transportation should be omitted. In accord with a decision of the attorney general's office, expenditures for building insurance may not be charged against tuition pupils. The total cost for insurance on buildings is to be divided among the several departments according to Basis C. On the lower part of Chart VI, Form S16, space is provided for making these subtractions and computing the per pupil costs for tuition purposes. Further explanation of this procedure may be found in Research Bulletin No. 13 of the Department of Public Instruction, "Determining Per Pupil Costs for Tuition Purposes."

## OPERATING COSTS BY BUILDINGS

For school systems maintaining more than one building, it is desirable to show the cost for operating and maintaining each building. To do this it is essential that a record be kept of the services and goods consumed in each building. To illustrate, when salary warrants are issued to janitors, the total of their salaries should be distributed among the various buildings in which they work, according to the amount of time devoted to each building. Records should be kept of the amount of coal delivered to each building and the cost charged to that building. The same statement holds true for other costs, especially operation and maintenance costs. It is recommended that this be done by placing in the secretary's records a columnar journal sheet to which the costs as entered in the Warrant Distribution Register may be posted and distributed by buildings, with a separate column for each building, or a separate sheet may be used for each building. Where actual records are not available the distribution of operation costs by buildings is of doubtful value.

In case it is desired to distribute all costs (General Control, Instruction, etc.) among buildings and it is not possible to keep a careful record of the actual cost for each building, the method outlined for apportioning all costs between elementary and high school departments may be used. This merely involves preparing a series of charts similar to Charts I to VI, inclusive, and substituting for the words "elementary, junior high, junior-senior high, etc." on these charts the names of the several buildings in the system. As an alternate method separate ledger sheets may be set up for each building, and entries posted from the Warrant Distribution Register to these sheets.

If further information or assistance on this matter is desired, the department of public instruction will be glad to go into this matter with any interested parties.

## Section IV

### LISTS OF EQUIPMENT AND SUPPLIES

It is essential that the difference between these two terms be clearly understood. Equipment refers to articles whose use lasts over a period of years, while supplies are materials which are consumed through use. For example, desks, microscopes, phonographs, etc., would be classed as equipment, whereas chalk, paper, or sweeping compound are to be considered supplies.

The lists given below are not complete but include items which are purchased most frequently. To secure uniformity of accounting they should be strictly adhered to.

#### EQUIPMENT

Purchases of equipment are made either to replace worn-out equipment, or to add to the amount on hand. If the equipment purchased is for replacement purposes, it should be charged to Maintenance and coded No. 665. If its purchase means additional equipment, it should be charged to Capital Outlay, general fund, and coded No. 805, unless the purchase has been authorized by a vote of the people (such as a bond issue) in which instance it should be charged to Capital Outlay, schoolhouse fund, and coded No. 875.

The following articles are to be considered as equipment:

Adding machine	Basketball goal	Bleacher seats
Addressing machine	Bathroom fixture	Blocks
Air gauge	Battery	Block cutter
Air moistener	Battery tester	Block holder
Air pump	Battery (storage)	Blow-off valve
Anvil	Bed	Boiler
Arm chair	Bed cover	Boiler plug
Ash can	Bed spread	Boiler tube
Atlas	Bed spring	Book (not text)
Auger	Bedding	Book case
Auger bit	Bell	Book ends
Automobile	Bellows	Book rack
Automobile horn	Bench	Bottle, syphon
Automobile jack	Bicycle	Bottle, vacuum
Awl	Bicycle rack	Bowl
Awning	Billing machine	Bread board
Ax	Binder	Bric-a-brac
	Binding equipment	Brief case
Balance	Binoculars	Broiler
Band saw	Bit-tool	Bubbler fountain
Banner	Bit brace	Bucket
Barometer	Blackboard	Bulletin board
Basin	Blackboard compass	Bunsen burner
Basket	Blanket	Bus

Bust	Cooking stove	Field glass
Bus sign	Cord holder	Filing cabinet
Buzzer	Cork linoleum	Filing case
Cabinet	Corkscrew	Filter dish
Calculating machine	Costumer	Fire alarm glass
Calipers	Cot	Fire alarm system
Call bell	Cover	Fire ax
Camera	Couch	Fire extinguisher
Can opener	Crockery	Fire grate
Candelabrum	Cup	Fire hook
Canvas curtain	Cup dispenser	Fire horn
Card holder	Curtain rod	Fire hose
Card rack	Curtain, stage	Fire shovel
Carpenter's bench	Curtain, window	Fireless cooker
Carpenter's gauge	Cushion	First aid cabinet
Carpenter's horse	Cylinder	Flag
Carpenter's square	Dater	Flag pole
Carpet	Dating machine	Flag rope
Carpet beater	Desk	Flatiron
Carpet sweeper	Desk lamp	Fluoroscope
Cart	Dictionary	Folding chair
Carving knife	Dictionary holder	Foot rest
Cash box	Dish	Forceps
Cash register	Dishwasher	Force pump
Chafing dish	Display case	Fork
Chain	Ditto machine	Form (for dressmak- ing)
Chair	Document case	Fume hood
Chair desk	Domestic science table	Funnel
Chair pad	Door check	Furnace
Chalk trough	Door knob	Furnace tool
Chart	Door mat	Furniture
Chart printer	Door opener	Garbage can
Check protector	Door screen	Garden equipment
Check writer	Door sign	Garden hose
Chisel	Drafting machine	Garden tools
Chopper	Drawing board	Gas light fixture
Circuit breaker	Drawing compass	Gas plate
Clamp	Drawing instrument	Gas range
Clay working equip- ment	Drawing pen	Gauge glass
Cleaver	Drawing table	Giant stride
Clock	Drill	Glasses
Clothes bar	Drinking fountain	Globe
Clothes basket	Dry measure	Gong
Clothes horse	Dumb bell	Graduate (glass)
Clothes wringer	Duplicating machine	Grand stand
Coal hod	Dust pan	Grass shears
Coal screen	Easel	Grindstone
Coal scuttle	Electric bell	Gymnasium equipment
Coal shovel	Electric fan	Hack saw frame
Coffee pot	Electric fixture	Hall tree
Coffee urn	Encyclopedia	Hammer
Colander	Eraser cleaner	Hamper
Collapsible table	Fan	Handbag
Combination padlock	Fastening machine	Handle
Compass	Faucet	Hatchet
Cooking equipment		

