



West Virginia DEPARTMENT OF
EDUCATION

CHART OF ACCOUNTS OVERVIEW

May 17, 2022

Chart of Accounts

- A chart of accounts allows for the classification of financial transactions to facilitate the accumulation of revenues, expenditures, and balance sheet accounts in the categories needed for required reports.
- A chart of accounts also provides for comparability of reported data when compiling or comparing reports from different agencies.
- The account codes included in the LEA chart of accounts provide for classifying three basic types of financial activity:
 - Revenues and other financial sources of funds
 - Expenditures and other uses of funds
 - Transactions affecting the balance sheet



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Account Coding Structure

For each type of transaction, the specific account code is made up of a combination of classifications called dimensions. The dimensions utilized are as follows:

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
XX	XXXXXX	XXXXXX	XXX	XXX	XXXX	XXXX	XX

1. Fund
2. Project
3. Revenue Source, Program/Function, or Balance Sheet Account
4. Object
5. Location
6. Cost Center
7. Subject
8. Expansion



Fund Codes


(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
XX	XXXXXX	XXXXXX	XXX	XXX	XXXX	XXXX	XX


- The fund code dimension is a two-digit field located in the first element of the account code structure that identifies the type of fund.
- The first digit identifies the basic type of fund.
- The second digit identifies the sub-fund.



Fund Code Example

11 General Fund - County

 The first digit identifies the basic type of fund. The fund type in the example is "General Current Expense Fund".

 The second digit identifies the sub-fund. The sub-fund in the example is "County".

Fund Codes

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
XX	XXXXX	XXXXX	XXX	XXX	XXXX	XXXX	XX

- **1X General Current Expense Fund** - Accounts for all financial resources of the LEA except those required to be accounted for in another fund.
- **2X Debt Service Fund** - Accounts for the accumulation of resources for, and the payment of, general long-term debt, principal and interest.
- **3X Bond Construction Fund** - Accounts for the financial resources used to acquire or construct major capital facilities financed as a result of issuing bonds.
- **4X Permanent Improvement Fund** - Accounts for the accumulation of resources and subsequent expenditures for capital improvement activities. **These funds cannot be transferred out.**
- **5X Capital Projects Fund** - Accounts for financial resources used to acquire or construct specific major capital facilities of the LEA other than by the sale of bonds or the reservation of monies in a permanent improvement fund.
- **6X Special Revenue Fund** - Accounts for financial resources which are restricted either legally or by the grantor.
- **7X Federal Stimulus and Stabilization Fund** - Accounts for the financial resources received through the federal government which are restricted either legally or by the grantor.

Project Codes




(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
XX	XXXXX	XXXXX	XXX	XXX	XXXX	XXXX	XX

- The project code is a five-digit field located in the second element of the account code structure that identifies the project.
- The first two digits identify whether the project is an unrestricted project or restricted project and, if restricted, the basic type of project.
- Unrestricted projects are identified by either double zeroes (00) or zero one (01) in the first two elements.
- The third digit identifies the fiscal year.
- The fourth and fifth digits identify sub-projects.



Project Code Example

00**2****83** *Medicaid Reimbursements*

-  First two digits indicate whether the project is unrestricted or restricted. Anything other than 00 or 01 is restricted. The project in this example is "Unrestricted".
-  The third digit identifies the fiscal year. The fiscal year in the example is "2022".
-  The fourth and fifth digits identify sub-projects. The sub-project in the example is "Medicaid Reimbursements".



Project Codes

- Unrestricted Projects (00YXX – 01YXX)
- Restricted Projects – State (02YXX – 29YXX)
- Restricted Projects – Federal Received Directly by LEA (30YXX – 39YXX)
- Restricted Projects – Federal Received Through State (40YXX – 60YXX)
- Restricted Projects – Combination of State and Federal (61YXX – 87YXX)
- Restricted Projects – Other (88YXX – 89YXX)
- Local Projects (90YXX – 99YXX)

Revenue Source Codes

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
XX	XXXXX	XXXXX	XXX	XXX	XXXX	XXXX	XX

- The revenue source code is a five-digit field located in the third element of the account code structure that identifies revenues by source.
- The first digit of the revenue source dimension is a zero to identify it as a revenue account.
- The second digit identifies the revenue source.
 - 1 – Local
 - 2 – Intermediate
 - 3 – State
 - 4 – Federal
 - 5 - Miscellaneous
- The last 3 digits identify the specific type of revenue.

