

## Chapter 5 – Object Dimension

The Object Dimension identifies the services or commodities obtained as the result of expenditures ([Minn. Stat. § 123B.76](#)). This is the most detailed level of expenditure reporting. A specific object code is required and thus "000" may not be used for expenditure accounts. The Object Dimension has eight major series. These are as follows:

|                        |         |
|------------------------|---------|
| Salaries and Wages     | 110-199 |
| Employee Benefits      | 210-299 |
| Purchased Service      | 301-399 |
| Supplies and Materials | 401-499 |
| Capital Expenditures   | 510-590 |
| Debt Service           | 710-790 |
| Other Expenditures     | 810-899 |
| Other Financing Uses   | 910-920 |

### Salaries and Wages (100)

Object codes 110-199 record the salary costs of personnel.

#### Code Title and Definition

#### 110 Administration/Supervision

Includes salaries of all personnel who have administrative and managerial duties. Include all administrative staff not directly and primarily involved in daily individual student contact necessary in the teacher-student learning situation.

This category includes school board members, superintendents, directors, principals, business managers, buildings and grounds directors/supervisors, community education directors, purchasing supervisors, transportation supervisors, food service supervisors, accounting supervisors, area supervisors, etc. (Do not include personnel whose primary duties are instructional or non-instructional support.)

The salary of an administrator/supervisor should be prorated between two or more classifications if from the job description you can clearly see that the salary should not all be administrative.

The use of this object code for Early Childhood Family Education (ECFE) and/or School Readiness is limited to 5 percent of the current revenue of those programs.

#### 120 Early Childhood/School Readiness/Adult Basic Education Administration/Supervision

Includes salaries of the early childhood family education and school readiness program coordinators and adult basic education program managers, whose direct duties are program administration,

management, supervision of program staff, and coordination with other relevant programs related to young children or adults. Early childhood family education and school readiness personnel in this object code must be licensed in early childhood education/prekindergarten (pre-K), parenting education or early childhood family education. For superintendents, community education directors, principals, business directors, accounting supervisors, etc.; use Object Code 110, Administrative Salaries. This code does not include any Early Childhood Special Education (ECSE) expenditures.

#### **140 Licensed Classroom Teacher**

Includes salaries of licensed teaching personnel whose duties include direct student instruction on a regular and systematic basis. For substitute teacher salaries, refer to Object Code 145, Substitute Teacher Salaries. Salary amounts in addition to the basic classroom teaching salary should be recorded in Object Code 185, Other Salaries.

For educational speech/language pathologist, refer to Object Code 152. For Developmental Adapted Physical Education (DAPE) specialists, refer to Object Code 174.

#### **141 Non-Licensed Classroom Personnel**

Includes salaries of non-licensed personnel who, under the direct supervision of a licensed classroom teacher, assist in the instruction of students on a regular and systematic basis. These assistants may possess a teacher's license but are not required to be licensed in their present positions. For non-licensed personnel involved in instructional support but not under the direct supervision of a classroom teacher, refer to Object Code 144, Non-Licensed Instructional Support Personnel.

For certified one-to-one paraprofessionals under these requirements, refer to Object Code 162. For mental health behavioral aides, refer to Object Code 159.

#### **143 Licensed Instructional Support Personnel**

Includes salaries of all licensed auxiliary personnel supporting the teacher/student learning relationship or assisting individual students. Examples of licensed auxiliary personnel are as follows: instructional assistance for elementary education, teachers involved with resource-curricular and in-service of staff, coordinators (see Object Code 120), peer coaches, quality compensation (Q comp) coordinators, media and resource center coordinators, and librarians.

|                           | <b>Refer to Object Code</b> |
|---------------------------|-----------------------------|
| Physical Therapists       | 150                         |
| Occupational Therapists   | 151                         |
| Audiologists              | 153                         |
| School Nurses             | 154                         |
| Licensed Nursing Services | 155                         |
| Social Workers            | 156                         |
| Psychologists             | 157                         |

|   | <b>Refer to Object Code</b> |
|---|-----------------------------|
| Foreign Language Interpreters                                 | 163                         |
| Interpreters for the Deaf                                     | 164                         |
| School Counselors   | 165                         |
| Child Find Facilitators                                       | 166                         |
| Regional Low Incidence Consultants                            | 167                         |
| Alcohol and Chemical Dependency Counselors                    | 169                         |
| Certified Orientation and Mobility Specialists and Assistants | 173                         |
| Social Workers for Interagency Activities                     | 176                         |

#### **144 Non-Licensed Instructional Support Personnel**

Includes salaries of all non-licensed auxiliary personnel supporting the teacher/student learning relationship or assisting individual students. Examples of non-licensed instructional support personnel include assistants to licensed employees defined in Object Code 143.

For mental health behavioral aide, refer to Object Code 159.

For cultural liaisons, refer to Object Code 175.

#### **145 Substitute Teacher Salaries**

Includes salaries of substitute teachers replacing regular classroom instructors (140) or licensed instructional support personnel (143) due to short-term absences. Includes, but not limited to, staff development and illness. If the substitute is replacing a teacher on leave and that regular teacher's salary is paid from another object code or no longer on the payroll, the substitute's salary should be recorded using the regular teacher's salary object code (Object Code 140, Licensed Classroom Teacher or 143 Licensed Instructional Support Personnel). This object code should be used with Program Codes 201, 203, 211, and 640 unless substitute salaries are reimbursed by categorical programs. In those instances, the appropriate program code of the categorical program should be used.

**Note:** When the substitute is reimbursable through state special education funding (teacher is licensed to teach in the area they substitute for), then the expenditure code should identify the Uniform Financial Accounting and Reporting Standards (UFARS) program code (401 through 420) with the UFARS Finance Code 740. When the substitute is reimbursable through federal special education funding (teacher is licensed to teach in the area they substitute for), then the expenditure code should identify the UFARS program code (401 through 420), the appropriate federal special education UFARS finance code, and the UFARS course code that identifies the year of the federal award (000, 011, 012). When the substitute is not reimbursable through state or federal special education funding (not licensed to teach in the area they substitute for), then the expenditure code should use UFARS Program Code 400 with UFARS Finance Code 000.

## 146 Substitute Non-Licensed Classroom/Instructional Salaries

Include the salaries of substitutes due to short term absences of the regular staff person coded to non-licensed classroom (Object Code 141) or instructional support (Object Code 144). Use this object code with the Program Codes 201, 203, 211 and 640 unless the substitute salaries need to be tracked by a categorical program. All certified paraprofessionals, personal care assistants, or one-to-one paraprofessionals that need to meet the requirements of the Individuals with Disabilities Education Act (IDEA) and [Minnesota Statutes, section 125A.08 \(b\)](#), must be reported under the appropriate object code (161 or 162).

**Note:** When the substitute is reimbursable through state special education funding (paraprofessional or personal care assistant is certified), then the expenditure code should identify the UFARS program code (401 through 420) with the UFARS Finance Code 740. When the substitute is reimbursable through federal special education funding (paraprofessional or personal care assistant is certified), then the expenditure code should identify the UFARS program code (401 through 420), the appropriate federal special education UFARS finance code, and the UFARS course code that identifies the year of the federal award (000, 011, 012). When the substitute is not reimbursable through state or federal special education funding (not certified as a paraprofessional or personal care assistant), then the expenditure code should be UFARS Program Code 400 with UFARS Finance Code 000.

## 150 Physical Therapist

Include salaries of registered physical therapists or physical therapy assistants licensed by the Minnesota Department of Health and Human Services. For special education, these costs are reported in the Special Education Data Reporting Application (SEDRA) under Personnel Type Code 4.

## 151 Occupational Therapist

Include salaries of certified occupational therapists or certified occupational therapy assistants licensed by the Minnesota Department of Health and Human Services. For special education, these costs are reported in SEDRA under Personnel Type Code 5.

## 152 Educational Speech/Language Pathologist

Include salaries of educational speech language pathologists licensed by the Minnesota Department of Education (MDE). For special education, these costs are reported in SEDRA under Personnel Type Code 7.

## 153 Audiologist

Include salaries of audiologists certified by the Minnesota Department of Health and Human Services. For special education, these costs are reported in SEDRA under Personnel Type Code 14.

**154 School Nurse**

Include salaries of school nurses (LSN) licensed by MDE. For special education, these costs are reported in SEDRA under Personnel Type Code 6.

**155 Licensed Nursing Services**

Include salaries of nursing staff licensed by the Minnesota Department of Health and Human Services. For special education, these costs are reported in SEDRA under Personnel Type Code 44.

**156 School Social Worker**

Include salaries of school social workers licensed by MDE. For special education, these costs are reported in SEDRA under Personnel Type Code 11.

**157 School Psychologist**

Include salaries of school psychologists licensed by MDE. For special education, these costs are reported in SEDRA under Personnel Type Code 13.

**158 Qualified Mental Health Professional**

Include salaries of mental health professionals licensed by the Minnesota Department of Health and Human Services. For special education, these costs are reported in SEDRA under Personnel Type Code 49.

**159 Mental Health Behavioral Aide**

Include salaries of mental health behavioral aides working as paraprofessionals under qualified supervision. These aides are certified by the Minnesota Department of Health and Human Services. For special education, these costs are reported in SEDRA under Personnel Type Code 50.

**160 Mental Health Practitioner**

Include salaries of mental health practitioners licensed by the Minnesota Department of Health and Human Services. For special education, these costs are reported in SEDRA under Personnel Type Code 52.

