

## Chart of Accounts for Villages and Libraries

Presented by:  
Local Government Services

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## Course Objectives

- How to correctly code receipts and expenditures
- How to use the chart of accounts in the village and library appendixes to determine your fund and account codes



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## Why a Chart of Accounts?

- A chart of accounts has been established as a way to standardize reporting requirements of local governments.
- The chart of accounts should be used by all villages and libraries to maintain uniform accounting practices.

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## Change in Library Chart of Accounts

- Effective for the 12/31/24 financial statements, libraries program codes are to be more detailed program codes.
- No change to current fund codes and object codes
- See Appendix Library FAQ

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## Numeric Account Code

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



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## Fund

- Each fund is assigned a unique fund number based on the fund type.
  - General Fund is 1X
  - Special Revenue Funds are from 2X
  - Debt Service Funds are from 3X
  - Capital Projects Funds are from 4X
  - Permanent Funds are from 7X
  - Enterprise Funds are from 5X
  - Internal Service Funds are from 6X
  - Fiduciary Funds are from 9X
    - Includes: Custodial, Investment Trust, and Private Purpose Trust

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## Revenue Codes

- Each revenue source is assigned a unique number based on the type of revenue.



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## Revenue Codes for Villages

- Revenue Types
  - 100s – Property and Other Local Taxes
  - 200s – State Shared Taxes and Permits(Intergovernmental)
  - 300s – Special Assessments
  - 400s – Intergovernmental Revenues
  - 500s – Charges for Services
  - 600s – Fines, Licenses, and Permits
  - 700s – Earnings on Investments
  - 800s – Miscellaneous
  - 900s – Other Financing Sources

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## Revenue Codes for Libraries

- Revenue Types
  - 100s – Property and Other Local Taxes
  - 200s – Intergovernmental Revenues
  - 300s – Patron Fines and Fees
  - 500s – Services Provided to Other Entities
  - 600s – Contributions, Gifts and Donations
  - 700s – Earnings on Investments
  - 800s – Miscellaneous
  - 900s – Other Financing Sources

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## Revenue Codes for Villages and Libraries

- Property and Other Local Taxes - 100's
  - Real estate tax settlements - Villages and Libraries
  - Municipal income tax
  - Permissive sales tax
  - License tax levied by council (or permissive mvl)
  - Various other local taxes - Villages and Libraries

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## Revenue Codes for Villages

- State Shared Taxes and Permits (Intergovernmental) - 200's
  - Monies received that are distributed by the State but may come from the county auditor include:
    - Local government distribution
    - Cigarette tax
    - Liquor and beer permit fees
    - Gasoline tax
    - License tax
    - Property tax allocation (homestead and rollback) - Villages and Libraries
    - Other state shared taxes and permits

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## Revenue Codes for Villages

- Special Assessments - 300's
  - All the codes under this section are based on a levy against property owners for some type of improvement or service provided to the property owners that they have to pay for.
    - Does not include grass cutting, weed cutting, etc.

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### Revenue Codes for Libraries

- Patron Fines and Fees - 300's
- All the codes under this section are based on monies received from patrons in the form of a fine and fee.
- Includes overdue fines, lost material charges, rental of library equipment or rooms, coin operated machines (including copier, faxes, etc.), parking lot charges, library classes and seminars, etc.

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### Revenue Codes for Villages and Libraries

- Intergovernmental Revenue - 400's and 200's
- Are used when the Village/Library are receiving some type of grant money.
- For Libraries - Public library distribution from the State – distributed monthly by County

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### Revenue Codes for Villages

- Charges for Services - 500's
- Each of the codes are setup for some type of service or charge that is being provided to the residents of the Village or to another political subdivision.
- Services provided to another political subdivision include fire contracts, police contracts, parking meters, ems contracts, etc.
- Charges for services include water fees, sewer fees, electric fees, etc.

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### Revenue Codes for Libraries

- Services Provided to Other Entities - 500's
  - Each of the codes are setup for some type of service that is being provided to other entities.
  - Services include computer services, research services, voter registration services, etc.

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### Revenue Codes for Villages

- Fines, Licenses, and Permits - 600's
  - Court costs/fines
  - Zoning activity
  - Cable franchise fees, etc.

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### Revenue Codes for Libraries

- Contributions, Gifts and Donations - 600's
  - Are used when library receiving contribution, gifts and donations from individuals, businesses, or foundations.

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### Revenue Codes for Villages and Libraries

- Earnings on Investments - 700's
  - Interest earned on the primary checking account as well as certificates of deposits, StarOhio, mutual funds, etc.

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### Revenue Codes for Villages and Libraries

- Miscellaneous - 800's
  - Consists of donations/contributions, payments in lieu of taxes, capital contributions, and other miscellaneous operating and non-operating receipts.
  - These are reoccurring receipts.

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### Revenue Codes for Villages and Libraries

- Other Financing Sources - 900's
  - Any type of debt activity recognizing the receipt of monies, whether it be bonds or notes.
  - Any transfers or advances received are also recorded here.
  - Other revenue items that don't fit elsewhere and are infrequent in nature (includes special items and extraordinary items).

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## Revenue Example Villages

- Liquor Permit Fees
  - 1000 224
    - 1000 – General Fund
    - 224 – Liquor Permit Fees (State Shared Taxes and Permits)

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## Revenue Example Villages

- Sale of Cemetery Lots
  - 2031 531
    - 2031 – Cemetery Fund
    - 531 – Sale of Lots (Charges for Services)

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## Revenue Example Libraries

- Library Funding received by the County from the State
  - 1000 240
    - 1000 – General Fund
    - 240 – Public Library Fund – State (Intergovernmental Revenue)

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## Program Codes

- Program relates to the service that is being provided
  - Examples Villages - Police Enforcement, Cemeteries, Swimming Pool, Water, and Sewer
  - Examples Libraries – Public Service and Programs, Facilities Operations and Maintenance, Information Services, Business Administration
- Each program relates to a specific function of government
  - Examples of functions Villages - Security of Persons and Property, Public Health, Leisure Time Activities, and Basic Utility Services

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## Program Codes

- Each program is assigned a unique number, based on the function.



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## Program Codes for Villages

- Program Codes (functions):
  - 100s – Security of Persons and Property
  - 200s – Public Health Services
  - 300s – Leisure Time Activities
  - 400s – Community Environment
  - 500s – Basic Utility Services
  - 600s – Transportation
  - 700s – General Government
  - 800 – Capital Outlay
  - 850 – Debt Service
  - 900s – Other Financing Uses

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### Program Codes for Libraries

- In prior years, program codes for Libraries were
  - 100 - Library Services
  - 200 - Support Services
- Beginning in fiscal year 2024, Library Services (100's) and Support Services (200's) can no longer be used. These programs have to be more detail.

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### Program Codes for Libraries

- Program Codes (functions):
  - 100s – Library Services
    - 110 Public Services
    - 120 Collection Development and Processing
  - 200s – Support Services
    - 210 Facilities Operation and Maintenance
    - 220 Information Services
    - 230 Business Administration
    - 280 Self Insurance
  - 750 Intergovernmental
  - 760 Capital Outlay
  - 780 Fiduciary Codes
  - 800 – Debt Service
  - 900s – Other Financing Uses

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### Object Codes

- Each Object is assigned a number based on the expenditure incurred.
- Object codes are a way of recognizing the actual type of expenditure that has occurred.



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## Object Codes for Villages

### • Object Codes:

- 100s – Personal Services
- 200s – Employee Fringe Benefits
- 300s – Contractual Services
- 400s – Supplies and Materials
- 500s – Capital Outlay
- 600s – Miscellaneous
- 700s – Debt Service
- 900s – Other Financing Uses

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## Object Codes for Libraries

### • Object Codes:

- 100s – Personal Services
- 200s – Employee Fringe Benefits
- 300s – Contractual Services
- 400s – Supplies and Materials
- 500s – Miscellaneous
- 700s – Capital Outlay
- 800s – Debt Service
- 900s – Other Financing Uses

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## Object Codes

### • Personal Services

- This object code is used strictly for recording salaries whether hourly or salary.



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## Object Codes

### • Employee Fringe Benefits

- This object code reflects what is paid for on the employee's behalf such as PERS, Social Security, Medicare, OP&FP, as well as insurances including workers compensation.
- Other employee fringe benefits include uniforms, travel & transportation, etc.

EMPLOYEE  
BENEFITS



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## Object Codes

### • Contractual Services

- Utilities
- Communications
- Rents and leases
- Professional and technical services
- Insurance and bonding
- Other contractual services



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## Object Codes

### • Supplies and Materials

- Office supplies and materials
- Operating supplies and materials
- Repairs and maintenance
- Small tools and equipment



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## Object Codes

- Capital Outlay

- Generally consist of large ticket items that are purchased such as large pieces of equipment, land, vehicles, furniture, construction of streets, sidewalks, curbs, utility distribution systems, etc.



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## Object Codes

- Miscellaneous or Other

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## Object Codes

- Debt Service

- These codes are related to the payment of principal and interest on loans.



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### Object Codes

- Other Financing Uses
  - Transfers and advances from a fund
  - Other expenditure items that don't fit elsewhere and are infrequent in nature.

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### Expenditure Example Villages

- Clerk's Salary
  - 1000 725 121
    - 1000 – General Fund
    - 725 – General Government – Clerk/Treasurer
    - 121 – Salary – Clerk/Treasurer

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### Expenditure Example Villages

- Purchase of tools to work on street equipment
  - 2011 620 440
    - 2011 – Street Construction, Maintenance, and Repair Fund
    - 620 – Street Maintenance and Repair
    - 440 – Small Tools and Minor Equipment

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### Expenditure Example Libraries

- Purchase a variety of books for the Library
  - 1000 120 411
    - 1000 – General Fund
    - 120 – Collection Development and Processing
    - 411 – Books and Pamphlets

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### Expenditure Example Libraries

- Electric bill for the Library
  - 1000 210 361
    - 1000 – General Fund
    - 210 – Facilities Operation and Maintenance
    - 361 – Electricity

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### More Examples for Villages and Libraries

- Please use your handouts  
(see Appendix Village and Appendix Libraries)



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### Question #1 Villages

- You receive the real estate tax settlement from the county auditor.
- The general fund will receive \$2,000 gross with property tax collection fees of \$500, for a net receipt of \$1,500.

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### Answer

Revenue Account:

1000-110                    \$2,000  
(General Fund – General Property Tax-Real Estate)

Expenditure Account:

1000-740-344            \$500  
(General Fund – Tax Collection Fees – Tax Collection Fees)

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### Question #2 Libraries

- You receive a \$100 from a citizen to rent out a small room at the library for a birthday party.
- The receipt will go in the general fund



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**Answer**

Revenue Account:

1000-320                      \$1,000  
(General Fund – Patron Rental and Usage Income)

Expenditure Account:

None

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**Question #3 Villages**

- 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.

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**Answer**

Revenue Account:

2031-931                      \$5,000  
(Cemetery Fund – Transfers In)

Expenditure Account:

1000-910-910                      \$5,000  
(General Fund – Transfer Out)

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**Question #4 Libraries**

- The general fund purchased Microsoft Office for administration personnel for \$500.

(Note Retirement Fund – Debt Service - Principal)

  
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**Answer**

Revenue Account:

None

Expenditure Account:

1000-220-414      \$500  
(General Fund – Information Services - Computer Services and Information)

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**Question #5 Villages**

- Your Village 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.

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**Answer**

Revenue Account:

None

Expenditure Account:

3401-850-710      \$15,000  
(Note Retirement Fund – Debt Service-Principal)

3401-850-720      \$1,150  
(Note Retirement Fund – Debt Service-Interest)

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**Question #6 Libraries**

- Your Library is going to replace the roof of the main branch.
- It will cost \$15,000.
- You will pay this from the general fund.

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**Answer**

Revenue Account:

None

Expenditure Account:

1000-760-740      \$15,000  
(General Fund – Capital Outlay – Building Improvements)

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### Question #7 Villages

- Assume you are doing payroll on an excel sheet for you, the fiscal officer, and the only deduction is health insurance.
- Gross payroll is \$1,000 and the deduction for insurance is \$200. The net payroll is \$800.
- Assume the Village pays \$300 for the Villages share of your insurance.

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### Answer

Revenue Account:  
None

Expenditure Account:

1000-725-121 (employee net pay) \$800  
(General Fund – Clerk-Treasurer – Salary-Clerk/Treasurer)

1000-725-121 (employee share) \$200  
(General Fund – Clerk-Treasurer – Salary-Clerk/Treasurer)

1000-725-221 (health insurance) \$300  
(General Fund – Clerk-Treasurer – Medical/Hospitalization)

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### Question #8 Libraries

- The library receive the monthly bank statement which shows interest earned for the month of \$50.
- Assume you will only be posting this to the general fund.

