

**Kirkwood Accounting
Colleague/Datatel**

The GL (General Ledger) Code:

Fund Location Function Unit Object

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Fund Code:

- 11 Unrestricted General Fund
- 13 Auxiliary Fund
- 17 Unexpended Plant Fund
- 22 Restricted General Fund
- 24 Agency fund
- 25 Scholarship Fund
- 26 Loan Fund
- 27 Expended Plant Fund

Location:

Currently coded as 00

Function:

- 01 Arts & Sciences Education
- 02 Vocational Technical Education
- 03 Continuing Education
- 04 Cooperative Programs & Service
- 05 General Administration
- 06 Student Services
- 07 Learning Resources
- 08 Physical Plant
- 09 General Institutional

Unit:

The specific Department Code

Object:

Services 600 – 629

- 60100 Professional
- 60200 Election Costs
- 60300 Custodial
- 60400 Membership
- 60500 Publications (legal)
- 60600 Maintenance and Repair of Equipment
- 60900 Maintenance and Repair of Buildings
- 61000 Maintenance of Grounds
- 61100 Information Services/Classified Advertising
- 61200 Printing & Reproduction Services
- 61500 Communications
- 61800 Insurance
- 61900 Utilities
- 62000 Rental of Materials
- 62100 Rental of Buildings
- 62200 Rental of Equipment
- 62300 Postage and Expediting Other Matter
- 62400 Group Meeting/Workshop Expense (incl. food for meetings)
- 62500 Data Processing Services
- 62600 Other Services (incl. tournament entry/tuition/background checks/temp. service)

Materials, Supplies and Travel 630 – 648

- 63100 Library Books
- 63200 Materials and Supplies (incl. software)
- 63300 Computer Purchases (incl. equipment levy purchases under \$5000.00)
- 63400 Periodicals
- 63700 Building and Construction Material and Supplies
- 64100 Janitorial Materials and Supplies
- 64200 Vehicle Materials and Supplies

64400 Landscaping Materials and Supplies
64600 Other Materials and Supplies
64700 Out-of-State Travel Expense for Mileage Reimbursement
64710 Out-of-State Travel Expense for Meals
64720 Out-of-State Travel Expense for Hotel and Related Charges
64730 Out-of-State Travel Expense for Airline and Other Charges
64800 In-State Travel Expense for Mileage Reimbursement
64810 In-State Travel Expense for Meals
64820 In-State Travel Expense for Hotel and Related Charges
64830 In-State Travel Expense for Airline and Other Charges

Other Current Expenses 650 – 699

65100 Purchase for Resale/Supplies and Miscellaneous
65200 Purchases for Resale/Textbooks
66000 Cost of Sales
67000 Interest on Debt
67300 Payment on Debt Principal
67500 Scholarships
67700 Student Loans
67800 Collection Agency Expenses
67900 Loan Cancellations
68000 Transfers
68400 Deductions from Assets
68600 Property Tax
69000 Employer Reimbursement
69100 Student Services
69200 Student Compensation
69300 Other Current Expenses
69400 Bad Debt

Account Descriptions:

The following account descriptions are a guide, not intended to describe all expenditures.

Services

600 - 629

- 601 Professional
Used for professional fees to include legal fees, auditing fees, honoraria paid to speakers and lecturers, and any other payment of a professional nature.
- 602 Election
Used for election costs to include all expenses incurred in the conduction of regular and special elections.
- 603 Custodial
Used to record the costs of outside contractual custodial services. It should not include maintenance and repair.
- 604 Membership
Used to record payments of membership dues.
- 605 Publications (legal)
Used to record the cost of all legal publications.
- 606 Maintenance and Repair of Equipment
Used to record the cost of equipment repairs and maintenance work performed by outside contractors.
- 609 Maintenance and Repair of Buildings
Used to record the cost of all maintenance work on buildings performed by outside contractors.
- 610 Maintenance of Grounds
Used to record the cost of all maintenance work on grounds performed by outside contractors.
- 611 Information Services/Classified Advertising
This account should be charged with the cost of advertising and information services to include classified advertising placed for the hiring of personnel.

612 Printing and Reproduction Service

Used to record the purchase of printing, photocopying, blueprinting, and photography. Do not include the purchase of supplies or the purchase of printed forms. These items should be charged to expenditure account 632 "Materials and Supplies".

615 Communications

This account should be charged with the cost of local and long distance telephone service, pager service, telephone installation, and relocation charges.

618 Insurance

This account is used for the cost of all insurance for community college protection. This includes fire and extended coverage, boiler, malpractice, errors and omissions, and liability. Worker's Compensation insurance is charged to expenditure account 591 "Worker's Compensation insurance".

619 Utilities

Used for the cost of electricity, water, waste collection, fuel oil and gas for heating, heat, and air conditioning expenditures. Gas for use in the laboratories and shop for community college purposes should be charged to expenditure account 632 "Materials and Supplies". Telephone service is charged to expenditure account 615 "Communications".

620 Rental of Materials

This account should be charged with the cost of educational materials that are rented such as films, filmstrips, videos, etc.

621 Rental of Buildings

This account should be charged with the costs of renting or leasing buildings.

622 Rental of Equipment

This account should be charged all costs for equipment rented to carry on any part of the community college's program. Lease purchase agreements should be handled in capital outlay series of object codes (700-790).

623 Postage and Expediting Other Matter

The cost of postage, postage meter rental, post office box rental, freight, express, delivery service and any other cost of transporting material should be charged to this account.