Revenue Source Code Example

03211 *Restricted – received from the WVDOE*



The first digit is a zero to identify it as a revenue account.



The second digit identifies the revenue source. The revenue source in the example is the "State".



The last 3 digits identify the specific type of revenue. The revenue type in the example is "Restricted".

Revenue Source Codes

- Revenue from Local Sources (01XXX)
- Revenue from Intermediate Sources (02XXX)
- Revenue from State Sources (03XXX)
- Revenue from Federal Sources (04XXX)
- Revenue from Miscellaneous Sources (05XXX)
- Revenue from Special or Extraordinary Items (06XXX)

Program Function Codes





(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
XX	XXXXX	XXXXX	XXX	XXX	XXXX	XXXX	XX

- The program function code dimension is a five-digit field located in the third element of the account code structure that identifies the educational program, function and activity to which an expenditure is being charged.
- The first digit identifies the program.
- The second digit identifies the function.
- The third digit identifies the activity as either instructional or support services.
- The fourth and fifth digits identify the instructional/support activities.

Program Function Code Example

21211

Special Education Programs: Mental Impairment

-  The first digit identifies the program. The program in the example is "Special Education".
-  The second digit identifies the function. The function in the example is "Instruction".
-  The third digit identifies the activity as either instructional or support services. The activity in the example is "Instructional Staff".
-  The fourth and fifth digit identifies the instructional/support activities. The instructional activity in the example is "Mental Impairment".

Program Function Codes

- Regular Elementary/Secondary Education Programs (1XXXX)
- Special Education Programs (2XXXX)
- Vocational Education programs (3XXXX)
- Other Instructional Programs – Elementary/Secondary (4XXXX)
- Non-Public School Programs (5XXXX)
- Adult/Continuing Education Programs (6XXXX)
- Transfers and Reserves (7XXXX)
- Community Service Programs (8XXXX)
- Co-Curricular and Extra-Curricular Activities (9XXXX)

Program Function Codes

- Instruction (X1XXX)
- Support Services (X2XXX)
- Operation of Noninstructional Services (X3XXX)
- Facilities Acquisition and Construction (X4XXX)
- Debt Service (X5XXX)
- Transfers and Reserves (X6XXX)

Program Function Codes (Support Services)

- Support Services – Student (X21XX)
- Support Services – Instructional Support (X22XX)
- Support Service – General Administration (X23XX)
- Support Service – School Administration (X24XX)
- Support Service – Central Services (X25XX)
- Support Service – Service O&M Plant (X26XX)
- Support Service – Student Transportation (X27XX)
- Other Support Services (X29XX)

Program Function Codes (Support Services)

- Food Service Operations (X31XX)
- Community Services Programs (X33XX)
- Facilities Acquisition and Construction (X40XX)
- Land Acquisition (X41XX)
- Land Improvement (X42XX)
- Architecture and Engineering (X43XX)
- Educational Specifications Development (X44XX)
- Building Acquisition and Construction (X45XX)
- Building Acquisition and Construction (X45XX)
- Site Improvement (X46XX)
- Building Improvements (X47XX)
- Other Facilities Acquisition and Construction (X49XX)
- Debt Service (X51XX)
- Interfund Transfers (761XX)
- Other Transfers (762XX)
- Reserved (763XX)




Balance Sheet Account Codes

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
XX	XXXXX	XXXXX	XXX	XXX	XXXX	XXXX	XX

- The balance sheet account code dimension is a five-digit field located in the third element of the account code structure that identifies different balance sheet accounts used by county boards of education.
- The first two digits of balance sheet accounts are always zero.
- The third digit identifies the type of balance sheet account.
- The fourth and fifth digit identifies the specific account.