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**Answer**

Revenue Account:

1000-701                      \$50  
(General Fund – Interest or Dividends on Investments)

Expenditure Account

None

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**Question #9 Villages**

- The Village received \$1,000 from the State of Ohio for municipal-cents-per-gallon (or gasoline tax).
- Assumption is that the Village has a State Highway running through it.

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**Answer**

Revenue Account:

2011-225 (92.5%)            \$925  
(Street Construction, Maintenance, and Repair Fund – Gasoline Tax)

2021-225 (7.5%)            \$75  
(State Highway Fund – Gasoline Tax)

Expenditure Account:

None

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**Question #10 Libraries**

- The Library purchased pre-printed checks from USA Bank. \$500 was deducted from the Library's November bank statement.

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**Answer**

Revenue Account:

None

Expenditure Account:

1000-230-451                      \$500  
(General Fund – Business Administration – General Administrative Supplies)

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Cindy McCafferty and Jim Puthoff  
Chief Project Manager and Assistant Chief Project Manager  
Northwest Region

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# Village Officer's Handbook

## APPENDIX A - 2

### UNIFORM ACCOUNTING NETWORK

#### Village Funds - Accounting Codes

Fund Number	Fund Name	Program Default
<b>GOVERNMENTAL FUNDS</b>		
<b>GENERAL FUND</b>		
1000	General	User assigned
1000-XXXX	Income Tax	User assigned
<b>SPECIAL REVENUE</b>		
2011-2019	Street Construction, Maintenance, and Repair	6xx
2021-2029	State Highway	6xx
2031-2039	Cemetery	240
2041-2049	Parks and Recreation	3xx
2051-2059	Federal Grant	User assigned
2061-2069	State Grant	User assigned
2071-2079	Income Tax	User assigned
2081-2089	Drug Law Enforcement	110
2091-2099	Law Enforcement Trust	110
2101-2109	Permissive Motor Vehicle License Tax	6xx
2111-2119	Permissive Sales Tax (For hotel/motel excise tax for Convention and Visitors Bureau. Ohio Revised Code Section 5739.09(B))	User assigned
2121-2129	COPS Fast	110
2131-2139	Police Disability and Pension	110
2141-2149	Fire Disability and Pension	120
2271-2289	Enforcement and Education	110
2291-2299	Underground Storage Tank	190
2401-2499	Special Assessment	User assigned
2901-2999	Other Special Revenue	User assigned
<b>DEBT SERVICE</b>		
3101-3199	General Obligation Bond Retirement	850
3201-3299	Sinking	850
3301-3399	Special Assessment Debt Service	850
3401-3499	Note Retirement	850
3901-3999	Other Debt Service	850

# Village Officer's Handbook

## APPENDIX A - 2

### UNIFORM ACCOUNTING NETWORK

#### Village Funds - Accounting Codes

Fund Number	Fund Name	Program Default
<b>CAPITAL PROJECTS</b>		
4101-4199	Bond Construction	800
4201-4299	Grant Construction	800
4501-4599	Special Assessment Construction	800
4901-4949	Other Capital Projects	800
<b>PERMANENT</b>		
4951-4999	Permanent	User assigned
<b>PROPRIETARY FUNDS</b>		
<b>ENTERPRISE</b>		
5101-5199	Water Operating	530 series
5201-5299	Sewer Operating	540 series
5301-5399	Electric Operating	510 series
5401-5499	Parking	150, 650
5501-5599	Swimming Pool	340
5601-5699	Other Enterprise Operating	User assigned
5701-5709	Enterprise Improvement	800
5721-5739	Enterprise Debt Service	850
5741-5759	Enterprise Debt Service Reserve	850
5761-5779	Enterprise Reserve	User assigned
5781-5799	Enterprise Deposit	User assigned
5901-5919	Other Enterprise	User assigned
<b>INTERNAL SERVICE</b>		
6101-6199	Revolving	User assigned
6901-6999	Other Internal Service	User assigned



# Village Officer's Handbook

## APPENDIX A - 2

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### UNIFORM ACCOUNTING NETWORK

#### Village Funds - Accounting Codes

<b>Fund Number</b>	<b>Fund Name</b>	<b>Program Default</b>
<b>FIDUCIARY FUNDS</b>		
<b>AGENCY (only if being held for another government)</b>		
9101-9199	Unclaimed Monies	User assigned
9201-9209	Income Tax	User assigned
9901-9924	Other Agency	User assigned
<b>TRUST (only if being held for another government)</b>		
9951-9974	Investment Trust	User assigned
9976-9999	Private Purpose Trust	User assigned

# Village Officer's Handbook

## APPENDIX A - 2

### UNIFORM ACCOUNTING NETWORK Village Revenue Sources - Accounting Codes

Revenue Code	Revenue Account Title	Financial Report Caption Title	
<b>100</b>	<b>Property and Other Local Taxes</b>		
110	General Property Tax - Real Estate		
120	Tangible Personal Property Tax		
130	Municipal Income Tax	<b>Property and Other Local Taxes</b>	
140	Permissive Sales Tax		
150	License Tax - Local		
190	Other - Local Taxes		
<b>200</b>	<b>State Shared Taxes and Permits</b>		
211	Local Government Distribution		
213	Library and Local Government Revenue Assistance		
221	Inheritance Tax	<b>Intergovernmental Revenues</b>	
222	Cigarette Tax		
224	Liquor and Beer Permit Fees		
225	Gasoline Tax (State)		
226	License Tax - State Levied		
231	Property Tax Allocation		
290	Other - State Shared Taxes and Permits		
<b>300</b>	<b>Special Assessments</b>		
310	Street Improvement and Maintenance		
320	Sidewalk Improvement		
330	Sewer Improvement	<b>Special Assessments</b>	
340	Water Improvement		
350	Street Cleaning and Improvement		
360	Street Lighting		
390	Other - Special Assessments		

# Village Officer's Handbook

## APPENDIX A - 2

### UNIFORM ACCOUNTING NETWORK Village Revenue Sources - Accounting Codes

Revenue Code	Revenue Account Title	Financial Report Caption Title
<b>400</b>	<b>Intergovernmental Revenues</b>	
<b>410</b>	<b><i>Federal Receipts</i></b>	
411	Federal - Restricted	
412	Federal - Unrestricted	
413	Federal - Pass Through Grants	
419	Other - Federal Receipts	<b>Intergovernmental Revenues</b>
<b>420</b>	<b><i>State Receipts</i></b>	
422	State - Restricted	
423	State - Unrestricted	
424	State - Pass Through Grants	
429	Other - State Receipts	
430	License Tax - County Levied	
440	Grants or Aid (Non-Federal and Non-State)	
490	Other - Intergovernmental Revenues	
<b>500</b>	<b>Charges for Services</b>	
<b>510</b>	<b><i>General Government Contracts</i></b>	
511	Contracts for Fire Services	
512	Contracts for Police Protection	
513	Parking Meters	
514	Garbage and Trash	
515	Contracts for Emergency Medical Services	<b>Charges for Services</b>
519	Other - General Government Contracts	
<b>520</b>	<b><i>Cultural and Recreational Programs</i></b>	
521	Swimming Pool	
522	Concession Stands	
523	Recreation Entry Fees	
529	Other - Cultural Recreational Programs	
<b>530</b>	<b><i>Cemetery</i></b>	
531	Sale of Lots	
532	Grave Opening Fees	
533	Foundations	
539	Other - Cemetery	

# Village Officer's Handbook

## APPENDIX A - 2

### UNIFORM ACCOUNTING NETWORK Village Revenue Sources - Accounting Codes

Revenue Code	Revenue Account Title	Financial Report Caption Title	
<b>540</b>	<b><i>Utilities</i></b>	<b>Charges for Services (continued)</b>	
541	Consumer Rent		
542	Tap Fees		
543	Bulk Sales		
544	Deposits		
549	Other - Utilities		
590	Other - Charges for Services		
<b>600</b>	<b>Fines, Licenses and Permits</b>	<b>Fines, Licenses, and Permits</b>	
<b>610</b>	<b><i>Fines and Forfeitures</i></b>		
611	Court Costs		
612	Court Fines		
613	State Court Costs (Use only with Agency Funds)		
619	Other - Fines and Forfeitures		
<b>620</b>	<b><i>Licenses and Permits</i></b>		
621	Building Permits		
622	Inspections		
623	Zoning		
624	Street Opening		
625	Cable Franchise Fees		
629	Other - Licenses and Permits		
690	Other - Fines, Licenses and Permits		
<b>700</b>	<b>Earnings on Investments</b>		<b>Earnings on Investments</b>
701	Interest		
799	Other - Earnings on Investments		
<b>800</b>	<b>Miscellaneous</b>	<b>Miscellaneous</b>	
820	Contributions and Donations		
830	Payment in Lieu of Taxes		
841	Capital Contributions		
842	Capital Contributions - Tap Fees		
850	Contributions to a Permanent Fund (Use only with Permanent Funds)		

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### UNIFORM ACCOUNTING NETWORK Village Revenue Sources - Accounting Codes

Revenue Code	Revenue Account Title	Financial Report Caption Title
891	Other - Miscellaneous Operating	<b>Miscellaneous</b>  (continued)
892	Other - Miscellaneous Non-Operating	
<b>900</b>	<b>Other Financing Sources</b>	<b>Other Financing Sources</b>
<b>910</b>	<b><i>Proceeds of Bonds</i></b>	
911	Proceeds of Bonds	
912	Premium and Accrued Interest - Bonds	
919	Other - Proceeds of Bonds	
<b>920</b>	<b><i>Proceeds of Notes</i></b>	
921	Proceeds of Notes	
922	Premium and Accrued Interest - Notes	
929	Other - Proceeds of Notes	
931	Transfers - In	
941	Advances - In	
961	Sale of Fixed Assets	
971	Other - Debt Proceeds	
981	Special Items	
982	Extraordinary Items	
999	Other - Other Financing Sources	

# Village Officer's Handbook

## APPENDIX A - 2

### UNIFORM ACCOUNTING NETWORK Village Revenue Sources - Accounting Codes Descriptions

Revenue Code	Revenue Name	Description
<b>100</b>	<b>Property and Other Local Taxes</b>	Summary revenue code for Property and Other Local Taxes. Comprises detail revenue codes 110-190.
110	General Property Tax - Real Estate	Semi-annual tax settlement from county auditor, including deductions.
120	Tangible Personal Property Tax	Semi-annual tax settlement from county auditor, including deductions.
130	Municipal Income Tax	Revenue received from the enactment of a local income tax.
140	Permissive Sales Tax	Sales tax levied by villages on hotel and motel lodging.
150	License Tax - Local Levied by Council	Distribution of motor vehicle license tax from State Auditor.
190	Other - Local Taxes	Receipt of any other taxes not described in revenue source codes 110-150 such as admission taxes, hotel taxes, amusement taxes, franchise taxes, etc.
<b>200</b>	<b>State Shared Taxes and Permits</b>	Summary revenue code for State Shared Taxes and Permits. Comprises detail revenue codes 211-290.
211	Local Government Distribution	State and county distribution of local government fund. Ohio Revised Code Section 5747.50
213	Library and Local Government Revenue Assistance	Allocations of library and local government assistance money made under Ohio Revised Code Sections 5705.32 or 5705.321.
221	Inheritance Tax	Revenue received from county auditor settlements, including deductions.
222	Cigarette Tax	Revenue received from county auditor settlements.
224	Liquor and Beer Permit Fees	Revenue received from liquor licenses.
225	Gasoline Tax (State)	Auditor of State distributions of municipal per gallon and gasoline excise tax.
226	License Tax - State	Auditor of State distributions for license tax.
231	Property Tax Allocation	Money provided by the State as a reimbursement for statutory tax credits and reductions granted to real and personal property taxpayers to include 10% and 2.5% rollbacks, homestead exemptions, \$10,000 personal property tax exemption, utility deregulation (electric and natural gas), property tax replacement (kilowatt per hour and natural gas consumption taxes), excess distribution of utility deregulation taxes, tangible personal property tax loss, and other property tax allocations.
290	Other - State Shared Taxes and Permits	Other state shared taxes and permits not included in revenue codes 211-231.

