

**MINISTRY OF EDUCATION**

**UNIFORM CODE OF ACCOUNTS**

**(Manual for Ontario School Boards)**

**Revised March 2015**  
Includes up to release No. 6

# **Uniform Code of Accounts and Financial Data Requirements For Ontario School Boards**

## **Introduction**

This document is provided to outline the Ministry of Education's detailed financial data requirements for Ontario School Boards.

The purpose of this manual is:

- To outline the specific financial data and "mandatory accounts" that are required for reporting to the Ministry of Education;
- To provide definitions for recording of specific types of revenues and expenditures;
- To provide definitions regarding which accounts will be considered classroom and non-classroom; and
- To define administration and governance, pupil accommodation and special education expenditures for enveloping purposes.

Boards are required to report detailed financial data using the "mandatory accounts" provided in this manual. In many instances, school boards may wish to collect and capture information in more detail than the level required by the Ministry. Therefore it is expected that a Board's actual chart of accounts will vary from the mandatory requirement. Boards are free to expand or change the accounts utilized for its own purposes but must be able to summarize and report the "mandatory accounts".

## **Structure of the Uniform Code of Accounts**

The Uniform Code of Accounts is structured such that account segments are grouped together to form unique account codes. The groupings of accounts, as set forth in the Manual, reflect the range of services now offered by the districts and school authorities and the level of detail that the Ministry of Education requires from school boards.

The Mandatory Account Segments are as follows:

Function: 2 digit code which reflects the minimal broad revenue and expenditures categories required for reporting revenues and expenditures to the Ministry of Education

Object: 3 digit code reflects the specific accounts within the above broad revenue and expenditure category required for reporting to the Ministry of Education

Panel: 1 digit code which assigns expenditure to a panel, where applicable.

Location: Board Defined

Program: 3 digit code which allows for accumulating specific program costs

(School boards may wish to expand any/or all of the segments for internal reporting).

The order of the account segments has no particular importance or significance and a Board may structure its account number in any order that suits its various reporting purposes, as long as the data can be reported in the prescribed format. However, this document will use the following structure for examples:

XX – XXX – X – XXX – XXX

Function Object Panel Location Program

Location information will be Board specific and will not be reported to the Ministry of Education. The mandatory accounts to be reported will therefore be in the following format:

XX – XXX – X – XXX

Function - Object - Panel - Program

This Manual includes three sections.

Section 1: Code & Description Listing with definitions. This section includes a simple listing of the mandatory codes and related descriptions and definitions for each account segment. The definitions and descriptions will explain the types of expenditures that would be coded to each account segment or combinations of segments. Examples will be included as appropriate to clarify the definitions.

Section 3: Listing of Accounts– sorted by Object Code, Function Code. This section will include a complete listing of all valid combinations of account segments and the mapping reference for inclusion in the various expenditure categories, and indicate how accounts are categorized for enveloping .

The Ministry of Education will provide clarifications for this manual from time to time as the need arises.

## **Relationships: Code of Accounts and the Student Focused Funding Model**

The Code of Accounts defines the smallest building block of data that is necessary to produce financial information for the Ministry of Education.

**It is important to note that although there is a similarity between the Code of Accounts and the expenditure grid used for Ministry reporting purposes, they are not the same. Refer to instructions for the Schedule of Expenditure in the Ministry grant forms.**

Example: A bursary provided by the Board of Trustees would be coded as function “Governance/Trustees” as follows:

31 - 705 - 1 - xxx - 000

Governance/Trustees –Student Bursaries/ Awards Elem - General Program

but would be mapped to “Texts, Classroom Supplies & Equipment” (Classroom envelope) in the Schedule of Expenditure in the ministry reporting forms.

For further information or clarification regarding the Code of Accounts, please contact the Finance Officer assigned to your board, or any of the following:

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Updates to Code of Accounts  
Release #6  
2015-16 School Year

Object Code	Object Code/Object Code Description	Changes Made	Reason
011	Other Operating Grants - Other	Added: EPOs to the description	To provide clarification.
85	Donations	Updated definition as follows: Includes donations received at the board-level. <del>in accordance with Canada Revenue Agency's rules and regulations.</del>	Removed as could just be a donation with no tax consequences.
88	Education Development Charges	Updated name as follows: Education Development Charges <b>Revenue</b>	To add clarity.
151	Principals	Updated definition as follows: Include salaries relating to Principals. Direct teaching would be charged to 10-151. Any duties encompassing central responsibilities rather than school management are to be coded to the applicable function. Curriculum/program responsibilities (25-151), <del>or general administration (32-151)</del> <b>Senior Administration (32-151) or Administration and Other Support (33-151).</b>	Don't have function 32 General Administration anymore .
102	Directors and Supervisory Officers (including Chief Financial Officer)	Added: Examples such as Supervisory Officers related to EPO's (ie. Early Years SO, School Effectiveness Lead Person)	To provide clarification.
112	Clerical & Secretarial	Changed: Description from Clerical & Secretarial to Administrative Support Staff	To provide clarification.
161	Coordinators/Consultants - Teacher Support	Added: Examples such as School Effectiveness Consultant, Early Years Consultant, Mental Health Lead	To provide clarification.
170	Teachers	Include proportion of salaries of teachers that are not specifically included in other object codes <b>such as 161</b> . For school based teachers, include only that portion of the teacher" time that relates to instructional time" as defined in section 170.2 of The Education Act. <del>Excludes on-call time.</del>	To provide clarification. Since preparation time is considered optional, on call time must be included here.
171	Learning Resource Teachers/Other School Based Teachers	Added: Example such as Learning Resource Teacher	To provide clarification.
182	Supply Teachers - Other	Added: Example - A supply teacher for release of a teacher to write/develop curriculum would be charged to 25-182.	To provide clarification.
183/184	Supply - Short Term and Supply - Long Term	Combined short term and long term supply as it can be difficult to differentiate between the two.	To provide boards with some reporting flexibility.
185	Supply - Prof. Dev.	Added: Teachers in description	To provide clarification.
186	Supply - School Programs	Added: Teachers in description	To provide clarification.
187	Supply - Professional Development Educational Assistant (EA)	Added: New account for EA professional development	To provide boards with some reporting flexibility.
188	Supply - Professional Development Early Childhood Educator (ECE)	Added: New account for ECE professional development	To provide boards with some reporting flexibility.
189	Early Childhood Educator (ECE) Supply	Added: New account for ECE supply	To provide boards with some reporting flexibility.
190	Educational Assistant (EA) Supply	Added: New account for EA supply	To provide boards with some reporting flexibility.