624 Group Meeting/Workshop Expense

Used to record the cost of materials and supplies paid to an outside contractor providing food, facilities and other services necessary to conduct college-sponsored meetings or workshops. Payment made to Kirkwood's Iowa Hall Services should be paid out of this account.

625 Data Processing Services

This account should be used to record the cost of data processing services necessary for instructional and administrative services that are performed by and outside contractor.

626 Other Services

This account should be used to record contracts with employers/vendors for series contracted back to themselves under Chapter 260E Industrial New Jobs Training and Chapter 260F Jobs Training. This account is used to record other transactions not directly chargeable to any other services' code.

Materials, Supplies and Travel

630-649

632 Materials and Supplies

Used to record expendable items for instructional, library or office purposes. Some examples are: computer software, laboratory supplies, welding rods; small tools; audiovisual materials such as records, tapes, overlays, slides, etc.; stationary and general office supplies such as staples, paperclips, file folders, calendars, printed forms, and data processing supplies; photographic film and supplies; toner cartridges and paper; and binding items.

633 Computer Purchases

This account should be used to record computers purchased at a cost less than the college capitalization threshold.

634 Periodicals

This account should be used to record the expenditures for subscriptions to magazines, newspapers and periodicals.

637 Buildings and Construction Materials

This account is used to record expenditures for all materials and supplies used by personnel of the community college for construction or repair of buildings and equipment. Items would include: lumber and wood products, nails, paint, floor coverings, electrical materials and supplies, plumbing materials and supplies, masonry products, asphalt and gravel, etc.

641 Janitorial Materials and Supplies

This account should be used for repairs and maintenance of “rolling” equipment such as: gasoline oli, grease, tires, batteries, and seat covers, etc. Institutional owned or leased vehicles which are used by other than the physical plant function may be charged back to the user’s cost center as an expense to this account. The same account in the physical plant function should then be credited for the amount charged to the user.

642 Vehicle Materials and Supplies

Used for vehicles, repair, material, and supplies.

644 Landscaping Materials and Supplies

This account is used to record expenditures for landscape materials, which include seeds, plants, shrubbery, fertilizer, and similar items.

646 Other Materials and Supplies

This account should be used to record the expenditures for materials or supplies that cannot be logically classified in any of the other materials and supplies account codes 630-644.

647 Out-of-State Travel Expenses

This account includes the expenditures related to travel outside the state of Iowa. Expenditures include transportation fare, rental car charges, mileage, meals, registration fees, parking fees, etc., for official college personnel authorized to travel at the community college’s expense.

648 In-State Travel Expenses

This account includes expenditures related to travel of official college personnel within the State of Iowa. Reimbursable expenditures include transportation fare, rental care charges, mileage, meals, registration fees, parking fees, etc.

Other Current Expenses

650 – 699

651 Purchase for Resale/Supplies and Miscellaneous

Any supplies and miscellaneous items, other than books that are purchased for resale to individuals, organizations, or other organizational units of the community college will be charged to this account. Normally this account will be used by auxiliary enterprises.

652 Purchases for Resale/Textbooks

This account is used for the purchase of books for resale. As in the case of expenditure account 651 “Purchase for Resale-supplies and Miscellaneous”, this account is normally used by auxiliary enterprises.

660 Cost of Sales

Not all of the items purchased for resale during a fiscal year will be sold during that year. Also, items that are on hand at the beginning of the accounting period (merchandise inventory) may be sold during the year. Under these circumstances, a profit and loss statement would be in error if it reported Purchases for Resale as an expense item. A profit and loss statement should report the cost of good sold as an expense not the cost of good purchased.

670 Interest on Debt

This account should record only interest paid on indebtedness. All other costs of retiring debt, such as agent fees and discounts on certificates should be properly classified accordingly.

673 Payment on Debt Principal

This account is used to record all payments made to retire the principal portion of community college debt. This account is generally restricted to the Restricted General Fund and the Debt Service Sub-Fund.

675 Scholarships

This account records all scholarship payments to students. Do not include payments to students for loans or for services rendered.

677 Student Loans

This account records the amount of loans made to students during the current fiscal year. At the end of the fiscal year, this account should be closed out to the asset account 150 "Notes Receivable/Student Loans".

678 Collection Agency Expenses

This account records the payments made to collection agencies.

679 Loan Cancellation

This account records cancelled loans. This account should be closed out at the end of the fiscal year to asset account 150 "Notes Receivable".

680 Transfers

This account records only expenditure transfers from one fund to another within the community college.

684 Deductions from Assets

This account is debited when disposing of assets where there is an excess of book value over the trade in allowance.

686 Property Tax

This account is used when property tax is assessed to a nonexempt building or land holdings of the community college. This account is to be used in the event an assessment for street, sewer, water, etc., is placed on nonexempt land holdings of the community college.

690 Employer Reimbursement

This account is to record all costs paid to employers in excess of the amount entered under Workstudy.

691 Student Services

This account is used to record the expenditure of federal, state, and local funds for payment of unusual expenses incurred by students as a result of their enrollment in an exemplary and/or cooperative vocational education program.

692 Student Compensation

This account is used to record the expenditure of federal, state, and local funds for compensation of student employed in Workstudy programs.

693 Other Current Expenses

This account should be used for any other current expenses that cannot be logically classified under any other current expense account.

694 Bad Debts

This account is used to record all non-collectible tuition, fees, and other bad debts.