Health scales	Lantern (stereopticon)	Office chair
Heating equipment	Lantern slide	Office desk
Hektograph	Laundry equipment	
Hinge	Lawnmower	Padlock
Hitching post	Lawn roller	Pail
Hitching strap	Lawn sprinkler	Pan
Hoe	Lens	Paper baler
Horizontal bar	Letter file	Paper cutter
Horn	Letter opener	Paper punch
Horse	Letter press	Pastry cutter
Horse clippers	Letter scales	Pencil sharpener
Hose	Level	Phonograph
Hose equipment	Library equipment	Phonograph record
Hourglass	Lighting equipment	Phonograph stand
Hydrant	Lock	Photograph
Hydrometer	Locker	Physics apparatus
Hygrometer	Loops for pipes	Physiology chart
	Linoleum	Piano
Ice box		Picture
Ice chisel	Machine	Picture frame
Ice chopper	Magazine cover	Picture hook
Ice cream freezer	Magazine rack	Pitch fork
Ice pick	Magnet	Pitch pipe
Ice tongs	Mail box	Plane
Incinerator	Mail chute	Playground equipment
Indian club	Mallet	Pliers
Ink well	Mangle	Plumber's friend
Insect net	Manual training bench	Plumbing material
Interest table	Map	Pointer
Iron bucket	Mat, gymnasium	Postal scale
Iron cord	Mattress	Printing frame (photo- graphic)
Iron fence	Measure	Program clock
Ironing board	Mechanical drawing instrument	Projector
Iron wedge	Mechanical drawing table	Protractor
	Medicine cabinet	Pruning shears
Jack	Megaphone	Pulley
Jack chain	Meter stick	Pump
Jack plane	Microscope	Punch
Jar	Mimeograph	Putty knife
Jug	Model	
	Mole trap	Radio
Kettle	Mop handle	Radiometer
Key	Mop wringer	Rake
Key rack	Mortar and pestle	Rat trap
Kindergarten chair	Motcr	Recitation seat
Kindergarten locker	Mouse trap	Reducer
Kindergarten table	Musical instrument	Reel for hose
Kitchen cabinet	Music rack	Refrigerator
Kitchen utensil	Music stand	Register, cash
Knife		Reins
Kotex cabinet		Relief map
	Nail box	Repair jack
Laboratory apparatus	Negative rack	Retort, laboratory
Laboratory cabinet	Negative tank	Rotary duplicator
Laboratory table	Night latch	Rubber hose
Ladder	Nozzle	Rubbish burner
Lamp guard	Numbering machine	Rubbish can
Lantern (janitor's)		

Rug	Stair tread	Umbrella stand
Ruler	Steel locker	Urn, flower
	Staple fastener	Utensil, kitchen
Safe	Statuary	
Salt shaker	Steel measuring tape	Vacuum cleaner
Sand table	Steel shelving	Vacuum eraser cleaner
Satchel	Step ladder	Valve
Saw	Stereopticon	Vase
Scales	Stereoscope	Vehicle
Science table	Stove	Vending machine
Scientific apparatus	Strainer	Ventilating fan
Scissors	Stylus	Ventilator
Scoop	Swing	Vise
Scoop shovel	Switch	Volley ball net
Score board		Volt meter
Scraper		
Screen door	Table	Wagon
Screw driver	Tablet arm chair	Wand
Scythe	Tabulating machine	Wash basin
Seat, recitation	Tape measure	Wash board
Sectional bookcase	Teeter	Wash boiler
Serving tray	Tennis net	Wash bowl
Sewing machine	Thermometer	Wash tub
Shears	Toilet fixture	Washing machine
Shovel	Tool	Waste basket
Sink	Tool rack	Water cooler
Slide (lantern)	Towel rack	Water meter
Slide (playground)	Traffic sign	Water softener
Slide rule	Transfer case	Weaving frame
Soap dispenser	Transformer	Wheelbarrow
Spade	Tray	Window pull
Spading fork	Triangle	Window shade
Spatula	Trophy case	Window ventilator
Sphere (model)	Truck	Work bench
Spindle file	Tumbler	Wrench
Spoon	Type	Wringer
Spring balance	Typeholder	
Sprinkling can	Typewriter	
Square	Typewriter desk	Yard stick

## SUPPLIES

The cost of supplies should be charged to the purpose for which used. For example, sweeping compound is used in the operation of a school plant and should be entered under Operation of Plant, as janitors' supplies, and coded No. 505. Drawing paper is most frequently used for Instruction and in such cases should be classified as instructional supplies and coded No. 245. However, if the drawing paper was purchased for use in a school exhibit, it should be charged to Instruction but coded No. 275.

Each of the items given below is followed by one or more numbers to indicate the possible code numbers and classifications under which it would usually be placed. The person in charge of accounting should refer to the Code for Disbursements on pages 18-23, inclusive, and determine which of the code numbers given after the item indicates its use. For example, accounting forms may be used by the secretary of the board (General Con-

trol, Code No. 105), by the superintendent (General Control, Code No. 165), or in a bookkeeping class (Instruction, Code No. 245). If they are used for some purpose not covered by one of these code numbers, or if the article is not found in this list, the proper code number should be located on pages 18-23. Note that the code numbers will be inserted in the proper place on the voucher and also in Column 4 of Form S12.