Updates to Code of Accounts  
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Object Code	Object Code/Object Code Description	Changes Made	Reason
194	Designated Early Childhood Educator	<p>Changed to: Early Childhood Educator            Updated definition as follows: Includes salaries and wages related to those designated and non designated who are on the ECE grid employed in pre-age 4 child care centres (operated by some boards) as well as those employed in Early Learning Programs such as Early Childhood Educators (ECE). This code should be mapped to Function 59 for before and after school childcare centres.</p>	To provide clarification.
195	Early Childhood Educational Assistant	<p>Updated definition as follows: Includes salaries and wages related to those employed in pre-age 4 child care centres (operated by some boards) as well as those employed in Early Learning Programs. i.e. Early Childhood Educators Assistants. This does not include assistants in the Special Education program. This code should be mapped to Function 59 for before and after school childcare centres.</p>	To provide clarification.
202	Benefits - Supervisory Officers	<p>Changed to: Benefits - Directors and Supervisory Officers</p>	To maintain consistency with associated salary account.
212	Benefits - Clerical & Secretarial	<p>Changed to: Benefits - Administrative and Support Staff</p>	To maintain consistency with associated salary account.
285	Benefits - Supply - Prof. Dev.	<p>Changed to: Benefits Supply - Prof. Dev. Teachers</p>	To maintain consistency with associated salary account.
287		<p>Added: New account for Benefits - Supply - Professional Development EA's</p>	To maintain consistency with associated salary account.
288		<p>Added: New account for Benefits - Supply - Professional Development ECE's</p>	To maintain consistency with associated salary account.
289		<p>Added: New account for Benefits - Supply - Professional Development Early Childhood Educator Supply</p>	To maintain consistency with associated salary account.
290		<p>Added: New account for Benefits - Supply - Educational Assistant Supply</p>	To maintain consistency with associated salary account.
320/321	Textbooks & Learning Materials - HST Exempt & Textbooks & Learning Materials - Not HST Exempt	<p>The differentiation between Object Codes 320 and 321 is optional. The accounts are available for boards that wish to use it for tax reporting purposes. This is not a Ministry of Education requirement.</p>	To provide boards with some reporting flexibility.
330/551	Instructional Supplies & Furniture & Equipment - General	<p>With the implementation of capital assets, Object codes 330 and 551 are redundant. As a result, boards are not required to differentiate between these accounts. Boards have the option of choosing to reporting in either 330 or 551. However, if boards wish, they can continue to use both codes.</p>	To provide boards with some reporting flexibility.

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Object Code	Object Code/Object Code Description	Changes Made	Reason
350	Cafeteria/Food Supplies & Services	Added: Example non capitalized small equipment related to the cafeteria	To provide clarification.
331/661	Application Software/Software Fees & Licenses	Where it is difficult to differentiate between the cost of software and the associated license or the cost of the license is nominal, boards can include these amounts in either 331 or 661. Allocating between these object codes is not necessary.	To provide boards with some reporting flexibility.
361-363	Automobile Reimbursement, Travel and/or Expense Allowance, Other Travel Expense	The Ministry does not require a breakdown between 361 - 363. Boards can use one or all of these object codes to meet the reporting policies of their board.	To provide boards with some reporting flexibility.
401-403	Repairs - Furniture & Equipment, Repairs - Computer Technology, Repairs - Network Connectivity	The use of codes 401-403 is optional. Boards may find Object Codes 551-553 more relevant if furniture and equipment, computers, and computer networks are being replaced instead of being repaired due to cost efficiency. This is an internal reporting decision of the board and not a Ministry reporting requirement.	To provide boards with some reporting flexibility.
405-406 and 410	Telephone - Voice, Data Communications Services, Office Supplies & Services	The use of 406 is optional. The Ministry does not require this breakdown. Boards may opt to combine 405-406 and 410 (for boards that report cell phone costs here) depending on their reporting requirements.	To provide boards with some reporting flexibility.
405	Telephone - Voice	<b>Updated</b> definition as follows: Includes the cost of telephone used for voice communication <b>and data related to mobile communication devices.</b>	To provide clarification.
406	Telephone or Data Communications Services	<b>Changed:</b> Description to Data Communications Services <b>Updated</b> definition as follows: Includes the cost of <del>telephone services used for fax or telephone/leased lines used for</del> computer networking and communications. <del>Note: Items such as internet service provider fees should be charged to supplies rather than here.</del>	To provide clarification.
430	Maintenance Supplies & Services	<b>Updated definition as follows:</b> Includes costs relating to repairs and services for buildings and grounds excluding <b>Capital Funding, School Renewal or New Pupil Places.</b> <b>Costs are usually one off items for which there is not a contract in place.</b> Also included are the cost of cleaning supplies to clean and operate schools and admin buildings.	To provide clarification.

