

CHAPTER 4 – General Ledger Accounts

Table of Contents	Page
INTRODUCTION	4
Abbreviations	2
Legend.....	2
GENERAL LEDGER ACCOUNT MATRIX BY FUND	3
DESCRIPTION OF GENERAL LEDGER ACCOUNTS.....	11
Assets	11
200* Imprest Cash.....	11
230* Cash on Hand.....	11
240 Cash on Deposit With County Treasurer.....	12
241 Warrants Outstanding.....	12
250 Cash With Fiscal Agent.....	12
310* Taxes Receivable	13
320* Due From Other Funds.....	14
330*▲ Due From Other Governmental Units.....	14
340*▲ Accounts Receivable.....	14
345*▲ Leases Receivable.....	15
350* Interfund Loans Receivable	15
360*▲ Accrued Interest Receivable	15
410*▲ Inventory—Supplies and Materials.....	15
420*▲ Inventory—Lunchrooms	16
430*▲ Prepaid Items	16
450* Investments.....	17
451* Investments—Cash With Trustee	17
455* Investments—Deferred Compensation	17
459 Self-Insurance Security Deposits.....	18
460 Other Assets	18
470 ▶ Amount Available in Debt Service Fund	18
475 ▶ Amount Available in Other Funds	19
480 ▶ Amount to be Provided for Debt Retirement	19
490 ■ Capital Assets—Land.....	20
491 ■ Capital Assets—Buildings.....	20
492 ■ Capital Assets—Transportation Equipment.....	20
493 ■ Capital Assets—Equipment	20

494	■ Capital Assets—Construction in Progress	20
497	■ Accumulated Depreciation—Transportation Equipment.....	20
498	■ Accumulated Depreciation—Buildings.....	20
499	■ Accumulated Depreciation—Equipment	20
Deferred Outflows of Resources		21
488*	▲ Deferred Outflows of Resources—Other.....	21
Budgetary and Expenditure Accounts.....		21
510***	Estimated Revenues	21
515***	Estimated Other Financing Sources	21
520***	Encumbrances	22
530*	Expenditures	23
530*	Deductions	23
535	Other Financing Uses (Budget and Actual)	24
536	Other Financing Uses—Transfers Out (Budget and Actual).....	24
538	Nonoperating Expenditures.....	25
540***	Appropriated Fund Balance (Optional)	25
560**	Revenue Contra (960).....	25
Liabilities.....		26
601*	▲ Accounts Payable	26
602*	▲ Contracts Payable—Current.....	26
604*	▲ Accrued Interest Payable	27
605*	▲ Accrued Salaries.....	27
606*	Anticipation Notes Payable.....	27
610*	Payroll Deductions and Taxes Payable.....	28
620*	▲ Leases Payable—Current.....	28
630*	▲ Due to Other Governmental Units	28
635*	Deferred Compensation Payable	28
637*	▲ Estimated Unemployment Benefits Payable.....	29
638*	▲ Estimated Other Employee Insurance Claims Payable.....	29
639*	▲ Estimated Industrial Insurance Benefits Payable.....	29
640*	Due to Other Funds	30
645*	Interfund Loans Payable.....	30
650*	Deposits.....	30
660*	▲ Unearned Revenue.....	30
675*	Matured Bonds Payable	31
685*	Matured Bond Interest Payable.....	31
686*	Arbitrage Rebate Payable	31
701*	▶ Voted Debt—Bonds Payable—Long Term.....	32
702*	▶ Voted Debt—LOCAL Program Proceeds—Long Term	32

711*	▶ Non-Voted Bonds Payable—Long Term.....	32
712*	▶ Non-Voted LOCAL Program Proceeds—Long Term	33
713*	▶ Leases—Long Term	33
714*	▶ Contracts Payable—Long Term.....	34
716*	▶ Claims and Judgements—Long Term	34
717*	▶ Compensated Absences.....	35
718*	▶ Notes Payable—Long Term.....	35
719*	▶ Anticipation Notes Payable—Long Term	35
720*	▶ Lines of Credit—Long Term.....	36
729*	▶ Other Non-Voted Debt	36
741*	▶ Net Pension Liability—TRS 1	37
742*	▶ Net Pension Liability—TRS 2 and TRS 3.....	37
743*	▶ Net Pension Liability—SERS 2 and SERS 3	37
744*	▶ Net Pension Liability—PERS 1.....	38
Deferred Inflows of Resources		38
750*	▲ Unavailable Revenue.....	38
755*	▲ Unavailable Revenue—Leases	38
760*	Unavailable Revenue—Taxes Receivable	39
Fund Balance		39
801	■ Investment in Capital Assets From GO Bonds	41
802	■ Investment in Capital Assets From Levies	41
803	■ Investment in Capital Assets From State Grants.....	41
804	■ Investment in Capital Assets From Federal Grants.....	41
805	■ Investment in Capital Assets From Apportionment and Local Revenues.....	41
806	■ Investment in Capital Assets From Gifts, Donations, Other.....	41
810*	Restricted for Other Items	41
815¢	Restricted for Unequalized Deductible Revenue.....	41
819**	Restricted for Fund Purposes	42
820	Assigned to Encumbrances.....	42
821	Restricted for Carryover of Restricted Revenue	43
825	Restricted for Skill Centers	44
828	Restricted for Carryover of Food Service Revenue.....	44
830	Restricted for Debt Service.....	45
835	Restricted for Arbitrage Rebate.....	45
840	Nonspendable Fund Balance—Inventory and Prepaid Items.....	46
845	Restricted for Self-Insurance	46
850	Restricted for Uninsured Risks	46
854*	Restricted for Intact Trust Principal.....	47

855* Nonspendable Fund Balance—Trust Principal.....	47
856 Restricted for: Pension or Other Post-Employment Benefits.....	47
857 Restricted for: Private Purposes.....	48
858 Restricted for: Other Purposes.....	48
861* Restricted From Bond Proceeds.....	48
862* Committed From Levy Proceeds.....	49
863* Restricted From State Proceeds.....	49
864* Restricted From Federal Proceeds.....	49
865* Restricted From Other Proceeds.....	50
866* Restricted From Impact Fee Proceeds.....	50
867* Restricted From Mitigation Fee Proceeds.....	50
869* Restricted From Undistributed Proceeds.....	51
870 Committed to Other Purposes.....	51
872 Committed to Economic Stabilization.....	51
875 Assigned to Contingencies.....	52
884 Assigned to Other Capital Projects.....	52
888 Assigned to Other Purposes.....	53
889 Assigned to Fund Purposes.....	53
890* Unassigned Fund Balance.....	54
891 Unassigned to Minimum Fund Balance Policy.....	55
898 Prior Year Corrections or Restatements.....	55
Budgetary, Revenue, and Other Financing Sources Accounts.....	56
900*** Appropriations (Optional).....	56
930** Expenditure Contra (530).....	56
960* Revenues.....	56
960* Additions.....	57
965 Other Financing Sources.....	57
968 Nonoperating Revenues.....	58

Note: For funds in which general ledger accounts are open, see the table beginning on page 3.

INTRODUCTION

A general ledger is basic to an accounting system. The general ledger of a fund is a summary record containing the balance of assets, deferred outflow of resources, liabilities, deferred inflow of resources, fund balance, and control accounts that summarize estimated and actual revenues, appropriations, expenditures, and encumbrances.

General journal entries are posted to the general ledger. The sum of the debit amounts of a journal entry must equal the sum of the credit amounts. Thus, when entries are posted to the general ledger, the total of the debit balances equals the total of the credit balances. The number assigned to a posted general journal entry is used to facilitate reconciliation. At the end of each month, a trial balance should be prepared to ensure that the general ledger accounts are in balance.

Budgetary, revenue, other financing source, expenditure, and other financing use accounts are closed at the end of a fiscal year. The difference between the revenue and expenditure balances and other financing sources and uses balances are transferred to the fund balance. After the closing entries have been made, a listing of the balances of the assets, liabilities, and fund balance accounts comprises the balance sheet.

Subsidiary records or accounts are sometimes used to provide a detailed analysis of an account. When subsidiary accounts are used, the account is considered a control account. For budgeting and financial reporting, two subsidiary ledgers are required, one for expenditures and one for revenues.

The subsidiary ledgers will provide details of the control accounts such as 530 Expenditures and 960 Revenues. Control accounts are identified on the *General Ledger Account Matrix by Fund*. Other subsidiary accounts may be used locally but are not required in budgeting and financial reporting.

All transactions are entered into books of original entry, such as journals and registers, and will vary with the type of system used. They provide the necessary means to accumulate the financial transactions for posting to revenue, expenditure, and accounts.

An accounting system may include the following books of original entry:

- General Journal
- Cash Receipts Journal
- Cash Disbursements Journal
- Accounts Receivable Journal
- Encumbrance and Liquidation Register

- Payroll Journal
- Voucher Register

Although not presented on the F-196 financial statements or fund financial statements, the capital asset and long-term debt information is a required part of the notes to the financial statements. Long-term debt information is presented on the Schedule of Long-Term Liabilities, a required part of the F-196. Capital asset and long-term debt activity should continue to be accounted for in the general ledger and maintained in "long-term debt" and "capital assets" holding accounts, formerly known as the general long-term debt account group (GLTDAG) and general fixed asset account group (GFAAG). The concept of the account groups remains although, for consistency with GAAP, the account group titles are no longer used.

Districts preparing statements conforming to generally accepted accounting principles present this information on the districtwide statements.

General ledger account numbers, titles, and descriptions are uniform for all funds; however, not all the accounts are applicable to all the funds. The following is a complete list of general ledger accounts and the funds with which they can be used:

Abbreviations

GF..... General Fund
 CPF..... Capital Projects Fund
 DSF Debt Service Fund
 ASB Associated Student Body Fund
 TVF..... Transportation Vehicle Fund
 PF Permanent Fund
 PPTF..... Private-Purpose Trust Fund
 PTF Pension Trust Fund
 CF Custodial Fund

"Holding Accounts"

CA..... Capital Assets
 SLTL Schedule of Long-Term Liabilities

Legend

- * Indicates a control account.
- ** Indicates a control account for ASB Fund.
- *** These accounts are optional and are not reported to the state. Districts may use other general ledger accounts if desired.
- ▲ Indicates a general ledger account not considered appropriate for a district using cash basis accounting.
- Indicates a capital asset account only.
- ▶ Indicates a long-term debt account only.
- ¢ Indicates a general ledger account that is used for cash basis districts only.

GENERAL LEDGER ACCOUNT MATRIX BY FUND

"na" indicates the account is closed in that fund.

Assets				GF	AS B	DS F	CP F	TV F	PF	PP TF	PT F	CF	C A	SL TL
200	*		Imprest Cash			na		na					na	na
230	*		Cash on Hand										na	na
240			Cash on Deposit With County Treasurer										na	na
241			Warrants Outstanding										na	na
250			Cash With Fiscal Agent		na				na	na	na	na	na	na
310	*		Taxes Receivable		na				na	na	na	na	na	na
320	*		Due From Other Funds										na	na
330	*	▲	Due From Other Governmental Units							na	na	na	na	na
340	*	▲	Accounts Receivable										na	na
345	*	▲	Leases Receivable			na							na	na
350	*		Interfund Loans Receivable		na	na		na	na	na	na	na	na	na
360	*	▲	Accrued Interest Receivable										na	na
410	*	▲	Inventory—Supplies and Materials			na		na	na	na	na	na	na	na
420	*	▲	Inventory— Lunchrooms		na	na	na	na	na	na	na	na	na	na
Assets				GF	AS B	DS F	CP F	TV F	PF	PP TF	PT F	CF	CA	SL TL

GENERAL LEDGER ACCOUNT MATRIX BY FUND

"na" indicates the account is closed in that fund.

