

**COMMONLY USED BUDGETS
SECONDARY
2023-2024**

BUDGET	FUND	EXPENSE CODE	SCHOOL LOCATION NUMBER	BUDGET PROGRAM	FUNCTION	OBJECT	COMMENTS
In Lieu of Cell Tower and Fees	10	E	xxx	1LOC	**	**	Each school has its own program number
	The program number is a "1" followed by the school's 3-digit location number						
Land Trust	10	E	xxx	4LOC	**	***	Each school has its own program number
	The program number is a "4" followed by the school's 3-digit location number						
TSSA	10	E	xxx	5678	**	***	
Equipment	32	E	xxx	9932	4510	730/731*	*730 - General Equipment - Single items over \$5,000 *731 - Computer Equipment - Single items over \$5,000
Mileage Reimbursement	10	E	xxx	0050	2490	581	Amount per mile changes yearly
Postage	10	E	xxx	0050	2490	532	Requires original receipt
Software	10	E	xxx	0050	1090	670	Software purchases
Supplies, Instructional	10	E	xxx	0050	1090	610	All single items under \$5,000
Supplies, Technology	10	E	xxx	0050	1090	650	All single items under \$5,000
Textbooks	10	E	xxx	0050	1090	641	

ADDITIONAL BUDGET INFORMATION / CODES WITH CONTACTS							
Accreditation	10	E	xxx	8706	**	***	Teaching & Learning Dept - Chris Westra - MS & HS
Advanced Placement	10	E	xxx	5212	**	***	Teaching & Learning Dept - Chris Westra - MS & HS
After-School Activities	10	E	xxx	9800	1040	190	Time Sheets - Invoiced by AOS Administrative Assistants
ALPS Program	10	E	xxx	9351	**	***	Teaching & Learning Dept - Camille Kartchner
Assistant Pool Hours	10	E	xxx	0050	1083	165	AOS Administrative Assistants
Camps and Clinics	10	E	xxx	9801	1040	190	High School - Brenda Groo
Comprehensive Guidance	10	E	xxx	5346	**	***	Student Services - Stacey Worthen
Concurrent Enrollment	10	E	xxx	5213	**	***	Teaching & Learning Dept - Chris Westra - HS
Differentials: Activity	10	E	xxx	9924	1044	131/165	High School - Brenda Groo
Differentials: Athletic	10	E	xxx	9924	1036	131/165	High School - Brenda Groo
Gifted/Talented Program	10	E	xxx	5211	**	***	Teaching & Learning Dept - Camille Kartchner
High School Summer Hours	10	E	xxx	8707	2436	154	High School - Marilyn Smith
Home and Hospital	10	E	xxx	9285	**	***	Student Services - Sharon Jensen
Make-up Classes/Night School	10	E	xxx	9240	1068	131	Time Sheets - Brenda Groo
Middle School Summer Hours	10	E	xxx	8710	2436	154	Middle School - Kyla Robertson
Piano Tuning	10	E	xxx	9271	1090	443	Instructional Support Services - Susy Peterson

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FUNCTIONS - Functions tell what the program is being used for				
REQUISITION FUNCTIONS (Do NOT use for True Time or Time Sheets)	1090	Instruction - Instructing Students		
	2290	Instruction - Instructing Teachers (Registration fees, travel, etc.)		
	2290	Media Purchases (Media functions are always 2290)		
	2390	District Administration		
	2490	School Administration (Principals/Assistant Principals) (Registration fees, travel, etc.)		
PAYROLL FUNCTIONS (For use on True Time or Time Sheets)	1015	Teachers - Hourly		
	1016	Teachers - 7th/8th Period Authorizations		
	1018	Teachers - Instructional Stipend - Flat Rate - Working with students		
	1068	Teachers - Student Make-up Classes		
	1073	Substitutes		
	1083	Assistant Pool Hours		
	1084	Assistant - Instructional		
	1085	Assistant - In Lieu of Teacher		
	2213	Teachers - In-service Rate FY23-24: \$31.12		
	2216	Stipend - Flat Rate		
2217	Technology			
OBJECTS - Objects tell what is being purchased or paid for				
REQUISITION OBJECTS (Do NOT use for True Time or Time Sheets)	331	Registrations/Class Tuition (for local classes/conferences)		
	334	Contracted Services (Must include signed W9 for new vendors)		
	443	Instrument Repair/Equipment Repair		
	532	Postage		
	551	Printing		
	581	Mileage		
	583	Travel/Convention Costs (When traveling to non-local events, use this object code for registration, lodging, airfare, travel, etc.)		
	584	Travel/Overnight (Student overnight travel)		
	585	Transportation (Cost associated with non educational field trips, bussing, etc.)		
	599	Educational Field Trips		
	610	Supplies, Instructional - includes instructional food purchases - All single items under \$5,000		
	624	Motor Fuel		
	630	Food Purchases		
	639	Staff Rewards/Incentives		
	641	Textbooks		
	644	Media Books		
	646	Professional Books and Magazines		
	650	Supplies, Technology - All single items under \$5,000		
	670	Software		
	689	Team Uniforms		
730	Equipment - All single items over \$5,000			
731	Computer Equipment - All single items over \$5,000			
810	Membership Dues and Registration Fees - includes golf green fees			
PAYROLL OBJECTS (For use on True Time and Time Sheets)	131	Teachers	140	SLP/Audio
	132	Substitute Teachers	142	Guidance & Counselors
	152	Administrative Assistant - Contracted	144	Psychologists
	154	Administrative Assistant - Hourly	182	Custodians
	165	Hourly Assistants		