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Object Code	Object Code/Object Code Description	Changes Made	Reason
440	Vehicle Maintenance & Supplies	<b>Added:</b> Examples such as Tires, Paint, Spare Parts, Oil, Grease, Licences, Cleaning	To provide clarification.
551-554	Furniture & Equipment - General, Furniture & Equipment - Computer Technology, Furniture & Equipment - Network Connectivity	Can optionally be included in Supplies and Services	To provide boards with some reporting flexibility.
561-592	Capital Asset Additions	<b>Updated</b> to include definitions and examples.	To provide clarification.
571	TCA Addition - Pre-Acquisition/ Pre-Construction Costs	TCA Addition - Pre-Acquisition/ Pre-Construction Costs - <b>Building</b>	To provide clarification and separate reporting of costs for building and land.
572		<b>Added:</b> TCA Addition - Pre-Acquisition - Land	To provide a place for boards to report pre acquisition costs related to land separately from building.
575	TCA Addition - Land	TCA Addition - Land - <b>includes land improvements with infinite lives</b>	To provide clarification.
590	TCA Addition - Leasehold Improvements - Land Improvements	TCA Addition - Leasehold Improvements - Land <b>Improvements-(Deleted)</b>	Description incorrectly indicated land improvements.
602	Rental/Lease - Furniture & Equipment - Computer Technology	<b>Added:</b> Examples such as Computers under an Operating Lease	To provide clarification.
653	Other Professional Fees	<b>Added:</b> Examples such as Architectural Fees	To provide clarification.
654	Other Contractual Services	<b>Added:</b> Examples such as Use of an outside company for cabling installations, translators, performers, therapists, waste pick up	To provide clarification.
661/662	Software Fees & Licenses & Maintenance Fees - Computer Technology	Where it is difficult to allocate software fee & licenses from maintenance fees, allocate to Code 661 or 662 as the board sees appropriate.	To provide clarification.
671	Insurance (Property & Liability)	<b>Changed:</b> Description to Insurance (Property, <b>General</b> Liability & <b>Other</b> ) <b>Updated</b> definition as follows: Includes property and general liability insurance. This does not include any amounts relating to non instructional buildings that is reported in the board administration and governance expense. <b>This amount should be reallocated using the appropriate function code. Boards should develop a formula to allocate to the board admin portion of insurance on a rational basis. Stop loss insurance goes to employee benefits for catastrophic loss.</b> <b>Added:</b> Examples such as Insurance for data privacy	To provide clarification.
706	Scholarships	<b>Updated</b> definition as follows: For use with the Trust Funds only.	To provide clarification.
710	Interest and bank charges	<b>Updated</b> definition as follows: Includes interest and bank charges on short-term borrowing to finance the daily operations of the Board. <del>Use function 33 General and Business Administration.</del>	To update the definition for incorrect reference.
725	Miscellaneous	<b>Added:</b> Examples such as 55 School Board Trust	To provide clarification.
752/754	Debenture Interest - pre May 15, 1998 & 'Debenture Interest - post May 14, 1998	<b>Removed:</b> Reference to New Pupil Places	To update the definition for incorrect reference.



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<u>Object Code</u>	<u>Object Code/Object Code Description</u>	<u>Changes Made</u>	<u>Reason</u>
757	Cost of Issuing Debenture	Updated definition as follows: Includes any annual debt servicing maintenance fees.	To provide clarification.
762		Added: Capital Lease Interest	To provide a place for boards to record capital lease interest.
763		Added: EDC Operating Expenses (Includes operating related expenses which are allowed under the EDC regulations)	To provide a place for boards to report EDC Operating Expenses.
764		Added: EDC Interest	To provide a place for boards to report EDC Interest
861-893	Tangible Capital Assets	Updated to include definitions and examples.	To provide clarification.
871	Pre-Acquisition/Pre-Construction	Pre-Acquisition/Pre-Construction - <b>Building</b>	To provide clarification and separate reporting of costs for building and land.
872		Added: Pre-Acquisition - Land - includes land improvements with infinite lives	To provide a place for boards to report pre acquisition costs related to land separately from building.
873	Other Current Assets	Updated from 865 as account number was duplicated.	To correct incorrect account numbering.
876		Added: Assets Held for Sale - Land	To provide a place for boards to record assets held for sale.
877		Added: Assets Held for Sale - Building	To provide a place for boards to record assets held for sale.
878		Added: Assets Held for Sale - Land Improvement	To provide a place for boards to record assets held for sale.
884		Added: Assets Permanently Removed from Service - Buildings	To provide a place for boards to record assets permanently removed from service.
885	Capital Outlay to be Recovered in Future Years	Removed: as no longer used.	To delete obsolete code.
953	Deferred Rev. Operating - Other Boards	Updated to Deferred Rev. Operating - Other GRE's Updated definition to 'Includes grants from GREs (ie. School boards, colleges, hospitals) <del>other Ministries (Ministry of Training, Colleges &amp; Universities, etc.)</del> .'	To update for incorrect reference.
954	Deferred Rev. Operating - Other Third Party	Updated definition to includes amounts received from <del>other School Boards</del> non GRE (Govt Reporting Entity) or tuition fees.	To update for incorrect reference.
966	Debt Charges Due and Unpaid	Removed: as no longer used.	To delete obsolete code.
894	Other Assets	Updated from 880 as account number was duplicated.	To correct incorrect account numbering.
970		Added: A/S - Unavailable for Compliance - Retirement Health	To provide a place for boards to record A/S - Unavailable for Compliance - Early Retirement so that employee benefits can be tracked separately.
971	A/S - Unavailable for Compliance - Employee Future Benefits - Other	Updated to A/S - Unavailable for Compliance - Employee Future Benefits - <b>Other</b>	To update so that employee benefits can be tracked separately.
973	A/S - Unavailable for Compliance - Vacation Accrued	Delete	
975	A/S - Unavailable for Compliance - Net TCA	Delete	
977		Added: A/S - Unavailable for Compliance - Retirement Health	To provide a place for boards to record A/S - Unavailable for Compliance - Retirement Health so that employee benefits can be tracked separately.
978		Added: A/S - Unavailable for Compliance - Contaminated Sites	To provide a place for boards to record A/S - Unavailable for Compliance - Contaminated Sites
984		Added: Capital Lease - Computers, Photocopiers, Vehicles	To provide a place for boards to record record computer, photocopier, and vehicle capital leases.
<u>Function Code</u>	<u>Function Code/Function Code Description</u>	<u>Suggested Change</u>	<u>Reason</u>