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## APPENDIX A - 2

### UNIFORM ACCOUNTING NETWORK Village Revenue Sources - Accounting Codes Descriptions

Revenue Code	Revenue Name	Description
<b>300</b>	<b>Special Assessments</b>	Summary revenue code for Special Assessments. Comprises detail revenue codes 310-390.
310	Street Improvement and Maintenance	Special assessments levied against property owners for the improvement of streets.
320	Sidewalk Improvement	Special assessments levied against property owners for construction or improvement of sidewalks.
330	Sewer Improvement	Special assessments levied against property owners for construction or improvement of sewers and sewage systems.
340	Water Improvement	Special assessments levied against property owners for construction or improvement of water lines or water systems.
350	Street Cleaning and Improvement	Special assessments levied against property owners for cleaning streets and removing snow.
360	Street Lighting	Special assessments levied against property owners for street lighting.
390	Other - Special Assessments	All other special assessments levied against property owners not included in 310-360.
<b>400</b>	<b>Intergovernmental Revenues</b>	Summary revenue code for Intergovernmental Revenues. Comprises detail revenue codes 410-499.
<b>410</b>	<b>Federal Receipts</b>	Sub-summary revenue code for Federal Receipts. Comprises detail revenue codes 411-419.
411	Federal - Restricted	Federal government grants or aid.
412	Federal - Unrestricted	Federal government grants or aid.
413	Federal - Pass Through Grants	Federal government grants or aid.
419	Other - Federal Receipts	Federal government grants or aid not listed under 411-413.
<b>420</b>	<b>State Receipts</b>	Sub-summary revenue code for State Receipts. Comprises detail revenue codes 422-429.
422	State - Restricted	State government grants or aid.
423	State - Unrestricted	State government grants or aid.
424	State - Pass Through Grants	State government grants or aid.
429	Other - State Receipts	State government grants or aid not listed under revenue codes 422-424.
430	License Tax - County	Revenue from county license tax.
440	Grants or Aid (Non-Federal and Non-State)	Other non-federal or non-state grants or aid.
490	Other - Intergovernmental Revenues	Other non-federal or non-state grants or aid not listed under revenue codes 410-440.

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### UNIFORM ACCOUNTING NETWORK Village Revenue Sources - Accounting Codes Descriptions

Revenue Code	Revenue Name	Description
<b>500</b>	<b>Charges for Services</b>	Summary revenue code for Charges for Services. Comprises detail revenue codes 510-590.
<b>510</b>	<b><i>General Government Contracts</i></b>	Sub-summary revenue code for General Government Contracts. Comprises detail revenue codes 511-519.
511	Contracts for Fire Services	Receipts from furnishing fire protection services to other political subdivisions.
512	Contracts for Police Protection	Receipts from furnishing police services to other political subdivisions.
513	Parking Meters	Receipts from parking meters.
514	Garbage and Trash	Receipts derived from furnishing garbage and trash services to other political subdivisions.
515	Contracts for Emergency Medical Services	Receipts derived from furnishing emergency medical services to other political subdivisions.
519	Other - General Government Contracts	Receipts derived from furnishing contracted other general governmental services to other political subdivisions not described in revenue codes 511-515.
<b>520</b>	<b><i>Cultural and Recreational Programs</i></b>	Sub-summary revenue code for Cultural and Recreational Programs. Comprises detail revenue codes 521-529.
521	Swimming Pool	Fees received from use of swimming pool.
522	Concession Stands	Proceeds received from the operation of a concession stand.
523	Recreation Entry Fees	Fees received from participating recreational fees.
529	Other - Cultural and Recreational Programs	Other cultural or recreational fees not described in revenue codes 521-523.
<b>530</b>	<b><i>Cemetery</i></b>	Sub-summary revenue code for Cemetery. Comprises detail revenue codes 531-539.
531	Sale of Lots	Receipts derived from the sale of cemetery lots.
532	Grave Opening Fees	Proceeds for the opening and closing of grave sites.
533	Foundations	Fees for construction of monument foundations.
539	Other - Cemetery	Other fees collected for cemetery operations.
<b>540</b>	<b><i>Utilities</i></b>	Sub-summary revenue code for Utilities. Comprises detail revenue codes 541-549.
541	Consumer Rent	Revenue received from the sale of water.
542	Tap Fees	Fees to recover the cost of connecting new customers to the system.
543	Bulk Sales	Proceeds received on flat fees from sale of bulk water.
544	Deposits	Utility deposits received.
549	Other - Utilities	Other utility revenues not described in revenue codes 541-544.
590	Other - Charges for Services	Other charges for services not described in revenue codes 510-549.



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### UNIFORM ACCOUNTING NETWORK Village Revenue Sources - Accounting Codes Descriptions

Revenue Code	Revenue Name	Description
<b>600</b>	<b>Fines, Licenses, and Permits</b>	Summary revenue code for Fines, Licenses and Permits. Comprises detail revenue codes 610-690.
<b>610</b>	<b><i>Fines and Forfeitures</i></b>	Sub-summary revenue code for Fines and Forfeitures. Comprises detail revenue codes 611-619.
611	Court Costs	Fees received from court costs.
612	Court Fines	Penalties imposed for violations of law.
613	State Court Costs	Additional court costs forwarded from the State to be used to fund awards in the Victims of Crime Program. Ohio Revised Code Sections 2743.191 and 2743.70.
619	Other - Fines and Forfeitures	Other fines and forfeitures not described in revenue codes 611-613.
<b>620</b>	<b><i>Licenses and Permits</i></b>	Sub-summary revenue code for Licenses and Permits. Comprises detail revenue codes 621-629.
621	Building Permits	Fees received from issuance of construction permits.
622	Inspections	Charges received from inspections performed.
623	Zoning	Fees received from issuance of zoning permits.
624	Street Opening	Fees received from issuance of street opening permits.
625	Cable Franchise Fees	Revenue derived from cable franchise fees.
629	Other - Licenses and Permits	All other licenses and permits not described in codes 621-625.
690	Other - Fines, Licenses, and Permits	All other fines, licenses and permits not listed under revenue codes 610-690.
<b>700</b>	<b>Earnings on Investments</b>	Summary revenue code for Earnings on Investments. Comprises detail revenue codes 701-799.
701	Interest	Interest received on deposits and investments.
790	Other - Earnings on Investments	Income received on other deposits and investments not included in 701.
<b>800</b>	<b>Miscellaneous</b>	
820	Contributions and Donations	Revenue received from contributions and donations.
830	Payment in Lieu of Taxes	Payment by a property owner not subject to a property tax to compensate the government for not being required to pay the tax.
841	Capital Contributions	Contributions of cash from individuals, other funds, or other governments whose use is restricted to capital acquisition or construction.
842	Capital Contributions - Tap Fees	Charge to new customers for their fair share of capital costs of the system.
850	Contributions to a Permanent Fund	A contribution to support a program of the reporting government through the use of the interest earned on the contribution. The original contribution must be maintained intact and may not be spent.
891	Other - Miscellaneous Operating	Receipt of any other operating revenue.
892	Other - Miscellaneous Non-Operating	Receipt of any other non-operating revenue.

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### UNIFORM ACCOUNTING NETWORK Village Revenue Sources - Accounting Codes Descriptions

Revenue Code	Revenue Name	Description
<b>900</b>	<b>Other Financing Sources</b>	
<b>910</b>	<b><i>Proceeds of Bonds</i></b>	Sub-summary revenue code for Sale of Bonds. Comprises detail revenue codes 911-919.
911	Proceeds of Bonds	Proceeds from the sale of bonds.
912	Premium and Accrued Interest - Bonds	Premium and accrued interest from the sale of bonds.
919	Other Proceeds of Bonds	Receipts from any other sale of bonds not described in revenue codes 911-912.
<b>920</b>	<b><i>Proceeds of Notes</i></b>	Sub-summary revenue code for Sale of Notes. Comprises detail revenue codes 921-929.
921	Proceeds of Notes	Proceeds from the sale of notes.
922	Premium and Accrued Interest - Notes	Premium and accrued interest from the sale of notes.
929	Other Proceeds of Notes	Receipts from any other sale of notes not described in revenue codes 921-922.
931	Transfers - In	Permanent transfers in from another fund.
941	Advances - In	Temporary loans of cash from another fund made with the intent of repayment.
961	Sale of Fixed Assets	Revenue received from the sale of fixed assets.
971	Other Debt Proceeds	Receipt from the proceeds of any other debt.
981	Special Items	Significant transactions or other events within the control of management that are either unusual in nature or infrequent in occurrence.
982	Extraordinary Items	Significant transactions or other events that are both unusual in nature and infrequent in occurrence.
999	Other - Other Financing Sources	Other financing sources not listed under 911-982.

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### UNIFORM ACCOUNTING NETWORK

#### Village Programs (Expenditure Accounts) - Accounting Codes

<b>Program Code</b>	<b>Program Name</b>	<b>Financial Report Caption Title</b>
	<b>Security of Persons and Property</b>	
110	Police Enforcement	<b>Security of Persons and Property</b>
120	Fire Fighting, Prevention, and Inspection	
130	Street Lighting	
140	Civil Defense	
150	Traffic Signals, Signs, and Marking	
160	Emergency Medical Services	
190	Other Security of Persons and Property	
	<b>Public Health Services</b>	
210	Payment to County Health District	<b>Public Health Service</b>
220	Payment of County Human Services Program	
230	Other Assistance to Needy	
240	Cemetery	
290	Other Public Health Services	
	<b>Leisure Time Activities</b>	
310	Recreation	<b>Leisure Time Activities</b>
320	Provide and Maintain Parks	
330	Cultural Facilities	
340	Swimming Pool	
350	Concessions	
390	Other Leisure Time Activities	
	<b>Community Environment</b>	
410	Community Planning and Zoning	<b>Community Environment</b>
420	Public Housing Projects	
490	Other Community Environment	

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### UNIFORM ACCOUNTING NETWORK

#### Village Programs (Expenditure Accounts) - Accounting Codes

Program Code	Program Name	Financial Report Caption Title
	<b>Basic Utility Services</b>	
	<i>Electric</i>	
511	Administration - Electric	<b>Basic Utility Services</b>
512	Billing - Electric	
513	Generation/Purchase - Electric	
514	Distribution - Electric	
519	Other Electric	
	<i>Gas</i>	
521	Administration - Gas	
522	Billing - Gas	
523	Generation/Purchase - Gas	
524	Distribution - Gas	
529	Other Gas	
	<i>Water</i>	
531	Administration - Water	
532	Billing - Water	
533	Supply/Purchase - Water	
534	Filtration - Water	
535	Pumping - Water	
539	Other Water	
	<i>Sanitary Sewers and Sewage</i>	
541	Administration - Sanitary Sewers and Sewage	
542	Billing - Sanitary Sewers and Sewage	
543	Pumping - Sanitary Sewers and Sewage	
549	Other Sanitary Sewers and Sewage	
	<i>Storm Sewers and Drains</i>	
551	Administration - Storm Sewers and Drains	
552	Billing - Storm Sewers and Drains	
553	Waste Collection - Storm Sewers and Drains	
554	Waste Disposal - Storm Sewers and Drains	
559	Other Storm Sewers and Drains	

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### UNIFORM ACCOUNTING NETWORK

#### Village Programs (Expenditure Accounts) - Accounting Codes

Program Code	Program Name	Financial Report Caption Title	
	<b><i>Refuse Collection and Disposal</i></b>		
561	Administration - Refuse Collection and Disposal	<b>Basic Utility Services</b>  (continued)	
562	Billing - Refuse Collection and Disposal		
563	Waste Collection - Refuse Collection and Disposal		
564	Waste Refuse Collection and Disposal		
569	Other Refuse Collection and Disposal		
	<b><i>Other Basic Utility Service</i></b>		
591	Administration - Other Basic Utility Service		
592	Billing - Other Basic Utility Service		
593	Generation/Purchase - Other Basic Utility Service		
594	Distribution - Other Basic Utility Service		
599	Other Basic Utility Service		
	<b>Transportation</b>		
610	Street Construction and Reconstruction	<b>Transportation</b>	
620	Street Maintenance and Repair		
630	Street Cleaning, Snow, and Ice Removal		
640	Storm Sewers and Drains		
650	Traffic Signs and Signals		
660	Parking Facilities		
670	Sidewalks		
690	Other Transportation		

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### UNIFORM ACCOUNTING NETWORK

#### Village Programs (Expenditure Accounts) - Accounting Codes

Program Code	Program Name	Financial Report Caption Title
	<b>General Government</b>	
710	Mayor and Administrative Offices	
715	Legislative Activities	
720	Mayor's Court	
725	Clerk - Treasurer	<b>General Government</b>
730	Lands and Buildings	
735	Boards and Commissions	
740	Tax Collection Fees	
745	Auditor of State Fees	
750	Solicitor	
755	Income Tax Administration	
760	Tax Refunds	
765	Distribution of Income Tax - Other Government	
770	Other Income Tax	
780	Self-Insurance	
790	Other General Government	
800	Capital Outlay	<b>Capital Outlay</b>
850	Debt Service	<b>Debt Service</b>
	<b>Other Financing Uses</b>	
910	Transfers - Out	
920	Advances - Out	<b>Other Financing Uses</b>
930	Contingencies	
990	Other Financing Uses	

# Village Officer's Handbook

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### UNIFORM ACCOUNTING NETWORK