430	*	▲	Prepaid Items			na	na			na	na	na	na	na
450	*		Investments										na	na
451	*		Investments—Cash With Trustee		na								na	na
455	*		Investments— Deferred Compensation		na	na		na	na	na	na	na	na	na
459			Self-Insurance Security Deposits		na	na	na	na	na	na	na	na	na	na
460			Other Assets	na	na	na	na	na	na		na		na	na
470		▶	Amount Available in Debt Service Fund	na	na	na	na	na	na	na	na	na	na	
475		▶	Amount Available in Other Funds	na	na	na	na	na	na	na	na	na	na	
480		▶	Amount to be Provided for Debt Retirement	na	na	na	na	na	na	na	na	na	na	
490	■		Capital Assets—Land	na	na	na	na	na	na		na			na
491	■		Capital Assets— Buildings	na	na	na	na	na	na		na			na
492	■		Capital Assets— Transportation Equipment	na	na	na	na	na	na	na	na	na		na
493	■		Capital Assets— Equipment	na	na	na	na	na	na					na
494	■		Capital Assets— Construction in Progress	na	na	na	na	na	na	na	na	na		na
497	■		Accumulated Depreciation— Transportation Equipment	na	na	na	na	na	na	na	na	na		na
498	■		Accumulated Depreciation— Buildings	na	na	na	na	na	na		na			na
499	■		Accumulated Depreciation— Equipment	na	na	na	na	na	na					na

GENERAL LEDGER ACCOUNT MATRIX BY FUND

"na" indicates the account is closed in that fund.

Deferred Outflows of Resources				GF	AS B	DS F	CP F	TV F	PF	PP TF	PT F	CF	CA	SL TL
488	*	▲	Deferred Outflows of Resources—Other						na	na	na	na	na	na
Budgetary and Expenditure Accounts				GF	AS B	DS F	CP F	TV F	PF	PP TF	PT F	CF	CA	SL TL
510	** *		Estimated Revenues						na	na	na	na		
515	** *		Estimated Other Financing Sources		na				na	na	na	na		
520	** *		Encumbrances								na			
530	*		Expenditures							na	na	na		
530	*		Deductions	na	na	na	na	na	na					
535			Other Financing Uses (Budget and Actual)		na				na	na	na	na		
536			Other Financing Uses—Transfers Out (Budget and Actual)		na					na	na	na		
538			Nonoperating Expenditures	na	na	na	na	na	na					
540	** *		Appropriated Fund Balance						na	na	na	na		
560	**		Revenue Contra (960)	na		na	na	na	na					
Liabilities				GF	AS B	DS F	CP F	TV F	PF	PP TF	PT F	CF	CA	SL TL
601	*	▲	Accounts Payable										na	na
602	*	▲	Contracts Payable—Current			na				na	na	na	na	na
604	*	▲	Accrued Interest Payable	na	na		na	na	na	na	na	na	na	na
605	*	▲	Accrued Salaries			na		na	na	na	na	na	na	na
606	*		Anticipation Notes Payable		na				na	na	na	na	na	na
610	*		Payroll Deductions and Taxes Payable			na		na	na	na	na	na	na	na
Liabilities				GF	AS B	DS F	CP F	TV F	PF	PP TF	PT F	CF	CA	SL TL

GENERAL LEDGER ACCOUNT MATRIX BY FUND

"na" indicates the account is closed in that fund.

620	*	▲	Leases Payable— Current			na						na	na
630	*	▲	Due to Other Governmental Units			na			na	na	na	na	na
635	*		Deferred Compensation Payable		na	na		na	na	na		na	na
637	*	▲	Estimated Unemployment Benefits Payable		na	na	na	na	na	na	na	na	na
638	*	▲	Estimated Other Employee Insurance Claims Payable		na	na	na	na	na	na	na	na	na
639	*	▲	Estimated Industrial Insurance Benefits Payable		na	na	na	na	na	na	na	na	na
640	*		Due to Other Funds									na	na
645	*		Interfund Loans Payable		na			na	na	na	na	na	na
650	*		Deposits			na		na	na	na	na	na	na
660	*	▲	Unearned Revenue						na	na	na	na	na
675	*		Matured Bonds Payable	na	na		na	na	na	na	na	na	na
685	*		Matured Bond Interest Payable	na	na		na	na	na	na	na	na	na
686	*		Arbitrage Rebate Payable		na			na	na	na	na	na	na
Long Term Debt Account Group				GF	AS B	DS F	CP F	TV F	PF	PP TF	PT F	CF	CA SL TL
701	*	▶	Bonds Payable— Long-Term	na	na	na	na	na	na	na	na	na	
702	*	▶	Voted Debt-LOCAL Program Proceeds— Long-Term	na	na	na	na	na	na	na	na	na	
711	*	▶	Non-Voted Bonds Payable—Long-Term	na	na	na	na	na	na	na	na	na	
Long Term Debt Account Group				GF	AS B	DS F	CP F	TV F	PF	PP TF	PT F	CF	CA SL TL

GENERAL LEDGER ACCOUNT MATRIX BY FUND

"na" indicates the account is closed in that fund.

712	*	▶	Non-Voted LOCAL Program Proceeds—Long-Term	na	na	na	na	na	na	na	na	na	na	
713	*	▶	Leases—Long Term	na	na	na	na	na	na	na	na	na	na	
714	*	▶	Contracts Payable—Long Term	na	na	na	na	na	na	na	na	na	na	
716	*	▶	Claims and Judgements —Long Term	na	na	na	na	na	na	na	na	na	na	
717	*	▶	Compensated Absences	na	na	na	na	na	na	na	na	na	na	
718	*	▶	Notes Payable—Long-Term	na	na	na	na	na	na	na	na	na	na	
719	*	▶	Anticipation Notes Payable—Long-Term	na	na	na	na	na	na	na	na	na	na	
720	*	▶	Lines of Credit—Long-Term	na	na	na	na	na	na	na	na	na	na	
729	*	▶	Other Non-Voted Debt—Long-Term	na	na	na	na	na	na	na	na	na	na	
741	*	▶	Net Pension Liability—TRS 1	na	na	na	na	na	na	na	na	na	na	
742	*	▶	Net Pension Liability—TRS 2 & 3	na	na	na	na	na	na	na	na	na	na	
743	*	▶	Net Pension Liability—SERS 2 & 3	na	na	na	na	na	na	na	na	na	na	
744	*	▶	Net Pension Liability—PERS 1	na	na	na	na	na	na	na	na	na	na	

Deferred Inflows of Resources				GF	AS B	DS F	CP F	TV F	PF	PP TF	PT F	CF	CA	SL TL
750	*	▲	Unavailable Revenue							na	na	na	na	na
755	*	▲	Unavailable Revenue—Leases			na					na	na	na	na
760	*		Unavailable Revenue—Taxes Receivable		na				na	na	na	na	na	na

Fund Balance				GF	AS B	DS F	CP F	TV F	PF	PP TF	PT F	CF	CA	SL TL
---------------------	--	--	--	----	---------	---------	---------	---------	----	----------	---------	----	----	----------

GENERAL LEDGER ACCOUNT MATRIX BY FUND

"na" indicates the account is closed in that fund.

801	■	Investment in Capital Assets From GO Bonds	na	na	na	na	na	na	na	na	na	na	Na
802	■	Investment in Capital Assets From Levies	na	na	na	na	na	na	na	na	na	na	Na
803	■	Investment in Capital Assets From State Grants	na	na	na	na	na	na	na	na	na	na	Na
804	■	Investment in Capital Assets From Federal Grants	na	na	na	na	na	na	na	na	na	na	Na
805	■	Investment in Capital Assets From Apportionment and Local Revenues	na	na	na	na	na	na	na	na	na	na	Na
806	■	Investment in Capital Assets From Gifts, Donations, Other	na	na	na	na	na	na	na	na	na	na	Na
810	*	Restricted for Other Items							na	na	na	na	Na
815	¢	Restricted for Unequalized Deductible Revenue		na	na	na	na	na	na	na	na	na	Na
819	**	Restricted for Fund Purposes	na		na	na		na	na	na	na	na	Na
820		Assigned to Encumbrances			na			na	na	na	na	na	Na
821		Restricted for Carryover of Restricted Revenue		na	na	na	na	na	na	na	na	na	na
825		Restricted for Skill Centers		na	na		na	na	na	na	na	na	na
828		Restricted for Carryover of Food Service Revenue		na	na	na	na	na	na	na	na	na	na
830		Restricted for Debt Service		na				na	na	na	na	na	na
835		Restricted for Arbitrage Rebate		na				na	na	na	na	na	na
Fund Balance			GF	AS B	DS F	CP F	TV F	PF	PP TF	PT F	CF	CA	SL TL

GENERAL LEDGER ACCOUNT MATRIX BY FUND

"na" indicates the account is closed in that fund.

840		Nonspendable Fund Balance - Inventory			na		na	na	na	na	na	na	na
845		Restricted for Self-Insurance		na	na	na	na	na	na	na	na	na	na
850		Restricted for Uninsured Risks			na			na	na	na	na	na	na
854		Restricted for Intact Trust Principal	na	na	na	na	na	na				na	na
855	*	Nonspendable Fund Balance—Trust Principal	na	na	na	na	na		na	na	na	na	na
856		Restricted for Pension and Other Post-Employment Benefits	na	na	na	na	na	na	na		na	na	na
857		Restricted for Private Purposes	na	na	na	na	na	na		na		na	na
858		Restricted for Other Purposes	na	na	na	na	na	na				na	na
861	*	Restricted From Bond Proceeds	na	na	na		na	na	na	na	na	na	na
862	*	Committed From Levy Proceeds	na	na	na		na	na	na	na	na	na	na
863	*	Restricted From State Proceeds	na	na	na		na	na	na	na	na	na	na
864	*	Restricted From Federal Proceeds	na	na	na		na	na	na	na	na	na	na
865	*	Restricted From Other Proceeds	na	na	na		na	na	na	na	na	na	na
866	*	Restricted From Impact Fee Proceeds	na	na	na		na	na	na	na	na	na	na
867	*	Restricted From Mitigation Fee Proceeds	na	na	na		na	na	na	na	na	na	na
869	*	Restricted From Undistributed Proceeds	na	na	na		na	na	na	na	na	na	na
870		Committed to Other Purposes							na	na	na	na	na
Fund Balance			GF	AS B	DS F	CP F	TV F	PF	PP TF	PT F	CF	CA	SL TL

GENERAL LEDGER ACCOUNT MATRIX BY FUND

"na" indicates the account is closed in that fund.

872		Committed to Economic Stabilization		na	na	na	na	na	na	na	na	na	na
875		Assigned to Contingencies		na	na	na	na	na	na	na	na	na	na
884		Assigned to Other Capital Projects		na	na	na	na	na	na	na	na	na	na
888		Assigned to Other Purposes		na	na	na	na	na	na	na	na	na	na
889		Assigned to Fund Purposes	na						na	na	na	na	na
890	*	Unassigned Fund Balance		*	*	*	*	*	na	na	na	na	na
891		Unassigned to Minimum Fund Balance Policy		na	na	na	na	na	na	na	na	na	na
898		Prior Year Corrections or Restatements										na	na

Budgetary, Revenue, & Other Financing Sources Accounts			GF	AS B	DS F	CP F	TV F	PF	PP TF	PT F	CF	CA	SL TL
900	** *	Appropriations						na	na	na	na	na	na
930	**	Expenditure Contra (530)	na		na	na	na	na				na	na
960	*	Revenues							na	na	na	na	Na
960	*	Additions	na	na	na	na	na	na				na	Na
965		Other Financing Sources		na					na	na	na	na	Na
968		Non-operating Revenues	na	na	na	na	na	na				na	Na

DESCRIPTION OF GENERAL LEDGER ACCOUNTS

Assets

200* Imprest Cash

Applicable Fund: (GF, ASB, CPF, PF, PPTF, PTF, CF)

This account is used to segregate and control imprest cash (including petty cash) as established by the board of directors. Include imprest cash bank checking accounts.

- Debit with the amount of imprest cash established. (Contra entry: credit Account 240 Cash on Deposit with County Treasurer.)
- Credit with the reduction or return of each fund previously established.
- Imprest cash disbursements will be reimbursed by audited claims charged to the appropriate expenditure accounts and paid from Account 240 Cash on Deposit with County Treasurer. The reimbursement warrant will be drawn to the order of the custodian of the imprest cash.

230* Cash on Hand

Applicable Fund: (GF, ASB, DSF, CPF, TVF, PF, PPTF, PTF, CF)

This account is used to record all cash received prior to remitting to the county treasurer. Cash on hand or in banks will be recorded in this account, except imprest cash accounts.

Districts that maintain a separate account apart from the county treasurer for payroll or other electronic funds transfers prior to disbursement either via direct deposit or through warrants should record the transactions in that account separately within their own records. For the purposes of state reporting, however, such accounts would be reported in this account along with the district's non-payroll EFT account.

