

## CHART OF ACCOUNTS

The Internal Fund Chart of Accounts is an all-inclusive listing of available account codes for classifying and recording internal fund financial transactions. The Chart of Accounts is maintained by the District's Finance Department. All new account structures are created by the District Finance Department upon request of the SFA and Principal.

The Leon County School District has established a standard Chart of Accounts and sub-account numbers. The purpose for requiring uniformity is to promote consistency throughout the District and to ensure compliance with federal and state guidelines. The internal fund accounting system is composed of seven (7) fund types. The table below provides the basic account numbers and categories as detailed in "The Red Book".

Chart of Accounts	
Control Account Number	Student Activity/Project
10000	Athletics
20000	Music
30000	Classes
40000	Clubs
50000	Departments
60000	Trusts
70000	General

A general description of the types of funds that should be included under each account classification is provided below.

**Athletics:** All revenues and expenditures associated with athletics, such as game revenues, fundraisers, and uniform fees. The physical education department is **not** part of this fund type (see departments).

**Music:** All revenues and expenditures associated with musical organizations, such as performances, competitions, fundraising, supplies and donations. The music department is **not** part of this fund type (see departments). Collections from students for rental or maintenance of uniforms or instruments are recorded in a subaccount under this classification.

**Classes:** All revenues and expenditures associated with class business activities, such as graduation fees and fundraising events for specific grade levels.

**Clubs:** All revenues and expenditures associated with club activities, such as fundraising events and dues. Examples are Student Government Association (SGA) and Drama Club.

**Departments:** All revenues and expenditures associated with activities of curricular related projects and production accounts. Examples include Science, Music, Art, and PE departments, and the Media Center.

**Trust:** All funds collected for a specific, restricted purpose are recorded in this fund type and shall be expended only for the purpose of which collected. Sales tax collected for the State is a trust fund.

**General:** This fund type encompasses all other accounts for funds that are to be utilized for the general welfare of the student body. Examples include the schools store, school picture proceeds, yearbook sales, vending machine commissions, facility rental income, and general donations. Separate sub-accounts are maintained for activities when it is good business practice to separately monitor the financial status of the activity.