#### Village Object (Expenditure Accounts) - Accounting Codes

Object Code	Object Name	Program Default	Direct Charges Posted?
<b>100</b>	<b>Personal Services</b>		Yes
<b>110</b>	<b><i>Salaries - Council's Office</i></b>		Yes
111	Salaries - Council		Yes
112	Salaries - Council's Staff		Yes
119	Other - Salaries - Council's Office		Yes
<b>120</b>	<b><i>Salaries - Clerk/Treasurer's Office</i></b>		Yes
121	Salary - Clerk/Treasurer		Yes
122	Salaries - Clerk/Treasurer's Staff		Yes
129	Other - Salaries - Clerk/Treasurer's Office		Yes
<b>130</b>	<b><i>Salaries - Administrator's Office</i></b>		Yes
131	Salary - Administrator		Yes
132	Salaries - Administrator's Staff		Yes
139	Other - Salaries - Administrator's Office		Yes
<b>140</b>	<b><i>Salaries - Legal Counsel's Office</i></b>		Yes
141	Salary - Legal Counsel		Yes
142	Salaries - Legal Counsel's Staff		Yes
149	Other - Salaries - Legal Counsel's Office		Yes
150	Compensation of Board and Commission Members		Yes
<b>160</b>	<b><i>Salaries - Mayor's Office</i></b>		Yes
161	Salary- Mayor		Yes
162	Salaries - Mayor's Staff		Yes
169	Other - Salaries - Mayor's Office		Yes
190	Other - Personal Services		Yes
<b>200</b>	<b>Employee Fringe Benefits</b>		
<b>210</b>	<b><i>Employer's Retirement Contributions</i></b>		
211	Public Employees Retirement System		Yes
212	Social Security		Yes
213	Medicare		Yes
214	Volunteer Firemen's Dependents Fund		Yes
215	Ohio Police and Fire Pension Fund		Yes
219	Other - Employer's Retirement Contributions		Yes

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### UNIFORM ACCOUNTING NETWORK

#### Village Object (Expenditure Accounts) - Accounting Codes

Object Code	Object Name	Program Default	Direct Charges Posted?
<b>220</b>	<b><i>Insurance Benefits</i></b>		No
221	Medical/Hospitalization		No
222	Life Insurance		No
223	Dental Insurance		No
224	Vision Insurance		No
225	Workers' Compensation		Yes
229	Other - Insurance Benefits		No
240	Unemployment Compensation		Yes
<b>250</b>	<b><i>Employee Reimbursements</i></b>		No
251	Uniform, Tool, and Equipment Reimbursements		No
252	Travel and Transportation		No
259	Other - Employee Reimbursements		No
260	Housing and Meals		No
270	Uniforms and Clothing		No
290	Other - Employee Fringe Benefits		No
<b>300</b>	<b>Contractual Services</b>		No
<b>310</b>	<b><i>Utilities</i></b>		No
311	Electricity		No
312	Water and Sewage		No
313	Natural Gas		No
314	Heating Oil		No
315	Coal		No
319	Other - Utilities		No
<b>320</b>	<b><i>Communications, Printing, and Advertising</i></b>		No
321	Telephone		No
322	Postage		No
323	Postage Machine Rental		No
324	Printing and Reproduction		No
325	Advertising		No
329	Other - Communications, Printing, and Advertising		No
330	Rents and Leases		No



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### UNIFORM ACCOUNTING NETWORK

#### Village Object (Expenditure Accounts) - Accounting Codes

Object Code	Object Name	Program Default	Direct Charges Posted?
<b>340</b>	<b><i>Professional and Technical Services</i></b>		No
341	Accounting and Legal Fees		No
342	Auditing Services		No
343	Uniform Accounting Network Fees		No
344	Tax Collection Fees		Yes
345	Election Expenses		Yes
346	Engineering Services		No
347	Planning Consultants		No
348	Training Services		No
349	Other - Professional and Technical Services		No
<b>350</b>	<b><i>Insurance and Bonding Services</i></b>		No
351	Insurance and Bonding		No
352	Property Insurance Premiums		No
353	Liability Insurance Premiums		No
354	Fidelity Bond Premiums		No
359	Other - Insurance and Bonding Services		No
<b>390</b>	<b><i>Other Contractual Services</i></b>		No
391	Dues and Fees		No
392	Building and Other Structures		No
393	Motor Vehicles		No
394	Machinery, Equipment, and Furniture		No
395	Land and Improvements		No
396	Streets, Highways, Curbs, and Sidewalks		No
397	Utility - Systems		No
398	Garbage and Trash Removal		No
399	Other - Other Contractual Services		No
<b>400</b>	<b>Supplies and Materials</b>		No
410	Office Supplies and Materials		No
420	Operating Supplies and Materials		No

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### UNIFORM ACCOUNTING NETWORK

#### Village Object (Expenditure Accounts) - Accounting Codes

Object Code	Object Name	Program Default	Direct Charges Posted?
<b>430</b>	<b><i>Repairs and Maintenance</i></b>		No
431	Repairs and Maintenance of Buildings and Land		No
432	Repairs and Maintenance of Machinery and Equipment		No
433	Repairs and Maintenance of Motor Vehicles		No
439	Other - Repairs and Maintenance		No
440	Small Tools and Minor Equipment		No
490	Other - Supplies and Materials		No
<b>500</b>	<b>Capital Outlay</b>		No
510	Land and Land Improvements		No
520	Equipment		No
530	Buildings and Other Structures		No
540	Machinery, Equipment and Furniture		No
545	Runways, Taxiways, Ramps, Docks, and Waterways		No
550	Motor Vehicles		No
555	Streets, Highways, Sidewalks, and Curbs		No
560	Utility Distribution Systems		No
590	Other - Capital Outlay		No
<b>600</b>	<b>Miscellaneous</b>		No
610	Deposits Refunded		Yes
620	Deposits Applied		Yes
630	Compensation and Damages		No
640	Payment to Another Political Subdivision		No
650	Contributions to Other Organizations		No
<b>660</b>	<b>Claims</b>		No
661	Liability Insurance		No
662	Health Insurance		No
663	Dental Insurance		No
664	Vision Insurance		No
665	Prescription Insurance		No
666	Worker's Compensation		No
669	Other Claims		No

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### UNIFORM ACCOUNTING NETWORK

#### Village Object (Expenditure Accounts) - Accounting Codes

Object Code	Object Name	Program Default	Direct Charges Posted?
690	Other - Miscellaneous		No
<b>700</b>	<b>Debt Service</b>		No
710	Principal	850	No
720	Interest	850	No
730	Discount on Debt	850	No
790	Other - Debt Service	850	No
<b>900</b>	<b>Other Financing Uses</b>		
910	Transfers - Out	910	Yes
920	Advances - Out	920	Yes
930	Contingencies	930	No
990	Other - Other Financing Uses	990	No

**Direct Charges Posted?**

**Yes** indicates that an expenditure may be charged directly to this account. The user is not required to establish a purchase order or a blanket certificate before charging expenditures to this account.

**No** indicates that a direct charge is not permitted to this account. A purchase order or a blanket certificate must be first established before expenditures can be charged to this account.

# Village Officer's Handbook

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### UNIFORM ACCOUNTING NETWORK

#### Village Object (Expenditure Accounts) - Accounting Codes Descriptions

Object Code	Object Name	Description
<b>100</b>	<b>Personal Services</b>	Summary object code for Personal Services. Comprises detail object codes 110-190.
<b>110</b>	<b>Salaries - Council's Office</b>	Sub-summary object code for Salaries - Council's Office. Comprises object codes 111-119.
111	Salaries - Council	Salaries or wages paid to village council.
112	Salaries - Council's Staff	Salaries or wages paid to village council staff.
119	Other - Salaries - Council's Office	All other salaries or wages paid in Council's office not included in object codes 111-112.
<b>120</b>	<b>Salaries - Clerk/Treasurer's Office</b>	Sub-summary object code for Salaries - Clerk/Treasurer's Office. Comprises detail object codes 121-129.
121	Salary - Clerk/Treasurer	Salaries or wages paid to village clerk/treasurer.
122	Salaries - Clerk/Treasurer's Staff	Salaries or wages paid to village clerk's staff.
129	Other - Salaries - Clerk/Treasurer's Office	All other salaries or wages paid in clerk/treasurer's office not included in objects 121-122.
<b>130</b>	<b>Salaries - Administrator's Office</b>	Sub-summary object code for Salaries - Administrator's Office. Comprises detail object codes 131-139.
131	Salary - Administrator	Compensation paid to the village administrator.
132	Salaries - Administrator's Staff	Compensation paid to administrator's staff.
139	Other - Salaries - Administrator's Office	All other salaries or wages paid in administrator's office not included in object codes 131-132.
<b>140</b>	<b>Salaries - Legal Counsel's Office</b>	Sub-summary object code for Salaries - Legal Counsel's Office. Comprises detail object codes 141-149.
141	Salary - Legal Counsel	Salary or wages paid to the village legal counsel. Ohio Revised Code Section 733.48.
142	Salaries - Legal Counsel's Staff	Compensation paid to legal counsel's staff.
149	Other - Salaries - Legal Counsel's Office	All other salaries or wages paid in legal counsel's office not included in object codes 141-142.
150	Compensation of Board and Commission Members	Compensation paid to members of township boards and commissions.
<b>160</b>	<b>Salaries - Mayor's Office</b>	Sub-summary object code for Salaries - Mayor's Office. Comprises detail object codes 161-169.
161	Salary- Mayor	Salaries or wages paid to the village mayor.
162	Salaries - Mayor's Staff	Salaries or wages paid to the village mayor's staff.
169	Other - Salaries - Mayor's Office	All other salaries or wages paid in mayor's office not included in object codes 161-162.
190	Other - Personal Services	Salaries or wages paid to all other village staff not included in object codes 110-169.

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### UNIFORM ACCOUNTING NETWORK

#### Village Object (Expenditure Accounts) - Accounting Codes Descriptions

Object Code	Object Name	Description
<b>200</b>	<b>Employee Fringe Benefits</b>	
<b>210</b>	<b><i>Employer's Retirement Contributions</i></b>	
211	Public Employees Retirement System	Village's share of retirement contributions payable to the Ohio Public Employees' Retirement System.
212	Social Security	Village's share of retirement contributions payable to the Social Security Administration for Social Security.
213	Medicare	Village's share of retirement contributions payable to the Social Security Administration for Medicare.
214	Volunteer Firemen's Dependents Fund	Village's share of retirement contributions payable to the Volunteer Firemen's Dependents Fund.
215	Ohio Police and Fire Pension Fund	Village's share of retirement contributions payable to the Ohio Police and Fire Pension Fund.
219	Other - Employer's Retirement Contributions	Village's share of other retirement contributions not included in object codes 211-215.
<b>220</b>	<b><i>Insurance Benefits</i></b>	Village's payments for employee insurance benefits. Sub-summary object code for Insurance Benefits. Comprises detail object codes 221-229.
221	Medical/Hospitalization	Employer's share of employee hospitalization premiums.
222	Life Insurance	Employer's share of employee life insurance premiums.
223	Dental Insurance	Employer's share of employee dental insurance premiums.
224	Vision Insurance	Employer's share of employee vision insurance premiums.
225	Workers' Compensation	Payments to the Ohio Bureau of Worker's Compensation.
229	Other - Insurance Benefits	Employer's share of other employee insurance benefits not included in object codes 221-225.
240	Unemployment Compensation	Payments to the State for unemployment compensation.
<b>250</b>	<b><i>Employee Reimbursements</i></b>	Payments to village employees for reimbursement of uniform, tool, equipment, and other expenditures. Sub-summary object code for Employee Reimbursements. Comprises detail object codes 251-259.
251	Uniform, Tool and Equipment Reimbursements	Payments to village employees for reimbursement of uniform, tool, and equipment expenditures.
252	Travel and Transportation	Payments to employees in the form of a reimbursement, for expenses incurred due to work related travel and transportation.
259	Other - Employee Reimbursements	Payments to village employees for other reimbursements not included in object codes 251-252.
260	Housing and Meals	Cost of housing and meals furnished to personnel as a condition of employment. Includes allowances paid to members of boards and commissions.
270	Uniforms and Clothing	Monetary allowances paid for maintenance of uniforms or clothing.