**161 Certified Paraprofessional and Personal Care Assistant**

Include salaries of instructional paraprofessionals and personal care assistants that need to meet the requirements of the Individuals with Disability Education Act (IDEA) and [Minnesota Statutes, section 125A.08 \(b\)](#). For special education, these costs are reported in SEDRA under Personnel Type Code 08. Also use Object Code 161 for Title I Programs. For Mental Health Behavioral Aides, refer to Object Code 159. For one-to-one paraprofessionals, refer to Object Code 162. For other paraprofessionals that do

not need to meet the requirements of IDEA, [Minnesota Statutes, section 125A.08 \(b\)](#), refer to Object Code 141.

## **162 Certified One-to-One Paraprofessional**

Include salaries of one-to-one paraprofessionals that need to meet the requirements of the Individuals with Disability Education Act (IDEA) and [Minnesota Statutes, section 125A.08 \(b\)](#). For special education, these costs are reported in SEDRA under Personnel type Code 53. For Mental Health Behavioral Aides, refer to Object Code 159. For Certified Paraprofessionals and Personal Care Assistants, refer to Object Code 161. For other paraprofessionals that do not need to meet the requirements of IDEA, [Minnesota Statutes, section 125A.08 \(b\)](#), refer to Object Code 141.

## **163 Foreign Language Interpreter**

Include salaries of foreign language interpreters. For special education, these costs are reported in SEDRA under Personnel Type Code 26.

## **164 Interpreter for the Deaf**

Include salaries of certified interpreters for the deaf. For special education, these costs are reported in SEDRA under Personnel Type Code 28.

## **165 School Counselor**

Include salaries of school counselors licensed by MDE. For special education, these costs are reported in SEDRA under Personnel Type Code 35.

## **166 Child Find Facilitator**

Include salaries of individuals who are responsible for child find. For special education, these costs are reported in SEDRA under Personnel Type Code 18.

## **167 Regional Low Incidence Consultant**

Include salaries of special education regional low incidence consultants and facilitators licensed by the Minnesota Department of Education. For special education, these costs are reported in SEDRA under Personnel Type Code 33 or 46.

## **168 Security Specialist**

Include salaries of appropriately trained staff employed to provide security services licensed by the Minnesota Department of Public Safety. For special education, these costs are reported in SEDRA under Personnel Type Code 38.

**169 Alcohol and Chemical Dependency Counselor**

Include salaries of alcohol and chemical dependency counselors certified by the Minnesota Department of Health and Human Services and MDE.

**170 Non-Instructional Support**

Includes salaries of non-instructional support personnel. For example, accountants, bookkeepers, secretaries, clerks, custodians, bus drivers, food service cooks, Interagency Early Intervention Committee (IEIC) licensed parent educators, IEIC service coordinators, etc. Does not include administrators and supervisors.

For qualified mental health professionals, refer to Object Code 158. For mental health practitioners, refer to Object Code 160. For personal care assistants, refer to Object Code 161. For security specialists, refer to Object Code 168. For physicians doing evaluations, refer to Object Code 172.

**172 Physician (evaluation only)**

Include salaries/wages for licensed medical doctors completing assessments or evaluations for an individual child. For special education, these costs are reported in SEDRA under Personnel Type Code 42.

**173 Certified Orientation and Mobility Specialist/Assistant**

Include salaries of nationally certified orientation and mobility specialist or certified orientation and mobility specialist assistants. For special education, these costs are reported in SEDRA under Personnel Type Codes 29 and 37.

**174 Therapeutic Recreational Service and Developmental Adapted Physical Education (DAPE) Specialist**

Include salaries of therapeutic recreational service specialist licensed by the Minnesota Department of Health and Human Services or the DAPE Specialist licensed by MDE. For special education, these costs are reported in SEDRA under Personnel Type Codes 15 and 57.

**175 Cultural Liaison**

Include salaries of cultural liaisons. For special education, these costs are reported in SEDRA under Personnel Type Code 12.

**176 Social Worker for Interagency Activities**

Include salaries of social workers for interagency activities. These social workers are licensed by the Minnesota Department of Health and Human Services. For special education, these costs are reported in SEDRA under Personnel Type Code 40.

**185 Other Salary Payments (Licensed or Certified)**

Includes all other compensation which is beyond the contract school day or school year. Includes compensation which is hourly-based or event-based not described in other salary object dimensions for employees whose primary employment in the district or school is in a position requiring licensure or certification through MDE, Minnesota Department of Health or a national professional association.

**186 Other Salary Payments (Non-Licensed or Non-Certified)**

Includes all other compensation which is hourly-based or event-based and beyond the contract school day or school year not described in other salary object dimensions for employees whose primary employment in the district or school is in a position that does not require licensure or certification. This code should also be used for employees whose primary employment is outside the district.

**190 Sabbatical Leave**

Record expenditures for any salary payments made to any person on sabbatical leave.

**191 Severance**

Record direct payments to or for all terminated and retired employees for severance pay, compensated absences and service awards. Examples include severance under [Minnesota Statutes, sections 465.72 to 465.722](#), and Teacher Early Retirement Incentive Program under [Minnesota Statutes, section 122A.48](#).

**Note:** This code cannot be used as a direct charge to any federal program.

**195 Interdepartmental Employee Salaries and Wages (Chargeback)**

Use this code to reclassify the costs recorded in one program code to another program code. A debit entry using this object code charges the prorated expenditures to the specific program code receiving the salaries and wages. A credit entry using this object code with the program code originally charged the salaries and wages creates a contra-expenditure account (credit amount) to “zero out” expenditures. The total for this object code must equal zero.

**Note:** Federal program reporting requires the use of actual salary and wages object codes. Chargeback Object Code 195 cannot be used with a federal finance code.



## **199 Salary Adjustments – Full Cafeteria Plans/Cash in Lieu of Benefits**

Includes the adjustment necessary to align contracts to payments when an employee in a qualified cafeteria plan elects to receive cash amounts different than what their contract specifies. The amount recorded is the difference between the amount that the employee elects to receive as monetary compensation and the contracted amount that the district must report as salary in the appropriate object codes.

Districts should use this code for expenditures for personal days and unused sick days (when sick days are not part of a severance or retirement plan—see Object Code 191—Severance and Early Retirement). Districts should also use this code for wellness incentives. These expenditures will be considered benefits (not salaries) by the Division Special Education and will not be reimbursed with state aid.

## **Employee Benefits (200)**

Expenditures incurred by the school district for the personal benefit of employees, not included in their gross salary.

### **Code Title and Definition**

#### **210 FICA (Federal Insurance Contribution Act)/Medicare**

Includes the school district's portion of taxes required by the Federal Insurance Contributions Act.

#### **214 PERA (Public Employees Retirement Association)**

Includes the school district's portion of contributions to the Public Employees Retirement Association.

#### **218 TRA (Teachers Retirement Association)**

Includes the school district's portion of contributions to the Teachers Retirement Associations. Include district's TRA portion for extended leaves of absence.

#### **220 Health Insurance**

Include expenditures incurred by the school district for employer-sponsored health insurance premiums for all employees. This includes the district's portion paid on behalf of the retirees. See Object Codes 230, 235 and 240 for other district insurance costs.

#### **230 Life Insurance**

Include expenditures for life insurance costs incurred by the district for employees.

**235 Dental Insurance**

Include expenditures for dental insurance costs incurred by the district for employees.

**240 Long-Term Disability Insurance**

Include expenditures for long-term disability insurance costs incurred by the district for employees.

**250 Tax-Sheltered Annuities/Minnesota Deferred Compensation Plan**

Includes expenditures by the school district for the school district's portion of tax-sheltered annuities purchased under Internal Revenue Service (IRS) code 403(B) or Minnesota deferred compensation contributions under IRS Code 457 as a benefit for employees ([Minn. Stat. § 356.24](#)).

**251 Tax-Advantage Employer-Sponsored Health Arrangements**

Record expenditures made to a trust account that includes the costs for employer-sponsored tax-advantage health arrangements authorized under Internal Revenue Code Section 501(c)(9). These include Health Savings Accounts (HSA), Medical Savings Accounts (MSA), Health Reimbursement Accounts (HRA) and health Flexible Spending Arrangements (FSA).

**252 Other Postemployment Benefits (OPEB) – Up to or equal to the Annual Required Contribution (ARC)**

Record the amount of the Annual Required Contribution (ARC) to a trust for health insurance or other postemployment benefits for employees. Only OPEB costs calculated using an actuarial cost method recognized by generally accepted accounting principles (GAAP) are allowable under federal programs. Office of Management and Budget (OMB) Omni Circular, 2 Code of Federal Regulations (C.F.R.) Chapter I, Chapter II, Part 200.431 ([Minn. Stat. § 471.6175](#)). See Object Codes 290 and 291 for other OPEB funding options and requirements. Please refer to chapter 13 for additional OPEB accounting instructions.

**270 Workers' Compensation**

Include premiums payable to the State Compensation Fund for Workers' Compensation Insurance.

**280 Unemployment Compensation**

Include expenditures incurred for Unemployment Compensation. This expenditure account closes to the Unassigned Balance Sheet Code 422 ([Minn. Stat. § 126C.43](#), subd. 2). The unemployment levy is collected in Fund 1 only and must be transferred to other funds if the expenditures had previously been recorded in these funds. Unemployment expenditures must be recorded in operating funds only or the levy calculation will not include all actual expenditures.

## 289 Other Postemployment Benefits (OPEB) Contributions (Not Pay-as-you-go or ARC)

Record the amount set aside for future OPEB liabilities in the internal service fund. Total contributions made to the internal service fund should not exceed the Unfunded Actuarial Accrued Liability (UAAL). The contributions do not fund the OPEB liability according to Governmental Accounting Standards Board (GASB) 45. OPEB bond proceeds must be held in a restricted/reserved fund or trust account and may not be held in Fund 20. See Object Codes 252, 290 and 291 for other OPEB funding options and requirements. Please refer to chapter 13 of the UFARS manual for additional OPEB accounting instructions.