The following articles are to be considered as supplies:

- Absorbent cotton—245, 405
- Accounting form—105, 165, 245
- Acetylene—615, 625, 635
- Acid—245, 505, 605
- Adding machine supplies—105, 165, 245
- Adhesive cloth—105, 165, 235, 245
- Adhesive tape—245, 375, 405
- Alcohol—245, 405, 505
- Ammonia—245, 405, 505
- Anti-freeze solution—115, 305
- Apples—245, 335
- Application blank—165
- Apron—245, 335, 405, 505
- Art glass—245, 605
- Art gum—105, 165, 205, 245, 275
- Asbestos—305, 615
- Asbestos tape and paste—305, 615
- Athletic goods—375
- Attendance register—245
- Automobile tire—305
- Awards—245, 405
  
- Badges—245, 405
- Bag, paper—115, 245, 335, 505  
burlap—245, 305, 505
- Baking powder—245, 335
- Ball, playground—245, 375
- Bandage—245, 405
- Barrel—505, 695
- Baseball—245, 375
- Basketball—245, 375
- Bat—245, 375
- Beads—245
- Beaverboard—245, 605
- Belt dressing—505
- Belt lacing—505, 615
- Benzine—105, 165, 245, 505
- Bill heads—105, 245
- Binding cord—105, 165, 245
- Binding tape—235
- Blackboard chalk—245
- Blackboard cloth—245
- Blackboard eraser—245
- Black print—245
- Blank forms—105, 115, 165, 245, 405, 415
- Blotters—105, 165, 245
  
- Blue print paper—105, 245
- Bobbin—245
- Boiler compound—505
- Bolts—305, 655
- Book cover—235, 245
- Bookkeeping supplies—105, 245
- Book plate—235
- Book pocket—235
- Borax—245, 335, 505
- Bracket—605, 815, 885
- Brads—245, 305, 605, 655, 815, 885
- Bread—245, 335
- Brick—605, 815, 885
- Bristol board—105, 165, 235, 245, 275
- Broom—505
- Brush—105, 165, 245, 305, 505, 605, 615, 645, 815, 885
- Bulb, electric—505
- Bulb, flower—245, 605, 815, 885
- Bunting—245, 275
- Burlap—245, 275, 505
- Butter—245, 335
- Button hook—245
  
- Calendar pads—105, 165, 205, 235, 245
- Calico—245
- Candle—245, 505
- Carbide—245, 305, 515
- Carbon contact (for bell)—245, 645
- Carbon paper—105, 165, 205, 245
- Cardboard—105, 165, 235, 245, 275
- Cards—105, 165, 205, 235, 245, 275
- Casters—655
- Catalogue cards—105, 165, 205, 235, 245
- Catalogue slips—105, 235
- Cement hardener—605, 815, 885
- Census supplies—108
- Chair seat—655
- Chalk—245
- Chamois—245, 305, 505
- Charcoal—245
- Chart paper—105, 165, 235, 245, 275
- Checkbook—105, 165, 205, 245
- Cheesecloth—235, 245, 275, 335, 505

- Chemicals—245, 305, 505  
 Chloride of lime—245, 505  
 Chocolate—245, 335  
 City directory—105, 165  
 Class record book—245, 365  
 Clay—245  
 Cleaning compound—505  
 Cleaning powder—505  
 Clips, paper—105, 165, 235, 245, 275, 405, 415  
 Closet springs—625  
 Cloth—105, 165, 235, 245, 275, 335, 405, 505  
 Clothes brush—105, 165, 245, 335, 505  
 Clothes hanger—245, 275, 335  
 Clothes line—245, 335, 505  
 Coal—515  
 Coat hanger—245, 275, 335  
 Cocoa mat—305, 505  
 Commencement invitations—265  
 Conduit—635, 825, 868, 885  
 Construction paper—245, 275  
 Contract forms—105, 245  
 Cooking salt—245, 335, 505  
 Copper—245, 305, 645  
 Cord—105, 165, 245, 505  
 Cork linoleum—105, 165, 235, 245, 605, 815, 885  
 Correction fluid—105, 165, 245  
 Cotton, absorbent—245, 405  
 Counter brush—245  
 Crayons—105, 165, 235, 245  
 Cross section paper—205, 245  
 Crushed stone—605, 815, 885  
 Cups, paper—335, 505  
 Curtain cord—655, 885
- Decorations—245, 265, 275  
 Denatured alcohol—245, 305, 505  
 Deodorant—505  
 Desk pad—105, 165, 205, 235  
 Diagnostic tests—205, 245  
 Diploma—265  
 Diploma ribbon—265  
 Disinfectant—505  
 Distilled water—245, 305, 505, 645  
 Door check filler—645  
 Dowel—245  
 Drawing paper—245  
 Dry cell—245, 645  
 Duplicator refill—105, 165, 245  
 Duplicator stencil—105, 165, 245  
 Dust cloth—105, 235, 245, 335, 505  
 Dust layer—505  
 Dust mop—505  
 Dye—245, 505
- Eaves trough—605, 815, 885  
 Eggs—245, 335  
 Elastic—245, 275, 405  
 Election material—107  
 Electric light bulb—505  
 Electrolyte—245, 305, 505, 645  
 Emery cloth—245, 505  
 Enamel—245, 505, 605, 815, 885  
 Enrollment cards—245, 365  
 Envelopes—105, 165, 205  
 Erasers—105, 165, 245  
 Ether—245, 505  
 Examination book—245  
 Examination paper—245  
 Excuse blanks—165, 245  
 Eyelets—105, 165, 245
- Felt letters—245, 265, 375  
 File (for shop)—245, 615, 625  
 Filing materials—105, 165, 205, 245, 365  
 Filler, wood—245, 605, 655, 815, 885  
 Film cement—245, 365  
 Filter paper—245, 505  
 Fire extinguisher filler—505  
 First aid set—245, 405  
 Flash cards—245  
 Floor brush—505  
 Floor dressing—505  
 Floor oil—505  
 Flour—245, 335  
 Flower pot—245, 605  
 Flowers—245, 265, 275, 605, 815, 885  
 Flower seeds—245, 605, 815, 885  
 Flushing liquid—505  
 Fly paper—505  
 Folder—105, 115, 165, 205, 235, 245, 275, 365, 405, 415  
 Football—245, 375  
 Fountain pen ink—105, 165, 205, 235, 245  
 Friction tape—505, 635  
 Frosted window glass—605, 815, 885  
 Fruit—245, 335  
 Fuel—515  
 Fuel oil—515  
 Furniture polish—335, 505  
 Fuse—505  
 Fuse refill—505
- Galvanized pipe—245, 615, 625, 825, 885  
 Gas—245, 335, 515  
 Gasoline—105, 115, 165, 245, 305, 515  
 Gasket—615, 625

