

JORDAN SCHOOL DISTRICT  
Anthony Godfrey, Ed.D., Superintendent of Schools  
West Jordan, Utah

## Intradistrict Communication

Date: November 14, 2024

To: All

From: John Larsen, Business Administrator  
Daniel Ellis, Director of Accounting and Audits  
Jaime Barrett, Accounting Administrator

Subject: **2024-2025 Updated Department Budget Code Book**

Understanding the proper budget code to utilize when coding payroll for employees has been a struggle for staff. Our current function and object codes are numerous and confusing. In an effort to simplify and streamline our budget codes, Accounting has updated function and object codes. Please see the following attachment:

- JSD Budget Code Book 2024-2025

The attachment is also posted on Accounting's website at <https://jordandistrict.org/departments/accounting/>. Please review these adjustments and contact Jaime Barrett (801) 567-8315 with any questions or concerns.