**Note:** This code cannot be used as a direct charge to any federal program.

## 290 Other Postemployment Benefits (OPEB) (In excess of the ARC)

Record the amount in excess of the Annual Required Contributions (ARC) to a trust for health insurance or other postemployment benefits for employees. Only OPEB costs calculated using an actuarial cost method recognized by GAAP are allowable under federal programs. OMB Omni Circular, 2 C.F.R. Chapter I, Chapter II, Part 200.431 ([Minn. Stat. § 471.6175](#)). See Object Codes 252 and 291 for other OPEB funding options and requirements. Please refer to Chapter 13 of the UFARS Manual for additional OPEB accounting instructions.

**Note:** This code cannot be used as a direct charge to any federal program.

## 291 Other Postemployment Benefits (OPEB) (Pay-as-you-go)

Record expenditures for health insurance or other postemployment benefits paid to retired employees on a pay-as-you-go basis. Districts authorized to levy for OPEB costs under [Minnesota Statutes, section 126C.41, subdivision 2\(b\)](#), as a result of having an approved sunset clause in a current bargaining agreement must use this code in conjunction with Finance Code 797. Refer to Chapter 13 of the UFARS Manual for additional OPEB accounting instructions ([Minn. Stat. § 471.611](#)).

**Note:** This code cannot be used as a direct charge to any federal program.

## 295 Interdepartmental Employee Benefits (Chargeback)

Use this code to reclassify the costs recorded in the employee benefit program (Program Code 930, Employee Benefits) as costs to other program categories. A debit entry using this object code charges the prorated expenditures to the specific program code receiving the benefits. A credit entry using this object code with Program Code 930 creates a contra-expenditure account (credit amount) to “zero out” expenditure(s). The total for this object code must equal zero.

**Note:** Federal program reporting requires the use of actual employee benefit object codes. Chargeback Object Code 295 cannot be used with a federal finance code.

## 299 Other Employee Benefits

Includes expenditures incurred by the school district for all employee benefits not properly accounted for in another 200 Series object code.

## Purchased Services (300)

Includes expenditures for services rendered by personnel who are not on the payroll of the school district and other services the district may purchase. The purpose or use of the service is further defined by other dimension codes. Payments are coded using the same dimension codes as if the expenditures were made within the district.

### Code Title and Definition

#### 303 Federal Subawards and Subcontracts (amount up to \$25,000)

When a district receives a federal grant (400/600, 500 and 800/900 finance code series) and has expenditures in that grant for a subaward or subcontract, the cost of the subaward/subcontract may have to be expensed in two different object codes. The amount up to and including \$25,000 of each subaward/subcontract expenditure must use this code. Any amount in excess of \$25,000 of each subaward/subcontract must use Object Code 304–Federal Subawards and Subcontracts–Excess (amount over \$25,000). This combination of codes should be used in lieu of the 390 object series when expenditures for a subaward or subcontract are from a federal grant. The reason for this coding is that only the first \$25,000 in expenditures of any subaward/subcontract may be allowed in the calculation and application of indirect cost rates. In other words, since the organization is not performing the services and are only providing administrative support to the activity, they only get to claim the first \$25,000 of the contract for purposes of indirect cost. Expenditures reported in this code will be eligible for indirect cost purposes. Please refer to Chapter 13 of the UFARS Manual for a description of Indirect Cost Rate Calculation and the OMB Circular A-133 for references to Federal Subawards or Subcontracts. Detailed List Below:

- Transportation Contracts with Private and Public Carriers – Object Code 360
- Physical Therapist Services – Object Code 371
- Occupational Therapist Services – Object Code 372
- Educational Speech Therapist/Language Pathologist Services – Object Code 373
- Audiologist Services – Object Code 374
- School Nurse Services – Object Code 375
- Licensed Nursing Services – Object Code 376
- School Social Worker Services – Object Code 377
- School Psychologist Services – Object Code 378
- Qualified Mental Health Professional Services – Object Code 379
- Mental Health Behavioral Aide Services – Object Code 363
- Mental Health Practitioner Services – Object Code 362
- Certified Paraprofessional/Personal Care Assistant Services – Object Code 361

- Certified One-to-One Paraprofessional Services – Object Code 359
- Foreign Language Interpreter Services – Object Code 358
- Interpreter for the Deaf Services – Object Code 357
- Contracted Transportation Services – Object Code 360

### **304 Federal Subawards and Subcontracts (excess amount over \$25,000)**

When a district receives a federal grant (400/600, 500 and 800/900 finance code series) and has expenditures in that grant for a subaward or subcontract, the cost of the subaward/subcontract may have to be expensed in two different object codes. The amount up to and including \$25,000 of each subaward/subcontract expenditure must use Object Code 303 – Federal Subawards and Subcontracts (amount up to \$25,000). Any amount in excess of \$25,000 of each subaward/subcontract must use this code. This combination of codes should be used in lieu of the 390 object series when expenditures for a subaward or subcontract are from a federal grant. The reason for this coding is that only the first \$25,000 in expenditures of any subaward/subcontract may be allowed in the calculation and application of indirect cost rates. In other words, since the organization is not performing the services and are only providing administrative support to the activity, they only get to claim the first \$25,000 of the contract for purposes of indirect cost. Expenditures reported in this code will not be eligible for indirect cost purposes. Please refer to Chapter 13 of the UFARS Manual for a description of Indirect Cost Rate Calculation and the OMB Circular A-133 for references to Federal Subawards or Subcontracts.

- Transportation Contracts with Private and Public Carriers – Object Code 364
- Physical Therapist Services – Object Code 341
- Occupational Therapist Services – Object Code 342
- Educational Speech Therapist/Language Pathologist Services – Object Code 343
- Audiologist Services – Object Code 344
- School Nurse Services – Object Code 345
- Licensed Nursing Services – Object Code 346
- School Social Worker Services – Object Code 347
- School Psychologist Services – Object Code 348
- Qualified Mental Health Professional Services – Object Code 349
- Mental Health Behavioral Aide Services – Object Code 351
- Mental Health Practitioner Services – Object Code 352
- Certified Paraprofessional/Personal Care Assistant Services – Object Code 353
- Certified One-to-One Paraprofessional Services – Object Code 354
- Foreign Language Interpreter Services – Object Code 355
- Interpreter for the Deaf Services – Object Code 356
- Contracted Transportation Services – Object Code 364

### **305 Consulting Fees/Fees for Services**

Include payments for professional services such as legal, audit, accounting, advertising, custodial, laundry, etc. This code is used by districts in the special education programs, for contracted service costs provided to staff. Include expenditures for purchased services if not enumerated by other object codes in this series.

**Note:** See Object Codes 303 and 304 for description of Federal Subawards/Subcontracts under or over \$25,000.

### **306 Special Education Litigation Costs**

Include all special education expenditures incurred for time spent by legal counsel in consideration of litigation, during litigation and in post-litigation work, including appeals and discussions regarding potential appeals. Costs should include the legal fees associated with a request for a due process hearing whether or not it settles the issue, and any expense incurred when seeking counsel in consideration of filing. Districts using this code for special education cases must use Program Code 400 with Finance Code 000 for these expenditures.

**Note:** This object code is not reimbursable with special education funds.

### **307 Contracted Substitutes for Special Education Programs**

Record the expenditures for personnel, certified and non-certified, hired through a private personnel employment agency for the purpose of substitute employment in the district's special education program. The costs are not reimbursable from state special education aids unless the substitute is licensed in the specific disability area in which they are assigned.

### **308 Federal Tuition Bill Payments (amount up to \$25,000)**

Include expenditures for special education federal tuition bill payments. This code should report only the amount of the cost up to \$25,000. Refer to Object Code 309 to record the amount in excess of \$25,000 of the cost.

### **309 Federal Tuition Bill Payments (excess amount over \$25,000)**

Include expenditures for special education federal tuition bill payments. This code should only report the amount of the cost in excess of \$25,000. Refer to Object Code 308 to record the initial \$25,000 of the cost.

### **315 Repairs and Maintenance for Computers and Technology**

Expenditures for repairs and maintenance services for technology equipment that are not directly provided by school district personnel. This includes ongoing service agreements for technology hardware (e.g., personal computers and servers). For library media center (Program Code 620) expenditures, this section included repairs and maintenance for computers and associated technology (such as, but not limited to, printers and scanners), automated library cataloging and circulation systems, and digital equipment, such as, but not limited to, camcorders cameras and electronic book viewers.

### **316 Services Purchased from Other Minnesota Joint-Powers Agencies**

Expenditures for purchase services performed by any Minnesota educational agency or joint service arrangement (service cooperatives and regional centers) not related to tuition or transportation fees. Includes capital-related assessments for fees and related pass-through levy of any entity formed under a cooperative agreement between two or more districts that may be coded as an Operating Capital expenditure according to [Minnesota Statutes, section 126C.10](#), subdivision 14 (Line 17).

### **318 Data Processing and Data Entry Services**

Record expenditures for data entry, formatting and processing services other than programming. Examples are accounts payable entries, payroll data entries or storage of student data. See Object Code 305 Consulting Fees/Fees for Services or Object Code 316 -Services Purchased from other Minnesota Joint Powers Agencies.

### **319 Computer and Technology Services**

Record expenditures for technical services other than data processing and related services. Examples include the following: consultants for network improvements, server replacement and enhancements and security enhancements.