- Gas mantle—505  
 Gauze—245, 405  
 Glassware—245, 335  
 Glass, window—605, 815, 885  
 Gliders (for chairs)—655  
 Glue—105, 165, 235, 245, 275, 505  
 Graphite—245, 305, 505  
 Graph paper—105, 165, 205, 245, 275  
 Grass seed—605, 815, 858, 885  
 Gravel—605, 815, 885  
 Grease—245, 305, 505  
 Groceries—245, 335  
 Guide cards—105, 165, 205, 235, 245  
 Gummed figures—105, 165, 205, 235, 245, 275  
 Gummed tape—105, 165, 205, 235, 245, 275  
 Gymnasium supplies—245, 375  
  
 Hacksaw blade—245, 305, 605, 615, 625  
 Handle—245, 605, 655, 815, 885  
 Hanger, clothes—245, 275, 335  
 Hektograph refill—105, 165, 245  
 Hektograph supplies—105, 165, 245  
 Hook, coat—505, 815, 885  
 Hooks and eyes—245, 275  
  
 Ice—245, 335, 505  
 Index cards—105, 165, 205, 235, 245  
 Index tabs—105, 165, 205, 235, 245  
 India ink—105, 165, 235, 245, 275  
 Indoor ball—245, 375  
 Ink—105, 165, 235, 245  
 Ink eradicator—105, 165, 205, 235  
 Ink powder—245  
 Ink well—105, 165, 245  
 Invoice book—105, 165, 205, 235, 245  
  
 Jap-a-lac—245, 605, 815, 885  
 Journal—105, 165, 245  
 Journal paper—105, 165, 245  
  
 Kerosene—245, 305, 505  
 Kindergarten material—245  
  
 Labels—105, 115, 165, 205, 235, 245, 335, 405, 415  
 Lacquer—245, 275, 605, 815, 885  
 Lard—245, 335  
 Lead—245, 605, 615, 625  
 Lead pencil—105, 165, 205, 245  
 Leather—245, 615  
 Ledger—105, 165, 235, 245  
 Ledger paper—105, 165, 245  
  
 Letter folders—105, 115, 165, 205, 235, 245, 275, 405, 415  
 Letter heads—105, 165, 205, 235, 245  
 Lettering pen—205, 245, 275  
 Library cards—235  
 Lime—245, 505, 605, 815, 885  
 Linseed oil—245, 505, 605, 815, 885  
 Liquid soap—505  
 Lock nuts—305, 615, 625  
 Lumber—245, 605, 655, 815, 885  
 Lye—245, 305, 505  
  
 Macreme cord—245, 275  
 Magazines—105, 115, 165, 205, 235, 245, 365  
 Machine bolts—305, 615, 625, 645  
 Manila rope—245, 505  
 Matches—245, 335, 505  
 Meat—245, 335  
 Medicine—405  
 Medicine ball—245, 375  
 Metal polish—245, 505  
 Milk—245, 335  
 Mimeograph paper—105, 165, 205, 245  
 Mimeograph supplies—105, 165, 245  
 Modeling board—245  
 Mop—505  
 Mortar—605, 815, 885  
 Motor oil—305, 505  
 Mucilage—105, 165, 205, 235, 245  
 Muriatic acid—245, 505  
 Music paper—245  
 Muslin—245, 335, 505  
  
 Nails—245, 305, 605, 815, 885  
 Napkins—245, 335  
 Needles—245, 405  
 Newspaper—235, 245  
 Notebook—105, 115, 165, 205, 235, 245, 275, 365, 405, 415  
 Notebook cover—105, 115, 165, 205, 245, 275, 365, 405, 415  
 Notebook rings—165, 205, 245  
 Number cards—245  
  
 Oak tag—105, 165, 205, 245, 275  
 Oil—245, 305, 505  
 Oilcloth—245, 275, 335  
 Order blanks—105, 165, 245  
 Outline map—105, 245, 275  
  
 Packing—305, 615, 625, 825, 885  
 Pail—245, 305, 505  
 Paint—245, 305, 605, 655, 815, 885