Balance Sheet Account Code Example

00**1****01** *Cash in Bank*

-  The first two digits being zero identify this as a balance sheet account code
-  The third digit identifies the type of balance sheet account. The balance sheet account in the example is a “Current Asset”.
-  The fourth and fifth digit identifies the specific account. The specific account in the example is “Cash in Bank”.

Balance Sheet Account Codes

- Current Assets (001XX)
- Deferred Outflows of Resources (003XX)
- Current Liabilities (004XX)
- Long Term Liabilities (005XX)
- Deferred Inflows of Resources (006XX)
- Fund Balances (007XX)



Object Codes

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
XX	XXXXX	XXXXX	XXX	XXX	XXXX	XXXX	XX

- The object dimension is a three-digit field that is used to identify the type of account or the service or commodity obtained as the result of a specific expenditure.
 - 001 Current Assets
 - 002 Capital Assets
 - 003 Deferred Outflows of Resources
 - 004 Current Liabilities
 - 005 Long-Term Liabilities
 - 006 Deferred Inflows of Resources
 - 007 Fund Equity
 - 008 Other
 - 009 Revenue
 - 100-900 Expenditures



Object Code Example

212 Fixed Charges – Employee Benefits: Dental



The first digit of the object code identifies the type of account. The account in this example is an expenditure for “Fixed Charges - Employee Benefits”.



The last two digits identify the specific expenditure. The specific expenditure in this example is “Group Insurance – Dental”.

Expenditure Object Codes

- Personal Services – Salaries (1XX)
- Fixed Charges – Employee Benefits (2XX)
- Purchased Professional and Technical Services (3XX)
- Purchased Property Services (4XX)
- Other Purchased Services (5XX)
- Supplies (6XX)
- Property (7XX)
- Other Objects (8XX)
- Other Items (9XX)

Location Codes

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
XX	XXXXX	XXXXX	XXX	XXX	XXXX	XXXX	XX

- The location account code dimension is a three-digit field that identifies the location.
- The first digit identifies the type of building.
- The second two digits identify the specific building.

Location Code Example

001 Central Office



The first digit of the location code identifies the type of building. The type of building in this example is “Central Office and Non-School Buildings”.



The last two digits identify the specific building. The “01” identifies this location as “Central Office”. These last two digits are not specifically defined in the chart of accounts which gives flexibility to the counties to assign them as needed.

Location Codes

- Central Office and Non-School Buildings (0XX)
- Combined Schools (1XX)
- Elementary Schools (includes kindergarten) (2XX)
- Middle Schools (3XX)
- Junior High Schools (4XX)
- Senior High Schools (5XX)
- Special Education Centers (6XX)
- Vocational/Technical and Adult Centers (7XX)
- Private (8XX)
- Parochial (9XX)



Optional Account Code Items

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
XX	XXXXX	XXXXX	XXX	XXX	XXXX	XXXX	XX



(6) COST CENTER - The sixth dimension is a four-digit field that can be used to identify the cost center. The use of this dimension is optional in most instances at this time (COVID cost centers are required), but its usage is recommended..



(7) SUBJECT - The seventh dimension is a four-digit field that can be used to identify the subject area being taught in instructional programs. The use of this dimension is also optional at this time.



(8) EXPANSION - The eighth dimension is a two-digit field whose use has been reserved for future expansion.



Common Coding Errors

- Using revenue source codes with expenditure object codes.

fiscal_year	fund	project	rspfbs	revenue_expenditure	object	ytd
2016	61	14610	01111	Revenue	350	4,065.00
2016	61	32601	01112	Revenue	582	210.23
2016	61	01612	01111	Revenue	535	(500.00)
2016	61	05521	01111	Revenue	891	(139.40)
2016	11	00402	01111	Revenue	261	0.43
2016	11	00402	01111	Revenue	221	10.34
2016	11	00402	01111	Revenue	132	135.20



Common Coding Errors

- Using program function codes with a revenue object code.

fiscal_year	fund	project	rspfbs	revenue_expenditure	object	ytd
2016	61	88516	14511	Expenditure	009	(2,991.70)



QUESTIONS?



Thank You

Josh Harner, CPA, MPA
WVDE School Finance Services
304-558-6300
Joshua.Harner@k12.wv.us