# Village Officer's Handbook

## APPENDIX A - 2

### UNIFORM ACCOUNTING NETWORK Village Object (Expenditure Accounts) - Accounting Codes Descriptions

Object Code	Object Name	Description
290	Other - Employee Fringe Benefits	Payment of other employee fringe benefits not included in objects 211-270.
<b>300</b>	<b>Contractual Services</b>	Summary object code for Contractual Services. Comprises detail object codes 310-369.
<b>310</b>	<b>Utilities</b>	Costs of heat, light, power, water, gas, or electricity purchased from either privately owned or publicly operated utilities. Sub-summary object code for Utilities. Comprises detail object codes 310-319.
311	Electricity	Costs for electricity.
312	Water and Sewage	Costs for water and sewage.
313	Natural Gas	Costs for natural gas.
314	Heating Oil	Costs for heating oil.
315	Coal	Costs for coal.
319	Other - Utilities	Cost of utilities not included in object codes 311-319.
<b>320</b>	<b>Communications, Printing and Advertising</b>	Expenses for telephone and fax communications, printing, and advertising. Sub-summary object code for Communications, Printing, and Advertising. Comprises detail object codes 321-326.
321	Telephone	Cost of telephone and fax communications.
322	Postage	Cost of postage and shipping charges.
323	Postage Machine Rental	Cost of postage machine rental.
324	Printing and Reproduction	Cost of contractual printing and reproduction such as work done on printing presses, lithographing, and other duplication, photostating, blueprinting, photographing, and microfilming.
325	Advertising	Expenses for publication of official notes, ads, legal advertising in newspapers and periodicals.
329	Other - Communications, Printing, and Advertising	Other communications, printing, and advertising expenses not included in objects 321-325.
330	Rents and Leases	Cost of rents and leases of land, buildings, equipment, and machinery.

# Village Officer's Handbook

## APPENDIX A - 2

### UNIFORM ACCOUNTING NETWORK

#### Village Object (Expenditure Accounts) - Accounting Codes Descriptions

Object Code	Object Name	Description
<b>340</b>	<b><i>Professional and Technical Services</i></b>	Cost of professional services obtained from external sources. Sub-summary object code for Professional and Technical Services. Comprises object codes 341-349.
341	Accounting and Legal Fees	Accounting services provided by either the Auditor of State Local Governmental Services Division or by an independent professional accounting firm. Legal services provided by an external law firm.
342	Auditing Services	Auditing services provided by either the Auditor of State Audit Division or by an independent professional accounting firm.
343	Uniform Accounting Network Fees	Participation fees paid to the Auditor of State for participation in the Uniform Accounting Network program.
344	Tax Collection Fees	Expenses and fees as deducted by the county auditor, county treasurer, and the State Department of Taxation for the collection and administration of taxes. Also the cost of publication of delinquent tax lists as deducted by county auditor.
345	Election Expenses	Election expenses deducted by the county auditor.
346	Engineering Services	Architectural and engineering services.
347	Planning Consultants	Expenses and fees paid for planning services.
348	Training Services	Expenses and fees paid for training village officials and staff.
349	Other - Professional and Technical Services	Payment for other professional and technical services not included in objects 341-348, including fees and charges paid to financial institutions for such services as fiscal agent, trustee, and safety deposit box rental.
<b>350</b>	<b><i>Insurance and Bonding Services</i></b>	Costs of all insurance other than costs related to personal services (objects 220-229). Sub-summary object code for Insurance and Bonding. Comprises detail object codes 351-359.
351	Insurance and Bonding	Cost of all insurance other than costs related to personal services. Including fidelity and security bonds on officials and employees.
352	Property Insurance Premiums	Cost of property insurance.
353	Liability Insurance Premiums	Cost of liability insurance.
354	Fidelity Bond Premiums	Cost of fidelity and security bonds on officials and employees.
359	Other - Insurance and Bonding Services	Other insurance costs not included in object codes 351-354.

# Village Officer's Handbook

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### UNIFORM ACCOUNTING NETWORK

#### Village Object (Expenditure Accounts) - Accounting Codes Descriptions

Object Code	Object Name	Description
<b>390</b>	<b><i>Other Contracted Services</i></b>	Sub-summary object code for Other Contracted Services. Comprises detail object codes 391-399.
391	Dues and Fees	Cost of membership fees and periodic dues in societies, associations of officials, trade associations, and other organizations.
392	Buildings and Other Structures	Cost of service, routine maintenance or repair required to keep buildings and other structures up to a standard of serviceability and the prevention of deterioration by the accomplishment of such work as painting, re-roofing, and emergency repairs of damage.
393	Motor Vehicles	Cost of service, maintenance or repair of owned motor vehicles. Includes service, maintenance, or repair on leased or rented motor vehicles if such work is obtained by contracts separately from lease or rental contracts.
394	Machinery, Equipment, and Furniture	Cost of service, maintenance, repair of owned machinery, equipment, and furniture. Includes service, maintenance, or repair on leased or rented machinery, equipment, and furniture if such work is obtained by contracts separately from lease or rental contracts.
395	Land and Improvements	Cost of service, routine maintenance or repair of land, or land improvements.
396	Streets, Highways, Curbs, and Sidewalks	Cost of service, maintenance, or repair of streets, highways, curbs, and sidewalks.
397	Utility - Systems	Cost of heat, electricity, water, and gas services purchased from either privately owned or publicly operated utilities.
398	Garbage and Trash Removal	Cost of waste disposal services purchased from either privately owned or publicly operated utilities.
399	Other - Other Contractual Services	Other contracted services not included in object codes 391-398.
<b>400</b>	<b>Supplies and Materials</b>	Summary object code for Supplies and Materials. Comprises detail object codes 410-490.
410	Office Supplies and Materials	Cost of office supplies and materials.
420	Operating Supplies and Materials	Cost of operating supplies and materials.



# Village Officer's Handbook

## APPENDIX A - 2

### UNIFORM ACCOUNTING NETWORK

#### Village Object (Expenditure Accounts) - Accounting Codes Descriptions

Object Code	Object Name	Description
<b>430</b>	<b><i>Repairs and Maintenance</i></b>	Sub-summary object code for Repairs and Maintenance. Comprises detail object codes 431-439.
431	Repairs and Maintenance of Buildings and Land	Cost of supplies or materials for repairs and maintenance on buildings and land. Includes painting, re-roofing, street, curb, sidewalk repair, and custodial services paid by contract.
432	Repairs and Maintenance of Machinery and Equipment	Cost of supplies or materials to service, maintain, repair, overhaul, or rework of owned equipment or machinery.
433	Repairs and Maintenance of Motor Vehicles	Cost of supplies or materials for repairs and maintenance on motor vehicles.
439	Other - Repairs and Maintenance	Cost of supplies or materials for all other repairs and maintenance materials not included in object codes 431-433.
440	Small Tools and Minor Equipment	Hammers, saws, wrenches, garden tools, and small power tools.
490	Other - Supplies and Materials	Costs of all other supplies and materials not included in object codes 410-440.
<b>500</b>	<b>Capital Outlay</b>	Summary object code for Capital Outlay. Comprises detail object codes 510-590.
510	Land and Land Improvements	Purchase of land and improvements of land such as landscaping, grading, fences, or improvement/construction of parking lots.
520	Equipment	Cost of fixtures and equipment which form part of buildings, such as elevators, plumbing, lighting or heating systems, furniture, furnishings and fixtures.
530	Buildings and Other Structures	The acquisition or construction of buildings and structures and additions thereto; includes increases in value of buildings and structures resulting from major alterations, restoration, or modifications.
540	Machinery, Equipment, and Furniture	Cost of acquisition of tangible property of a more or less durable nature, other than land, buildings, or improvements other than buildings, which are useful in carrying on operations and which may be expected to have a period of service of a year or more without material impairment of its physical condition. Includes furniture, furnishings and fixtures, books for permanent collections, power tools, and instruments. Excludes commodities which are converted in the process of construction or manufacture, or which are used to form a minor part of equipment or fixed property.
545	Runways, Taxiways, Ramps, Docks, and Waterways	Cost of acquisition, construction, or improvements of these facilities.
550	Motor Vehicles	Cost of acquisition of automobiles, trucks, and other motorized vehicles.
555	Streets, Highways, Sidewalks, and Curbs	Cost of new construction and replacement of streets, highways, sidewalks, and curbs.
560	Utility Distribution Systems	Cost of new construction and replacement of systems for distribution of sewage, water, gas, and electricity.

# Village Officer's Handbook

## APPENDIX A - 2

### UNIFORM ACCOUNTING NETWORK Village Object (Expenditure Accounts) - Accounting Codes Descriptions

Object Code	Object Name	Description
590	Other - Capital Outlay	Other expenses not included in detail object codes 510-560.
<b>600</b>	<b>Miscellaneous</b>	Summary object code for Miscellaneous expenditures. Comprises detail object codes 610-690.
610	Deposits Refunded	Deposits refunded.
620	Deposits Applied	Deposits applied.
630	Compensation and Damages	Payments made for legal judgments against the village.
640	Payment to Another Political Subdivision	Payments made to another political subdivision for contracted services such as fire protection, county health fees, EMS, garbage, and refuse.
650	Contributions to Other Organizations	Contributions made to other non-profit organizations for patriotic, educational, and other purposes.
<b>660</b>	<b>Claims</b>	Summary object code for Claims. Comprises detail object codes 661-669.
661	Liability Insurance	Self-Insurance claims for Liability Insurance.
662	Health Insurance	Self-Insurance claims for Health Insurance.
663	Dental Insurance	Self-Insurance claims for Dental Insurance.
664	Vision Insurance	Self-Insurance claims for Vision Insurance.
665	Prescription Insurance	Self-Insurance claims for Prescription Insurance.
666	Worker's Compensation	Self-Insurance claims for Worker's Compensation.
669	Other-Claims	All other expenditures for other Self-Insurance claims not included in object codes 661-666.
690	Other - Miscellaneous	All other expenses not included in detail object codes 610-650.
<b>700</b>	<b>Debt Service</b>	
710	Principal	Payments for retirement of outstanding note principal balances.
720	Interest	Interest payments on outstanding note/bond indebtedness.
730	Discount on Debt	The discount on debt is the difference between the principle amount of the debt issued and the price paid (by the investor) for the debt. This difference, the discount, is caused by the stated interest rate on the bonds being less than the market interest rate (i.e. the stated rate on the bonds is 5.75 percent and the market rate is 6.0 percent).
790	Other Debt Service	All other debt service payments not included in object codes 710-730.
<b>900</b>	<b>Other Financing Uses</b>	
910	Transfers - Out	Transfers to other funds.
920	Advances - Out	Temporary loans to another fund with the intent that the money will be repaid.
930	Contingencies	Appropriation of an unusual, unexpected nature. Appropriation account only; no actual expenditures are charged to this account.
990	Other - Other Financing Uses	Other expenses not included in detail object codes 910-930.

# Village Officer's Handbook

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### UNIFORM ACCOUNTING NETWORK System Treatment of Interest Revenue Accounts

Interest Earned By This Fund Number	System Posts Income to This Interest Account	Conditional Interest Account
1000	1000 - 701	
2011 - 2019	201x - 701	
2021 - 2029	202x - 701	
2031 - 2039	1000 - 701	
2041 - 2049	1000 - 701	
2051 - 2059	1000 - 701	205x - 701
2061 - 2069	1000 - 701	206x - 701
2071 - 2079	1000 - 701	
2081 - 2089	1000 - 701	
2091 - 2099	1000 - 701	
2101 - 2109	210x - 701	
2111 - 2119	1000 - 701	
2121 - 2129	1000 - 701	
2131 - 2139	1000 - 701	
2141 - 2149	1000 - 701	
2271 - 2289	1000 - 701	
2291 - 2299	1000 - 701	
2401 - 2499	1000 - 701	
2901 - 2999	1000 - 701	29xx - 701
3101 - 3199	1000 - 701	31xx - 701
3201 - 3299	1000 - 701	32xx - 701
3301 - 3399	1000 - 701	33xx - 701
3401 - 3499	1000 - 701	34xx - 701
3901 - 3999	1000 - 701	39xx - 701
4101 - 4199	1000 - 701	41xx - 701
4201 - 4299	1000 - 701	42xx - 701
4501 - 4599	1000 - 701	45xx - 701
4901 - 4949	1000 - 701	49xx - 701
4951 - 4999	1000 - 701	49xx - 701
5101 - 5199	1000 - 701	
5201 - 5299	1000 - 701	
5301 - 5399	1000 - 701	
5401 - 5499	1000 - 701	
5501 - 5599	1000 - 701	
5601 - 5699	1000 - 701	56xx - 701
5701 - 5709	1000 - 701	570x - 701
5721 - 5739	1000 - 701	572x - 701 to 573x - 701
5741 - 5759	1000 - 701	574x - 701 to 575x - 701
5761 - 5779	1000 - 701	576x - 701 to 577x - 701

# Village Officer's Handbook

## APPENDIX A - 2

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### UNIFORM ACCOUNTING NETWORK System Treatment of Interest Revenue Accounts

<u>Interest Earned By This Fund Number</u>	<u>System Posts Income to This Interest Account</u>	<u>Conditional Interest Account</u>
5781 - 5799	1000 - 701	578x - 701 to 579x - 701
5901 - 5919	1000 - 701	590x - 701 to 591x - 701
6101 - 6199	1000 - 701	
6901 - 6999	1000 - 701	69xx - 701
9101 - 9199	1000 - 701	
9201 - 9209	1000 - 701	
9901 - 9924	1000 - 701	99xx - 701
9951 - 9974	1000 - 701	99xx - 701
9976 - 9999	1000 - 701	99xx - 701

**Explanation of funds with conditional interest accounts:**

Users will designate the funds that can receive interest at the fund level. Funds that have a conditional interest account designation will allow the users to select if that fund will receive the interest or if it will be posted to the General Fund.