**Note:** This code cannot be used with federal funds.

### **320 Communication Services**

Expenditures for services provided by a person or businesses to assist in transmitting messages or information (includes telephone, Internet services, etc.).

### **329 Postage and Parcel Services**

Includes expenditures incurred for all postage and parcel services. Includes messenger services. Do not include freight and shipping charges that were included in other expenditures.

### **330 Utility Services**

Includes expenditures incurred for services provided by utility companies such as electricity, water, natural gas, steam, sewage and garbage collection. Charter schools should record the portion of the lease that represents the cost of utility services.

### **340 Insurance**

Includes expenditures incurred for all forms of insurance, except employee benefits in the 200 object series.

**341 Physical Therapy Services (excess amount over \$25,000)**

Include contracted services of registered physical therapists or physical therapy assistants licensed by the Minnesota Department of Health and Human Services. This code should only report the amount of the cost in excess of \$25,000. Refer to Object Code 371 to record the initial \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 4. Physical therapy services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

**342 Occupational Therapy Services (excess amount over \$25,000)**

Include contracted services of certified occupational therapists or certified occupational therapy assistants licensed by the Minnesota Department of Health and Human Services. This code should report only the amount of the cost in excess of \$25,000. Refer to Object Code 372 to record the initial \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 5. Occupational therapy services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

**343 Educational Speech/Language Pathologist Services (excess amount over \$25,000)**

Include contracted services only for those educational speech language pathologists licensed by MDE. This code should report only the amount of the cost in excess of \$25,000. Refer to Object Code 373 to record the initial \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 7. Educational speech/language pathologist services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

**344 Audiologist Services (excess amount over \$25,000)**

Include contracted services of audiologists certified by the Minnesota Department of Health and Human Services. This code should report only the amount of the cost in excess of \$25,000. Refer to Object Code 374 to record the initial \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 14. Audiologist services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394, and 399.



**345 Licensed School Nurse Services (excess amount over \$25,000)**

Include contracted services of school nurses (LSN) licensed by MDE. This code should report only the amount of the cost in excess of \$25,000. Refer to Object Code 375 to record the initial \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 6. Licensed school nurse services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

**346 Licensed Nursing Services (excess amount over \$25,000)**

Include salaries of nursing staff licensed by the Minnesota Department of Health and Human Services. This code should report only the amount of the cost in excess of \$25,000. Refer to Object Code 376 to record the initial \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 44. Licensed nursing services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

**347 Licensed School Social Worker Services (excess amount over \$25,000)**

Include contracted services of school social workers licensed by MDE. This code should report only the amount of the cost in excess of \$25,000. Refer to Object Code 377 to record the initial \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 11. Licensed school social worker services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

**348 Licensed School Psychologist Services (excess amount over \$25,000)**

Include contracted services of school psychologists licensed by MDE. This code should report only the amount of the cost in excess of \$25,000. Refer to Object Code 378 to record the initial \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 13. Licensed school psychologist services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

**349 Qualified Mental Health Professional Services (excess amount over \$25,000)**

Include contracted services of mental health professionals licensed by the Minnesota Department of Health and Human Services. This code should report only the amount of the cost in excess of \$25,000. Refer to Object Code 379 to record the initial \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 49. Licensed mental health professional services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

### **350 Repairs and Maintenance**

Includes expenditures incurred for repair and maintenance services provided through a contract with an outside vendor. Include contracts and agreements for the upkeep of grounds, buildings and equipment. Excludes costs for new construction, renovation and remodeling (betterments) and repairs for computers and technology. Charter schools should record the portion of the lease that represents the cost of repair and maintenance services.

### **351 Mental Health Behavioral Aide Services (excess amount over \$25,000)**

Include contracted services of health behavioral aides working as paraprofessionals under qualified supervision. These aides are certified by the Minnesota Department of Health and Human Services. This code should report only the amount of the cost in excess of \$25,000. Refer to Object Code 363 to record the initial \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 50. Mental health behavioral aide services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

### **352 Mental Health Practitioner Services (excess amount over \$25,000)**

Include contracted services of health practitioners licensed by the Minnesota Department of Health and Human Services. This code should report only the amount of the cost in excess of \$25,000. Refer to Object Code 362 to record the initial \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 52. Mental health practitioner services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

### **353 Certified Paraprofessional/Personal Care Assistant Services (excess amount over \$25,000)**

Include contracted services of instructional paraprofessionals and personal care assistants that need to meet the requirements of the Individuals with Disability Education Act (IDEA) and [Minnesota Statutes, section 125A.08 \(b\)](#). This code should report only the amount of the cost in excess of \$25,000. Refer to Object Code 361 to record the initial \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 08. Certified paraprofessional/personal care assistant services paid for with state special education funds should be

reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

### **354 Certified One-to-One Paraprofessional Services (excess amount over \$25,000)**

Include contracted services of one-to-one paraprofessionals that need to meet the requirements of the Individuals with Disability Education Act (IDEA) and [Minnesota Statutes, section 125A.08 \(b\)](#). This code should report only the amount of the cost in excess of \$25,000. Refer to Object Code 359 to record the initial \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 53. Certified one-to-one paraprofessional services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

### **355 Foreign Language Interpreter Services (excess amount over \$25,000)**

Include contracted services of foreign language interpreters. This code should report only the amount of the cost in excess of \$25,000. Refer to Object Code 358 to record the initial \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 26. Foreign language interpreter services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

### **356 Interpreter for the Deaf Services (excess amount over \$25,000)**

Include contracted services of certified interpreters for the deaf. This code should report only the amount of the cost in excess of \$25,000. Refer to Object Code 357 to record the initial \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 28. Interpreter for the deaf services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

### **357 Interpreter for the Deaf Services (amount up to \$25,000)**

Include contracted services of certified interpreters for the deaf. This code should report only the amount of the cost up to \$25,000. Refer to Object Code 356 to record the amount in excess of \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 28. Interpreter for the deaf services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

**358 Foreign Language Interpreter Services (amount up to \$25,000)**

Include contracted services of foreign language interpreters. This code should report only the amount of the cost up to \$25,000. Refer to Object Code 355 to record the amount in excess of \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 26. Foreign language interpreter services paid for with state special education funds should be reported using the following object codes: Purchase of Service - 396 and 397; Contracted Service – 392, 393, 394 and 399.

**359 Certified One-to-One Paraprofessional Services (amount up to \$25,000)**

Include contracted services of one-to-one paraprofessionals that need to meet the requirements of the Individuals with Disability Education Act (IDEA) and [Minnesota Statutes, section 125A.08 \(b\)](#). This code should report only the amount of the cost up to \$25,000. Refer to Object Code 354 to record the amount in excess of \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 53. Certified one-to-one paraprofessional services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

**360 Transportation Contracts with Private or Public Carriers (includes federal payments – amount up to \$25,000)**

Include all expenditures incurred when contracting for the transportation of pupils and paid for with state or local funds. Contracts could be with privately owned school bus companies, parents or guardians who transport their children in the family vehicle, other public entities (e.g., school districts or transit services) or privately owned charter carriers. Also, include the purchase of bus passes for pupils who use public transit services, including the transportation for parents and/or their children participating in ECFE or other early childhood programs. Gas cards are not an allowable expenditure.

For each contract paid for with federal funds, the first \$25,000 of the contract should be coded to Object Code 360 and the amount in excess of \$25,000 should be coded to Object Code 364.

**361 Certified Paraprofessional/Personal Care Assistant Services (amount up to \$25,000)**

Include contracted services of instructional paraprofessionals and personal care assistants that need to meet the requirements of the Individuals with Disability Education Act (IDEA) and [Minnesota Statutes, section 125A.08 \(b\)](#). This code should report only the amount of the cost up to \$25,000. Refer to Object Code 353 to record the amount in excess of \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 08. Certified paraprofessional/personal care assistant services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394, and 399.

**362 Mental Health Practitioner Services (amount up to \$25,000)**

Include contracted services of health practitioners licensed by the Minnesota Department of Health and Human Services. This code should report only the amount of the cost up to \$25,000. Refer to Object Code 352 to record the amount in excess of \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 52. Mental health practitioner services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

**363 Mental Health Behavioral Aide Services (amount up to \$25,000)**

Include contracted services of health behavioral aides working as paraprofessionals under qualified supervision. These aides are certified by the Minnesota Department of Health and Human Services. This code should report only the amount of the cost up to \$25,000. Refer to Object Code 351 to record the amount in excess of \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 50. Mental health behavioral aide services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

**364 Transportation Contracts with Private or Public Carriers Paid with Federal Funds (excess amount over \$25,000)**

Include expenditures incurred when contracting for the transportation of pupils and paid for with federal funds. Contracts could be with privately owned school bus companies, parents or guardians who transport their children in the family vehicle, other public entities (e.g., school districts or transit services) or privately owned charter carriers. Also, include the purchase of bus passes for pupils who use public transit services.

For each contract paid for with federal funds, the first \$25,000 of the contract should be coded to Object Code 360 and the amount in excess of \$25,000 should be coded to Object Code 364. Do not use this object code when the contract is paid with state or local funds.

**365 Interdepartmental Transportation (allocation)**

Include expenditures incurred to reclassify the costs incurred by the district's transportation department in providing transportation services to the programs receiving their service. A debit entry using this Object code charges the prorated expenditure to the specific program that used the service. The credit side of the entry using this object code with Program Code 760, Pupil Transportation, creates a contra-expenditure amount that reduces the total expenditures in the pupil transportation program. Reclassified costs should represent a fair allocation of the total costs. Total costs include labor, material, contracted services, and other direct and indirect costs. The total for this object code must equal zero.