- Debit with fund cash receipts.
- Credit with deposits or remittances to the county treasurer. (Contra entry: debit Account 240 Cash on Deposit with County Treasurer.)

240 Cash on Deposit With County Treasurer

Applicable Fund: (GF, ASB, DSF, CPF, TVF, PF, PPTF, PTF, CF)

This account is used to record all cash other than cash required to be recorded in Account 200 Imprest Cash, Account 230 Cash on Hand, and Account 250 Cash with Fiscal Agent.

Districts that maintain a separate account with the county treasurer for payroll or other electronic funds transfers prior to disbursement either via direct deposit or through warrants should record the transactions in that payroll account separately within their own records. For the purposes of state reporting, however, such accounts would be reported in this account along with the district's non-payroll EFT account.

- Debit with cash received directly by the county treasurer.
- Debit with fund cash receipts remitted to the county treasurer.
- Credit with warrants redeemed by the county treasurer. (Contra entry: debit Account 241 Warrants Outstanding.) In the Debt Service Fund, credit with payments and transfers by the county treasurer or fiscal agent.

241 Warrants Outstanding

Applicable Fund: (GF, ASB, DSF, CPF, TVF, PF, PPTF, PTF, CF)

This account is used to record all warrants issued and redeemed.

- Credit with the fund warrants issued.
- Debit with the amounts of warrants redeemed by the county treasurer.
- Debit with the amounts of warrants cancelled. (Contra entry: credit account previously charged in the subsidiary expenditure ledger. In the Associated Student Body Fund, also credit account originally charged.)

250 Cash With Fiscal Agent

Applicable Fund: (GF, DSF, CPF, TVF)

In the Debt Service Fund, this account is used to reflect all cash with the fiscal agent other than the county treasurer.

- Debit with cash remitted by the county treasurer to the fiscal agent bank. (Contra entry: credit Account 240 Cash on Deposit with County Treasurer.)

- Debit with cash remitted by the trustee bank directly to the fiscal agent bank. (Contra entry: credit Account 451 Investments—Cash with Trustee.)
- Debit to record the amount placed on deposit by the county treasurer with the fiscal agent bank in a crossover bond refunding.
- Credit with cash disbursed by the fiscal agent bank remitting directly to the county treasurer. (Contra entry: debit Account 240 Cash on Deposit with County Treasurer.)
- Credit with cash disbursed by fiscal agent bank to redeem bonds or pay coupon interest. (Contra entry: Debt Service Fund—debit Accounts 675 Matured Bonds Payable, 680 Bond Transfer Fees Payable, and 685 Matured Bond Interest Payable as applicable.)
- Credit to record the defeasance of the old bonds at the crossover date in a crossover advance bond refunding. (Contra entry: debit Account 535 Other Financing Uses—Crossover Defeasance.)

For the General Fund, Capital Projects Fund, and Transportation Vehicle Fund, only amounts that represent money held with the Office of the State Treasurer (OST) for LOCAL program proceeds that are held at OST instead of remitted to the district may be recorded in this account.

- Debit with amounts available to the district from the LOCAL program that are held with the Office of State Treasurer.
- Credit when payments are made on the district's behalf by OST.

310* Taxes Receivable

Applicable Fund: (GF, DSF, CPF, TVF)

This account is used to record taxes as they are levied for the current tax collection year. This is a control account for school districts electing to break out prior and previous year taxes as reflected on the county treasurer's monthly report. Collections and reductions will be posted to this account to enable school district officials to determine the amount of unpaid taxes.

- Debit with the amount of the levy and supplements to the tax rolls. (Contra entry: credit Account 760 Unavailable Revenue—Taxes Receivable.)
- Credit with tax roll cancellations. (Contra entry: debit Account 760 Unavailable Revenue—Taxes Receivable.)
- Credit with tax collections as reported by the county treasurer.

320* Due From Other Funds

Applicable Fund: (GF, ASB, DSF, CPF, TVF, PF, PPTF, PTF, CF)

This account is used to record amounts due from other funds for services between funds.

- Debit with value of services to be reimbursed by another fund.
- Credit with payments from the funds that received services.

330*▲ Due From Other Governmental Units

Applicable Fund: (GF, ASB, DSF, CPF, TVF, PF)

This account is used to record the amount due from the federal, state, and local governmental units. Entries may be made to this account as transactions occur or recorded only at year-end. Subsidiary records shall be maintained for claims submitted to governmental units.

- Debit with the amount of claims submitted to other governmental units. (Contra entry: credit Account 750 Unavailable Revenue or credit Account 960 Revenues.)
- Debit or credit for authorized adjustments.
- Credit with the amount received in payment of claims. (Contra entry: debit Account 750 Unavailable Revenue or Account 960 Revenues.)

340*▲ Accounts Receivable

Applicable Fund: (GF, ASB, DSF, CPF, TVF, PF, PPTF, PTF)

This account is used to record accounts owed to the school district by private persons, firms, or others for which other receivable accounts have not been established. Entries may be made to this account as transactions occur or they may be recorded at year-end.

- Debit with amounts due. (Contra entry: credit Account 960 Revenues for amounts that represent available reimbursements for expenditures already incurred, otherwise credit Account 750 Unavailable Revenue.)
- Credit with amounts received.

345* ▲ Leases Receivable

Applicable Fund: (GF, CPF, TVF, PF, PPTF)

This account is used to record leases owed to the school district by private persons, firms, or others. Entries may be made to this account as transactions occur or they may be recorded at year-end.

- Debit with the present value of lease payments expected to be received over the lease term, at the initial recording of the lease. (Contra entry: credit Account 755 Unavailable Revenue—Leases Receivable.)
- Credit with the principal portion of amounts received under the lease. (Contra entry: debit Account 755 Unavailable Revenue—Leases Receivable.)

350* Interfund Loans Receivable

Applicable Fund: (GF, CPF)

This account is used to record temporary advances or loans to other funds.

- Debit with advances or loans to other funds.
- Credit with repayment of advances or loans. (Contra entry: debit Account 240 Cash on Deposit with County Treasurer.)

(Reference: Chapter 392-123 WAC.)

360* ▲ Accrued Interest Receivable

Applicable Fund: (GF, ASB, DSF, CPF, TVF, PF, PPTF, PTF, CF)

Accrual basis districts use this account to record the amount of interest due on investments. To be susceptible to accrual, the interest income must be measurable and available to finance expenditures of the current fiscal period.

- Debit with amounts due from investments.
- Credit with amounts received.

410* ▲ Inventory—Supplies and Materials

Applicable Fund: (GF, ASB, CPF)

In the General Fund, this account is used to record the acquisition and use of instruction, office, maintenance, operation, and transportation supplies and equipment. In the Associated Student Body Fund, inventories purchased for resale are recorded in this account. In the Capital Projects Fund, inventory consists of items

that have been purchased in advance of being placed into a school as a part of a construction project or technology implementation plan. Inventory consists of supplies and equipment on hand not yet distributed to users. The use of this account is mandatory for districts with central warehouses, and optional for use by districts without a central warehouse.

- Debit with the disbursements for purchases of inventory.
- Credit with the expenditure for items taken from stock.
- Debit with the expenditure for items returned to inventory.
- Debit or credit as necessary to account for overages or shortages when a physical count of inventory is taken. The balance represents the value of supplies and materials in inventory.

420*▲ *Inventory—Lunchrooms*

Applicable Fund: (GF)

This account is used to record the acquisition and use of school food service inventories of food and operating supplies and noncapitalized equipment. Inventory consists of supplies and equipment on hand not yet distributed to users. The supplies and noncapitalized equipment are considered inventory if not charged to current year expenditures and, hence, not in use. Such items purchased for future use should be classified as inventory; those purchased for current use should be shown as an expenditure.

- Debit this account with the disbursement for items purchased for inventory.
- Credit this account with the value for items withdrawn from inventory.
- Debit or credit as necessary to account for overages or shortages when a physical count of inventory is taken. The balance represents the expenditure for food supplies in inventory.

430*▲ *Prepaid Items*

Applicable Fund: (GF, ASB, TVF, PF)

This account is used to record goods or services purchased which will not be consumed or used entirely in the current fiscal year. Goods or services purchased for current use are shown as expenditures.

- Debit with the total amount of goods or services acquired for consumption or use, in whole or in part, in a subsequent fiscal year.
- Credit periodically or at the beginning of the fiscal year with the items placed in service or to be consumed within the current year.

450* Investments

Applicable Fund: (GF, ASB, DSF, CPF, TVF, PF, PPTF, PTF)

Temporary investments of moneys not needed for current use, as permitted by statute, are to be recorded in this account.

- Debit with the amount of investments purchased.
- Credit with the amount realized upon sale of investments. Investment income, including changes in the fair value of investments, should be recognized as revenue in the operating statement. Realized gains and losses should not be displayed separately from the net increase (decrease) in fair value of the investment in the financial statements unless related to external investment pools. (See GASB 31, para 13 and 17.)

451* Investments—Cash With Trustee

Applicable Fund: (GF, DSF, CPF, TVF, PF, PPTF, PTF)

This account is used to reflect all investments and cash held with the named trustee for restricted capital financing pools and other similarly restricted financing pools. Most commonly used by districts to account for amounts held by ESDs for Compensated Absence Pools. Districts are responsible for recording all transactions made by the district and the trustee for investments, interest earned, additions, and reductions in these pools.

- Debit with cash remitted to the ESD, investment broker or trustee as well as the gross price paid for securities.
- Debit with net interest earned on securities. (Contra entry: credit Account 960 Revenues.)
- Credit with disbursements made by the trustee. (Contra entry: debit Account 230 Cash on Hand or Account 240 Cash on Deposit with County Treasurer.)

455* Investments—Deferred Compensation

Applicable Fund: (GF, CPF)

This account is for the investment of moneys withheld from employee earnings for the purpose of deferring income. This is a district asset held to benefit the district until a future time when the employee qualifies for payment.

- Debit with the amount of investments purchased from wages withheld from employees.

- Debit with investment earnings.
- Credit with investment fees or loss on investments.
- Credit with liquidation of investments.

459 Self-Insurance Security Deposits

Applicable Fund: (GF)

This account is used to show the escrow account required by the Department of Labor and Industries when a district is allowed to self-insure. Contra entries for the following are made to Account 850 Reserved for Uninsured Risks.

- Debit with the amount invested.
- Debit with investment earnings.
- Credit with investment earnings withdrawn.
- Credit with liquidation of investments if district determines to self-insure no longer.

460 Other Assets

Applicable Fund: (PPTF)

This account is used to record assets of the trust funds that do not consist of cash, investments, or capital assets.

- Debit with the cost or estimated cost of the asset at the time of the donation.
- Credit with the recorded cost upon sale or disposition of the asset.

470 Amount Available in Debt Service Fund

Account balances are to be included on the Schedule of Long-Term Liabilities. This account is only used by districts that opt to maintain a Long-Term Debt "holding account."

This account is used to indicate that the fund balance in the Debt Service Fund is designated for retirement of bonds. The balance in this account (Account 470) should equal the fund balance (Account 889) in the Debt Service Fund.

- Debit with the total revenues recorded in the Debt Service Fund. (Contra entry: credit Account 480 Amount to be Provided for Debt Retirement.)
- Debit with the other financing source in the Debt Service Fund for the cash from the sale of new bonds placed with the fiscal agent in the crossover

method of bond refunding. (Contra entry: credit Account 480 Amount to be Provided for Debt Retirement.)

- Credit with interest and bond issuance expenditures recorded in the Debt Service Fund. (Contra entry: debit Account 480 Amount to be Provided for Debt Retirement.)
- Credit with the amount of matured bond principal. (Contra entry: debit Account 701 Bonds Payable—Long-Term.)
- Credit with the other financing use amount in the Debt Service Fund when the old bonds are removed in the crossover method of bond refunding.

475 **Amount Available in Other Funds**

Account balances are to be included on the Schedule of Long-Term Liabilities. This account is only used by districts that opt to maintain a Long-Term Debt “holding account.”

This account is used to indicate the amounts of fund balance that have been reserved for discharge of contracts payable.

- Debit with the amount of fund balance reserved by board action. (Contra entry: credit Account 480 Amount to be Provided for Debt Retirement.)
- Credit with the amount of matured principal on contracts payable. (Contra entry: debit Account 714 Contracts Payable—Long-Term.)