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Object Code	Object Code/Object Code Description	Changes Made	Reason
1	Ministry of Education & Training Grants	Update or include definition and add examples.	To add clarity to the document and help add consistency to reporting.
2	Other Provincial Grants	Update or include definition and add examples.	To add clarity to the document and help add consistency to reporting.
3	Government of Canada	Update or include definition and add examples.	To add clarity to the document and help add consistency to reporting.
4	Local Government	Update or include definition and add examples.	To add clarity to the document and help add consistency to reporting.
5	Other Boards	Update or include definition and add examples.	To add clarity to the document and help add consistency to reporting.
6	DCC Amortization	Update or include definition and add examples.	To add clarity to the document and help add consistency to reporting.
7	Individuals	Update or include definition and add examples.	To add clarity to the document and help add consistency to reporting.
8	Other Revenue	Update or include definition and add examples.	To add clarity to the document and help add consistency to reporting.
9	Inter-entity Revenue	Update or include definition and add examples.	To add clarity to the document and help add consistency to reporting.
10	Instruction	Updated definition as follows: 2) Instructional computers are mapped to the appropriate expenditure category. Any non personnel related computer expenditures that are not specific to one function - such as network costs, network servers, or line charges are allocated between functions in proportion to the number of computers connected to the network. See also Function 22.	To add clarity.
21	- includes expenditures relating to the provision of psychological, speech, social and community services. Traditionally would include the salaries of the professionals and para-professionals in these areas, including teachers, plus other support personnel such as lunchroom supervisors Note: 1) Department Managers & Supervisory Personnel, secretarial and clerical staff salaries, benefits and related supplies & services are to be reported under General and Business Administration. 1) Map to the Professional and Para-professional expenditure category.	- includes expenditures relating to the provision of psychological, speech, social and community services. Traditionally would include the salaries of the professionals and para-professionals in these areas, including teachers, plus other support personnel such as lunchroom supervisors Note: <del>1) Department Managers &amp; Supervisory Personnel, secretarial and clerical staff salaries, benefits and related supplies &amp; services are to be reported under General and Business Administration.</del> 1) Map to the Professional and Para-professional expenditure category.	Removed as requested in Board Administration and Governance Workgroup recommendation.
22	Computer & Other Technical Student Support Services	Updated: definition as follows 2) Non personnel related expenses for local or wide area networks, such as network servers and line charges, are to be allocated between functions in proportion to the computers connected or devices to the network.	To add clarity.
33	Administration and Other Support	Updated: definition as follows 2) Unless specifically provided for in another function, all Department Managers & Supervisory Personnel, secretarial and clerical staff salaries, benefits and related supplies & services are to be reported under Administration and Other Support.	To correct reference in description.
42	School Renewal	Updated Name to School Renewal - Operating	To add clarity.
43	Pupil Accommodation	Update or include definition and add examples.	To add clarity to the document and help add consistency to reporting.
57	Provision for contingencies	Updated definition to include: To be used for budgeting only. Not to be used in Financial Statements.	To add clarity.
59	Other Non-Operating	Update or include definition and add examples.	To add clarity to the document and help add consistency to reporting.