**Note:** [Minnesota Statutes, section 123B.92](#), subdivision 5, requires school districts to allocate student transportation expenditures among categories by miles. Districts will need to determine a rate based on the district's total transportation expenditures for the entire school year in order to allocate the cost correctly. In addition, districts will need to document the miles that relate to the various federal programs on the supplemental sheet of the Pupil Transportation Annual Report (ED-01652). In the interim, before final rates are determined, districts may use estimated or prior year rates to report costs in the State Educational Record and View Submission (SERVS) system. Once final rates are determined, the district would need to align reported expenditures with final rates.

See Object Code 366 for travel information for staff in Transition Programs for Children with a Disability Usage.

### **366 Travel, Conventions and Conferences**

Include expenditures incurred for the cost of transportation, meals, hotel, registration fees, and other expenditures associated with travel and attendance at conventions and conferences by staff, or anyone else performing an assignment for the district (e.g., parents in district committees). This includes both in-state and out-of-state travel (see Object Code 368, Out-of-State Travel, Federal Reimbursed). Include per diem payments.

Transition Programs for Children with a Disability Usage. Expenditures for necessary travel between instructional sites (including employment sites of students in work-based learning programs) by transition program teachers of children with a disability. This does not include travel to and from local, regional, district, state or national career and technical student organization meetings, or student transportation. If the travel between sites by staff is in district owned vehicles, Object Code 365, Interdepartmental Transportation (chargeback), could be used to record the expenditures.

### **368 Out-of-State Travel, Federal Reimbursed**

This code is to be used only for federal programs that require segregation of out-of-state expenses. Includes expenditures for transportation, meals, hotel, registration fees, and other expenses incurred while traveling out-of-state. Include all Title I in-service expenditures incurred out-of-state.

### **369 Entry Fees/Student Travel Allowances**

Record as expenditures the costs of entry fees so students can participate in athletic, scholastic, or other competitive events. Additional student travel costs, including meals and lodging, should be coded here. This also includes fees and admissions for field trips. Transportation costs should be coded to the appropriate transportation code.

### **370 Operating Leases or Rentals**

Record Expenditures for the lease or rental of land, buildings, vehicles and equipment for temporary or long-term usage that does not result in the ownership of the asset. Excludes lease or rental of computers or technology related hardware (see Object Code 380).

**371 Physical Therapy Services (amount up to \$25,000)**

Include contracted services of registered physical therapists or physical therapy assistants licensed by the Minnesota Department of Health and Human Services. This code should report only the amount of the cost up to \$25,000. Refer to Object Code 341 to record the amount in excess of \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 4. Physical therapy services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

**372 Occupational Therapy Services (amount up to \$25,000)**

Include contracted services of certified occupational therapists or certified occupational therapy assistants licensed by the Minnesota Department of Health and Human Services. This code should report only the amount of the cost up to \$25,000. Refer to Object Code 342 to record the amount in excess of \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 5. Occupational therapy services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394, and 399.

**373 Educational Speech/Language Pathologist Services (amount up to \$25,000)**

Include contracted services only for those educational speech language pathologists licensed by MDE. This code should report only the amount of the cost up to \$25,000. Refer to Object Code 343 to record the amount in excess of \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 7. Educational speech/language pathologist services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

**374 Audiologist Services (amount up to \$25,000)**

Include contracted services of audiologists certified by the Minnesota Department of Health and Human Services. This code should report only the amount of the cost up to \$25,000. Refer to Object Code 344 to record the amount in excess of \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 14. Audiologist services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.



**375 Licensed School Nurse Services (amount up to \$25,000)**

Include contracted services of school nurses (LSN) licensed by MDE. This code should report only the amount of the cost up to \$25,000. Refer to Object Code 345 to record the amount in excess of \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 6. Licensed school nurse services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

**376 Licensed Nursing Services (amount up to \$25,000)**

Include salaries of nursing staff licensed by the Minnesota Department of Health and Human Services. This code should report only the amount of the cost up to \$25,000. Refer to Object Code 346 to record the amount in excess of \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 44. Licensed nursing services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

**377 Licensed School Social Worker Services (amount up to \$25,000)**

Include contracted services of school social workers licensed by the Minnesota Department of Education. This code should report only the amount of the cost up to \$25,000. Refer to Object Code 347 to record the amount in excess of \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 11. Licensed school social worker services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

**378 Licensed School Psychologist Services (amount up to \$25,000)**

Include contracted services of school psychologists licensed by MDE. This code should report only the amount of the cost up to \$25,000. Refer to Object Code 348 to record the amount in excess of \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 13. Licensed school psychologist services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.



**379 Qualified Mental Health Professional Services (amount up to \$25,000)**

Include contracted services of mental health professionals licensed by the Minnesota Department of Health and Human Services. This code should report only the amount of the cost up to \$25,000. Refer to Object Code 349 to record the amount in excess of \$25,000 of the cost.

For special education, these costs are reported in SEDRA under Personnel Type Code 49. Licensed mental health professional services paid for with state special education funds should be reported using the following object codes: Purchase of Service – 396 and 397; Contracted Service – 392, 393, 394 and 399.

**380 Computer and Technology Related Hardware Rental**

Record Expenditures for the lease or rental of computers or technology related hardware for temporary or long-term usage that does not result in the ownership of the asset. Operating leases and rental for computers and copiers must be coded to the program where the equipment is used.

**381 Medicaid Reimbursed Equipment**

Include expenditures for assistive technology equipment purchased for Medicaid eligible students when Medical Assistance (MA)/Minnesota Care will be billed for part or all of the costs. An assistive technology device means any item, piece of equipment, or product system, whether acquired commercially, modified or customized that is used to increase, maintain or improve functional capabilities of individuals with disabilities.

**382 Medicaid Reimbursed Services**

Include expenditures for Medicaid eligible services to students when MA/Minnesota Care will be billed for part or all of the costs. Districts should bill DHS directly.

**384 Third-Party Reimbursed Equipment, not Medicaid**

Include expenditures for assistive technology equipment purchased for eligible students when a third-party insurer will be billed for part or all of the costs. An assistive technology device means any item, piece of equipment, or product system, whether acquired commercially, modified, or customized that is used to increase, maintain or improve functional capabilities of individuals with disabilities

**385 Third-Party Reimbursed Services, not Medicaid**

Include expenditures for eligible services to students when a third-party insurer will be billed for part or all of the costs.

### 389 Staff Tuition and Other Reimbursements

Record all expenditures associated with course work for teacher quality training, including tuition, books and materials. Also include reimbursements for parental involvement and other reimbursable activities of federal programs.

### 390 Payments for Educational Purposes to Other Minnesota School Districts

**Note:** See Object Codes 303 and 304 for a description of expenditures for services purchased with federal funds. Do not use the object 390 series for federal subawards/contracts – use Object Code 303/304.

Includes payments to other Minnesota school districts for transportation, community service, and capital expenditures for resident pupils and learners attending another district. Districts who are recipients of these payments must use Source Code 021 to recognize this revenue. Also includes payments to other Minnesota School Districts for online courses or interactive television classes.

Refer to Object Code 391 for payments to other Minnesota school districts where there is a cost-sharing agreement.

**Note:** Further guidance will be provided on tuition payments made with federal funds.

Transition Programs for Children with a Disability Usage: Expenditures for a contract approved by the commissioner with another Minnesota school district or cooperative center for vocational evaluation services for children with a disability that are not yet enrolled in grade 12.

### 391 Payments to Minnesota School Districts (cost-sharing agreements)

Includes reimbursements to other Minnesota school districts (primarily joint powers agreements, education districts, and paired districts) for the provision of teachers, staff, equipment, material, etc. This code should be used for payments made under various cost-sharing agreements. Districts who are recipients of these payments must use Source Code 021 to recognize this revenue.

Special Education Program Usage: See Object Codes 396 and 397 for coding of special education teacher costs between districts.

### 392 Payments for Educational Purposes to Out-of-State School Districts/Other Agencies

Include payments to out-of-state school districts/other agencies for tuition, transportation, community service, and capital expenditures for resident pupils and learners who are attending out-of-state districts. This may include payments to colleges, agencies, out-of-state districts or software vendors that are providing on-line courses or interactive television classes. Special Education Program Usage: Include the cost of students placed out of state.

### 393 Special Education and Transition Programs for Children with Disability Contracted Services

For special instruction and services provided to a pupil or parent on the pupils behalf, by contracting with public, private or voluntary agencies other than school districts. **The student is placed elsewhere and is not receiving the services at the district. The corresponding entry in SEDRA is “C.”**

Transition Programs for Children with a Disability Usage: Expenditures for transition programs for children with disabilities provided by a contract approved by the commissioner with public, private or voluntary agencies other than a Minnesota school district or cooperative center, in place of programs provided by the district.

### 394 Payments for Educational Purposes to Other Agencies (non-school districts)

Includes payments made for students to any other public or private agencies (other than school districts) for tuition, PSEO tuition, community services and capital expenditures. **This object code applies when the district brings in contracted personnel to serve in your district (not just for the students). The corresponding entry in SEDRA is “B.”**

Federal Program Usage: Includes costs for supplemental services for needs improvement schools.

Transition Programs for Children with a Disability Usage: Expenditures for transition programs for children with disabilities provided by a contract approved by the commissioner with public, private or voluntary agencies other than an Minnesota school district or cooperative center, that are supplementary to a full educational program provided by the district.

### 395 Shared Costs for Paired Districts Only

Includes the expenditures and revenues for districts that are involved in pairing and sharing agreements, where program expenditures initially appear in more than one district. The district having the educational program (site) must report the total program costs. Therefore, if more than one of the pairing districts has expenditures related to the program, then the serving district site must record additional journal entries in order to report all expenditures at the educational site.