480 **Amount to be Provided for Debt Retirement**

Account balances are to be included on the Schedule of Long-Term Liabilities. This account is only used by districts that opt to maintain a Long-Term Debt “holding account.” This account is used to reflect the total amount of bonds and long-term contracts issued and outstanding. This account is debited at the time of the sale of bonds with the face value of bonds sold. This account is also debited at the time a long-term contract is approved.

- Debit with the par value of bonds sold. (Contra entry: credit Account 701 Bonds Payable—Long-Term.)
- Debit with the cash price of goods or services purchased under long-term contracts, including installment sales, conditional sales agreements, and lease-purchase agreements. (Contra entry: credit Account 714 Contracts Payable—Long-Term.)
- Credit with the face value of bonds redeemed. (Contra entry: debit Account 470 Amount Available in Debt Service Fund.)

- Credit with the principal amount of bonds defeased in a regular advance bond refunding. (Contra entry: debit Account 701 Bonds Payable—Long-Term.)
- Credit with the proceeds of the sale of new bonds placed with a fiscal agent in a crossover refunding. (Contra entry: debit Account 470 Amount Available in Debt Service Fund.) Also, in a crossover refunding at the time of the crossover, credit with any remaining difference between the principal amount of the old bonds defeased and the amount debited to Account 470 Amount Available in Debt Service Fund when the proceeds of the new bonds were placed with a fiscal agent.
- Credit with the principal payments on long-term contracts as they mature unless fund balance was previously reserved in the paying fund. (Contra entry: debit Account 714 Contracts Payable—Long-Term.)
- Credit with the amount of fund balance reserved in the paying fund by board action. (Contra entry: debit Account 475 Amount Available in Other Funds.)

490  **Capital Assets—Land**

Applicable Fund: (CA, PPTF)

491  **Capital Assets—Buildings**

Applicable Fund: (CA, PPTF)

492  **Capital Assets—Transportation Equipment**

Applicable Fund: (CA)

493  **Capital Assets—Equipment**

Applicable Fund: (CA, PPTF, PTF, CF)

494  **Capital Assets—Construction in Progress**

Applicable Fund: (CA)

497  **Accumulated Depreciation—Transportation Equipment**

Applicable Fund: (CA)

498  **Accumulated Depreciation—Buildings**

Applicable Fund: (CA, PPTF)

499  **Accumulated Depreciation—Equipment**

Applicable Fund: (CA, PPTF, PTF, CF)

Deferred Outflows of Resources

488* ▲ *Deferred Outflows of Resources—Other*

Applicable Fund: (GF, ASB, DSF, CPF, TVF)

This account is used to record deferred outflows of resources, if any. Certain transactions result in the consumption of net assets in one period, applicable to a future period. GASB identifies those consumptions as deferred outflows of resources and distinguishes them from assets.

Budgetary and Expenditure Accounts

510* *Estimated Revenues***

Applicable Fund: (GF, ASB, DSF, CPF, TVF)

This account is one of several optional budgetary accounts used to record and summarize all budgetary actions of the board of directors. It will not be used to record actual revenues.

- Debit with the total amount of estimated revenues, including real property taxes or unissued bonds to be sold, in the adopted budget.
- Debit with the amount of any unanticipated revenues appropriated to meet additional appropriations or increase existing appropriations.
- Credit with the amount of reduction in estimated revenues when the board of directors determines that actual revenues will not equal estimated revenues. A corresponding reduction shall be made in appropriations or an increase of appropriated fund balance.
- Credit to close account at year-end. (Contra entry: debit Account 900 Appropriations [for expenditures].) (Transportation Vehicle Fund contra entry: debit Account 540 Appropriated Fund Balance.)
- Details of the amounts comprising estimated revenues are incorporated in the subsidiary revenue ledger.

515* *Estimated Other Financing Sources***

Applicable Fund: (GF, DSF, CPF, TVF)

This account is one of several optional budgetary accounts which is used to record and summarize budgetary action of the board of directors for estimated other financing sources that are proceeds from insurance recoveries for loss of capital assets, proceeds from the sale of equipment, transportation vehicles, debt issuance

premiums, or proceeds from the sale of bonds. In the Capital Projects Fund, this also includes proceeds from the sale of real property and proceeds from the sale of equipment (only if bonds are still outstanding that provided resources to buy the property or equipment). It will not be used to record actual other financing sources.

Details of the amounts comprising estimated other financing sources will be incorporated in the subsidiary other financing sources ledger.

- Debit with the total amount of estimated other financing sources in the budget.
- Debit with the estimated amount of any unanticipated other financing sources.
- Credit with the amount of reduction in estimated other financing sources when the board of directors determines that actual other financing sources will not equal estimated other financing sources.
- Credit to close account at year-end. (Contra entry: debit Account 900 Appropriations [for expenditures].)

520* Encumbrances**

Applicable Fund: (GF, ASB, DSF, CPF, TVF, PPTF, PF)

This account is used to record district commitments to purchase goods or services typically evidenced by purchase orders and contracts. Detail of this account will be maintained in the appropriation expenditure ledger.

- Debit as an opening entry the amount of encumbrances for the previous fiscal year outstanding at August 31. (Contra entry: credit Account 820 Committed to Encumbrances.)
- Debit with the amount of encumbrances placed. (Contra entry: credit Account 820 Committed to Encumbrances.)
- Credit with the amount of encumbrances liquidated upon establishing payables or cancellation of unneeded encumbrances. (Contra entry: debit Account 820 Committed to Encumbrances.)
- Credit at August 31, following close of fiscal year, to close balance. (Contra entry: debit Account 820 Committed to Encumbrances.)
- The balance of this account prior to the fiscal year's closing will represent the total outstanding encumbrances.

General and Capital Projects Fund only

- Debit at the beginning of the school year with the total amount of contracted salaries (optional).
- Credit with the amount of contracted salaries paid. (To be made only if debit for contracted salaries has been made.)
- Credit to record the reduction of contracted salaries when contracts are terminated. (To be made only if debit for contracted salaries has been made.)

530* Expenditures

Applicable Fund: (GF, ASB, DSF, CPF, TVF, PF)

530* Deductions

Applicable Fund: (PPTF, PTF)

All indicated funds except Debt Service Fund (DSF see below)

This account is used to record expenditures or deductions. Expenditures or deductions should be recorded as accrual basis districts incur liabilities. In general, cash basis districts record expenditures or deductions when paid. Deferred compensation liabilities must be accrued by cash basis districts. Details of the expenditure account will be maintained in the expenditure ledger. Debt issuance costs should be recorded here.

- Debit with the amount of claims that are due and payable (accrual basis) or with the amount of payments made on claims (cash basis). Contra entry for accrual basis districts is a credit to a liability account in the 600 series.
- Credit with the amounts of voided and cancelled warrants for expenditures initially charged to this account.
- Credit with refunds of expenditures.
- Credit with closing entry to Account 890 Unassigned Fund Balance (GF) or 889 Assigned to Fund Purpose (all other funds).

Debt Service Fund only

Since the necessary detail to the breakdown of expenditures is available from Accounts 601 Accounts Payable, 675 Matured Bonds Payable, and 685 Matured Bond Interest Payable, additional subsidiary accounts are not necessary.

- Debit to record maturity of principal and interest amounts. (Contra entry: credit Account 675 Matured Bonds Payable and 685 Matured Bond Interest Payable.)

- Debit to record bond transfer fees. (Contra entry: credit Account 601 Accounts Payable.)
- Debit to record underwriter's fees in an advance bond refunding only if the expenditure for underwriter's fees is made from the Debt Service Fund's current resources. (Contra entry: credit Account 601 Accounts Payable.)
- Credit with closing entry to Account 889 Assigned to Other Purposes.

535 Other Financing Uses (Budget and Actual)

Applicable Fund: (GF, DSF, CPF, TVF)

This account is used to record payments to the refunded bond escrow agent from resources provided by the new debt in a regular advance bond debt refunding, debt issuance discounts, and the defeasance of the old bonds in a crossover refunding. This account is also used to summarize budgetary actions for estimated long-term financing and debt extinguishments.

Payments to escrow agent made from other school district resources should be reported as debt service expenditures (debit Account 530 Expenditures).

The bond discount resulting from the difference between the stated interest rate and the market rate is recorded as an other-financing use.

- Debit with payments to a refunded bond escrow agent in a regular advance bond debt refunding. (Contra entry: credit Account 965 Other Financing Sources, Revenue Account 9600, Sale of Refunding Bonds or Account 240 Cash on Deposit with County Treasurer) if the school district receives the proceeds of the refunding bond sale.
- Debit to record the defeasance of the old bonds in a crossover refunding. (Contra entry: credit Account 250 Cash with Fiscal Agent.)
- Credit with closing entry to Account 890 Unassigned Fund Balance (GF) or 889 Assigned to Fund Balance (DSF, CPF, TVF).

536 Other Financing Uses—Transfers Out (Budget and Actual)

Applicable Fund: (GF, DSF, CPF, TVF, PF)

This account is used to record transfers out to another fund. Redirections of apportionment should be included here. (Refer to Chapter 3 and the section on Interfund Activities for allowable transfers.) This account is also used to summarize budgetary actions for estimated transfers out.

- Debit with amount of transfer out. (Contra entry: credit Account 965 Other Financing Sources, Revenue Account 9900—Transfers or credit Account 241 Warrants Outstanding if a warrant is issued.)
- Credit with closing entry to Account 890 Unassigned Fund Balance (GF) or 889 Assigned to Fund Purposes (DSF, CPF, TVF, PF).

538 Nonoperating Expenditures

Applicable Fund: (PPTF, PTF)

This account is used to record expenditures and losses arising from transactions of trust principal.

- Debit with realized losses or expenditures associated with trust principal.
- Credit with closing entry to Account 855 Nonspendable Fund Balance—Trust Principal.

540* Appropriated Fund Balance (Optional)**

Applicable Fund: (GF, ASB, DSF, CPF, TVF)

This optional account is used to record a budget surplus or deficit.

- Debit with the amount of the excess of the sum of Account 900 over the sum of Accounts 510 and 515 in the adopted budget.
- Credit with the amount of the excess of the sum of Accounts 510 and 515 over the sum of Account 900 in the adopted budget.
- Debit with the amount appropriated to meet additional appropriations or increase existing appropriations.
- Credit to reduce the balance appropriated when the board of directors has determined that the amount appropriated exceeds the actual amount available. (Contra entry: debit Account 900 Appropriations.)
- Debit or credit with the closing entry to Account 900 Appropriations, as appropriate to close these accounts.

560 Revenue Contra (960)**

Applicable Fund: (ASB, PPTF, PTF)

This account is used as an offset to all entries made to Account 960 Revenues. Subsidiary detail is not necessary for this account. All revenues are recorded in the fund balance account on a current basis, thus requiring this account to balance the entry to revenue.

- Debit with all credit entries to Account 960 Revenues.
- Credit with all debit entries to Account 960 Revenues. Credit to close at year-end. (Contra entry: debit Account 960 Revenues.)

Liabilities

601*▲ Accounts Payable

Applicable Fund: (GF, ASB, DSF, CPF, TVF, PF, PPTF, PTF, CF)

This account is used to record unpaid liabilities for goods received, scholarships awarded, or services performed and not provided for in Accounts 602 through 650. Include in this account leasehold tax collected but not yet paid. This account may be used throughout the year in connection with a voucher register, but the unpaid amounts on August 31, following the close of the fiscal year, must be recorded in this account and Account 530 Expenditures.

- Credit with the amount of audited vouchers and year-end accruals. (Contra entry: debit Accounts 530 Expenditures, 410 Inventory—Supplies and Materials, 420 Inventory—Lunchrooms, or 430 Prepaid Items.)
- Debit with the amounts of liabilities paid and credit memos received. (In the trust funds, credit warrants payable.)
- The balance of this account represents the liability for unpaid vendor obligations.

602*▲ Contracts Payable—Current

Applicable Fund: (GF, ASB, CPF, TVF, PF)

This account is used to record the matured liabilities for equipment and furniture received or services performed under contractual agreements. In the Capital Projects Fund, the portion of construction contracts certified payable by an architect or structural engineer may also be recorded in this account. This account is used to record the matured portion of long-term contractual liabilities. Also include in this account new contractual liabilities to be fully paid from current year appropriations.