Updates to Code of Accounts  
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Object Code	Object Code/Object Code Description	Changes Made	Reason
72	-Capital spending related to capital programs funded under the School Renewal allocation and school condition Improvement allocation. Boards can use program codes to identify spending relating to each funding.	-Capital spending related to capital programs funded under the School Renewal allocation and school condition Improvement allocation. Boards can use program codes to identify spending relating to each funding.	Removed as a new function code was created specifically for School Condition Allocation.
73	NPP & GPL Others	<b>Added:</b> Primary Class Size (PCS) and Capital Priorities prior to 2008 as examples.	To add clarity.
74	Temporary Accomodation	<b>Updated</b> definition as follows: Capital Spending related to capital funding under the Temporary Accommodation allocation. Includes portable acquisitions. Note that this funding along with the FDK funding also provides for operating expenses such as leases and portable relocation costs. Boards should use program codes to track these operating expenses.	To add clarity.
77	Early Learning	<b>Updated</b> definition as follows: Capital Spending related to facilities capital funding under the Early Learning (FDK) program. Note: This funding also provides for operating expenses such as the lease of permanent and non-permanent instructional spaces and portable relocation costs. <del>Boards should use program codes to track these operating expenses.</del> <b>Boards should use the appropriate object code to track these operating expenses and they will be mapped to Operations &amp; Maintenance - Schools or Other Pupil Accommodation on Schedule 10.</b>	To add clarity.
78	GPL Renewal	Update or include definition and add examples.	To add clarity to the document and help add consistency to reporting.
79	-Capital spending related to capital funding not described in function codes. (Examples: spending on Education Development Charges, Proceeds of Disposition)	-Capital spending related to capital funding not described in function codes <del>70-78 and 90-96. (Examples: spending on Education Development Charges, Proceeds of Disposition)</del>	Removed as new function codes were created to cover EDC and PoD.
90		<b>Added:</b> Capital Priorities - Major Capital Programs	To add new capital reporting categories.
91		<b>Added:</b> Capital Priorities - Land	To add new capital reporting categories.
92		<b>Added:</b> School Condition - Capital	To add new capital reporting categories.
93		<b>Added:</b> Child Care	To add new capital reporting categories.
94		<b>Added:</b> Education Development Charges	To provide boards with an account to record capital spending related to Education Development Charges.
95		<b>Added:</b> Proceeds of Disposition	To provide boards with an account to record capital spending related to Proceeds of Disposition.
99		<b>Added:</b> PSAB Adjustments	To provide boards with an account to record PSAB adjustments.
Schedule 10		Openned Interest Charge on Capital column so that interest from computer lease can be allocated to various Function Codes (ie. 55 Continuing Education and 43 Pupil Accomodation).	To update Schedule 10 as requested by the board.
Schedule 10		Code Point 76 - Amortization. there is no function code 56. We should change to 59 (Other non operating), 62 (School Generated Funds).	To correct reference.
Schedule 10		<b>Added:</b> 610 (Rental/Lease - Instructional Accommodation) under Rental Expense in Function 55 (Continuing Education)	To update Schedule 10 as requested by the board.
Schedule 10		<b>Added:</b> 186, 187, 188, 189, 190 to Function 10, Col 2 for new EA and ECE categories.	To updated Schedule 10 for changes made.
Schedule 10		<b>Added:</b> 286, 287, 288, 289, 290 to Function 10, Col 3 for new EA and ECE categories.	To updated Schedule 10 for changes made.
Schedule 10		<b>Added:</b> Functions 75 and 77 to Code Point 70.	To updated Schedule 10 for changes to capital funding.

## Function Definitions

It is important to note that although there is a similarity between the Code of Accounts and the expense grid used for Ministry reporting purposes, they are not the same. Refer to instructions for the Schedule of Expense in the Ministry grant forms.

Please note that the examples that are provided are for illustration purposes. These examples are not all encompassing. There are other possibilities.

### REVENUES

#### Code Account Name

01	<b>Ministry of Education Grants</b> For funding provided by the Ministry of Education.
02	<b>Other Provincial Grants</b>  For funding provided by other Provincial bodies other than the Ministry of Education.
03	<b>Government of Canada</b>  For fees and grants from the Federal Government.
04	<b>Local Government</b> For revenues from Municipal Government bodies.
05	<b>Other Boards</b> For fees from other school boards.
06	<b>DCC Amortization</b> Account is used to record amortization of capital contributions. Capital contributions are recognized to revenue in proportion to how the related TCAs are recognized into expense through amortization.
07	<b>Individuals</b> For fees from individuals.
08	<b>Other Revenue</b> For recording revenue from various sources. May be combined with any object 001 - 099 as applicable.
09	<b>Inter-entity Revenue</b> <del>For revenue from inter-entities.</del> Include revenues for other entities that are being consolidated into the board's financial statements.

#### Examples

Legislative Grants

Grants in aid of Education Research, Literacy and Basic Skills, OYAP, Tutors in the Classroom, Textbooks/Early Learning Materials, Teacher Training, Managing Information for Student Achievement (MISA), Provincial Employment Assistance Programs, ESL/FSL from the Ministry of Citizenship & Immigration, Literacy and Basic Skills from the Ministry of Training Colleges and Universities

Tuition Fees-Recoveries from local native bands, Transportation Recoveries, Employment Assistance, Canadian Citizenship & Immigration (CIC) Programs

Tax Revenue from Municipalities, Tax Write Offs

Transportation Recoveries, Rental Revenue

Tuition Fees for International Students/VISA programs

Interest Income, Donations, The Council of Ontario Directors of Education (CODE)

School Generated Funds, Transportation Consortium, Other Consolidated Entities

### EXPENSES

Function Codes 10 through 25 group expenses relate to Day School Programs and do not include Continuing Education or Summer School classes or courses.