The serving district site should use Object Code 395 to record additional expenditures (debit) incurred by the paired (non-site) district in conjunction with the site and program series and an equal amount (credit) in conjunction with the districtwide organizational series using this same object code. These entries will balance to zero in the serving district site. The serving district would receive the details for these entries from the other paired (non-site) district(s). The non-site district(s) will make no journal entries. All districts (site and non-site) will also use Object Code 395 in conjunction with their districtwide organizational series (000 or 005) to reflect cost adjustments with its paired district(s).

**396 Salary Purchased from Another District**

Include payments made to other Minnesota school districts for the salary of licensed teachers or related service providers who are working in your district but employed by another district.

**397 Benefits Purchased from Another District**

Include payments made to other Minnesota school districts for the benefits of licensed teachers or related service providers who are working in your district but employed by another district. Purchasing districts must use the appropriate finance code for benefit costs.

**398 Interdepartmental Services (Chargeback)**

Use this code to reclassify the costs incurred by a service department, other than transportation, in providing services to the program dimension codes receiving the services. A debit entry using this object code charges the allocated expenditures for services provided by a service department to the appropriate program code. A credit entry using this object code, with the program code for the department providing the service, represents a contra-expenditure amount that reduces the total program expenditures of that program. Examples of service departments include a warehouse, reprographic center, and computer/video repair centers. Reclassified costs should represent a fair allocation of the total costs. Costs include labor, materials, contracted services, and other direct and indirect costs of providing services. The total debits and credits using this code must equal zero.

**Note:** Chargeback Object Code 398 cannot be used with a federal finance code.

**399 Purchase of Special Education Contracted Services from Another District/Cooperative**

The activity in this code represents the costs to a district which has purchased contracted special education services from another district/cooperative that had initially purchased the services from a public, private or voluntary agency other than a school district. See Object Codes 396 and 397 when the district is purchasing services that are provided by staff employed in another district.

**Supplies and Materials (400)**

A supply item (as opposed to an equipment item) is any article of material that meets one or more of the following conditions:

- a. It is consumed in use.
- b. It loses its original shape or appearance with use.
- c. It is expendable; that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to replace it with an entirely new unit rather than repair it.
- d. It loses its identity through incorporation into a different or more complex unit or substance.

**Code Title and Definition****401 Supplies and Materials – Non Instructional**

Expenditures for all supplies other than those to be included in Object Codes 430, Supplies and Materials Non-Individualized Instructional; 433, Supplies and Materials - Individualized Instructional; 455, Non-Instructional Technology Supplies and 465 Non-Instructional Technology Devices. Includes, for example, maintenance supplies, printer toner or office supplies and instructional materials purchased for resale. Also includes freight/shipping cost items associated with items purchased.

**405 Non-Instructional Software Licensing Agreements**

Record expenditures for non-instructional annual subscriptions or software license agreements that are under the capitalization threshold. Includes the cost of electronic service plans that support and maintain due process documents and special education forms. See Object Codes 455 and 505 for purchase of software. Also, see Object Code 401, Supplies and Materials – Non Instructional, for additional coding.

**406 Instructional Software License Agreements**

Record expenditures for instructional annual subscriptions or software license agreements that are under the capitalization threshold. See Object Codes 456 and 506 for purchase of software. Also, see Object Code 430, Supplies and Materials – Non-Individualized Instructional and Object Code 433, Supplies and Materials – Individualized Instruction, for additional coding.

**430 Supplies and Materials – Non-Individualized Instructional**

The instructions for this code must be read in conjunction with Object Code 433, Individualized Instructional Materials. Expenditures to be included here are instructional supplies that do not fit the criteria set forth for expenditures in Object Codes 433, 456 or 465.

Include non-individualized expenditures for classroom supplies consumed in the instructional process. This code is used in conjunction with any instructional Program Code, 200 through 699, plus Program Code 790, Other Pupil Support.

**Note:** Expenditures for the Library Media Center (Program Code 620) are to be listed in Object Code 470.

**433 Supplies and Materials – Individualized Instruction**

This object code is used to account for supplies and materials for individualized instruction. The definition of individualized instructional materials, as opposed to non-individualized instructional materials to be recorded in Object Code 430, is contained in [Minnesota Statutes, section 123B.41](#), subdivision 5:

Subdivision 5. "Individualized instructional or cooperative materials" means educational materials which are:

- a. Designed primarily for individual pupil use or use by pupils in a cooperative learning group in a particular class or program in the school the pupil regularly attends.
- b. Secular, neutral, nonideological and not capable of diversion for religious use; and
- c. Available, used by, or of benefit to Minnesota public school pupils.

Subject to the requirements in paragraph (a), "individualized instructional or cooperative learning materials" include, but are not limited to, the following if they do not fall within the definition of "textbook" in [Minnesota Statutes, section 123B.41](#), subdivision 2: published materials; periodicals; documents; pamphlets; photographs, reproductions; pictorial or graphic works; prerecorded video programs; prerecorded tapes, cassettes and other sound recordings; manipulative materials; desk charts; games; study prints and pictures; desk maps; models; learning kits; blocks or cubes; flash cards; individual multimedia systems; prepared instructional computer software programs; choral and band sheet music; electronic books and other printed materials delivered electronically; and CD-ROM. Include non-individualized expenditures for classroom supplies consumed in the instruction process. This code should be used to purchase ingredients for Family and Consumer Science (FACS) classes.

This code is used by MDE to compute the rates for textbooks, individualized instructional materials, and standardized tests that are used in determining Educational Aids for Nonpublic School Children ([Minn. Stat. §§ 123B.40 to 43](#)). The rates of reimbursement for nonpublic students are based on these expenditures plus textbook and workbook expenditures recorded in Object Code 460 for public school students.

When recording expenditures for nonpublic students; use this code in conjunction with Finance Code 351, Aid to Nonpublic Pupils – Textbooks and Tests. When recording expenditures for public school students; use the appropriate codes in the other UFARS dimensions.

Expenditures for "individualized instructional or cooperative learning materials" do not include instructional equipment, instructional hardware including dedicated hardware equipment known as eReaders or e-book devices, or ordinary daily consumable classroom supplies. Please refer to Object Code 406, Instructional Software License Agreements; Object Code 466, Instructional Technology Devices; and Object Code 556, Capitalized Instructional Technology Hardware, for additional information. Includes freight/shipping costs associated with items purchased.

This code is used in conjunction with any instructional Program Code, 200 through 699 (for use with all Programs 010 through 850 – see *Unrestricted – General Fund 01 Permitted Expenditure Code Grid* – Page 3).

## **440 Fuels**

Include expenditures incurred for the purchase of fuels, including gasoline, propane gas, coal, fuel oil, wood, diesel oil, etc. Include the transportation costs involved in securing and delivering the fuel.

## 455 Non-Instructional Technology Supplies

Non-Instructional technology-related supplies include supplies that are typically used in conjunction with technology-related hardware or software. Some examples that should be reported here are CDs, flash or jump drives, parallel cables, monitor stands. Please refer to Object Code 465, Non-Instructional Technology Devices, for equipment that is the lesser of the capitalization level established by the local educational agency (LEA) for financial statement purposes or \$5,000 with a normal useful life extending beyond a single reporting period.

## 456 Instructional Technology Supplies

Instructional technology-related supplies include supplies that are typically used in conjunction with technology-related hardware or software. Some examples that should be reported here are CDs, flash or jump drives, parallel cables, monitor stands. Please refer to Object Code 466, Instructional Technology Devices, for equipment that is the lesser of the capitalization level established by the LEA for financial statement purposes or \$5,000 with a normal useful life extending beyond a single reporting period.

## 460 Textbooks and Workbooks

Expenditures for books or electronic substitutes that a pupil uses as a text or text substitute in a particular class or program. This includes books, workbooks or manuals, as well as electronic books and other printed materials delivered electronically. Please refer to Object Codes 406, Instructional Software License Agreements; and 466, Instructional Technology Devices for additional information. Textbook includes a teacher's guide, or other materials that accompany a textbook that a pupil uses when the teacher's edition, teacher's guide, or other teacher materials are packaged physically or electronically with textbooks for student use.

These textbooks are intended for use as a principal source of study material for a given class or group of students, a copy of which is expected to be available for the individual use of each pupil. Materials prepared and/or copied at the school qualify as textbook substitutes if such materials are basic (not supplementary) to a unit of study. See [Minnesota Statutes, section 123B.41](#), subdivision 2, for the complete definition.

To qualify for textbook aid to nonpublic pupils, these materials must include only such secular, neutral and nonideological textbooks as are available, used by, or of benefit to Minnesota public school pupils.

Includes the freight/shipping costs associated with items purchased. Excludes costs of teacher's workbooks, costs of binding, textbook repairs (Object Code 401), and dedicated hardware equipment known as eReaders or e-book devices (Object Code 466).

The rates of reimbursement for nonpublic students are based on these expenditures plus individualized instructional supply and material expenditures recorded in Object Code 433 for public school students.

This code is used in conjunction with any instructional Program Code, 200 through 699 (for use with all Programs 010 through 850 – see “Unrestricted – General Fund 01 Permitted Expenditure code Grid” – Page 3).

#### **461 Standardized Tests**

Expenditures for the purchase of standardized tests and the contracted scoring of these tests as used in the teaching learning process. Include expenditures for Title I evaluation materials and expense not recorded under Fees for Service Code (Object Code 305), see [Minnesota Statutes, section 123B.41](#), subdivision 3 for definition. This also includes early childhood assessments and development screening instruments.