- Credit with the matured portion of the contract when that portion matures or with the amount of the new contract to be paid entirely from current year appropriations. (Contra entry: debit Account 530 Expenditures.)
- Debit with amounts paid.
- The balance of this account represents the amount of matured long-term contracts and contracts to be paid entirely out of current year appropriations.

604* ▲ Accrued Interest Payable

Applicable Fund: (DSF)

This account is used to record interest costs related to the current period and prior periods, but not due until a later date. Include in this account cash received for accrued interest generated because bonds were sold between interest payment dates.

- Debit with interest payments made.
- Credit with cash received for accrued interest between bond interest payment dates.

605* ▲ Accrued Salaries

Applicable Fund: (GF, ASB, CPF)

The amounts of salaries earned for services performed but unpaid are recorded in this account. Also include the current portion of the vacation and sick leave that has been earned but is unpaid at the end of the period. This amount is normally expected to be liquidated with expendable available financial resources and should be recorded in the fund that will liquidate the liability. The remaining portion should be included on the Schedule of Long-Term Liabilities.

- Credit with the amount of salaries earned. (Contra entry: debit Account 530 Expenditures.)
- Debit with the amount of salaries paid.

606* Anticipation Notes Payable

Applicable Fund: (GF, DSF, CPF, TVF)

This account is used to record the amount of principal due on Revenue Anticipation Notes (RANs), Tax Anticipation Notes (TANs), or Bond Anticipation Notes (BANs) from which the school district received moneys in exchange for a promise to make repayment at a later date. Repayments come from anticipated revenues (RANs), tax collections (TANs), or bond proceeds (BANs). The amounts recorded in this account should not include any interest charges.

- Credit with the amount of cash received from the issuance of the note. (Contra entry: debit Account 240 Cash on Deposit with County Treasurer.)
- Debit with payments made.

610* Payroll Deductions and Taxes Payable

Applicable Fund: (GF, ASB, CPF)

This account is used to record payroll deductions and the employer's share of payroll taxes and health insurance. Subsidiary accounts will be needed for Old Age and Survivors Insurance (Social Security), state employees' retirement, federal income tax withheld, industrial insurance and medical aid, health and medical insurance and medical aid, health and medical insurance premiums and annuities.

- Credit this account with the amount of payroll deductions and unpaid employer's share of the cost for payrolls earned as of August 31.
- Debit with the amount paid as of August 31.

620*▲ Leases Payable—Current

Applicable Fund: (GF, CPF, TVF, PF, PPTF)

This account is used to record the matured liabilities for equipment and furniture received or services performed under lease agreements. This account is used to record the matured portion of long-term lease liabilities.

- Credit with the matured portion of the lease when that portion matures. (Contra entry: debit Account 530 Expenditures.)
- Debit with amounts paid.
- The balance of this account represents the amount of matured long-term leases.

630*▲ Due to Other Governmental Units

Applicable Fund: (GF, ASB, CPF, TVF, PF)

This account is used to record accounts owed by the school district to other governmental units. Entries may be made to this account as transactions occur or they may be recorded at year-end.

- Debit with payments made.
- Credit with amounts owed.

635* Deferred Compensation Payable

Applicable Fund: (GF, CPF, PTF)

This account is used to record the liability to participating employees for money withheld from their wages or matching funds paid by the district that will be paid to

the employee in the future. If the district is the trustee of the plan funds, these amounts should be recorded in the district's Other Employee Benefits Trust Fund.

- Credit with the amount withheld from employees' pay.
- Credit with the amount of investment earnings on money withheld from employees.
- Debit with the amount of investment fees or loss on investment.
- Debit with the amount of payments to employees.

637*▲ Estimated Unemployment Benefits Payable

Applicable Fund: (GF)

The estimated liability for future unemployment benefit claims against wages paid in the current period is shown in this account. This account is only for districts self-insuring and using the reimbursement method.

- Credit with the amount of unemployment compensation benefits charged to expenditures.
- Debit with the amount on the Employment Security Department billing when paid.

638*▲ Estimated Other Employee Insurance Claims Payable

Applicable Fund: (GF)

The estimated liability for other employee self-insured benefits against wages paid in the current period is shown in this account. This account is only for districts self-insuring against employee claims not accounted for in Accounts 637 or 639.

- Credit with the amount of other employee self-insurance claims.
- Debit with the payment of claims.

639*▲ Estimated Industrial Insurance Benefits Payable

Applicable Fund: (GF)

The estimated liability for future industrial insurance benefits against wages paid in the current period is shown in this account. This account is only for districts that are self-insuring against industrial accidents.

- Credit with the amount of industrial insurance benefits estimated to be paid in future periods against wages paid in the current period.
- Debit with the payment of benefit claims and administrative assessment.

640* Due to Other Funds

Applicable Fund: (GF, ASB, DSF, CPF, TVF, PF, PPTF, PTF, CF)

This account is used to record the fund's liability for services performed by other funds of the school district.

- Credit with the dollar amount of services performed by another fund.
- Debit with the amount paid for services performed by another fund.
- A subsidiary account shall be maintained for each fund.

645* Interfund Loans Payable

Applicable Fund: (GF, DSF, CPF, TVF)

This account is used to record temporary advances or loans from other funds.

- Credit with the amount received from another fund.
- Debit with the repayment of loan from another fund.

(Reference: Chapter 392-123 WAC.)

650* Deposits

Applicable Fund: (GF, ASB, CPF)

This account is used to record deposits received by the district that may be refunded at a later date (e.g., damage deposits). Direct deposits for payroll should be recorded in GL 605 Accrued Salaries and not in this account.

- Credit with amounts collected and recorded to Accounts 230 and 240 because they do not represent revenues and are subject to refund.
- Debit with amounts later determined to be revenue or amounts refunded.

660*▲ Unearned Revenue

Applicable Fund: (GF, ASB, DSF, CPF, TVF, PF)

Record in this account amounts that the district has received but that do not represent revenues because they have been received in advance of the earning of the revenue. These amounts will be converted into revenues once the district performs some service. An example would be a parent who prepays for the ASB Yearbook or school lunches in advance of the start of the school year.

- Credit with amounts charged to Accounts 230, 240, 330, or 340 that do not represent revenues because the district has not performed a service that has been paid for in advance.
- Debit with amounts that become revenues. (Contra entry: credit Account 960 Revenues.)

675* Matured Bonds Payable

Applicable Fund: (DSF)

The amount of principal matured on bond issues is recorded in this account. At the maturity date, the amount is recorded as an expenditure and deducted from Long-Term Debt. Subsidiary accounts should be maintained for each bond issue.

- Credit with the amount of matured bonds. (Contra entry: debit Account 530 Expenditures.)
- Debit with the amount of bonds redeemed. (Contra entry: credit Account 240 Cash on Deposit with County Treasurer if county treasurer redeems bonds; credit Account 250 Cash with Fiscal Agent if fiscal agent bank redeems the bonds.)

685* Matured Bond Interest Payable

Applicable Fund: (DSF)

The amount of bond interest matured on bond issues is recorded in this account. At the maturity date, the amount of bond interest is recorded as an expenditure. Subsidiary accounts should be maintained for each bond issue.

- Credit with the amount of matured bond interest. (Contra entry: debit Account 530 Expenditures.)
- Debit with the amount of bond interest redeemed. (Contra entry: credit Account 240 Cash on Deposit with County Treasurer if county treasurer pays coupon interest or credit Account 250 Cash with Fiscal Agent if fiscal agent bank pays coupon interest.)

686* Arbitrage Rebate Payable

Applicable Fund: (GF, DSF, CPF, TVF)

This account is used to record the obligation to pay the U.S. Treasury arbitrage earnings on invested tax-exempt bond issue proceeds.

- Credit with the amount of arbitrage rebate payable.
- Debit with the amount of arbitrage rebate paid.

701* Voted Debt—Bonds Payable—Long Term

Applicable Fund: (SLTL)

This account is for principal on voted bond issues that have not matured on the Schedule of Long-Term Liabilities. Subsidiary accounts should be maintained for each bond issue.

- Credit with the amount of bond principal when bonds are sold. (Contra entry: debit Account 480 Amount to be Provided for Debt Retirement.)
- Credit with the amount of new bonds issued during a refunding. (Contra entry: debit account 480 Amount to be Provided for Debt Retirement.)
- Debit with the amount of matured bond principal. (Contra entry: credit account 470 Amount Available in Debt Service Fund.)
- Debit with the amount of outstanding bonds redeemed during a refunding. (Contra entry: credit account 480 Amount to be Provided for Debt Retirement.)

702* Voted Debt—LOCAL Program Proceeds—Long Term

Applicable Fund: (SLTL)

This account is for principal on voted LOCAL program proceeds issued in lieu of bonds that have not matured on the Schedule of Long-Term Liabilities. Subsidiary accounts should be maintained for each LOCAL issue.

- Credit with the amount of LOCAL program principal when the financing agreements are executed. (Contra entry: debit Account 480 Amount to be Provided for Debt Retirement.)
- Debit with the amount of matured LOCAL program principal. (Contra entry: credit Account 470 Amount Available in Debt Service Fund.)

711* Non-Voted Bonds Payable—Long Term

Applicable Fund: (SLTL)

This account is for principal on non-voted bond issues that have not matured on the Schedule of Long-Term Liabilities. Subsidiary accounts should be maintained for each bond issue.

- Credit with the amount of bond principal when bonds are sold. (Contra entry: debit account 480 Amount to be Provided for Debt Retirement.)
- Credit with the amount of new bonds issued during a refunding. (Contra entry: debit account 480 Amount to be Provided for Debt Retirement.)
- Debit with the amount of matured bond principal. (Contra entry: credit account 470 Amount Available in Debt Service Fund.)
- Debit with the amount of outstanding bonds redeemed during a refunding. (Contra entry: credit account 480 Amount to be Provided for Debt Retirement.)

712* Non-Voted LOCAL Program Proceeds—Long Term

Applicable Fund: (SLTL)

This account is for principal on non-voted LOCAL program proceeds issued in lieu of bonds that have not matured on the Schedule of Long-Term Liabilities. Subsidiary accounts should be maintained for each LOCAL issue.

- Credit with the amount of LOCAL program principal when the financing agreements are executed. (Contra entry: debit Account 480 Amount to be Provided for Debt Retirement.)
- Debit with the amount of matured LOCAL program principal. (Contra entry: credit Account 470 Amount Available in Debt Service Fund.)

713* Leases—Long Term

Applicable Fund: (SLTL)

This account is for outstanding principal on leases reported on the Schedule of Long-Term Liabilities. Subsidiary accounts should be maintained for each lease. Refer to Chapter 3 for accounting for leases.

- Credit with the amount of the principal on the capital lease when the lease agreement is executed. (Contra entry: debit account 480 Amount to be Provided for Debt Retirement.)
- Debit with the amount of lease payments. (Contra entry: credit Account 480 Amount to be Provided for Debt Retirement.)

714*  Contracts Payable—Long Term

Applicable Fund: (SLTL)

The amount of unmatured principal payable on long-term contracts is recorded in this account and reported on the Schedule of Long-Term Liabilities. The amount should not include any interest charges. Long term contracts include all agreements whereby the school district obtains goods or services by the end of the current fiscal year and final payment for those good or services will be made from appropriation for a subsequent fiscal year. Such agreements include conditional sales contracts and installment purchases.

- Credit with the cash price (the price that would be paid for a cash sale) of goods or services purchased under long-term contracts. (Contra entry: debit Account 480 Amount to be Provided for Debt Retirement.)
- Debit with matured principal on long-term contracts payable. (Contra entry: credit Account 480 amount to be Provided for Debt Retirement.)
- Subsidiary accounts should be maintained for each contract.

716*  Claims and Judgements—Long Term

Applicable Fund: (SLTL)

Account balances are to be included on the Schedule of Long-Term Liabilities. Record in this account any filed and unfiled claims and other impairments of the district's assets. Such claims may include job-related illness, injury to employees, workers compensation claims, unemployment compensation claims, judgments and damages, auditor's exceptions and monetary findings and acts of God. Record here only those items that have a reasonable possibility of occurrence – more than remote and less than likely. If the item is probable, the event is likely, and the amount can be reasonably estimated, a liability in the fund responsible should be recorded for amounts that would normally be liquidated with current financial resources.

