

***CODING UPDATES  
MODEL CHARTS OF ACCOUNTS AND MEDMS FINANCIAL SYSTEM  
DECEMBER, 2008***

- 1) Program code 1120 is required to be used to segregate the ***incremental*** costs of K-2 education as outlined in Title 20-A, Chapter 203, Section 4252. **Do not include the entire cost of the K-2 program under this code, only those costs meeting the statutory citing.**
- 2) Function 1000 is used only to record the costs of direct delivery of instruction to students; hourly salary objects should not be posted here nor should costs for postage, telephones or advertising. These costs should be posted to administrative functions (i.e. 2400, 2320).
- 3) Function codes 2310, 2320 and 2500 are required; the school board (2310) and the business office (2500) must be accounted for separately from the Superintendent's office (2320).
- 4) Function code 2213 should be used to account for the cost of instructional staff training. This function should include costs for regular education (not Special Education, CTE, ESL, Co or Extra Curricular) substitutes needed to "cover" for instructional staff attending professional development activities.
- 5) Function codes 2230 and 2240 are required to be used to segregate costs paid for by EPS targeted funds provided for use in instructional technology and student assessment, as illustrated on the model charts for these areas.
- 6) Function code 2750 is used only to account for costs of transporting special education students to approved out of district placements on unique, not combined, bus runs. The only objects to be posted to this function are salary, benefits and fuel.
- 7) Function code 2760 is used only to account for the costs of transporting students to Career and Technical Centers or Regions on unique, not combined, bus runs. The only objects to be posted to this function are salary, benefits and fuel.
- 8) Co and Extra Curricular Programs may now be used with grade level cost centers (95 and 99) instead of school level cost centers (01-38).

- 9) It is recommended that Operations and Maintenance costs for non instructional buildings be accounted for by creating a handbook code extension in MEDMS Financial for cost center 90 (91, 92, 93 or 94) and using this unique cost center with function 2620 to account for the operations and maintenance costs of that building. **Only operations and maintenance costs for that building are allowable with this cost center under function 2620.** This unique cost center may not be used to indicate any costs other than operations and maintenance for that building.
- 10) New required object codes:
- a. 5330- Internet connectivity costs
  - b. Where applicable, use detailed stipend salary objects of 1510, 1520, 1530, etc.
  - c. Where applicable, use object 5810 to indicate travel for professional development of instructional staff
  - d. Where applicable, use object 1230 to indicate substitute instructional staff; use object 1200 to indicate non instructional substitute staff.
- 11) Balance sheets need work – they should actually balance and contain assets and liability data, in addition to reserved and unreserved fund balances, for all accounts. This data is necessary to enable us to successfully migrate from the current cash management report and the current school nutrition reporting system.
- 12) School administrative units are responsible for providing MEDMS Financial reports to their audit firms upon request of the audit firm to meet statutory requirements. Choose “reports” in the menu and “budget to actual” in the sub menu. Run a detailed, actual report for each file type (balance sheet, expenditure and revenue) and download to Excel.