- Paint brush—245, 605, 815, 885  
 Pamphlet—109, 165, 205, 235, 245  
 Paper—art—205, 245, 275  
     bookkeeping—105, 245  
     carbon—105, 165, 205, 245  
     construction—245, 275  
     crepe—245, 275  
     doilies—245, 275  
     drawing—245, 275  
     examination—245  
     mimeograph—105, 165, 205, 245, 275  
     music—205, 245  
     practice—245  
     squared—165, 205, 245, 275, 405  
     theme—245  
     toilet—505  
     towels—505  
     typewriting—105, 165, 205, 245  
     wall—245, 605, 815, 885  
 Paper clips—105, 165, 235, 245, 275, 405, 415  
 Paper cups—505  
 Paper plates—335  
 Paper towels—505  
 Paste—105, 165, 205, 235, 245  
 Pencil—105, 165, 205, 245  
 Pencil sharpener cutter—245  
 Penholder—105, 165, 205, 245  
 Pen point—105, 165, 205, 245, 275  
 Periodical—105, 165, 205, 245, 405  
 Personnel forms—105, 115, 165, 205  
 Phonetic drills—205, 245  
 Phonograph needles—245  
 Picture wire—245, 275, 505  
 Pins—105, 165, 205, 245, 275  
 Pipe fittings—615, 625, 645, 825, 885  
 Pipe opener—505  
 Plan book—205, 245  
 Plane cap—245, 605, 655  
 Plaster—245, 605, 825, 885  
 Playground ball—245, 375  
 Polish—245, 505  
 Postage—105, 165, 205, 415  
 Posters—105, 165, 245, 265, 275  
 Printed notice—105, 165, 235, 245, 365, 405, 415  
 Printing—105, 107, 108, 115, 165, 205, 235, 245, 265, 275, 405, 415  
 Pupil register—245  
 Push button—245, 275, 605, 645, 825, 885  
 Push pin—105, 165, 205, 235, 245, 275, 405, 415  
 Putty—245, 605, 815, 885  
 Radiator brush—505  
 Radiator compound—305  
 Raffia—245  
 Rasp—245, 605, 655  
 Rat poison—505  
 Record book—105, 107, 108, 115, 165, 205, 235, 245, 275, 365, 375, 405, 415  
 Record cards—105, 165, 235, 245, 405, 415  
 Reed—245  
 Report cards—205, 245  
 Report forms—105, 165, 245, 405, 415  
 Requisition blanks—105, 165  
 Ribbon for diplomas—265  
 Ribbon for office machine—105, 165, 205, 245  
 Rock salt—245, 505  
 Roll for duplicator—105, 165, 205, 245  
 Roof cement—245, 305, 605, 815, 885  
 Roofing material—245, 305, 605, 815, 885  
 Rope—245, 275, 305, 375, 505  
 Rope binders (library)—235  
 Rubber ball—245, 375, 625  
 Rubber bands—105, 115, 165, 205, 245, 275, 365, 405, 415  
 Rubber keys—105, 165, 245  
 Rubber stamp—105, 115, 165, 205, 235, 245, 275, 365, 405, 415  
 Rubber stamp pad—105, 115, 165, 205, 235, 245, 275, 365, 405, 415  
 Safety pins—245, 505  
 Salt—245, 335, 505  
 Sand—245, 275, 375, 505, 605, 815, 885  
 Sandpaper—245, 505, 655  
 Sanitary napkins—505  
 Sanitary towels—505  
 Sash cord—305, 605, 815, 885  
 Sawblades—245, 605, 615, 625, 645, 655, 815, 885  
 Sawdust—245, 505  
 Score book—245, 375  
 Scratch pad—105, 165, 205, 245  
 Screen wire—275, 305, 605, 815, 885  
 Screw eyes—245, 275, 305, 505, 605  
 Screw hooks—245, 275, 305, 505, 605  
 Screws—245, 275, 305, 505, 605  
 Scrubbing compound—505  
 Secretary's book—105  
 Seeds—245, 605, 815, 885  
 Sheet iron—245, 605, 615  
 Sheet music—205, 245, 265

- Shellac—245, 305, 505, 605, 655  
 Silk—245, 275  
 Silver polish—245, 505  
 Slating (blackboard)—605, 655, 815, 885  
 Soap—245, 335, 505  
 Soldering material—245, 305, 605, 635, 645  
 Solvent—505  
 Spindle for valve—615, 625  
 Sponge—245, 505  
 Springs—245, 305, 615, 625  
 Stain—245, 605, 655, 815, 885  
 Stamp—postage—105, 165, 205  
       rubber—105, 165, 205, 245, 275, 365, 405, 415  
 Standard tests—205, 245, 275  
 Staples—105, 165, 205, 245, 275, 305, 605  
 Statements, blank—105, 115, 165, 245, 365, 405, 415  
 Stationery—105, 115, 165, 205, 235, 245, 275, 365, 405, 415  
 Steel cable—605  
 Steel wool—245, 505, 605, 665, 815, 885  
 Stencils—105, 165, 205, 245, 275, 365, 405, 415  
 Stove bolts—615, 625, 645  
 Strings, musical instruments—245  
 Sweeping compound—505  
  
 Tablet—105, 165, 245  
 Tacks—105, 165, 235, 245, 305  
 Tags—235, 245, 275, 505  
 Tape—adhesive—245, 375, 405  
       bookbinding—235, 245  
 Tennis ball—245, 375  
 Tests—205, 245, 275  
 Textiles—245, 275, 505  
 Thimble—245  
 Thread—245  
 Thumb tacks—105, 165, 205, 235, 245, 275, 365, 405, 415  
 Tickets—admission—245, 265, 275, 335, 365, 375  
 Tin drinking cups—335, 505  
  
 Toilet paper—505  
 Tongue depressors—405  
 Towels—335, 505  
 Toy—245  
 Toy money—245  
 Tracing cloth—105, 115, 165, 205, 235, 245, 275  
 Treasurer's book—109  
 Trophy—245, 275, 405  
 Turpentine—245, 505, 605, 815, 885  
 Twine—105, 165, 205, 245, 275, 505  
 Type cleaner—105, 165, 245  
 Typewriter eraser—105, 165, 245  
 Typewriter ribbon—105, 165, 245  
  
 Valve compound—245, 305  
 Varnish—245, 505, 605, 655, 815, 885  
 Varnish remover—245, 505, 605, 655, 815, 885  
 Vegetables—245, 335  
 Volley ball—245, 375  
  
 Wallpaper—245, 605, 815, 885  
 Wallpaper cleaner—605, 815  
 Washers—615, 625, 825, 885  
 Washing powder—245, 335, 505  
 Waste—245, 505  
 Water color—245, 275  
 Waterproofing material—245, 305, 605, 815  
 Wax—245, 505, 605, 655  
 Waxed paper—245, 335  
 Weaving material—245  
 Weight chart—405  
 Wire—305, 505, 605, 635, 825  
 Wood—245, 275, 305, 515  
 Wood filler—245, 505, 605, 655, 815, 885  
 Wood splinters—405  
 Work books—205, 245  
 Wrapping paper—105, 165, 205, 245, 275, 335, 505  
 Writing fluid—105, 165, 235, 245  
  
