COMMONLY USED BUDGETS
SECONDARY
2022-2023

BUDGET	FUND	EXPENSE CODE	SCHOOL LOCATION NUMBER	BUDGET PROGRAM	FUNCTION	OBJECT	COMMENTS
In Lieu of Cell Tower and Fees	10	E	xxx	1LOC The program number is a "1" followed by the school's 3-digit location number	**	**	Each school has its own program number
Land Trust	10	E	xxx	4LOC The program number is a "4" followed by the school's 3-digit location number	**	***	Each school has its own program number
TSSA	10	E	xxx	5678	**	***	
Ed Tech	10	E	xxx	5815	**	***	
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 - Stacee 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 FY22-23 = $29.61**
	2216	Stipend - Flat Rate
	2217	Technology - **In-service Rate FY22-23 = $29.61**

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		
	532	Postage		
	551	Printing		
	599	Educational Field Trips		
	581	Mileage		
	583	Travel (When traveling to non-local events, use this object code for registration, lodging, airfare, travel, etc.)		
	610	Supplies, Instructional - includes instructional food purchases - **All single items under $5,000**		
	630	Food Purchases - non instructional		
	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		