#### **465 Non-Instructional Technology Devices**

Non-Instructional technology devices with a normal useful life beyond a single reporting period. Must be the lesser of the capitalization level established by the LEA or \$5,000 for financial statement purposes. Some examples that should be reported here are E-readers, including kindles, iPads and GPS devices. Please refer to Object Code 405 for non-instructional software license agreements, Object Code 455 for non-instructional technology supplies, Object Code 505 for capitalized non-instructional software and Object Code 555 for capitalized non-instructional technology hardware.

#### **466 Instructional Technology Devices**

Instructional technology devices with a normal useful life beyond a single reporting period that is non-capitalized. Must be the lesser of the capitalization level established by the LEA or \$5,000 for financial statement purposes. Some examples that should be reported here are E-readers, including kindles and iPads. Please refer to Object Code 406 for instructional software license agreements, Object Code 456 for instructional technology supplies, Object Code 506 for capitalized instructional technology software and Object Code 556 for capitalized instructional technology hardware.

#### **470 Media Resources**

Expenditures for library books, dictionaries, reference sets and pamphlets (including freight and cartage) for general use (not certain classes, grades or student groups). Also used for binding and repair of existing library books. This would include student books and most print materials, print periodicals, audio and video/DVD, electronic journal subscriptions, electronic encyclopedias and licenses for specific electronic materials (both), and other physical materials. Please refer to Object Codes 405, Non-Instructional Software License Agreements, and 505, Capitalized Non-Instructional Software, for media management system expenditures for textbooks and library materials. Please refer to Object Code 465 for Non-Instructional Technology Devices.



**490 Food**

Expenditures for all purchases of food for all uses excluding milk not used in preparation of food. Purchases of food for the food service program must be associated with Program Code 770, Food Services. Purchases of food for instructional use should be associated with the appropriate Regular Instruction or Vocational Instruction program category and Object Code 430, Supplies and Materials – Non-Individualized Instruction.

Note: For special education, when food is purchased and used for instructional purposes and the student's IEP says there is a need for transition services; LEAs should use Object Code 433, Supplies and Materials – Individualized Instruction, instead of 490 and enter the expenses on SEDRA with Service Code "H."

**491 Commodities**

Record the value of U.S. Department of Agriculture (USDA) commodities consumed in food service programs, plus the value of food consumed that was purchased with "Cash in Lieu of Commodities" money. The value of USDA commodities consumed should be calculated from the latest revision of the Standardized Commodity Costs list. Include delivery costs in Object Code 490, Food (CFDA No. 10.550). The total expenditures in this code must equal Source Code 474.

**495 Milk**

Expenditures for all purchases of milk not used in the preparation of food, including delivery costs. Purchases of milk for the food service program will be associated with Program Code 770, Food Services. Purchases of milk for instructional use will be associated with the Regular or Vocational Instruction program category.

**499 Warehouse Inventory Adjustment**

Charge this account with any inventory shrinkage determined by an audit or count of items held in a stores or warehouse inventory. Only a loss should be charged to this account. If the physical inventory reflects an overage, the excess is debited to the appropriate asset account.

## Capital Expenditures (500)

Capital expenditures consist of expenditures for acquisition, additions or improvement of a capital asset, which may include land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period (Paragraph 19 of Government Accounting Standards Board (GASB) 34).

This definition is conceptual in nature and should not be interpreted to mean that all capital assets districts report in the 500 Object Series should be capitalized. The decision to capitalize an asset is a local decision determined by school district policy. Under GASB 34, schools must establish and disclose a local capitalization policy in the notes to the financial statements, the dollar value above which asset acquisitions are added to the capital asset accounts reported on the districtwide financial statements.

Different types of assets, subsystems, or networks may have different capitalization policies (GASB 34 Implementation Guide). While the Office of the State Auditor has issued guidance to local governments, the State of Minnesota has not established a statutory capitalization threshold for school districts.

For UFARS reporting, equipment or technology qualifies as a capital expenditure if the item meets all of the following criteria:

- a. It retains its original shape and appearance with use. It has a normal useful life extending beyond a single reporting period.
- b. It is nonexpendable. That is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.
- c. It does not lose its identity through incorporation into a different or more complex unit or substance.

Capital improvements consist of initial or additional site or building expenditures that may involve changes of partitions, roof structure or walls, or replacement of built-in equipment. Repairs may be considered capital projects if they clearly increase the value or extend the useful life of a site or building.

With respect to federal funds, capital equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the LEA for financial statement purposes, or \$5,000 (OMB OMNI Circular, 2 C.F.R. Chapter I, Chapter II, Part 200.33 Equipment).

For federally purchased equipment, districts may establish capitalization levels more restrictive (threshold less than \$5,000) than federal guidelines but not less restrictive (threshold greater than \$5,000). The State of Minnesota Guide to [Local Government Capital Assets](https://auditor.state.mn.us/other/GASBTools/capital_asset_guide.pdf) (auditor.state.mn.us/other/GASBTools/capital\_asset\_guide.pdf).

View the [OMB OMNI Circular](#) (2 C.F.R. Chapter I, Chapter II, Part 200.12 – Capital Assets and Part 200.13 Capital Expenditures).

All expenditures that meet the above criteria should be charged to one of the following codes:

**Code Title and Definition****505 Capitalized Non-Instructional Technology Software**

Record expenditures for purchased software used for non-instructional purposes that meet the capitalization threshold. Software having a useful life of more than one year and per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the LEA for financial statement purposes, or \$5,000. Please refer to Object Code 405 for Non-Instructional Software License Agreements and Object Code 555 for Capitalized Non-Instructional Technology Hardware.

**506 Capitalized Instructional Technology Software**

Expenditures for purchased software used for instructional purposes that meet the capitalization threshold. Software having a useful life of more than one year and per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the LEA for financial statement purposes, or \$5,000. Please refer to Object Code 406 for Instructional Software License Agreements and Object Code 556 for Capitalized Instructional Technology Hardware.

**510 Site or Grounds Acquisition**

Expenditure for the initial acquisition and improvement of real property exclusive of buildings.

**520 Building Acquisition or Construction**

Expenditures made for the acquisition, capital lease, or construction of buildings, installation of heating and ventilating systems, electrical, plumbing, fire protection and other service systems, lockers, elevators and other equipment built into the building, paint, and other interior or exterior decoration.

**530 Other Equipment Purchased**

Include expenditures incurred for the purchase of furniture and any other equipment not classified in another object code of this series. Please refer to Object Codes 465, Non-Instructional Technology Devices; 466, Instructional Technology Devices; 555, Capitalized Non-Instructional Technology Hardware; and 556, Capitalized Instructional Technology Hardware for technology equipment. Include only equipment which meets the criteria for capital expenditures cited at the beginning of this series.

**Note:** For Library Media Center (Program Code 620) expenditures include shelving, service desks and display cases.

**531 Depreciation Expense**

Record the depreciation expense on buildings and equipment purchased.

**532 Bus Equipment – Purchased (Updating Bus Equipment)**

Record expenditures for equipment that update pupil transportation vehicles currently in service. Include in this code expenditures for two-way communication systems, wheelchair securement devices, ramps and lifts for handicapped access, and conversion of gasoline fueled engines to alternative fuels. This type of equipment purchase was formerly funded by the bus levy, but was not eligible for depreciation aid.

**533 Other Equipment Purchased for Special Education Direct Instruction**

Include expenditures incurred for the purchase of furniture and any other equipment not classified in another object code of this series. Equipment purchased under this code must be used for special education direct student instruction. Technology equipment should be coded to Object Codes 466, 555 or 556. Include only equipment which meets the criteria for capital expenditures cited at the beginning of this series.

**535 Capital Leases**

Expenditures under installment or lease contracts which have a terminal date and which result in the acquisition of equipment, vehicles, or technology equipment. This code must be used only with Object Code 589 (contra account) and the activity must equal zero (debit must equal credit).

**545 Interdepartmental Operating Capital (Chargeback)**

Use this code to reclassify the costs of making a capital improvement or creating a capital asset from departments within the district. Reclassification of costs is necessary to utilize revenues restricted/reserved for Operating Capital when the costs were originally incurred in other departments. The total debits and credits using this code must equal zero. Examples include any major repair project, creation of built-in storage or equipment by district personnel or students in program categories such as Operations and Maintenance or vocational instruction.

Costs such as labor, materials, contracted services, and other direct and indirect costs of the capital project are accumulated in the program incurring the costs. These capital project costs may be kept separate from other program expenditures by use of a unique locally defined project code in the finance dimension. The same finance code should also appear in the reclassification entries described above to provide further identification and an audit trail. The total for this object code must equal zero.

This object code may also be used to reclassify expenditures for capital equipment between Finance Code 302, Operating Capital and Finance Code 000, Districtwide.

**Note:** Chargeback Object Code 545 cannot be used with a federal finance code.

## 548 Pupil Transportation Vehicles

Record expenditures for the purchase of school buses including mobile units which are recorded in the bus inventory. Include excise tax, fees, license plate fees, delivery charges and additional add-on equipment installed at time of purchase as part of the purchase price. If a vehicle is traded in on a replacement vehicle, only the net cost is recorded in this object code. Finance Code 000 or 302 may be used to purchase pupil transportation vehicles.

When a district discontinues operation of a district-owned bus fleet or a substantial portion of a fleet, the balance shall cancel to the district's general fund ([Minn. Stat. § 123B.79](#), subd. 1).

Districts are reminded that Type III school buses must be used more than 50 percent of the time for transporting pupils before a district can add the vehicle to the eligible inventory (refer to [Minnesota Statutes, section 123B.92](#), subdivision 1, for a definition of authorized uses).

