

**Sample coding for Adult Ed Administration:**

*Parent codes 2300 and 2500*

*Advisory Council*

<b>Fund</b>	<b>Program</b>	<b>Function</b>	<b>Object</b>	<b>Cost Center</b>	<b>Description</b>
1500	6000	2329	1500	400	Stipends
1500	6000	2329	2000	400	Stipend benefits, excluding retirement
1500	6000	2329	1180	400	Advisory council staff salary
1500	6000	2329	2080	400	Staff salary benefits excluding retirement/tuition
1500	6000	2329	2380	400	Staff retirement
1500	6000	2329	2580	400	Staff tuition reimbursement
1500	6000	2329	3000	400	Purchased Professional Services
1500	6000	2329	5000	400	Other Purchased Services
1500	6000	2329	5800	400	Travel
1500	6000	2329	6000	400	All Supplies
1500	6000	2329	7000	400	Property
1500	6000	2329	8000	400	Miscellaneous
1500	6000	2329	9000	400	Contingency

*Director's office*

<b>Fund</b>	<b>Program</b>	<b>Function</b>	<b>Object</b>	<b>Cost Center</b>	<b>Description</b>
1500	6000	2300	1040	400	Administrative salaries (Director/Assistant Director)
1500	6000	2300	2040	400	Administrative benefits, excluding retirement/tuition
1500	6000	2300	2340	400	Administrative retirement
1500	6000	2300	2540	400	Administrative tuition reimbursement
1500	6000	2300	1180	400	Secretary's salary
1500	6000	2300	2080	400	Secretary's benefits, excluding retirement/tuition
1500	6000	2300	2380	400	Secretary's retirement
1500	6000	2300	2580	400	Secretary's tuition reimbursement
1500	6000	2300	3000	400	Purchased Professional Services
1500	6000	2300	3110	400	Contracted Services - Administration
1500	6000	2300	3300	400	Employee Training and Development
1500	6000	2300	4000	400	Purchased Property Services
1500	6000	2300	4320	400	Technology Related Repairs and Maintenance
1500	6000	2300	4330	400	Software Related Repairs and Maintenance
1500	6000	2300	4430	400	Rental of Technology Equipment
1500	6000	2300	5000	400	Other Purchased Services
1500	6000	2300	5800	400	Employee Travel, excluding Professional Development and travel to state meetings
1500	6000	2300	5310	400	Postage
1500	6000	2300	5320	400	Telephone
1500	6000	2300	5400	400	Advertising
1500	6000	2300	5810	400	Employee Travel for Professional Development
1500	6000	2300	5830	400	Employee Travel for state meetings
1500	6000	2300	6000	400	Other Supplies (not delineated in 6000 range below)
1500	6000	2300	6400	400	Books
1500	6000	2300	6500	400	Technology Related Supplies
1500	6000	2300	7000	400	Property
1500	6000	2300	7340	400	Technology related hardware (fixed asset)
1500	6000	2300	7341	400	Technology related hardware (supply asset)
1500	6000	2300	7350	400	Technology related software (fixed asset)
1500	6000	2300	7351	400	Technology related software (supply asset)
1500	6000	2300	8000	400	Miscellaneous (include interest on short term operating loans)
1500	6000	2300	8130	400	GED testing site fees
1500	6000	2300	9000	400	Contingency

Central Services

**Definition:** *Activities that support other administrative and instructional functions, including fiscal services, human resources, planning, and administrative information technology.*

<b>Fund</b>	<b>Program</b>	<b>Function</b>	<b>Object</b>	<b>Cost Center</b>	<b>Description</b>
1500	6000	2500	1180	400	Business staff salary(ies)
1500	6000	2500	2080	400	Business staff benefits, excluding retirement/tuition
1500	6000	2500	2380	400	Business staff retirement
1500	6000	2500	2580	400	Business staff tuition reimbursement
1500	6000	2500	3000	400	Purchased Professional Services
1500	6000	2500	3300	400	Employee Training/Development
1500	6000	2500	4000	400	Purchased Property Services
1500	6000	2500	4320	400	Technology Related Repairs and Maintenance
1500	6000	2500	4330	400	Software Related Repairs and Maintenance
1500	6000	2500	4430	400	Rental of Technology Equipment
1500	6000	2500	5000	400	Other Purchased Services
1500	6000	2500	5310	400	Postage
1500	6000	2500	5320	400	Telephone
1500	6000	2500	5400	400	Advertising
1500	6000	2500	5800	400	Employee Travel, not including Professional Development
1500	6000	2500	5810	400	Employee Travel for Professional Development
1500	6000	2500	6000	400	Other Supplies (not delineated in 6000 range below)
1500	6000	2500	6100	400	Office Supplies
1500	6000	2500	6400	400	Books
1500	6000	2500	6500	400	Technology Related Supplies
1500	6000	2500	7000	400	Property
1500	6000	2500	7340	400	Technology related hardware (capitalized)
1500	6000	2500	7341	400	Technology related hardware (supply asset)
1500	6000	2500	7350	400	Technology related software (capitalized)
1500	6000	2500	7351	400	Technology related software (supply asset)
1500	6000	2500	8000	400	Miscellaneous
1500	6000	2500	9000	400	Contingency