**Note:** The conditional interest account must be activated prior to posting the interest receipt.

## Uniform Accounting Network – Accounting & General Manual

### LIBRARY CHART OF ACCOUNTS

#### LIBRARY FUND NUMBERS

##### Governmental Funds

Fund Number	Fund Name
1000	General
2001-2799	Special Revenue
2801-2819	Coronavirus Relief Fund
3001-3999	Debt Service
4001-4499	Capital Projects
4501-4999	Permanent

##### Proprietary Funds

Fund Number	Fund Name
5001-5999	Enterprise
6001-6999	Internal Service

##### Fiduciary Funds *(Only if they are being held for another government.)*

Fund Number	Fund Name
9001-9249	Custodial
9501-9749	Investment Trust
9751-9999	Private – Purpose Trust

**Uniform Accounting Network – Accounting & General Manual**

**LIBRARY REVENUE CODES**

**Property and Other Local Taxes**

Financial Report Caption Title: Property and Other Local Taxes

Revenue Code	Revenue Name	Description
121	General Property Tax - Real Estate	Semi-annual tax settlement from county auditor, including deductions. Taxes levied by the taxing authority for the benefit of the public library district on the assessed valuation of real property located within the library district.
122	Tangible Personal Property Tax	Semi-annual tax settlement from county auditor, including deductions. Taxes levied by the taxing authority for the benefit of the public library district on the assessed valuation of personal tangible property located within the library district.
190	Other - Local Taxes	Receipt of any other taxes not described in revenue codes 121-122.

**Intergovernmental**

Financial Report Caption Title: Intergovernmental

Revenue Code	Revenue Name	Description
211	Unrestricted Federal Grants-In-Aid	Revenue received from the Federal government for unrestricted grants to the library.
212	Restricted Federal Grants-In-Aid	Revenue received from the Federal government for restricted grants to the library.
219	Other – Federal Grants-In-Aid	All other Federal grants-in-aid received not included in revenue codes 211-212.
221	Unrestricted State Grants-In-Aid	Revenue received from the State government for unrestricted grants to the library.
222	Restricted State Grants-In-Aid	Revenue received from the State government for restricted grants to the library.
229	Other – State Grants-In-Aid	All other State grants-in-aid received not included in revenue codes 221-222.
231	Unrestricted Local Grants-In-Aid	Revenue received from a local government for unrestricted grants to the library.
232	Restricted Local Grants-In-Aid	Revenue received from a local government for restricted grants to the library.
239	Other – Local Grants-In-Aid	All other local grants-in-aid received not included in revenue codes 231-232.
240	Public Library Fund – State	Monthly distribution from the county auditor.

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Revenue Code	Revenue Name	Description
250	Property Tax Allocation	Money provided by the State as a reimbursement for statutory tax credits and reductions granted to real and personal property taxpayers to include 10% Rollbacks, Homestead Exemptions, \$10,000 Personal Property Tax Exemption, Utility Deregulation (electric and natural gas), Property Tax Replacement (kilowatt per hour received from state and natural gas consumption taxes), Excess Distribution of Utility Deregulation Taxes, Tangible Personal Property Tax Loss and Other Property Tax Allocations.
260	Other Federal Aid	Receipts of any other Federal revenue not described in revenue codes 211-219.
270	Other State Aid	Receipts of any other State revenue not described in revenue codes 221-229.
280	Other Local Aid	Receipts of any other local revenue not described in revenue codes 231-250.
291	Unrestricted Other Grants-In-Aid	All other revenue received for unrestricted grants-in-aid to the library.
292	Restricted Other Grants-In-Aid	All other revenue received for restricted grants-in-aid to the library.
299	Other – Intergovernmental	All other intergovernmental revenues received not included in revenue codes 291-292.

### Patron Fines and Fees

Financial Report Caption Title: Patron Fines and Fees

Revenue Code	Revenue Name	Description
310	Patron Fines and Lost Item Income	Includes monies received from patrons in the form of overdue fines and lost material charges.
320	Patron Rental and Usage Income	Includes monies received from patrons in the form of rental and usage income.
330	Patron Charges for Professional Service Rendered	Includes monies received from patrons for professional service rendered.
340	Patron Coin-Operated Machine Income	Monies received from the use of all coin operated machines (includes payphones, copiers and faxes).
350	Patron Parking Lot Charges	Includes monies reserved for parking on library property.
360	Patron Class and Seminar Fees	Includes monies received from patrons for library classes and seminars.
399	Other – Patron Fines and Fees	Includes all other monies received from patrons for fines and fees not included in revenue codes 310-360.

## Uniform Accounting Network – Accounting & General Manual

### Services Provided to Other Entities

Financial Report Caption Title: Services Provided to Other Entities

Revenue Code	Revenue Name	Description
511	Computer Services	Revenue received from other libraries on a contractual basis for computer services.
512	Interlibrary Loan Services	Revenue received for inter-library loan services.
513	Research Services	Revenue received from other libraries for research services.
519	Other – Services Provided to Other Libraries	Revenue received from other libraries for any other services not included in revenue codes 511-513.
591	Voter Registration Services	Revenue received from other entities for voter registration services.
599	Other – Other Service Provided to Other Entities	All other revenue received from other entities not included in revenue code 591.

### Contributions, Gifts and Donations

Financial Report Caption Title: Contributions, Gifts and Donations

Revenue Code	Revenue Name	Description
611	Restricted Contributions – Individuals	Includes monies received as gifts, bequests, donations and endowments from private individuals where the proceeds of the gift (or interest to be earned on the principal amount of the gift) are to be used for a specific purpose.
612	Restricted Contributions – Businesses	Includes monies received as gifts, bequests, donations and endowments from private organizations where the proceeds of the gift (or interest to be earned on the principal amount of the gift) are to be used for a specific purpose.
613	Restricted Contributions – Foundations	Includes monies received as gifts, bequests, donations and endowments from philanthropic foundations where the proceeds of the gift (or interest to be earned on the principal amount of the gift) are to be used for a specific purpose.
619	Other – Restricted Contributions, Gifts and Donations	Includes all other monies received as gifts, bequests, donations and endowments where the proceeds of the gift (or interest to be earned on the principal amount of the gift) are to be used for a specific purpose.



## Uniform Accounting Network – Accounting & General Manual

Revenue Code	Revenue Name	Description
651	Unrestricted Contributions – Individuals	Includes monies received as gifts, bequests, donations and endowments from private individuals to be used for any legal purpose desired without restriction, and for which no repayment or special service to the contributor is expected.
652	Unrestricted Contributions – Businesses	Includes monies received as gifts, bequests, donations and endowments from private organizations to be used for any legal purpose desired without restriction, and for which no repayment or special service to the contributor is expected.
653	Unrestricted Contributions – Foundations	Includes monies received as gifts, bequests, donations and endowments from philanthropic foundations to be used for any legal purpose desired without restriction, and for which no repayment or special service to the contributor is expected.
659	Other – Unrestricted Contributions, Gifts and Donations	Includes all other monies received as gifts, bequests, donations and endowments to be used for any legal purpose desired without restriction, and for which no repayment or special service to the contributor is expected.
690	Other – Contributions, Gifts and Donations	All other contributions, gifts and donations received not included in revenue codes 611-659.

### Earnings on Investments

Financial Report Caption Title: Earnings on Investments

Revenue Code	Revenue Name	Description
701	Interest or Dividends on Investments	Interest income received from deposits and investments.
730	Gain or Loss on Sale of Investments	Any gain or loss on the sale of an investment.
740	Rental of Real Property (Investment Property)	Monies received from the rental of library property, such as rental of meeting rooms, office space,...etc.
790	Other – Earnings on Investment	All other earnings on investments not included in revenue codes 701-740.

## Uniform Accounting Network – Accounting & General Manual

### Miscellaneous

Financial Report Caption Title: Miscellaneous

Revenue Code	Revenue Name	Description
820	Sale of Supplies for Resale	Includes proceeds from the sale of supplies purchased for resale. (Does not include patron's fines and fees.)
831	Rental of Meeting Rooms	Any monies received for the rental of meeting rooms owned by the library.
832	Rental of Office Space	Any monies received for the rental of office space owned by the library.
839	Other – Rental of Real Property	All other monies received for the rental of real property not included in revenue codes 831-832.
841	Capital Contributions	Contributions of cash from individuals, other funds or other governments whose use is restricted to capital acquisition or construction.
851	Contributions to a Permanent Fund (Use only with Permanent funds.)	A contribution to support a program of the reporting government through the use of the interest earned on the contribution. The original contribution must be maintained intact and may not be spent.
871	Refunds for Overpayment	Monies received in the form of a refund for overpayment.
872	Insurance Reimbursements	Reimbursements on insurance payments.
879	Other – Refunds and Reimbursements	All other refunds and reimbursements not included in revenue codes 871-872.
881	Unclaimed Monies Received (Fiduciary Funds Only)	An account for Fiduciary Funds Only. To report the receipt of unclaimed monies held for distribution.
882	Deposits Received (Fiduciary Funds Only)	An account for Fiduciary Funds Only. To report the receipt of deposits held.
883	Amounts Held for Employees (Fiduciary Funds Only)	An account for Fiduciary Funds Only. Any employee payroll withholding that is collected to be distributed.
884	Amounts Received as Fiscal Agent (Fiduciary Funds Only)	An account for Fiduciary Funds Only. Any collections received for an entity for which the Library serves as the fiscal agent.
885	Other Amounts Collected for Distribution (Fiduciary Funds Only)	An account for Fiduciary Funds Only. An account for other collections made in a Fiduciary capacity.
891	Other – Miscellaneous Operating	All other miscellaneous operating revenue not included in revenue codes 820-879.
892	Other – Miscellaneous Non-Operating	All other miscellaneous non-operating revenue not included in revenue codes 820-879.

## Uniform Accounting Network – Accounting & General Manual

### Other Financing Sources

Financial Report Caption Title: Other Financing Sources

Revenue Code	Revenue Name	Description
911	Sale of Real Property	Includes proceeds from the sale of real library property declared surplus by the library's Board of Trustees.
912	Sale of Personal Property	Includes proceeds from the sale of personal library property declared surplus by the library's Board of Trustees.
919	Other – Sale of Fixed Assets	Proceeds from the sale of both real and personal library property not included in revenue codes 911-912.
931	Transfers – In	Revenue permanently transferred to a fund from another fund.
941	Advances – In	Revenue temporarily allocated to a fund for cash flow purposes with the intent that the money will be repaid to the originating fund.
951	Sale of Bonds	Proceeds from the sale of bonds.
952	Premium and Accrued Interest – Bonds	Premium and accrued interest from the sale of bonds.
953	Sale of Refunding Debt	Proceeds from the sale of refunding debt
959	Other – Sale of Bonds	Receipts from any other sale of bonds not described in revenue codes 951-953.
961	Sale of Notes	Proceeds from the sale of anticipatory notes.
962	Premium and Accrued Interest – Notes	Premium and accrued interest from the sale of notes.
969	Other – Sale of Notes	Receipts from any other sale of notes not described in revenue codes 961-962.
970	Other Debt Proceeds	Receipts from the proceeds of any other debt.
981	Special Items	Significant transactions or other events within the control of management that are either unusual in nature or infrequent in occurrence.
982	Extraordinary Items	Significant transactions or other events that are both unusual in nature and infrequent in occurrence.
999	Other – Other Financing Sources	Receipts not otherwise described in revenue codes 911-982.

## Uniform Accounting Network – Accounting & General Manual

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### LIBRARY APPROPRIATION PROGRAM CODES

Program Code	Program Name
	<b>Library Services*</b>
110	Public Service and Programs
120	Collection Development and Processing
	<b>Support Services*</b>
210	Facilities Operation and Maintenance
220	Information Services
230	Business Administration
280	Self-Insurance
750	Intergovernmental
760	Capital Outlay
781	Distributions as Fiscal Agent
782	Distributions to Other Governments
783	Distributions to Other Funds (Primary Gov't)
784	Distributions of Unclaimed Monies
785	Distributions of Deposits
786	Distributions on Behalf of Employees
789	Other Distributions
800	Debt Service
910	Transfers
920	Advances
930	Contingencies
990	Other Financing Uses

\* AOS Local Government Services is discontinuing the following Program Codes:

- 100 Library Services
- 200 Support Services

Beginning in fiscal year 2023, libraries are not permitted to add *new* appropriation codes using programs 100 or 200. However, upon closing fiscal year 2022, if a library's existing appropriations include some accounts with programs 100 or 200, the library is permitted to budget those accounts in fiscal year 2023, but not in fiscal year 2024.