## 550 Other Vehicles Purchased

Record expenditures for the purchase of all other vehicles not included in Object Code 548, Pupil Transportation Vehicles. Other types of vehicles include the superintendent's car, staff cars, maintenance vehicles, food service vehicles, etc. Include excise taxes, fees, license plate fees, delivery charges, additional add-on equipment and other expenditures incurred at the time of purchase. If a vehicle is traded in at the time of purchase, only the net cost is recorded in this object code.

## 555 Capitalized Non-Instructional Technology Hardware

Record expenditures to purchase technology equipment that meet the capitalization threshold. Technology-related hardware having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the LEA for financial statement purposes, or \$5,000. Includes network equipment, servers, computers and peripheral equipment, interactive telecommunications equipment, printers, cameras and monitors (refer to Object Code 455 for Non-Instructional Technology Supplies and Object Code 556 for Capitalized Instructional Technology Hardware).

## 556 Capitalized Instructional Technology Hardware

Record expenditures to purchase technology equipment that meet the capitalization threshold. Technology-related hardware having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the LEA for financial statement purposes, or \$5,000. Includes network equipment, servers, computers and peripheral equipment, interactive telecommunications equipment, printers, cameras and monitors (refer to Object Code 456 for Instructional Technology Supplies and Object Code 555 for Capitalized Non-Instructional Technology Hardware).

**580 Principal on Capital Lease/Installment Sales Contracts**

Record expenditures to reduce principal on outstanding capital lease agreements and installment sales contracts.

**581 Interest on Capital Lease/Installment Sales Contracts**

Record expenditures related to payment of interest on capital lease agreements and installment sales contracts.

**582 Principal on Capital Lease/Installment Sales Contracts Used for Direct Instruction of Special Education Students**

Record expenditures to reduce principal on outstanding capital lease agreements and installment sales contracts used for direct instruction of special education students.

**583 Principal on Capital Lease/Installment Sales Contracts Used for Vehicles Used for Special Education Students**

Record expenditures to reduce principal on outstanding capital lease agreements and installment sales contracts used for vehicles for special education students.

**589 Lease Transactions/Installment Sales (Fund 01 – Other Financing Source)**

Used in conjunction with Object Code 535, Capital Leases, this entry represents a contra-expenditure amount (credit amount) so that the General Fund balance is not affected by the recording of a capital lease transaction or an installment sales contract. This expenditure is recorded as other financing source in the financial statements. The expenditure activity in Object Code 535 and Object Code 589 must equal zero.

**590 Other Capital Expenditures**

Expenditures for all other capital expenditures not classified above.

**Debt Service (700)**

Expenditures for the reduction of principal, interest, and service costs for the following:

- a. Bonds.
- b. Long-term loans – term of more than five years.
- c. Short-term loans – term of five years or less, but it does not mature before the end of the current fiscal year including Guaranteed Energy Saving Contracts.
- d. Current loans – payable in the same fiscal year in which the money was borrowed.

**Code Title and Definition****710 Bond, Redemption of Principal**

Expenditures to reduce principal on outstanding bonds. Include payments on bonds acquired from discontinued school districts.

**720 Bond, Interest**

Expenditures related to payment of interest charges on outstanding bonds. Include interest payments on bonds acquired from discontinued school districts.

**730 Loans, Redemption of Principal**

Expenditures made to reduce or eliminate principal of outstanding loans. Exclude loans of discontinued school districts.

**740 Loans, Interest**

Expenditures related to payment of interest charges on outstanding loans. Exclude interest on loans for discontinued school districts. Include warrant interest expense and interest expense for funds in deficit.

**750 Indebtedness of Discontinued School Districts**

Expenditures for accounts payable, contracts payable, or payment of floating indebtedness acquired from discontinued school districts by process of reorganization, consolidation, annexation or dissolution.

**790 Other Debt Service Expenditures**

Expenditures for any expense incurred in connection with debt service, such as fiscal agent charges.

**Other Expenditures (800)**

Amounts paid for goods and services not otherwise classified.

**Code Title and Definition****810 Judgments Against the School District**

Expenditures made from current funds for all judgments (except as indicated) against the school district that are not covered by liability insurance. Only amounts paid as a result of court decisions are recorded here. Judgments against the school district resulting from failure to pay bills or debt service are recorded under the appropriate expenditure accounts as though the bills or debt service had been paid when due ([Minn. Stat. § 126C.43](#), subd. 3).

## **820 Dues, Membership, Licenses and Certain Fees**

Expenditures or assessments for membership in professional, other organizations or associations. Memberships in economic development community and civic organizations may be included ([Minn. Stat. § 123B.02](#)). Also include special fees for bus licenses, postage meter permits, boiler licenses, kitchen inspections, authorizer fees or other fees. Include membership costs for joint powers organizations or cooperatives organized under education statutes.

For Library Media Center (Program Code 620) expenditures include only online databases. Online, licensed databases are supplied by commercial vendors via the Internet. They may include indexes, abstracts, full-text article databases or full-text reference sources such as encyclopedias, almanacs, biographical sources and other quick fact-finding sources. (Database definition: 2007-2008 School Library Media Center Questionnaire, NCES.)

## **890 Federal In-Kind Match Expenditures**

Expenditures related to a contributed service that creates or enhances nonfinancial assets (for example, volunteer improvements to a capital asset) or a contributed service that 1) requires specialized skills and 2) is provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation (the services of accountants, architects, carpenters, doctors, electricians, lawyers, nurses, plumbers, teachers and other professionals and craftsmen). These expenditures must equal the related Federal In-Kind Match Revenue, Source Code 097.

## **891 TRA and PERA Special Funding Situations Pension Expense**

Record the additional pension expense related to the support received from the State of Minnesota (as a nonemployer contributing entity) for TRA and PERA special funding situations per GASB statement No. 68, Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27. See Source Code 397 for TRA and PERA Special Funding Situations Revenue.

## **895 Federal and Nonpublic Indirect Cost (Chargeback)**

Use this code to reclassify the indirect costs allowed in federal grants using the indirect cost rate calculated by the Minnesota Department of Education. This code allows federal revenue and federal expenditures to balance. This code must be included on reports sent to the state for reimbursement. This code can also be used to report the administrative portion of nonpublic expenditures. Finance Code 000 should be used to record the nonpublic administrative percentage allotment. The total for this object code must equal zero.



**896 Taxes, Special Assessments, and Interest Penalties**

Use this code to record all expenditures incurred by the district for any local, state, federal tax or interest penalty (i.e. arbitrage). This would include all property tax and special assessment expenditures. This would also include “Patient-Centered Outcomes Research Institute” (PCORI) fees associated with the Affordable Care Act (ACA). Use Balance Sheet Code 212 to pay the sales tax collected on the sale of materials.

**897 Affordable Care Act (ACA) Penalties**

Use this code to record all expenditures related to penalties paid due to failure to provide health insurance to employees under the Affordable Care Act.

**898 Scholarships (Funds 01, 08 and 18)**

Expenditures for the dollar amount given to students in the form of scholarships should use this code. Whenever possible these monies should be sent to the Educational Institution and not given to the student. When the monies will be paid the following year, a payable should be recorded at year’s end to show the expenditure and the liability. Please use this code with Finance Code 340, Scholarships, and Program Code 960.

**899 Miscellaneous Expenditures**

Expenditures made for items not otherwise classified.

**Other Financing Uses (900)**

The purpose of the 900 Series is to facilitate reconciliation of UFARS and audited financial statements. Other financing uses are classified separately on the financial statement and include governmental operating transfers out, the amount of refunding bond proceeds deposited with the escrow agent and bond reclassifications from the general long-term debt account group to a fund liability.

**Code Title and Definition****910 Permanent Transfers to other Funds**

Transfers from one fund to another, usually from the General Fund to another fund. These transfers between funds are recorded as expenditures. These expenditures are recorded as an *Other Financing Use* in the financial statements ([Minn. Stat. § 123B.79](#)).

**911 COVID-19 Transfers Out (Funds 01, 02 and 04)**

For FY 2020 and FY 2021 only, use this code with the appropriate program and finance code to record transfers out adopted by school board resolution due to COVID-19 under [Minnesota Statutes, section 123B.80](#) (Laws 2020, Chapter 116, Article 3, Section 8). The transfer cannot increase state aid or result in additional property tax authority for the district. Transfer requests under this temporary authority are

not permitted from the Food Service Fund (02). Please see the [Guidance for Transfer of Funds](#) for more information. These expenditures are recorded as an *Other Financing Use* in the financial statement.

## 920 Bond Refunding Payments

Amount paid to bondholders or placed in escrow in connection with refunding resulting in the redemption or defeasance of debt. These expenditures are recorded as an *Other Financing Use* in the financial statements.

## Object Dimension Changes – FY 2020

### Additions

**Account**      **Description**

### Deletions

**Account**      **Description**

### Changes

**Account**      **Description**

|     |  |
|-----|--|
| 143 | Licensed Instructional Support Personnel (July 2019)   |
| 306 | Special Education Litigation (January 2020)  |
| 405 | Non-Instructional Software Licensing Agreements (July 2019/January 2020)                         |
| 406 | Instructional Software Licensing Agreements (July 2019/January 2020)                             |
| 430 | Instructional Supplies and Materials – Non-Individualized Instructional (July 2019/January 2020) |
| 433 | Instructional Supplies and Materials – Individualized Instructional (July 2019/January 2020)     |
| 460 | Textbooks (July 2019)  |
| 490 | Food (July 2019)   |
| 898 | Scholarships (January 2020)  |
| 911 | COVID-19 Transfers out (June 2020)   |