10	<b>Instruction</b>  Includes all current salaries, benefits, and supply and service expenses relating to direct instruction of day school pupils such as classroom and school based teachers, supply teachers, educational assistants, field trip costs, textbooks, learning materials, supplies, services and equipment, including instructional computer hardware and related software and the associated network costs.  Principals, vice-principals (except for direct teaching time), department head allowances and release time, school secretaries and related expenses are coded in function 15. Note: 1) Includes preparation time. 2) Instructional computers are mapped to the appropriate expenditure category. Any non personnel related computer expenditures that are not specific to one function - such as network costs, network servers, or line charges are allocated between functions in proportion to the number of computers connected to the network. See also Function 22.
15	<b>School Management/School Services</b>  Includes all expenses relating to the management and administration of schools, including principal, vice-principal and secretarial salaries, benefits and related supplies & services, department head allowances and release time. Note: 1) Includes other school based personnel such as school office managers. 2) Includes all school based secretarial and clerical salaries, benefits and related supplies and services such guidance, library, and attendance. 3) School based secretarial and clerical staff using and inputting information into the student administration systems are charged here. 4) Includes computer hardware and related software which are then mapped to this expenditure category. Any non personnel related computer expenditures that are not specific to one function - such as network costs, network servers, or line charges are allocated between functions in proportion to the number of computers connected to the network.
21	<b>Student Support Services - General</b>  Includes expenditures relating to the provision of psychological, speech, social and community services. Traditionally would include the salaries of the professionals and para-professionals in these areas, including teachers and other support personnel such as lunchroom supervisors. Note: 1) Map to the Professional and Para-professional expenditure category.
22	<b>Computer &amp; Other Technical Student Support Services</b>

Includes expenses relating to the operation of instructional computers and other school based computers and other technical services for students. Traditionally would include school based technicians and expenses relating to the support and training for student administration systems.

Notes:

1) Computer hardware and software and the associated network costs are to be reported under the appropriate functions according to their use (e.g. school office, library, guidance, school operations, etc.). Instructional computers are reported under function 10, school office under 15, school operations under function 40 and transportation under 50.

2) Non personnel related expenses for local or wide area networks, such as network servers and line charges, are to be allocated between functions in proportion to the computers connected or devices to the network.

3) Salaries, benefits and related expenses for computer technicians and other personnel providing technical support associated with school based functions (e.g. 10, 15, 23, 24) are to be reported under function 22 and will be mapped to the Professionals and Para-professional expenditure category. Others are to be reported under function 35. School based secretarial and clerical staff and related expenses involved in student administration systems are to be reported under function 15.

4) The administration of personnel reported under function 22 (e.g. Department Managers & Supervisory Personnel, secretarial and clerical staff salaries, benefits and related supplies & services) are to be reported under Information Technology Administration, function 35.

**23 Library Services**

Includes expenses relating to library services within schools, including salaries of teachers, library technicians and/or other library staff.

Note:

- 1) Includes preparation time, if any, for library services staff.
- 2) Secretarial and clerical staff salaries, benefits and related supplies & services are to be reported under School Management/School Services.

**24 Guidance Services**

Includes expenses relating to guidance services within schools, including salaries of teachers and/or other guidance related staff.

Note:

- 1) Includes preparation time, if any, for guidance services staff.
- 2) Excludes costs related to teaching courses assigned a guidance credit.
- 3) Secretarial and clerical staff salaries, benefits and related supplies & services are to be reported under School Management/School Services.

**25 Teacher Support Services**

Includes expenses relating to coordinators & consultants, curriculum development or program support.

Note:

- 1) Includes program coordinators for educational assistants.
- 2) Map to coordinators and consultants category.

- 31 Governance/Trustees**  
Includes expenses related to the governance function of the Board. For example, honoraria, travel and professional development for trustees as well as secretarial and office expenses relating to this function.  
Note: Secretarial and office expenses relating to this function are mapped under Board Administration.
- 32 Senior Administration**  
Includes direct expense for staff assigned duties outlined in section 286 of The Education Act; also includes costs to support these functions such as travel, supplies, services, etc.  
Includes Director and Supervisory Officers including Chief Financial Officer/ Senior Administration.  
Note: Travel, supplies and services relating to this function are subsequently mapped to Board Administration.
- 33 Administration and Other Support**  
Includes research, communications, community and government relations, public relations, office services, reception, and so forth, which are not captured under any of the other core functions. Also, includes non-staff expenditures with the exception of IT. In addition, this function covers the costs of dues to stakeholder organizations, including trustee associations.  
Notes:  
1) Costs such as warehousing or printing are charged back to other functions such as instructional supplies based on charges for goods supplied.  
2) Unless specifically provided for in another function, all Department Managers & Supervisory Personnel, secretarial and clerical staff salaries, benefits and related supplies & services are to be reported under Administration and Other Support.  
Internal Audit
- 34 Human Resource Administration**  
Includes the management of the employee files, recruitment, determining employee wages, labour relations, performance management, benefits, learning and development, attendance management and staffing allocation.  
Note: Would include any central administrative support for coordination of professional development throughout the board.  
Health and Safety costs related to general staffing.
- 35 Information Technology Administration**  
Includes expenses relating to the provision and management of administrative information technology throughout the board, including general support to school secretaries and principals. Expenses for the operation of local or wide area networks, such as network servers and line charges, are to be allocated between functions in proportion to the computers connected to the network.  
Note: Includes the initial purchase and implementation of administrative software, including student administration systems (timetabling, report cards, etc.); however, salaries, benefits and related expenses of personnel providing support for student administration systems are not included in this function but rather under function 22.
- 36 Director's Office**  
Includes direct administrative support for the director and any other senior executives, superintendents or supervisory officers.
- 37 Payroll Administration**  
Includes processing periodic pay cheques, reconciliation, withholding taxes, updating vacation and sick pay.
- 38 Finance**  
Includes budgeting and planning, accounting, financial reporting and analysis, treasury management, non-grant revenue / receivables, transaction processing and support for boards' capital planning responsibilities.  
Note: Short term operating interest costs should be charged to 33-710 and mapped to the Board Administration expenditure category under Column 10 "Other" on Schedule 10.
- 39 Purchasing and Procurement**  
Includes determining purchasing needs, selecting suppliers, ensuring compliance with procurement directives, negotiating prices and follow-up.
- 40 School Operations**  
Includes all expenses related to the daily operation of instructional buildings and sites, such as custodial services, food services, security services, building systems, building and grounds maintenance, utilities, computer hardware and related software, and property and related liability insurance. These functions would normally be performed by caretaking and food services staff.  
Note:  
1) Includes Department Managers & Supervisory Personnel, secretarial and clerical staff salaries, benefits and related supplies & services not recorded in functions 41 through 44.  
2) Includes computer hardware and related software which is subsequently mapped to this expenditure category. Any non personnel related computer expenditures that are not specific to one function - such as network costs, network servers, or line charges are allocated between functions in proportion to the number of computers connected to the network.  
Health and Safety costs related to school operations.
- 41 School Maintenance**  
Includes all expenses related to the periodic work performed to maintain instructional buildings and sites in a good state of repair. These functions would normally be performed by building professionals (e.g. maintenance electrician, mechanic, plumber).  
Health and Safety costs related to school operations.
- 42 School Renewal - Operating**  
Includes all non capital expenses related to school renewal projects as described in Regulation 193/10, paragraph 6.2(2).2 to 6.2(2).6, plus improvements to school sites.
- 43 Pupil Accommodation**