- Credit with the claim or judgement at an amount reasonable estimated. (Contra entry: debit account 480 Amount to be Provided for Debt Retirement or 475 Amount Available in Other Funds.)
- Debit with realized or reduced liability estimates. (Contra entry: credit account 480 Amount to be Provided for Debt Retirement or account 475 Amount Available in Other Funds.)

717*  *Compensated Absences*

Applicable Fund: (SLTL)

Account balances are to be included on the Schedule of Long-Term Liabilities. Record in this account amounts owed to employees for unpaid vacation and sick leave liabilities.

- Credit with the estimated vacation and sick leave liability calculated increases (Contra entry: debit account 480 Amount to be Provided for Debt Retirement or 475 Amount Available in Other Funds.)
- Debit with realized or reduced liability estimates. (Contra entry: credit account 480 Amount to be Provided for Debt Retirement or account 475 Amount Available in Other Funds.)

718*  *Notes Payable—Long Term*

Applicable Fund: (SLTL)

Account balances are to be included on the Schedule of Long-Term Liabilities. The amount of unmatured principal payable on notes is recorded in this account. The amount should not include any interest charges. A long-term note is a loan from a bank or similar lender, or a transaction that has the elements of a conditional sales contract, except the district received title to the acquisition immediately and the vendor is paid off with the loan proceeds. Long-term notes shall be reported at face (gross) value, instead of net of trade in and other costs. A liability in the fund responsible should be recorded for amounts that would normally be liquidated with current financial resources.

- Credit with the face (gross) value, instead of net of trade in and other costs. (Contra entry: debit account 480 Amount to be Provided for Debt Retirement.)
- Debit with matured principal on long-term notes payable. (Contra entry: credit account 480 amount to be Provided for Debt Retirement.)
- Subsidiary accounts should be maintained for each contract.

719*  *Anticipation Notes Payable—Long Term*

Applicable Fund: (SLTL)

Account balances are to be included on the Schedule of Long-Term Liabilities. This account is used to record the amount of principal due on Revenue Anticipation Notes (RANs), Tax Anticipation Notes (TANs), or Bond Anticipation Notes (BANs) from which the school district received moneys in exchange for a promise to make

repayment at a later date. Repayments come from anticipated revenues (RANs), tax collections (TANs), or bond proceeds (BANs).

- Credit with the face value of the loan from the bank on a RAN. (Contra entry: debit account 480 Amount to be Provided for Debt Retirement.)
- Debit with matured principal on anticipation notes payable. (Contra entry: credit account 480 amount to be Provided for Debt Retirement.)

720* **Lines of Credit—Long Term**

Applicable Fund: (SLTL)

Account balances are to be included on the Schedule of Long-Term Liabilities. If the district has a line of credit with the county treasurer or another financial institution, only the amount that has actually been used is to be reported on the Schedule of Long-Term Liabilities. The amount should not include any interest charges. A liability in the fund responsible should be recorded for amounts that would normally be liquidated with current financial resources.

- Credit with the amount of credit used. (Contra entry: debit account 480 Amount to be Provided for Debt Retirement.)
- Debit with matured principal on lines of credit. (Contra entry: credit account 480 amount to be Provided for Debt Retirement.)
- Subsidiary accounts should be maintained for each contract.

729* **Other Non-Voted Debt**

Applicable Fund: (SLTL)

Account balances are to be included on the Schedule of Long-Term Liabilities. Record the unmatured principal of debt not assigned to another specific account. A liability in the fund responsible should be recorded for amounts that would normally be liquidated with current financial resources.

- Credit with the amount of debt not assigned to another specific account. (Contra entry: debit account 480 Amount to be Provided for Debt Retirement.)
- Debit with matured principal on other non-voted debt. (Contra entry: credit account 480 amount to be Provided for Debt Retirement.)
- Subsidiary accounts should be maintained for each contract.

741*  Net Pension Liability—TRS 1

Applicable Fund: (SLTL)

Account balance is to be included on the Schedule of Long-Term Liabilities. Record here the amount of the district's share of the net pension liability for Washington State Department of Retirement Systems (DRS) TRS 1 Plan.

- Credit with the increase in the net pension liability calculation. (Contra entry: debit account 480 Amount to be Provided for Debt Retirement.)
- Debit with the total decrease of the net pension liability calculation. (Contra entry: credit account 480 amount to be Provided for Debt Retirement.)

742*  Net Pension Liability—TRS 2 and TRS 3

Applicable Fund: (SLTL)

Account balance is to be included on the Schedule of Long-Term Liabilities. Record here the amount of the district's share of the net pension liability for Washington State Department of Retirement Systems (DRS) TRS 2 and 3 Plan.

- Credit with the increase in the net pension liability calculation. (Contra entry: debit account 480 Amount to be Provided for Debt Retirement.)
- Debit with the total decrease of the net pension liability calculation. (Contra entry: credit account 480 amount to be Provided for Debt Retirement.)

743*  Net Pension Liability—SERS 2 and SERS 3

Applicable Fund: (SLTL)

Account balance is to be included on the Schedule of Long-Term Liabilities. Record here the amount of the district's share of the net pension liability for Washington State Department of Retirement Systems (DRS) SERS 2 and 3 Plan.

- Credit with the increase in the net pension liability calculation. (Contra entry: debit account 480 Amount to be Provided for Debt Retirement.)
- Debit with the total decrease of the net pension liability calculation. (Contra entry: credit account 480 amount to be Provided for Debt Retirement.)

744* ▶ Net Pension Liability—PERS 1

Applicable Fund: (SLTL)

Account balance is to be included on the Schedule of Long-Term Liabilities. Record here the amount of the district's share of the net pension liability for Washington State Department of Retirement Systems (DRS) PERS 1 Plan.

- Credit with the increase in the net pension liability calculation. (Contra entry: debit account 480 Amount to be Provided for Debt Retirement.)
- Debit with the total decrease of the net pension liability calculation. (Contra entry: credit account 480 amount to be Provided for Debt Retirement.)

Deferred Inflows of Resources**750* ▲ Unavailable Revenue**

Applicable Fund: (GF, ASB, DSF, CPF, TVF, PF)

Record in this account amounts that do not represent revenues because they are not available for expenditure in the current fiscal year, but which will be recognized as revenue when they become available for expenditure. This account will be used to offset those receivables recorded in Accounts 330 and 340 that do not represent revenues. Also offset in this account amounts received in cash during a fiscal year that will be recognized as revenue in the succeeding fiscal year when they become available for expenditure.

- Credit with amounts charged to Accounts 230, 240, 330, or 340 that do not represent revenues because they are not available for expenditure in the current fiscal year.
- Debit with amounts that become revenues. (Contra entry: credit Account 960 Revenues.)

755* ▲ Unavailable Revenue—Leases

Applicable Fund: (GF, CPF, TVF, PF, PPTF)

Record in this account amounts equals the present value of the minimum lease payments as recorded in Account 345 Leases Receivable. Also record in this account any lease payments received prior to the start of the lease, less any lease incentives.

This account is used to amortize and recognize lease revenue. Subsequent accounting entries in this account for revenue recognition are based on an

amortization of this Deferred Inflow. Revenue recognition is based on an amortization schedule; calculated in a rational and systematic manner over the life of the lease; and as funds become available. Entries may be made to this account as transactions occur or they may be recorded at year-end. See Chapter 7 and the journal entries for lessor accounting. Refer to Chapter 3 for accounting for leases.

- Credit with amounts charged to Accounts 230, 240, and 345 that do not represent revenues because they are not available in the current fiscal year.
- Debit with the amount amortized and recognized as revenue. (Contra entry: credit Account 960 Revenues.)

760* Unavailable Revenue—Taxes Receivable

Applicable Fund: (GF, DSF, CPF, TVF)

Property taxes levied during the fiscal year are credited to this account. This account is used for the offsetting of taxes receivable recorded in Account 310 Taxes Receivable without incurring a liability or increasing fund balance.

- Credit with the amount charged to Account 310 Taxes Receivable.
- Debit with the amount equal to cash collections of tax receivables.
- Debit with tax roll cancellations. (Contra entry: debit Account 310 Taxes Receivable.)
- The credit balance of this account should equal the total of the debit balance of Account 310 Taxes Receivable.

Fund Balance

General ledger fund balance accounts for governmental funds are divided into five general categories:

“Nonspendable” Accounts

Nonspendable accounts represent those portions of fund balance that cannot be spent either because they are not in a spendable form, or are legally required to be maintained intact. In net assets of districtwide reporting, this also includes the long-term component of loans and notes receivable.

“Restricted” Accounts

Restricted accounts represent those amounts that, except for those items reported as Nonspendable, are restricted to specific purposes. These restrictions may either be:

- (1) Externally imposed by creditors, grantors, contributors, laws, or regulations of other governments, or
- (2) Imposed by law through constitutional provisions or enabling legislation.

Fiduciary Fund “Restricted” Accounts:

A distinction is necessary when classifying fund balances between private-purpose and public-purpose activities. Fiduciary funds are not classified as government funds. Separate restricted fund balance accounts are required for Fund 7. Fiduciary funds are used to report assets held in trust for others and therefore cannot be used to support the government’s own programs. These funds are used to report resources held and administered by the reporting government when acting in a fiduciary capacity.

“Committed” Accounts

Committed accounts represent those amounts that can only be used for specific purposes following the constraints imposed by formal action of the government’s highest level of decision-making authority. A formal action could be a resolution of the board, or a school board policy. Once created, a commitment cannot be changed without a similar action on the part of the board ending the commitment. Details about commitments, including a description of the commitment and information about the board action taken to create the commitment, need to be disclosed in the Notes to the Financial Statements.

“Assigned” Accounts

Assigned accounts represent those amounts that are constrained by the school district’s intent to be used for specific purposes, but are neither restricted nor committed. Authority for making these assignments may rest with senior administration of the school district. Districts will need to outline in their Notes to the Financial Statement the person or persons who have the authority to create an assignment of fund balance. For funds other than the General Fund, the amount of residual fund balance that is spendable after all restrictions, commitments, and other assignments have been made is classified as assigned.

“Unassigned” Accounts

Unassigned fund balance is the residual fund balance designation for the General Fund. The amount contained in this account within the General Fund represents that amount of fund balance that is spendable but has not been restricted, committed, or assigned to specific purposes within the General Fund. In other funds, the unassigned fund balance is used only if a school district has over extended the resources available within the fund and can only be negative.

To achieve the self-balancing feature of the capital assets for districts choosing to maintain them in a separate fund, a series of accounts have been created to record capital assets by source. For school districts, these are Accounts 801 through 809, as listed below.

801  ***Investment in Capital Assets From GO Bonds***

Applicable Fund: (CA)

802  ***Investment in Capital Assets From Levies***

Applicable Fund: (CA)

803  ***Investment in Capital Assets From State Grants***

Applicable Fund: (CA)

804  ***Investment in Capital Assets From Federal Grants***

Applicable Fund: (CA)

805  ***Investment in Capital Assets From Apportionment and Local Revenues***

Applicable Fund: (CA)

806  ***Investment in Capital Assets From Gifts, Donations, Other***

Applicable Fund: (CA)

810* ***Restricted for Other Items***

Applicable Fund: (GF, ASB, DSF, CPF, TVF, PF)

This account is used for recording restrictions on spendable fund balance for amounts that have not been recorded in other accounts.

- Credit with the amount of fund balance being restricted based on legal requirement, enabling legislation, or other enforceable claim. (Contra entry: Account 890 Unassigned Fund Balance (GF) or 889 Assigned to Fund Purposes (all other listed funds).)
- Debit with the amount removed from the restriction when the purpose for the restriction has been met.

815  ***Restricted for Unequalized Deductible Revenue***

Applicable Fund: (GF, Cash Basis Districts only)

This account is provided as a means for restricting fund balance for future recovery of deductible revenues. Refer to Chapter 2 for more information on deductible revenues. Cash basis districts make a restriction of fund balance for recoverable

revenue at the time the revenue is received for reversal at the time the revenue is recovered. This account is used for the following funding streams: 1400 Local in Lieu of Taxes, 1600 County-Administered Forests, 3600 State Forests, 5400 Federal in Lieu of Taxes. These General Fund revenues of the school district reduce the state payment to the district in Revenue 3100 Apportionment.