 Yarn—245  
  
 Zinc—245, 305, 615, 625, 815, 885

Section V

MONTHLY FINANCIAL STATEMENT

The secretary of every school district containing a city or town is required by law to file each month with the board of directors a statement of receipts, disbursements, and balances on hand. In view of the fact that, under the present system, expenditures are controlled by means of the annual budget, the monthly statement includes a report of the financial condition as represented by the budget. The following form is proposed for this use. At the close of each month, footings for each column of Form S11, Cash Receipts, Forms S12 and S12a, Warrant Distribution Register, should be made and entered in the columns of these blanks in pencil. These totals are to be transferred to the secretary's monthly report form. The anticipated receipts and expenditures for the year will be found on the budget statement. If receipts and disbursements are classified in greater detail than indicated here, the headings in actual use should be followed.

----- School District  
SECRETARY'S FINANCIAL STATEMENT

For the month beginning -----, 19--., and ending -----, 19--.  
Form S19

I. Receipts.

Source	Esti- mated Receipts for Year	Previ- ously Received This Year	Received During Month	Total Receipts to Date	Esti- mated Income During Re- mainder of Year
A. General Fund.					
Revenue:					
District tax -----					
Appropriations -----					
Tuition -----					
Other sources -----					
Total revenue receipts ---					
Non-Revenue:					
Sale of supplies -----					
Other items -----					
Total non-revenue receipts					
Total general fund receipts ---					
B. Schoolhouse Fund.					
Revenue:					
Tax for bonds and interest -					
Other taxes -----					
Total revenue receipts ---					
Non-Revenue:					
Sale of bonds -----					
Other items -----					
Total non-revenue receipts					
Total schoolhouse fund receipts					
Total receipts, both funds ---					

## II. Disbursements

Item	Estimated Year's Expend- itures	Previ- ously Ex- pended This Year	Pay- ments During Month	Total Expend- itures to Date	Unex- pended Balance
A. General Fund					
General control:					
Salary of secretary -----					
Board expense -----					
Salary of superintendent ---					
Expense for superintendent -					
Other items -----					
Total general control -----					
Instruction:					
Salaries of principals and supervisors -----					
Salaries of teachers -----					
Free textbooks -----					
Library books and supplies -					
Instructional supplies -----					
Other items -----					
Total instruction -----					
Auxiliary agencies:					
Transportation of pupils ---					
Tuition of pupils -----					
Other items -----					
Total auxiliary agencies ---					
Co-ordinate activities:					
Health service -----					
Other items -----					
Total co-ordinate activities					
Operation of plant:					
Janitor's salaries -----					
Janitor's supplies -----					
Fuel -----					
Light, water, etc. -----					
Other items -----					
Total operation of plant --					
Maintenance:					
Repairs to plant -----					
Repairs to equipment -----					
Other items -----					
Total maintenance -----					
Fixed charges:					
Insurance -----					
Other items -----					
Total fixed charges -----					

II. Disbursements.—Continued.

Item	Estimated Year's Expenditures	Previously Expended This Year	Payments During Month	Total Expenditures to Date	Unexpended Balance
Capital outlay:					
New equipment -----					
Other items -----					
Total capital outlay -----					
Debt service:					
Interest on warrants -----					
Transferred to sch'house fund					
Revolving funds -----					
Total general fund -----					
B. Schoolhouse Fund					
Capital outlay:					
New buildings and sites ---					
Equipment for new buildings					
Other items -----					
Total capital outlay -----					
Debt service:					
Principal of bonds -----					
Interest on bonds -----					
Other items -----					
Total debt service -----					
Transferred to general fund -					
Total schoolhouse fund -----					
Total disbursements, both funds					

III. Recapitulation

	General Fund	Schoolhouse Fund	Both Funds
Balance on hand -----, 19--, as shown by last report			
Receipts during month -----			
Total receipts -----			
Paid out during month -----			
Balance on hand -----, 19--			

Date ----- Signed ----- Secretary

## Section VI

### TREASURER OF THE SCHOOL DISTRICT

The treasurer is the custodian of the funds of the district. An outline of his duties, together with his part in financial accounting, is also included in this bulletin. For his records, a series of forms in loose leaf style, size 11 x 17 inches, have been adopted. For districts which maintain only elementary schools and where the number of business transactions is relatively small, these records will be available in a bound book.

#### DUTIES

The treasurer's duties are set forth in various sections of the Code of Iowa.

1. Take the oath of office before assuming his duties
2. Give bond to the board and file it with the president (Sec. 4305)
3. Receive all moneys belonging to the district (Sec. 4316)
4. Deposit all funds in banks selected by the board of directors (Sec. 7420-d1)
5. Pay out district funds only upon presentation of orders signed by the president and secretary (Sec. 4316)
6. Keep an accurate record of all receipts and disbursements for each fund (Sec. 4316)
7. Indorse all warrants presented for payment but not paid for want of funds, and keep a record of such warrants (Sec. 4318 and H. F. 111, 45th Ex. G. A.)
8. Notify those who hold interest-bearing warrants when the treasurer is ready to pay them (Sections 5 and 6 of H. F. 111, 45th Ex. G. A.)
9. Upon request of the board of directors, render a statement of the finances of the district (Sec. 4320)
10. Make an annual report to the board at its regular July meeting and file a copy of this report with the county superintendent (Sec. 4321)
11. Furnish the board, at its regular meeting on the first secular day of July, with a sworn statement from each depository bank showing the balance then on hand in each depository bank (Sec. 4240)
12. Keep on file with the county treasurer a list of all depository banks (Sec. 7420-a8)
13. Keep a record of persons purchasing school bonds and notify them of readiness of district to retire bonds subject to redemption (Sec. 4409)
14. Keep his books open for inspection at any time (Sec. 4320)

## TREASURER'S BOND

The bond which is to guarantee the proper care of school funds is to be for an amount to be determined by the board of education but not less than five hundred dollars (\$500). It should be presented to the board for its approval at the time the treasurer takes his oath of office and should be filed with the president of the board. The law provides that the treasurer's oath shall be indorsed upon his bond. The cost of the bond may be paid by the school district.

