Chart of Accounts for Townships

Presented by:
Christopher S. McKee
LGS Assistant Project Manager
Justin W. Sloan
LGS Project Manager

Course Catalog
• Part of a three-course session
1. Fund Accounting for Townships
2. Chart of Accounts for Townships
3. Basic Accounting for Townships

Course Objectives
• Explain account codes and how they are created
Numeric Account Code - Parts

- Fund
- Receipt - for revenues
- Program - for expenditures
- Object - for expenditures

Fund
- Each fund is assigned a unique fund number, based on the fund type.
  - General Fund is 1000
  - Special Revenue Funds are from 2001-2999
  - Debt Service Funds are from 3001-3999
  - Capital Projects are from 4001-4949
  - Permanent Funds are from 4951-4999
  - Enterprise Funds are from 5001-5999
  - Internal Service Funds are from 6001-6999
  - Fiduciary Funds are from 9001-9999
    - Includes Custodial, Investment Trusts, and Private Purpose Trusts

Revenue
- Each Twp. revenue source is assigned a unique 3 digit code based on the type of revenue
- Revenue Types
  - 100s - Property and Other Local Taxes
  - 200s - Charges for Services
  - 300s - Licenses, Permits and Fees
  - 400s - Fines and Forfeitures
  - 500s - Intergovernmental Receipts
  - 600s - Special Assessments
  - 700s - Earnings on Investments
  - 800s - Miscellaneous Revenue
    - 820 - Contributions to a Permanent Fund
    - 881-885 - Fiduciary Fund Receipts
  - 900s - Other Financing Sources
Revenue Examples

- Liquor Permit Fees
  - 1000 533
    - 1000 - General Fund
    - 533 - Liquor Permit Fees (Intergovernmental Receipts)

Revenue Examples

- Sale of Cemetery Lots
  - 2041 804
    - 2041 - Cemetery Fund
    - 804 - Sale of Lots (Miscellaneous Revenue)

Revenue Examples

- Homestead & Rollback
  - 1000 535
    - 1000 - General Fund
    - 535 - Property Tax Allocation
Revenue Examples

- Oil and Gas Leases
  - 1000 802
    - 1000 – General Fund
    - 802 – Rentals and Leases

Program

- Program relates to the service that is being provided. Examples for Townships are Administration, Police Protection, Lighting, Cemeteries, and Parks and Recreation.

Programs

**Programs**

- Each program is assigned a unique 3 digit number, based on the function:
  - 100s - General Government
  - 200s - Public Safety
  - 300s - Public Works
  - 400s - Health
  - 500s - Human Services
  - 600s - Conservation-Recreation
  - 710 - Miscellaneous
  - 760 - Capital Outlay
  - 780s - Fiduciary Distributions
  - 800s - Debt Service
  - 900s - Other Financing Uses

**Objects**

- Each Object is assigned a unique 3 digit code based on the expense incurred:
  - 100s - Salaries
  - 200s - Employee Fringe Benefits
  - 300s - Purchased Services
  - 400s - Supplies and Materials
  - 500s - Other
  - 700s - Capital Outlay
  - 800s - Debt Service
  - 900s - Other Financing Uses

**Expenditure Examples**

- Healthcare Reimbursement
  - XXXX XXX 228
    - XXXX – XXXX Fund
    - XXX – XXXXXX Program
    - 228 – Healthcare Reimbursement
Expenditure Examples

- Fiscal Officer's Salary
  - 1000 110 121
    - 1000 – General Fund
    - 110 – General Government – Administrative
    - 121 – Salary-Fiscal Officer

Expenditure Examples

- Purchase of tools to work on road equipment - 2021 330 430
  - 2021 – Gasoline Tax Fund
  - 330 – Highways
  - 430 – Small Tools and Minor Equipment

Further Reference

- The Ohio Township Handbook contains the UAN Chart of Accounts as well as examples of Alphanumeric Account Codes
Example #1

• The general fund is transferring $5,000 to the cemetery fund.
• The general fund will show an expenditure and the cemetery fund will show a receipt.

Example #2

• Your township has a note outstanding from the construction of a new administrative building. The next payment is due in July.
• The payment due is $16,150, which is $15,000 principal and $1,150 interest.
• This will be paid from the debt service fund.
Example #3

- Your township is going to replace the roof on the township hall.
- It will cost $5,000.
- You will pay this from the general fund.

Example #4

- You get your monthly bank statement which shows interest earned for the month of $10.
- You have the following funds with these balances:
  - General: $500
  - Cemetery: 100
  - Motor Vehicle License: 200
  - Gasoline Tax: 200
  - $1,000

Answer #1

- General Fund
  - Fund number = 1000
  - Program code = 910
  - Object code = 910

- Cemetery Fund
  - Fund number = 2041
  - Receipt code = 931
**Answer #2**

- Principal
  - Fund number = 3101
  - Program code = 820
  - Object code = 820

- Interest
  - Fund number = 3101
  - Program code = 830
  - Object code = 830

**Answer #3**

- Township - General Fund
  - Fund number = 1000
  - Program code = 760
  - Object code = 323

**Answer #4**

- Motor Vehicle License and Gasoline Tax MUST receive their share of interest

<table>
<thead>
<tr>
<th></th>
<th>General</th>
<th>Cemetery</th>
<th>Motor Vehicle License</th>
<th>Gasoline Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$500</td>
<td>100</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>General Fund</td>
<td>$1,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Fund number</td>
<td>1000</td>
<td></td>
<td></td>
<td>2011</td>
</tr>
<tr>
<td>- Receipt code</td>
<td>701</td>
<td></td>
<td></td>
<td>701</td>
</tr>
<tr>
<td>- Gas Tax Fund</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Fund number</td>
<td>2021</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Receipt code</td>
<td>701</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- General Fund $6 - MVL $2
  - Fund number = 1000
  - Receipt code = 701

- Gas Tax Fund $2
  - Fund number = 2021
  - Receipt code = 701