- Credit with the amount to be reserved. (Contra entry: debit Account 890 Unassigned Fund Balance.)
- Debit with the amount removed from the restriction when the purpose for the restriction has been met.

819 Restricted for Fund Purposes**

Applicable Fund: (ASB, TVF)

This account is used to record the ending fund balance in governmental funds relating to resources that are restricted by enabling legislation, legal requirements, or other enforceable claims. Amounts in this account are restricted to being used only for the purposes of the fund they are in.

The amount in this account is equal to the fund's assets less liabilities, less amounts that are Nonspendable or otherwise Restricted. If this account would be negative, record the amount in Account 890 Unassigned Fund Balance instead.

- Credit at the close of the year with the balance of Account 960 Revenues or Account 965 Other Financing Sources in the fund.
- Debit or credit with a corresponding increase or decrease in any other 800 Account as appropriate to the fund.
- Debit as a closing entry with the balance of Accounts 530 Expenditures or Account 535 Other Financing Uses (Actual).

820 Assigned to Encumbrances

Applicable Fund: (GF, ASB, CPF, TVF)

This is the budgetary contra account to Account 520 Encumbrances and reflects the district's obligation for encumbrances placed. It allows the interim presentation of the budgetary amounts without affecting liabilities or fund balance. For districts using encumbrance accounting, this account is used to show outstanding encumbrances at the end of the fiscal year that are expected to be cleared in the next fiscal year.

- Credit at the beginning of the fiscal year with the amount of encumbrances outstanding at the close of the previous fiscal year. (Contra entry: debit Account 520 Encumbrances.)
- Credit with the amount of encumbrances placed. (Contra entry: debit Account 520 Encumbrances.)
- Debit with the amount of encumbrances liquidated upon accrual or payment of vouchers or cancellation of encumbrances. (Contra entry: credit Account 520 Encumbrances.)
- Debit to close at year-end.

General Fund and Capital Projects Fund only

- Credit at the beginning of the school year with the total amount of contracted salaries (optional).
- Debit with the amount of contracted salaries paid. (To be made only if optional credit for contracted salaries has been made.)
- Debit with the reduction of contracted salaries when contracts are terminated. (To be made only if optional credit for contracted salaries has been made.)

821 Restricted for Carryover of Restricted Revenue

Applicable Fund: (GF)

This account is provided as a means for accumulating and restricting fund balance for future uses. All districts must identify a restriction of fund balance at year-end for amounts determined to be unspent carryover funds with restricted use. This would include the following state funding streams: Learning Assistance Program, Transitional Bilingual, Highly Capable, Student Transportation, State Institutions, Special Education, Fire District, Vocational Funds, and other such unspent funds as may be subject to carryover.

For districts that have a recovery of revenues, cash basis districts record these as a restriction of fund balance and accrual basis districts record these as a liability.

- Credit with the amount of the restriction. (Contra entry: debit Account 890 Unassigned Fund Balance.)
- Debit with the amount to be unrestricted when the purpose for the restriction has been met.

825 Restricted for Skill Centers

Applicable Fund: (GF, CPF, Skill Center Host Districts or Branch Campuses only)

This account is used by districts that are the host district and fiscal agent for a career and technical education skill center to separate the funds belonging to the skill center from those of the district.

For Program 45 in the General Fund, this account is used to record the excess of skill center revenues over related expenditures. The resources are restricted to paying for skill center programs and are not available to pay for general expenditures of the district.

For Program 47 in the General Fund, this account is used to record those amounts the host district has collected for the purpose of covering specific minor repair and maintenance on skill center facilities.

In the Capital Projects Fund, this account is used to record those amounts the host district has collected for the purpose of covering capital expenditures for the skill center. It is equal to the excess of revenues received, including payments from districts or grant awards, over related capital expenditures.

- Credit at the close of the year with the balance of Account 960 Revenues or Account 965 Other Financing Sources, for skill center-related transactions.
- Debit at the close of the year with the balance of Account 530 Expenditures or Account 535 Other Financing Sources, for skill center-related transactions.

828 Restricted for Carryover of Food Service Revenue

Applicable Fund: (GF)

This account is provided as a means for accumulating and restricting ending fund balance that derives from net gains of the district's food service program. The excess of food service program revenues over total expenditures is recorded in this account. Amounts in this account may only be used for the benefit of the district's food service program. For more information, see the Food Service Program Guidance in Appendix B.

- Credit with the amount of food service program net income. (Contra entry: debit Account 890 Unassigned Fund Balance.)
- Debit with any food service program operating deficit, but not below a zero balance.

830 Restricted for Debt Service

Applicable Fund: (GF, DSF, CPF, TVF)

This account provides the means for accumulating and restricting fund balance for payment of contractual obligations incurred and carried in the Schedule of Long-Term Liabilities. The balance of this account represents a restriction of both fund cash and fund balance.

In funds other than the Debt Service Fund:

- Credit this account with the amount set up as a reserve to service contractual payments. (Contra entry: debit Account 890 Unassigned Fund Balance (GF) or 889 Assigned to Fund Purposes (CPF, TVF).)
- Debit with any reductions in the voluntary reserve when the purpose for the reserve has been fulfilled. (Contra entry: credit Account 890 Unassigned Fund Balance (GF) or 889 Assigned to Fund Purposes (CPF, TVF).)
- Debit with matured debt as entered in Account 602 Contracts Payable—Current, for which a reservation has been previously established.

In the Debt Service Fund:

- Credit with amounts from Account 960 Revenues that are local property taxes levied for the payment of debt, or Account 965 Other Financing Source sub-Account 9900 Transfers for transfers from other funds for the purposes of servicing non-voted bonds.
- Debit with reductions relating to payment of principal and interest on district-issued bonds.

835 Restricted for Arbitrage Rebate

Applicable Fund: (GF, DSF, CPF, TVF)

The purpose of this account is to show a restriction on fund balance for the amount of arbitrage rebate payable to the IRS more than one year in the future.

- Credit with the annual calculation of arbitrage rebate less the amount due in one year. (Contra entry: debit Account 890 Unassigned Fund Balance (GF) or 889 Assigned to Fund Purposes (DSF, CPF, TVF).)
- Debit with the amount transferred to Account 686 Arbitrage Rebate Payable for payment to the IRS within one year or with the adjustments to the annual calculation of arbitrage rebate.

840 Nonspendable Fund Balance—Inventory and Prepaid Items

Applicable Fund: (GF, ASB, CPF)

This account balance should reflect the district's recorded inventories and prepaid items on the balance sheet. These are assets of the district that are not in spendable form.

- Credit for the value of inventory on hand at the end of the fiscal year, or to increase the amount reported as inventory, or to record the amount of prepaid items remaining at the end of the fiscal year. (Contra entry: debit Account 890 Unassigned Fund Balance (GF) or 889 Unassigned Fund Balance (ASB, CPF).)
- Debit with amounts to record a decrease in the amount in inventory or prepaid items.

845 Restricted for Self-Insurance

Applicable Fund: (GF)

This account is used to restrict fund balance for amounts that the district is legally required to maintain as a condition of being self-insured.

- Credit with the amount for self-insurance security deposits as determined by the Department of Labor and Industries.
- Debit when the reason for the restriction has been met or is no longer necessary.

850 Restricted for Uninsured Risks

Applicable Fund: (GF, ASB, CPF, TVF)

This account is used to restrict a portion of fund balance for future losses not covered by insurance. The amounts put in this account are required under self-insurance. Contra entries are made to Account 890 Unassigned Fund Balance (GF) or 889 Assigned to Fund Purposes (all other listed funds).

- Credit with amounts as determined by an external party.
- Debit with amounts removed because the reserve is no longer needed.

854* Restricted for Intact Trust Principal

Applicable Fund: (PPTF, PTF)

For use only in fiduciary trust funds where the principal may not be expended, this account shows the portion of trust assets that represents principal. After the closing of the nonoperating revenue and nonoperating expense accounts, this account is equal to the principal of the trust.

- Credit with amounts received into the trust.
- Credit with the gains on the sale of investment principal.
- Debit with losses on the sale of investment principal.
- Debit with amounts removed from the trust by board action.
- Credit at fiscal year-end, with the balance of Account 968 Nonoperating Revenues.
- Debit as a closing entry the balance of Account 538 Nonoperating Expenditures.

855* Nonspendable Fund Balance—Trust Principal

Applicable Fund: (PF)

For use only in Permanent funds where the principal may not be expended, this account shows the portion of trust assets that represents principal. After the closing of the nonoperating revenue and nonoperating expense accounts, this account is equal to the principal of the trust.

- Credit with amounts received into the trust.
- Credit with the gains on the sale of investment principal.
- Debit with losses on the sale of investment principal.
- Debit with amounts removed from the trust by board action.
- Credit at fiscal year-end, with the balance of Account 968 Nonoperating Revenues.
- Debit as a closing entry the balance of Account 538 Nonoperating Expenditures.

856 Restricted for: Pension or Other Post-Employment Benefits

Applicable Fund: (PTF)

This account shows the funds available for authorized purposes restricted by the trust agreement and reserved for specific disbursement. This account represents the amounts reserved and available for specific use.

- Credit with amounts reserved for specific use in accordance with the trust agreement.
- Debit with amounts removed from the reserve by board action in accordance with the trust agreement.

857 Restricted for: Private Purposes

Applicable Fund: (PPTF)

This account shows the funds available for authorized purposes restricted by the trust agreement and reserved for specific disbursement such as scholarships. This account represents the amounts reserved and available for specific use.

- Credit with amounts reserved for specific use in accordance with the trust agreement.
- Debit with amounts removed from the reserve by board action in accordance with the trust agreement.

858 Restricted for: Other Purposes

Applicable Fund: (PPTF, PTF)

This account shows the funds available for authorized purposes restricted by the trust agreement and reserved for specific disbursement such as scholarships. This account represents the amounts reserved and available for specific use.

- Credit with amounts reserved for specific use in accordance with the trust agreement.
- Debit with amounts removed from the reserve by board action in accordance with the trust agreement.

861* Restricted From Bond Proceeds

Applicable Fund: (CPF)

This account is provided to record the amounts remaining from bond issues and earnings from bond proceeds investments that have been allocated for specific projects or the amounts remaining after the proposition projects have been completed.

- Credit at the close of the fiscal year with Account 960 Revenues items that had a source-use code of 1 and Account 965 Other Financing Sources items with a source-use code of 1.

- Debit at the close of the fiscal year with Account 530 Expenditures items that had a source-use code of 1.
- Debit after all projects have been completed with amounts transferred to Debt Service Fund.

862* Committed From Levy Proceeds

Applicable Fund: (CPF)

This account is provided to record the amounts remaining from capital projects levies that have been allocated for specific projects or the amounts remaining after the proposition projects have been completed.

- Credit at the close of the fiscal year with Account 960 Revenues items that had a source-use code of 2.
- Debit at the close of the fiscal year with Account 530 Expenditures items that had a source-use code of 2.

863* Restricted From State Proceeds

Applicable Fund: (CPF)

This account is provided to close project revenues and expenditures for projects funded totally or in part with state funds.

- Credit at the close of the fiscal year with Account 960 Revenues items that had a source-use code of 3.
- Debit at the close of the fiscal year with Account 530 Expenditures items that had a source-use code of 3.

864* Restricted From Federal Proceeds

Applicable Fund: (CPF)

This account is provided to close project revenues and expenditures for projects funded totally or in part by federal agencies.

- Credit at the close of the fiscal year with Account 960 Revenues items that had a source-use code of 4.
- Debit at the close of the fiscal year with Account 530 Expenditures items that had a source-use code of 4.

865* Restricted From Other Proceeds

Applicable Fund: (CPF)

This account is provided to close project revenues and expenditures for projects funded totally or in part by sources other than bond, levy, state, or federal proceeds. For example, the district may receive resources from a private citizen for the construction of a library; these resources would be reserved for that purpose.

- Credit at the close of the fiscal year with Account 960 Revenues items that had a source-use code of 5.
- Debit at the close of the fiscal year with Account 530 Expenditures items that had a source-use code of 5.

866* Restricted From Impact Fee Proceeds

Applicable Fund: (CPF)

This account is provided to close project revenues and expenditures for projects funded totally or in part by impact fees collected in accordance with the Growth Management Act.

- Credit at the close of the fiscal year with Account 960 Revenues items that had a source-use code of 6.
- Debit at the close of the fiscal year Account 530 Expenditures items that had a source-use code of 6.