## RECORD FORMS FOR TREASURER

## Form T11—Receipts Register

When money is paid to the treasurer he should issue his receipt and record the transaction on this form, indicating the fund to which the money has been deposited

## Form T12—Check Register

As a check is issued in payment of a warrant or group of warrants, facts concerning the check should be recorded here. This becomes the treasurer's record of disbursements.

## Form T13—Record of Interest-Bearing Warrants

The Iowa law places in the hands of the treasurer the management of warrants which he is unable to pay for want of funds. As soon as the treasurer indorses and dates a warrant which cannot be paid, he should make an entry on this form. The entry is continued when notice is given to the holder that he is ready to make payment, and completed when payment is actually made

## Form T14—Record of Purchasers of Bonds

Section 4409, Code of 1931, requires that the treasurer keep a record of the parties to whom bonds are sold, and this blank is for such use

## Form T15—Treasurer's Annual Report

This blank reports the condition of the finances of the district at the close of the fiscal year, and also provides for a reconciliation with the records of the secretary. Copies of this report should be filed with the board of directors and the county superintendent at the time of the annual business meeting of the board

## Treasurer's Check

No form is provided, since check blanks customarily supplied by banks to their depositors may be used. Each check should, however, indicate the serial number of the warrant (or warrants) which the check is to cover

## DEPOSITORY BANKS

Funds of a school district should be deposited in one or more banks located in Iowa, to be selected by a written resolution of the board of directors.

The deposits should be made under a title which will make it easy to identify, such as "John Doe, Treasurer, Hawkeye School District," or "Hawkeye School District, John Doe, Treasurer." The practice of depositing school funds in the name of the treasurer as an individual should be discouraged.

The State of Iowa has provided for a state sinking fund to guarantee public deposits in banks. Before the funds of a school district are entitled to this protection, the board of directors must pass a resolution naming certain banks as its depositories and specifying the maximum amount to be deposited in each bank. Copies of this resolution must be a part of the minutes of the board and should also be forwarded by the school treasurer to the county treasurer. After a bank has been designated as an official depository, the maximum deposit originally designated may not be increased without first securing the approval of the treasurer of state.

If at any time the amount on deposit in a bank should exceed the maximum deposit designated for that bank, the treasurer should at once notify the board, which should pass a resolution authorizing the deposit of an increased amount, or see that the amount on deposit is reduced to the designated amount. A reasonable amount of caution on the part of the treasurer in making deposits will frequently avoid this situation.

## DEFINITION OF FUNDS

Practically all the school districts will have their money divided into two funds—general and schoolhouse. It is extremely important that the treasurer deposit money received in the proper fund and also disburse money from the proper fund. Section 4317 of the Code of Iowa defines these two funds in the following manner:

## Schoolhouse Fund

1. Money collected by a tax authorized by the voters
2. Proceeds of the sale of bonds authorized by law
3. Proceeds of a tax levied to pay interest and principal on bonded indebtedness
4. Proceeds of a tax levied for the purchase of sites

## General Fund

1. All other moneys received for any other purpose

It will be observed that there is a plain distinction between these two funds. It is the intention of the law that the schoolhouse fund shall be used to receive and disburse money whose collection and expenditure have been authorized by the voters of the district at an election, except for the one (1) mill levy to purchase school sites (see Section 4363) which may be levied by the board of directors of a district containing a city. All money received from any other source should be deposited in the general fund.



## RECEIPT OF FUNDS

Immediately upon receipt of money from any source, the treasurer should issue a receipt, retaining a carbon or stub copy. At the same time an entry should be made in the receipts register. Notice should be given to the secretary that certain funds have been received so that his books will also show the funds received. The funds should be immediately deposited in one of the depository banks. If the total amount of district funds on deposit in any bank exceeds the maximum amount which the board has designated for that bank, the treasurer should report the fact to the board of directors.

## PAYMENT OF WARRANTS

When a warrant or group of warrants is presented to the treasurer for payment, he should insure that it has been countersigned by the president and secretary. The warrant should specify the fund upon which drawn, the purpose of the expenditure, and the amount to be paid. If there is a sufficient amount of money in the proper fund, the treasurer should write a check upon the bank from which the amount is to be paid, and deliver the check to the party presenting the warrant or warrants. The treasurer should be careful to see that the amount specified in his check corresponds with the amount in the warrant or warrants (if the check is for more than one warrant). Before delivering his check to the party who has presented the warrant, treasurer should make the proper entries on Form T12, "Check Register." In order to avoid confusion it is recommended that checks upon the general fund be printed on a different color of paper than those upon the schoolhouse fund or that some other distinguishing design be used to indicate clearly the fund from which the check is to be paid.

If the treasurer does not have sufficient funds with which to pay a warrant when presented to him, he should indorse it on the back similar to this: "Presented for payment and not paid for want of funds, March 20, 1934. John Doe, Treasurer." He should also enter on Form T13, "Record of Interest-Bearing Warrants," such of the information called for as can be supplied at the time. The warrant which now bears legal interest (six per cent per annum, unless a lower rate has been provided for) should be returned to the party who presented it. When funds are available with which to retire the warrant, the treasurer should notify the holder of the warrant, and complete the record on Form T13 when finally paid.

## ANNUAL FINANCIAL STATEMENT

It is important that before the treasurer prepare his annual financial report, he should secure signed statements from each of the depository banks indicating the amount of school funds on deposit in each bank at the close of its business on June 30. If all of the checks written by the treasurer have been presented to the depository banks and paid, the treasurer's balance should exactly agree with the total bank deposits. Any difference between these two totals should be represented by checks which the treasurer has

issued but which have not been presented to the banks for payment. The treasurer's balance will either be equal to, or less than, the bank balances. It cannot exceed the amount on deposit in the banks, unless he has funds which have not been deposited with the banks.