**Uniform Accounting Network – Accounting & General Manual**

**LIBRARY APPROPRIATION OBJECT CODES**

**Salaries**

Financial Report Caption Title: Salaries

Object Code	Object Name	Direct Charges	Description
<b>100</b>	<b>Salaries</b>	Yes	Summary object code for Salaries. Comprises detail object code 110.
110	Salaries	Yes	Cost of employee salaries and wages including leave time.

**Employee Fringe Benefits**

Financial Report Caption Title: Employee Fringe Benefits

Object Code	Object Name	Direct Charges	Description
	<b>Employee Fringe Benefits</b>		
	<i>Retirement Benefits</i>		
211	Ohio Public Employees Retirement System	Yes	Library's share of retirement contributions, payable to the Ohio Public Employees Retirement System.
212	Social Security	Yes	Library's share of retirement contributions, payable to the Social Security Administration for Social Security.
213	Medicare	Yes	Library's share of retirement contributions, payable to the Social Security Administration for Medicare.
219	Other – Retirement Benefits	Yes	Library's share of other retirement contributions not included in object codes 211-213.
<b>220</b>	<i>Insurance Benefits</i>	No	Library's payments for employee insurance benefits. Sub-summary object code for Insurance Benefits. Comprises detail object codes 221-229.
221	Medical / Hospitalization Insurance	No	Library's payment for the employer's share of employee hospitalization premiums.
222	Life Insurance	No	Library's payment for the employer's share of employee life insurance premiums.
223	Dental Insurance	No	Library's payment for the employer's share of employee dental insurance premiums.
224	Vision Insurance	No	Library's payment for the employer's share of employee vision insurance premiums.

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Object Code	Object Name	Direct Charges	Description
225	Workers' Compensation	Yes	Payments to the Ohio Bureau of Workers' Compensation.
228	Health Care Reimbursement	Yes	Payment for reimbursement of health insurance premiums.
229	Other – Insurance Benefits	No	Library's payment for the employer's share of other employee insurance benefits not included in object codes 221-225.
<b>290</b>	<b><i>Other Employee Fringe Benefits</i></b>	No	Sub-summary object code for Other Employee Fringe Benefits. Comprises detail object codes 291-299.
291	Unemployment Benefits	Yes	Payments to the State for unemployment compensation.
292	Employee Reimbursement Benefits	No	Payments to library employees for uniform, tool, equipment and other reimbursements.
299	Other – Employee Fringe Benefits	No	Payment of other employee fringe benefits not included in objects 291-292.

### Purchased and Contracted Services

Financial Report Caption Title: Purchased and Contracted Services

Object Code	Object Name	Direct Charges	Description
<b>300</b>	<b>Purchased and Contracted Services</b>	No	Summary object code for Purchased and Contracted Services. Comprises detail object codes 310-390.
<b>310</b>	<b><i>Dues, Fees, Travel and Meeting Expense</i></b>	No	Sub-summary object code for Dues, Fees, Travel and Meeting Expense. Comprises detail object codes 311-319.
311	Dues and Fees	No	All dues and membership fees.
312	Travel and Meeting Expense	No	Includes the cost of travel, transportation and incidental expenses incurred for travel on official business; common carrier fares; rental of passenger-carrying vehicles; motor pool charges for passenger-carrying vehicles; mileage allowances, tools, subsistence and per diem allowances; incidental travel expenses such as baggage transfer and checking fee; communication expenses.
319	Other – Dues, Fees, Travel and Meeting Expense	No	All other expenses for dues, fees, travel and meetings not included in object codes 311-312.

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<b>Object Code</b>	<b>Object Name</b>	<b>Direct Charges</b>	<b>Description</b>
<b>320</b>	<b><i>Communications, Printing and Publicity</i></b>	No	Expenses for telephone and fax communications, printing and advertising. Sub-summary object code for Communications, Printing and Publicity. Comprises detail object codes 321-329.
321	Telephone	No	Telephone and fax expense.
322	Postage	No	Postage and shipping expense.
323	Postage Machine Rental	No	Postage machine rental expense.
324	Printing	No	Cost of contractual printing and reproduction such as work done on printing presses, lithographing, and other duplication, photo stating, blueprinting, photographing and microfilming.
325	Advertising	No	Expenses for publication of official notes, ads, and legal advertising in newspapers and periodicals. Also includes small advertising supplies given out by library.
329	Other – Communications, Printing and Publicity	No	Other communications, printing and advertising expenses not included in objects 321-325.
<b>330</b>	<b><i>Property Maintenance, Repair and Security Services</i></b>	No	Sub-summary object code for Property Maintenance, Repair and Security Services. Comprises detail object codes 331-339.
331	Maintenance and Repair of Facilities	No	Cost of service, maintenance or repairs to buildings or facilities paid to an outside firm or individual.
332	Maintenance and Repair on Equipment	No	Cost of service, maintenance or repair of equipment.
333	Security Services	No	All costs associated with security services.
334	Trash Removal	No	All costs associated with trash removal.
339	Other – Property Maintenance, Repair and Security	No	All other costs associated with property maintenance, repairs and security services not included in object codes 331-334.
<b>340</b>	<b><i>Insurance and Bonding</i></b>	No	Cost of all insurance other than that related to personal services (objects 220-229). Sub-summary object code for Insurance and Bonding. Comprises detail object codes 341-349.

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<b>Object Code</b>	<b>Object Name</b>	<b>Direct Charges</b>	<b>Description</b>
341	Property Insurance Premiums	No	Cost of property insurance.
342	Liability Insurance Premiums	No	Cost of liability insurance.
343	Fidelity Bond Premiums	No	Cost of fidelity and security bonds on officials and employees.
349	Other – Insurance and Bonding	No	Other insurance costs not included in objects 341-343.
<b>350</b>	<b><i>Rents and Leases</i></b>	No	Sub-summary object code for Rents and Leases. Comprises detail object codes 351-359.
351	Rents and Leases	No	Cost of rents and leases of land, buildings, equipment and machinery.
359	Other – Rents and Leases	No	Cost of all other rents and leases not included in object code 351.
<b>360</b>	<b><i>Utilities</i></b>	No	Costs of heat, light, power, water, gas, or electricity purchased from either privately owned or publicly operated utilities. Sub-summary object code for Utilities. Comprises detail object codes 361-369.
361	Electricity	No	Costs for electricity.
362	Water and Sewage	No	Costs for water and sewage.
363	Natural Gas	No	Costs for natural gas.
364	Heating Oil	No	Costs for heating oil.
365	Coal	No	Costs for coal.
369	Other – Utilities	No	Costs of utilities not included in object codes 361-365.
<b>370</b>	<b><i>Professional Services</i></b>	No	Sub-summary object code for Professional Services. Comprises detail object codes 371-379.
371	Auditing Services	No	Auditing services provided by either the Auditor of State Audit Division or by an independent professional accounting firm.
372	Uniform Accounting Network Fees	No	Participation fees paid to the Auditor of State for participation in the Uniform Accounting Network.
373	Tax Collection Fees	Yes	Expenses and fees as deducted by the county auditor, county treasurer and the State department of taxation for the collection and administration of taxes. Also the cost of publication of delinquent tax lists as deducted by county auditor.
374	Engineering Services	No	Expenses for architectural and engineering services.



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Object Code	Object Name	Direct Charges	Description
379	Other – Professional Services	No	All other professional services not included in object codes 371-374.
380	Library Material Control Services	No	Amounts paid to outside firms and individuals for the following types of services: library material processing, cataloging and material inventory control services.
390	Other – Purchased and Contracted Services	No	All other purchased and contracted service not included in object codes 310-380.

### Library Materials and Information

Financial Report Caption Title: Library Materials and Information

Object Code	Object Name	Direct Charges	Description
<b>410</b>	<b>Library Materials and Information</b>	No	Summary object code for Library Materials and Information. Comprises detail object codes 411-419.
411	Books and Pamphlets	No	Cost to purchase all books and pamphlets.
412	Periodicals	No	Cost of magazines and newspapers.
413	Audiovisual Materials	No	Cost to purchase books on tape, audio cassettes and CD's.
414	Computer Services and Information	No	Public use software.
415	Interlibrary Loan Fees/Charges	No	Shipping costs involved with transporting books to another library.
416	Library Material Repair and Restoration	No	All costs for repairs, upkeep and restoration of library materials.
419	Other – Library Materials and Information	No	All other costs for library materials and information not included in object codes 411-416.

### Supplies

Financial Report Caption Title: Supplies

Object Code	Object Name	Direct Charges	Description
<b>450</b>	<b>Supplies</b>	No	Summary object code for Supplies. Comprises detail object codes 451-459.

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Object Code	Object Name	Direct Charges	Description
451	General Administrative Supplies	No	Office stationary, forms, reproduction supplies, small items of equipment, maps and other supplies consumed in the office environment.
452	Property Maintenance / Repair Supplies and Parts	No	Cost of supplies or materials for repairs and maintenance of buildings or equipment.
453	Motor Vehicle Fuel, Supplies and Parts	No	Cost of supplies or materials purchased for automobiles, bookmobiles and trucks operated by the library.
454	Supplies Purchased for Resale	No	Cost of supplies or materials purchased for resale.
455	Warehouse Inventory Adjustments	No	Includes charges and credits to adjust perpetual inventory records to actual counts.
459	Other – Supplies	No	Cost of all other supplies not included in object codes 451-455.

**Other**

Financial Report Caption Title: Other

Object Code	Object Name	Direct Charges	Program Code Default	Description
<b>500</b>	<b>Other</b>	No	Defined By User	Summary object code for Other. Comprises detail object codes 510-590.
510	Dues and Memberships	No	Defined By User	Cost of dues and membership fees to library associations or organizations.
520	Taxes and Assessments	Yes	Defined By User	General property taxes paid on newly acquired real estate and assessments paid on real property owned by the library. Also included are state sales taxes collected on items sold of a taxable nature and later paid to the state.
530	Judgments and Findings	No	Defined By User	Includes expenditures from library district funds for all judgments against the district.

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Object Code	Object Name	Direct Charges	Program Code Default	Description
<b>540</b>	<b>Claims</b>	No	280	Summary object code for Claims. Comprises detail object codes 541-549.
541	Liability Insurance	No	280	Self-Insurance claims for Liability Insurance
542	Health Insurance	No	280	Self-Insurance claims for Health Insurance
543	Dental Insurance	No	280	Self-Insurance claims for Dental Insurance
544	Vision Insurance	No	280	Self-Insurance claims for Vision Insurance
545	Prescription Insurance	No	280	Self-Insurance claims for Prescription Insurance
546	Worker's Compensation	No	280	Self-Insurance claims for Worker's Compensation
549	Other Claims	No	280	All other expenditures for other Self-Insurance claims not included in object codes 541-546.
550	Refunds and Reimbursements	No	Defined By User	Refunds and reimbursements made to patrons, employees and other agencies when appropriate.
560	Grants to Other Governments	No	750	Amounts sub-granted to other governments and amounts returned to governmental granting agencies.
590	Other – Other	No	Defined By User	All other miscellaneous expenses not included in object codes 510-560.

### Capital Outlay

Financial Report Caption Title: Capital Outlay

Object Code	Object Name	Direct Charges	Description
<b>700</b>	<b>Capital Outlay</b>	No	Summary object code for Capital Outlay. Comprises detail object codes 710-790.
710	Land	No	Land and interest in land, when acquired by purchase.
720	Land Improvement	No	Improvements of land such as landscaping, grading, fences when acquired by monetary outlay, cost of acquisition, construction or improvement of publicly owned parking lots.

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Object Code	Object Name	Direct Charges	Description
730	Buildings	No	The acquisition or construction of buildings and structures and additions thereto; includes increases in value of buildings and structures resulting from major alterations, restoration and modifications.
740	Building Improvements	No	Increases in the value of buildings and structures and additions thereto; includes increases in the value of buildings and structures resulting from major alterations, restoration or modification.
750	Furniture and Equipment	No	All purchases of furniture not permanently attached to buildings.
770	Motor Vehicles	No	Cost of acquisitions of automobiles, trucks and other motorized vehicles.
790	Other – Capital Outlay	No	Other expenses not included in object codes 710-770.