Includes operating type (remove) expenses regarding pupil accommodation.

Interest on debt for capital programs, Site costs for land which is not purchased (ie. it is rented), Health and Safety costs related to school operations.

**44 Operations & Maintenance/Capital - Non-Instructional**

Includes expenses related to the operation and maintenance of non-school buildings and property. Also includes capital renovations, repair or replacement of administrative buildings.

NOTE:

1) Mapped to General and Business Administration

**50 Transportation - General**

Includes expenses related to transportation that are not specifically included in functions 10 (field trips) or 51 through 54.

NOTE:

1) Includes Department Managers & Supervisory Personnel, secretarial and clerical staff salaries, benefits and related supplies & services not recorded in functions 51 through 54.

2) Includes computer hardware and related software which is then mapped to the applicable expenditure category. Any non personnel related computer expenditures that are not specific to one function - such as network costs, network servers, or line charges are allocated between functions in proportion to the number of computers connected to the network.

**51 Transportation - Home to School**

**52 Transportation - School to School**

**53 Transportation - Board, Lodging & Weekly Transportation**

**54 Transportation - Ontario Schools for the Blind/Deaf**

**55 Continuing Education, Summer School & International Language**

Includes all current salary, benefits, supply and service expenses relating to the delivery of continuing education, summer school and international languages programs (non-day school program).

NOTE:

1) Includes federally funded LINC program, and subsequently reported as an external agency program. The revenue is offset against the expense for enveloping purposes.

LINC, International Student recruitment costs

**57 Provision for contingencies**

An unallocated expense that the board may not have distributed or allocated to a specific cost center. This may also be used to set aside a specific amount for potential cost pressures. To be used for budgeting only. Not to be used in Financial Statements.

- 59 Other Non-Operating**  
Includes expenses for material claims or settlements. May also include programs that are non-educational. ~~such as child care centres.~~  
NOTE:  
Boards should not include EPO funding here. EPO funding should be allocated according to the area to which it relates.
- 62 School Generated Funds**  
School Generated Funds are funds that are raised and collected in the school or broader community in the name of the school or by a school-or parent-administered group, including school councils. These funds, which are administered by the school, are raised or collected from sources other than the school board's operating and capital budgets.  
Note:  
Please note that fundraising proceeds should not be used for:  
•Items that are funded through the allocated budget of a school board including, but not limited to, core learning materials and textbooks.  
•Infrastructure improvements which increase the per pupil capacity of a school (e.g. classrooms).  
•Facility renewal normally funded through the school renewal grants such as structural repairs, sanitation or emergency repairs; and  
•Administrative expenses.  
Please see memoranda 2011:B2 and 2010: B11 for additional details.
- 55 School Board Trust, Child Care Centre programs, Expenses related to Foundations, Salary related to staff seconded to a non teaching position
- For example, cheques written in support of external charities, school council or student council, costs associated with field trips/excursions, student activities and/or resources, conducting fundraising events, etc.

#### **ASSETS, LIABILITIES & EQUITY**

- 63 Accumulated Amortization**  
Includes the accumulated amortization for all classes of tangible capital assets.
- 64 Non-Financial Assets**  
Non-financial assets of the government are assets that are, by nature, normally for use in service provision and include purchased, constructed, contributed, developed or leased tangible capital assets, inventories of supplies, and prepaid expenses.
- 65 Financial Assets**  
-Financial assets would include (a) cash and cash equivalents; (b) temporary investments; (c) revenues receivable; (d) inventories for resale and other assets held for sale that meet the requirements of paragraph PS 120.055 of the Handbook; (e) loans to other governments; (f) other loans; (g) portfolio investments; (h) investments in government business enterprises; and (i) investments in government business partnerships.
- 66 Liabilities**
- 67 Deferred Capital Contributions**  
Used to record capital contributions. The amount in this account is recognized in revenue in proportion to how the related TCAs are recognized in expense through amortization.
- 68 Accumulated Surplus (Deficit)**  
The sum of the net debt of the government and its non-financial assets. This indicator represents the net assets of the government.