The form for the treasurer's annual financial statement is self-explanatory. The treasurer should keep one copy of this report in his records, present a copy to the board of education at the regular July meeting, and also file a copy with the county superintendent, as provided for by law.

At the close of the treasurer's term of office, all funds and records in his possession should be delivered to his successor immediately, with the accounts in balance and the annual statement completed and accepted by the board of directors.

### RECONCILIATION WITH SECRETARY

After the treasurer has balanced his books and prepared his annual financial statement, he should meet with the secretary and note whether their records agree. The balance on hand according to the treasurer's statement should equal the balance according to the secretary's books, provided all warrants issued by the secretary have been paid by the treasurer. Any difference between these balances should be represented by warrants which have not been presented to the treasurer.

### EXAMINATION BY STATE AUDITOR

According to law, there will be an annual examination of the treasurer's records by representatives of the state auditor. The examiners have indicated that the treasurer should have in readiness for the audit the records contained in his book and in addition the following materials:

1. Canceled checks which he has signed and which have been paid by the depository banks
2. Monthly statements from depository banks
3. Pass book or deposit slips from banks
4. Duplicates of receipts issued for money received from secretary and other sources

Section VII  
APPENDIX  
BIBLIOGRAPHY

Preliminary to the preparation of this accounting system, a number of unpublished research studies were made as master's theses, under the direction of Dr. E. T. Peterson, of the College of Education, State University of Iowa. They are as follows:

1. Castle, Lynn E., *An Analytical Basis for a Uniform Financial Accounting Classification for Schools*, 1931
2. Killion, R. A., *A Study of Financial Accounting Systems in Certain Iowa School Districts*, 1933
3. Love, M. A., *Classification of Expenditures in State Department of Education Reports*, 1933
4. Tyler, Samuel, *A Survey of the Items of School Expenditures in the Rural Common Schools of Iowa*, 1931
5. Whittier, H. K., *An Analysis of State Uniform Financial Accounting Systems for Public Schools*, 1933
6. Wilson, I. D., *The Identification and Classification of Items of Public School Expenditure*, 1931

For further study of the problems involved in the operation of a financial accounting system, the following sources are recommended:

1. Committee on Uniform Records and Reports, Department of Superintendence of the N. E. A., *Research Bulletin of the N. E. A.*, Vol. V, No. 5, 1927
2. De Young, C. E., *Budgetary Practices in Public School Administration*, Northwestern University, 1932
3. Engelhardt, Fred, and Von Borgersrode, Fred, *Accounting Procedure for School Systems*, Teachers College, Columbia University, 1927
4. Engelhardt, N. L., and Engelhardt, Fred, *Public School Business Administration*, Teachers College, Columbia University, 1927
5. Foster, E. M., *Report of Committees on Uniform Records and Reports*, U. S. Bureau of Education, Bulletin 1928, No. 24
6. Fowlkes, John Guy, *Principles and Practices of Financial Accounting for Schools*, E. M. Hale and Co., 1934
7. Moehlman, A. B., *Public School Finance*, Rand McNally and Co., 1927

8. Rainey, H. P., Public School Finance, The Century Company, 1929
9. Reeder, Ward G., The Business Administration of School Systems, Ginn & Co., 1929
10. Smith, H. P., Business Administration of Public Schools, World Book Company, 1929
11. Womrath, George F., Efficient Business Administration of Public Schools, Bruce Publishing Company, 1932















Warrant No. \_\_\_\_\_ Date \_\_\_\_\_

To \_\_\_\_\_

From \_\_\_\_\_ Fund \_\_\_\_\_

Date and Number of Invoice	Classification or Code Number	Net Amount
TOTAL AMOUNT		

<b>School Warrant</b>		No. _____
Fund _____	Date _____	19____
<i>To the Treasurer of the</i> _____		
School District of _____		
PAY TO THE ORDER OF _____		\$ _____
		DOLLARS
From the _____ Fund, for _____		
BY ORDER OF THE BOARD:		
_____ SECRETARY	_____ PRESIDENT	
<small>Form 517 Iowa Dept. Public Instruction, June, 1916</small>		

S17—School Warrant





TREASURER'S ANNUAL REPORT

of the \_\_\_\_\_ School District, \_\_\_\_\_ County,  
for the fiscal year ending June 30, 19\_\_\_\_\_

GENERAL FUND	
1. Balance on hand July 1, 19_____	_____
2. Receipts during the year - - - - -	_____
3. Total Receipts - - - - -	_____
4. Total disbursements - - - - -	_____
5. Balance on hand June 30, 19_____	_____
SCHOOLHOUSE FUND	
6. Balance on hand July 1, 19_____	_____
7. Receipts during year - - - - -	_____
8. Total Receipts - - - - -	_____
9. Total disbursements - - - - -	_____
10. Balance on hand June 30, 19_____	_____

Amount of Outstanding Interest-Bearing Warrants on June 30, 19\_\_\_\_\_

11. General fund - - - - -	_____
12. Schoolhouse fund - - - - -	_____
13. Total - - - - -	_____

14. Statement of bank deposits

Name of Bank	Active Funds	Restricted Funds	Total
_____	_____	_____	_____
_____	_____	_____	_____
Total - - - - -	_____	_____	_____

Reconciliation With Secretary

	General Fund	Schoolhouse Fund
Treasurer's balance June 30, 19_____	_____	_____
Secretary's balance June 30, 19_____	_____	_____
Difference - - - - -	_____	_____
Total amount of warrants not paid by treasurer - - - - -	_____	_____

I hereby certify the above report to be correct to the best of my knowledge and belief.

The board of directors has examined and approved the above report of the treasurer and his records for the fiscal year included in this report.

Date \_\_\_\_\_  
President \_\_\_\_\_ Secretary \_\_\_\_\_

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