### Principal Payments, Interest and Fiscal Charges

Financial Report Caption Title: Principal Payments, Interest and Fiscal Charges

Object Code	Object Name	Direct Charges	Description
	<b>Debt Service</b>		
810	Redemptions of Principal	No	Principal payments on outstanding note/bond indebtedness.
820	Interest Payments	No	Interest payments on outstanding note/bond indebtedness.
850	Financing Fees and Expenses	No	Payments to financial institutions for financing fees and other expenses.
860	Discount on Debt	No	The discount on debt is the difference between the principal amount of the debt issued and the price paid (by the investor) for the debt. This difference, the discount, is caused by the stated interest rate on the bonds being less than the market interest rate (i.e. the stated rate on the bonds is 5.75% and the market rate is 6%).
880	Payment of Capital Appreciation Bonds	No	Payment of original principal of capital appreciation bonds at maturity.
885	Payment of CAB Accretion	No	Accreted interest of capital appreciation bonds at maturity. The accreted amount represents the difference between the original principal and the bond payment at maturity.
890	Other – Debt Service	No	All other payments of debt not included in object codes 810-885.

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Object Code	Object Name	Direct Charges	Description
940	Payment to Refunded Debt Escrow Agent	No	Payments made <i>from resources other than debt proceeds</i> to escrow agent for debt refunding.

### Other Financing Uses

Financial Report Caption Title: Other Financing Uses

Object Code	Object Name	Direct Charges	Description
	<b>Other Financing Uses</b>		
910	Transfers – Out	Yes	Transfers to other funds from a fund.
920	Advances – Out	Yes	Disbursements temporarily allocated to another fund for cash flow purposes with the intent that the money will be repaid to the originating fund.
930	Contingencies	No	Expenses of an unusual, unexpected nature. Appropriation account only; no actual expenditures are charged to this account.
940	Payment to Refunded Debt Escrow Agent	No	Payments made <i>from debt proceeds</i> to escrow agent for debt refunding.
990	Other – Other Financing Uses	No	Other expenses not included in objects 910-940.

### Summary and Detail Account Codes

Within each financial reporting group, there are both summary and detail account codes available. Summary account codes are shown on the chart in **bold**. Some report groups may not have a summary account code available.

#### Direct Charges

If the Direct Charges column contains a ‘Yes’, expenditures may be charged directly to the account code. A purchase order or blanket certificate is not required before charging expenditures to the object account code.

If the Direct Charges column contains a ‘No’, expenditures may not be charged directly to the account code. A purchase order or blanket certificate must be established before charging expenditures to the object account code.

1. Libraries are being asked to transition from using summary program codes for their current expenditures to using the more detailed program codes. What are these detailed program codes?
  - A Following are the library programs codes. Those codes highlighted in yellow are the summary codes and those highlighted in blue are the detailed codes. The UAN program code numbers are included in parenthesis for reference.

Current:

Library Services (100):  
Public Services and Programs (110)-  
Collection Development and Processing (120)  
Support Services (200):  
Facilities Operation and Maintenance (210)  
Information Services (220)  
Business Administration (230)  
Self-Insurance (280)

Intergovernmental (750)

Capital Outlay (760)

Debt Service (800)

Note: The definitions associated with these program codes are included in appendix A to this FAQ document.

2. When is this change to the detailed program codes effective?
  - A The 12/31/2024 financial statements filed in the Hinkle system are required to be prepared with the new program codes. If your board will appropriate at this level-then the budget documents prepared in 2023/early 2024 should be at this detailed level. If you do not appropriate at this detailed level or your financial system will not accommodate this detailed level for financial statement presentation, then a crosswalk from your system to the Hinkle filed financial statements will need to be provided to your auditors when they conduct your 2024 audit. (See also FAQ #7)

Generally, the starting point for the 2024 reporting year is the 2024 tax budget (prepared and filed in 2023), consideration of the new program codes should be given as the 2024 year begins.

For UAN users, you can post to your existing account structure through December 31, 2023. Exception: UAN users will not be able to add any new appropriation accounts with a 100 or 200 program code in 2023. If you need a new appropriation account, you will have to use the more detailed program codes.

3. I received a notice that I was not using the detailed codes. How do I know what is needed?
  - A Compare the program codes used in your most recent audit. The program codes are the expenditure categories used for the governmental fund financial statements. Those expenditure classifications

should tie into the program codes listed above. Program codes that have a zero balance do not need to be presented.

4. I prepare an Annual Comprehensive Financial Report (ACFR). Do my program codes need to match the above program codes?
  - A. If your current program codes used in your ACFR are at a greater detail than reflected above, you can continue to use your current program codes. Also, if you have comparable codes, you can continue to use those codes as well. However, if your program codes are not at the detailed identified above, you will want to consider adjusting you program codes to meet the minimum level identified above.

This same guidance also applies if you have adopted your own more detailed program codes but are not preparing an ACFR.

5. Do these program codes replace my current object codes?
  - A. No, object codes should continue to be used. The program codes are in addition to the object codes. Each expenditure would have both a program code and an object code. When the annual financial statements are prepared, the financial information is rolled into the financial statements based on the program codes. See question 6 if your library is using department codes.
6. I am currently using department codes in addition to object codes. Do I need to also add program codes?
  - A. Program codes are needed for financial reporting purposes. If your library is currently using detailed department codes and object codes, and the department codes are easily translated to the program codes needed for financial reporting purposes, then you would just need to provide your auditors with a crosswalk of how the department codes tie to the program codes used on the financial statements. However, there is nothing to preclude you from using both program codes and department codes as part of your expenditure account code.
7. Will my auditors be looking to tie my program codes to my underlying financial records?
  - A. Yes, your auditors will be looking for the accounting records to support the amounts presented on the financial statements. Typically, when charging an expenditure account, the fund number, program code and object code will be identified.

8. When do I use the capital outlay program vs. the capital outlay object?

A Although professional judgment will impact the decision, the capital outlay program code is usually used for major capital improvements/purchases. Typically, major capital improvement/purchases are made from capital projects funds which will use the capital outlay program. (For example, new construction or major renovations.) The capital outlay object code is usually used for routine capital outlay costs. (For example, the purchase of new furniture for the children's section of the library being recorded as part of expenditures – public service and programs within the general fund.) Capital outlay expenditures usually represent capitalized items but could also include items below the government's capitalization threshold. (For example, furnishings that are below the library's capitalization threshold could still be charged to capital outlay.)

9. How should I charge staff training/travel?

A Staff training/travel are best charged where the employee's salaries are being charged.

10. How do I manage allocating costs between programs?

A. Professional judgment and materiality come into play when allocating costs between programs.

- When allocating salaries, you could track hours and allocate based on hours worked. You could also track hours to develop a representative percentage for allocation purposes.
- Employee benefits could follow the salaries.
- When invoices need allocated for recurring purchases, you could request the vendor provide an itemized billing, otherwise you will need to use your own professional judgment.
- Databases and software can be allocated based on how the databases and software will be used.

Documentation for how the allocations were developed should be maintained for audit purposes. Any well-reasoned explanation should be acceptable.

Any clearly inconsequential amounts do not need allocated. As the dollar amount gets more significant, more care should be taken in allocating the amounts.

11. Will all libraries charge similar expenditures to the same program codes?

A The goal of financial reporting is consistency and comparability of financial statements; however, each library is unique and professional judgment is involved when charging program codes. For audit purposes, a well-reasoned explanation should be acceptable.



12. What resources are available to assist with this process?

- A There are resources available on the Ohio Library Council's web-site [AOS Detailed Library Expenditure Code Reporting for Public Libraries - Ohio Library Council \(olc.org\)](http://www.ohiolibrary.org)

Object definitions from the UAN chart of accounts can be found at: [Accounting & General Manual \(ohioauditor.gov\)](http://www.ohioauditor.gov) The Library chart of accounts can be found beginning on pdf page 311 of 411 or hard page 296. Appropriation object codes can be found beginning on pdf page 319 of 411 or hard page 304.

Also, questions can be directed to Local Government Services at (800) 345-2519 or [ContactLGS@ohioauditor.gov](mailto:ContactLGS@ohioauditor.gov).

**Library Chart of Accounts FAQs**  
**Appendix A**  
**Library Program Code Definitions**

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**Library Services**

- 110 Public Service and Programs:** Those activities directly dealing with the library’s duty to provide the community with access to informational, educational, and entertainment services through a variety of media. This would include everyday services as well as educational and recreational programs and events and the costs necessary to fund these programs. These activities also include costs associated with the administration and supervision of public service personnel including salaries and benefits such as insurance, OPERS and Medicare. Examples include library building managers and staff salaries and benefits, fees paid to outside presenters, and supplies used for patron programs. This program includes salaries and associated benefits for research and circulation employees interacting with patrons. Also included in this program are activities related to reserving, checking out, and returning items that are a part of the library collection, including any related salaries and benefits.
- 120 Collection Development and Processing:** Those activities concerned with the acquisition, custody, cataloging, and security of books, periodicals, pamphlets, films, recordings, papers, and other materials and equipment (both in physical and electronic form) to be made available for public consumption. These activities include costs associated with the administration and supervision of collection development personnel including salaries and benefits such as insurance, OPERS and Medicare. Examples include databases for patron use, as well as purchase of physical and digital patron materials and other circulating patron items. This program includes the purchase of books and other materials for patron lending. Also included in this program are the membership costs and shipping costs involved in inter-library lending/borrowing of the collection. For purposes of defining 120, “collection” refers to the library collection (books, periodicals, pamphlets, films, recordings, papers, and other materials and equipment) made available to patrons and “processing” refers to making newly acquired items in the collection ready for initial patron use.

Overall, the 120s include acquiring the collection (including replacement items) -- purchasing the books, periodicals, pamphlets, films, recording, papers and other materials and equipment (collection development) and once these items are received, getting them ready to go on the shelf or getting them ready for circulation (processing). Processing would include cataloging. Once these items are placed in circulation for the first time, the costs of the day-to-day management of the collection (reserving, checking out, and returning items as well as repairs) are part of the 110s public service and programs. For collection items that are acquired through a subscription, the ongoing cost of the subscription is part of the 120s, excluding related maintenance services.

**Support Services**

- 210 Facilities Operation and Maintenance:** Those activities concerned with keeping the physical plant open, comfortable and safe for use and keeping the grounds, buildings, equipment, and vehicles in an effective working condition and state of repair. This includes activities of maintaining safety in buildings, on the grounds, and in the vicinity of the library. These activities include salaries and benefits of Facilities & Maintenance personnel including insurance, OPERS and Medicare as well as contract fees paid to outside vendors to provide these services. Examples include all utilities, fuel for library vehicles, supplies used for repairs and maintenance of library buildings and vehicles as well as fees paid to outside vendors for repairs and maintenance of library

**Library Chart of Accounts FAQs**  
**Appendix A**  
**Library Program Code Definitions**

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buildings, vehicles, equipment, and grounds keeping fees. This program would include maintenance of the bookmobile.

**220 Information Services:** Those activities concerned with technology that supports administrative use and with supporting the library's information technology systems, including supporting networks, maintaining information systems, and processing data for administrative and managerial purposes. These activities include expenditures for technology support, as well as support provided by external vendors using operating funds. These activities include costs associated with the administration and supervision of technology personnel including salaries and benefits such as insurance, OPERS and Medicare, systems planning and analysis, systems application development, systems operations, network support services, hardware maintenance and support services, and other technology-related costs. Examples include IT peripheral supplies not included in 760 Capital Outlay, databases, purchase of staff software, internet contracts and any contracted costs to provide these services. Computers, software, and subscriptions should be charged to the program using the asset.

**230 Business Administration:** Those activities concerned with overall administrative responsibility for the library. These activities include salaries and benefits of administrative personnel as well as expenditures incurred as a cost of doing business not directly related to individual staff members. Examples include Administration, Human Resources, and Marketing department salaries and benefits such as insurance, OPERS and Medicare, as well as benefits not tied to specific staff members such as workers compensation and unemployment fees, general office supplies, Business Administration staff training, individual and system-wide memberships, property and liability insurance, and professional fees.

**280 Self-insurance:** Those activities associated with the library's self-insurance program.

**Intergovernmental**

**750 Intergovernmental:** Those activities concerned with amounts sub-granted to other governments and amounts returned to governmental granting agencies.

**Capital Outlay/**

**760 Capital Outlay:** Those activities concerned with amounts expended for the acquisition of, or additions to, capital assets. Typically, this program code is used for expenditures reported in capital projects funds or for major capital improvement projects. (Excludes the amounts related to the collection recorded in 120 Collection Development and also excludes routine items recorded in the related program) Examples include acquisition of land, construction costs for new buildings or renovation, vehicle purchase, and furniture and equipment purchases including technology equipment. This includes all costs associated with placing the asset in service-engineering and other professional services.

**Library Chart of Accounts FAQs**  
**Appendix A**  
**Library Program Code Definitions**

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**Debt Service**

**800 Debt Service:** Those activities concerned with principal and interest payments on debt, including issuance costs.