867* Restricted From Mitigation Fee Proceeds

Applicable Fund: (CPF)

This account is provided to close project revenues and expenditures for projects funded totally or in part by State Environmental Protection Act (SEPA) mitigation fees.

- Credit at the close of the fiscal year with Account 960 Revenues items that had a source-use code of 7.
- Debit at the close of the fiscal year with Account 530 Expenditures items that had a source-use code of 7.

869* Restricted From Undistributed Proceeds

Applicable Fund: (CPF)

This account is provided to record unassigned amounts to be distributed to other reserve accounts at year-end.

- Credit with resources that have not been distributed to Accounts 861, 862, 863, 864, 865, 866, or 867.
- Debit at the close of the fiscal year with amounts being assigned to Accounts 861, 862, 863, 864, 865, 866, or 867.

870 Committed to Other Purposes

Applicable Fund: (GF, ASB, DSF, CPF, PF)

Commitments of fund balance require a formal action by the school district's board of directors, such as a school board policy or a resolution of the board of directors. Details of commitments, including the nature of the commitment and the date of the board action creating the commitment, should be included in the Notes to the Financial Statements.

This account is provided as a means for accumulating and recording commitments of district resources for future uses. Commitments represent the board of directors' intended use of resources, and a resolution has been passed to commit funds for those purposes.

- Credit with amounts to be designated. (Contra entry: debit Account 890 Unassigned Fund Balance (GF) or 889 Assigned to Fund Purposes (all other funds).)
- Debit with amounts removed from commitment either by board action or because the purpose for the commitment has been fulfilled.

872 Committed to Economic Stabilization

Applicable Fund: (GF)

Commitments of fund balance require a formal action by the school district's board of directors, such as a school board policy or a resolution of the board of directors. Specific circumstances and conditions must be described to set aside funds in this account. Amounts set aside may only be expended when specific conditions exist. These circumstances cannot be expected to routinely occur, and using the term "in an emergency" is not sufficient. If amounts are set aside to offset anticipated revenue

shortfalls, the shortfall must be quantifiable and of a magnitude that distinguishes it from other revenue shortfalls that normally occur. Details of commitments, including the nature of the commitment and the date of the board action creating the commitment, should be included in the Notes to the Financial Statements.

This account is to be used in districts where the school board has taken such action to create an economic stabilization policy which meets the criteria of a stabilization arrangement. The board action taken must outline the amount to be used in such a policy, whether it is a dollar amount or a percentage of the district's revenues or expenditures. This information must also be included in the Notes to the Financial Statements.

- Credit with amounts set aside to meet the district's economic stabilization policy. (Contra entry: debit Account 890 Unassigned Fund Balance.)
- Debit with amounts necessary to fund specific conditions declared by board action or if the board takes an action to cancel the economic stabilization policy.

875 Assigned to Contingencies

Applicable Fund: (GF)

This account is provided to assign a portion of the school district's fund balance for contingencies, such as unanticipated changes in the tax and spending policies of federal and state governments, court decisions, financial impacts of labor agreements (arbitration), natural disasters, and unexpected or emergency capital expenditures. Assignments represent management's or board of directors intended use of resources.

- Credit with amounts to be allocated. (Contra entry: Account 890 Unassigned Fund Balance.)
- Debit when assignments are lifted or converted into commitments or contractual obligations.

884 Assigned to Other Capital Projects

Applicable Fund: (GF)

This account is used to record those funds the district intends to use for capital project purposes other than those funds that have been legally restricted for those purposes. Capital Project Fund bond or levy proceeds, or Transportation Vehicle Fund levy proceeds are never recorded in this account.

- Credit with amounts the board or other management has assigned to use for capital project purposes from other than those funds that have been legally restricted for those purposes. (Contra entry: debit Account 890 Unassigned Fund Balance.)
- Debit when the district either makes a commitment of the funds, enters into a contractual arrangement, or ends the assignment.

888 Assigned to Other Purposes

Applicable Fund: (GF)

This account is provided as a means to assign a portion of the district's ending fund balance for items that are not recorded in other accounts. Assignments represent management's or board of director's intended use of resources.

- Credit with amounts to be assigned. (Contra entry: debit Account 890 Unassigned Fund Balance.)
- Debit when the assignments are lifted or converted into commitments or contractual obligations.

889 Assigned to Fund Purposes

Applicable Fund: (ASB, DSF, CPF, TVF, PF)

After the closing of the budgetary, revenue, other financing sources, expenditures, and the establishment of any amounts that are Nonspendable, Restricted, Committed, or otherwise Assigned, this account is equal to the ending available fund balance. The net result of fund operations is summarized in this account. If there is a deficit balance, it should be recorded in General Ledger 890 Unassigned Fund Balance.

In the Debt Service Fund, this account is used for fund balance amounts relating to forest revenues received and have not been transferred to the Capital Projects Fund.

- Credit at the close of the year with the balance of Account 960 Revenues or Account 965 Other Financing Sources.
- Debit or credit with a corresponding increase or decrease in any other 800 Account as appropriate to the fund.
- Debit as a closing entry the balance of Accounts 530 Expenditures or 535 Other Financing Uses (Actual).

NOTE: *This transaction should result in a credit balance for Account 889. If it does not, use Account 890 Unassigned Fund Balance instead.*

Capital Projects Fund

- Credit at the close of the fiscal year with all Accounts 960 Revenues and 965 Other Financing Sources with a source-use code of 0. These are items that have not been closed to Accounts 861, 862, 863, 864, 865, 866, or 867.
- Debit at the close of the fiscal year with all of Accounts 530 Expenditures and 535 Other Financing Uses with a source-use code of 0. These are items that have not been closed to Accounts 861, 862, 863, 864, 865, 866, or 867.
- Debit with amounts either Nonspendable, Restricted, Committed, or otherwise Assigned. (Contra entry: credit Account 810, 820, 830, 835, 850, 870, or 884 as appropriate.)
- Credit when restrictions, commitments, or assignments have been removed by the appropriate level of decision making.

890* Unassigned Fund Balance

Applicable Fund: (GF, ASB*, DSF*, CPF*, TVF*, PF*)

General Fund only

After the closing of the budgetary, revenue, other financing sources, and expenditure accounts, this account is equal to the excess of assets over liabilities, all Nonspendable amounts set aside, and then all Restrictions, Commitments, and Assignments have been made. The net result of fund operations is summarized in this account.

- Credit at the close of the fiscal year with the balance of Account 960 Revenues or Account 965 Other Financing Sources.
- Debit or credit with a corresponding increase in amounts that are Nonspendable, Restricted, Committed, or Assigned, and are recorded in an 800 Account.
- Debit as a closing entry the balance of Accounts 530 Expenditures or 535 Other Financing Uses (Actual).

All Other Funds

If after the closing of the budgetary, revenue, other financing sources, and expenditure accounts, and the establishment of any amounts that are Nonspendable, Restricted or Committed, a fund other than the General Fund has a deficit balance (that is, a negative fund balance), they would record that deficit in this account. Funds other than the General Fund never record a positive amount in this account.

- Credit at the close of the fiscal year with the balance of Account 960 Revenues or Account 965 Other Financing Sources.
- Debit or credit with a corresponding increase or decrease in any other 800 Account as appropriate to the fund.
- Debit at the close of the fiscal year with the balance of Account 530 Expenditures or Account 535 Other Financing Sources.

NOTE: *For all funds other than the General Fund, this entry will result in a debit balance. If it does not, use Account 889 Assigned to Fund Purposes instead.*

891 Unassigned to Minimum Fund Balance Policy

Applicable Fund: (GF)

This account is provided as a means to specifically identify minimum fund balance goals detailed in school board policy. Minimum fund balance policies do not affect the classification of fund balance. Details of the policy and the date of the board action should be included in the Notes to the Financial Statements. The net effect of amounts posted to this account will be combined with GL 890 Unassigned Fund Balance on the F-196.

- Credit with amounts set aside to meet the district's minimum fund balance policy. (Contra entry: debit Account 890 Unassigned Fund Balance.)
- Debit to close as a part of the opening entry, or if the board takes an action to cancel the minimum fund balance policy.

898 Prior Year Corrections or Restatements

Applicable Fund: (GF, ASB, DSF, CPF, TVF, PF, PPTF, PTF)

This account is used to record the amount of prior year corrections or restatements. A prior period adjustment and the use of GL 898 is considered an adjustment in the beginning fund balance and amounts recorded in the account are temporary in nature.

The total is closed to Account 890 Unassigned Fund Balance at the end of the fiscal year for the General Fund, or Account 889 Assigned to Fund Purposes for all other funds.

Budgetary, Revenue, and Other Financing Sources Accounts

900* Appropriations (Optional)**

Applicable Fund: (GF, ASB, DSF, CPF, TVF)

This account is one of the several budgetary accounts that are used to summarize all the budgetary actions of the board of directors except for other financing uses. (See Account 535 for a definition of other financing uses.) This account is used to record the total planned appropriated expenditures.

- Credit with the aggregate of all appropriations in the adopted budget.
- Credit with amounts of supplemental appropriations. (Contra entry: debit Accounts 510 Estimated Revenues, 515 Estimated Other Financing Sources, or 540 Appropriated Fund Balance.)
- Debit with amounts of reductions of appropriations when the board of directors determines that actual revenue will not equal estimated revenue.
- Debit with the closing entry. (Contra entry: credit Accounts 510 Estimated Revenues, 515 Estimated Other Financing Sources, or 540 Appropriated Fund Balance.)
- The credit balance of this account before closing will represent the original or supplemental budgetary appropriations. The subsidiary accounts will be incorporated with the appropriation expenditure ledger.

930 Expenditure Contra (530)**

Applicable Fund: (ASB, PPTF, PTF, CF)

This account is used as an offset to all entries made to Account 530 Expenditures. Subsidiary detail is not necessary for this account. All expenditures are recorded in the fund balance account on a current basis, thus requiring this account to balance the entry to expenditure.

- Credit with all debit entries to Account 530 Expenditures.
- Debit with all credit entries to Account 530 Expenditures.
- Debit to close at year-end. (Contra entry: credit Account 530 Expenditures.)

960* Revenues

Applicable Fund: (GF, ASB, DSF, CPF, TVF, PF)

960* Additions

Applicable Fund: (PPTF, PTF)

This account is used to record actual revenues in Revenue Categories 1 through 8 as listed in Chapter 5, Section 1, page 1. Cash basis districts report revenues when received. For accrual districts, revenues include both receipts and accruals. Revenue accruals should be recorded when measurable and available. This account is not used for refunds of expenditures. Refunds of expenditures should be credited to (reduce) the expenditure account. For accrual districts, revenue or additions in trust funds should be recorded when earned.

- Credit with amounts as they become measurable and available. (Contra entry: debit Account 330 Due from Other Governmental Units or Account 340 Accounts Receivable.)
- Debit with closing entry to Account 890 Unassigned Fund Balance (GF) or 889 Assigned to Fund Purposes (all other funds).

General Fund only

- Credit with noncash receipts for USDA commodities. (Contra entry: debit Account 420 Inventory—Lunchrooms.)

Associated Student Body Fund only

- Credit with revenues.
- Debit with the balance of this account at the close of the fiscal year. (Contra entry: credit Account 560 Revenue Contra (960).)

965 Other Financing Sources

Applicable Fund: (GF, DSF, CPF, TVF, PF)

This account is used to record the following other financing sources described in Chapter 5 as Revenue Category 9:

- 9100 Sale of Bonds
- 9200 Sale of Real Property
- 9300 Sale of Equipment
- 9400 Compensated Loss of Capital Assets
- 9500 Long-Term Financing
- 9600 Sale of Refunding Bonds

- 9900 Transfers – Redirection of Apportionment
- 9901 Transfers – Other Resources

- Credit with cash receipts representing other financing sources.
- Debit with closing entry to Account 890 Unassigned Fund Balance (GF) or 889 Assigned to Fund Purposes (DSF, CPF, TVF, PF).

968 Nonoperating Revenues

Applicable Fund: (PPTF, PTF)

This account is used only in the trust funds where the principal or corpus may not be expended to record expenditures and losses arising from transactions of trust principal.

- Debit with realized gains associated with trust principal.
- Credit with closing entry to Account 855 Nonspendable Fund Balance—Trust Principal.