#### **Capital Additions**

- 70 School Generated Funds - Capital**  
Note:  
Please note that capital fundraising proceeds should not be used for:  
•Infrastructure improvements which increase the per pupil capacity of a school (e.g. classrooms);  
•Facility renewal normally funded through the school renewal grants such as structural repairs, sanitation or emergency repairs; and  
•Administrative capital  
Please see 2011:B2 and 2010: B11 for additional details.
- 71 Energy Efficient Schools**  
Capital Spending related to capital programs funded under the Energy Efficiency Schools Program (including Renewable Energy).
- 72 School Renewal - Capital**  
Capital spending related to capital programs funded under the School Renewal allocation. Boards can use program codes to identify spending related to this funding.
- 73 NPP & GPL Others**  
Capital Spending related to the New Pupil Places and Good Places to Learn - Capital programs. These would include projects funded under Growth Schools, Prohibitive to Repair (PTR), Primary Class Size (PCS), French Capital Transitional Adjustment and Capital Priorities prior to 2008 (including Green School Pilot) programs.
- 74 Temporary Accommodation**  
Spending related to funding under the Temporary Accommodation allocation. Includes portable acquisitions. Note that this funding along with the FDK funding also provides for operating expenses such as leases and portable relocation costs. Boards should use program codes to track these operating expenses.
- 75 Minor TCA**  
Capital spending related to capital funding under the Minor TCA allocation.
- 76 School Condition Improvement**  
Capital Spending related to the new funding announced in memorandum 2011:B03.
- 77 Early Learning**



Spending related to facilities under the Early Learning (FDK) program.  
Note:  
This funding also provides for operating expenses such as the lease of permanent and non-permanent instructional spaces and portable relocation costs. Boards should use the appropriate object code to track these operating expenses and they will be mapped to Operations & Maintenance - Schools or Other Pupil Accommodation on Schedule 10.

- 78 **GPL Renewal**  
Capital spending related to capital funding under GPL Renewal funding.
- 79 **Other Capital**  
Capital spending related to capital funding not described in function codes 70-78 and 90-96.
- 90 **Capital Priorities - Major Capital Programs**  
Capital spending related to capital funding under Capital Priorities - Major Capital Programs funding discussed in 2012: B7.
- 91 **Capital Priorities - Land**  
Capital spending related to capital funding under Capital Priorities - Land funding discussed in 2012: B7.
- 92 **School Condition - Capital**  
Capital spending related to capital funding under School Condition funding announced in 2014: B08
- 93 **Child Care**  
Capital spending related to the Retrofitting of Space for Child Care capital funding.
- 94 **Education Development Charges**  
Spending related to Education Development Charges.  
Operating expenses relating to EDC's may use this function or Function 43 - Other Pupil Accommodation. Boards should use appropriate object codes to track these operating expenses and they will be mapped to Other Pupil Accommodation on Schedule 10.
- 95 **Proceeds of Disposition**  
Capital spending related to Proceeds of Disposition.
- 99 **PSAB Adjustments**

Trust Fund

- 80 **Revenue - Trust Fund**
- 82 **Expenses - Trust Fund**
- 85 **Assets - Trust Fund**
- 86 **Liabilities - Trust Fund**

**Object Definitions**

The following objects may be combined with the other various segments as applicable. Schedules 10 and 14 outline the valid function/object combinations and the associated expense category applicable to each one. Examples may be shown within these definitions for illustration purposes.

Please note that the examples that are provided are for illustration purposes. These examples are not all encompassing. There are other possibilities.

**Revenue Objects**

**Code Account Name**

**Examples**

001	Legislative Grants	
002	<i>Reserved</i>	
003	Grant to Isolate Boards	
004	Grants to Treatment Centre Boards	
005	Other Legislative Grants	
006	Prior Year Grant Adjustments	
010	Other Operating Grants - Classroom	
011	Other Operating Grants - Other; EPOs	
012	Employment Assistance Programs	
013	Grants in Aid of Education Research	
015	Other Capital Grants	
021	Tuition Fees - Day School - Ontario Residents	
022	Tuition Fees - Day School - Other	
023	Deposit Fees	
024	Continuing Education Fees	
026	Other Fees	
031	Cafeteria Income	
032	Sale of Materials	
033	Sale of Furniture & Equipment	
034	<i>Reserved</i>	
035	<i>Reserved</i>	
036	<i>Reserved</i>	
037	<i>Reserved</i>	
038	Proceeds on Sale of Capital Assets	
039	Cost of Asset Sold	
040	Accum. Amort. Of Asset Sold	
041	Rental of Instructional Accommodation & School Sites	
042	Rental of Non-Instructional Accommodation & Sites	
043	Community Use Rental Revenue	
044	Other Rental	
051	Municipal Taxes	
052	Supplementary Taxes	
053	Tax Write-offs	
061	Transportation Recoveries	
065	SGF - Field Trips/Excursions	
	Includes all amounts raised/received to support the costs of in province or out of country excursions or field trips.	Trips to Science Centre, Farm visit, Museum trip, Trip to U.S.A.
066	SGF - Fundraising for external charities	
	Amounts raised/received in support of an external charity where the school provides the administrative process for collecting the funds. The charity would be registered with the Canada Revenue Agency (CRA).	Terry Fox Run, Cancer Society, United Way
067	SGF - Student Activities and Resources	
	Monies raised/received related to student activities and resources such as activity fees, support for student council/governments, and extracurricular activities including sports.	Student activity fees, Athletic fees, Yearbooks, Student clubs
068	SGF - Other Funds	
	Includes all items that do not fit under the other SGF categories (object codes 065-067).	General fundraising by the school or school council, Interest on accounts
071	Insurance Claim Proceeds - Capital appurtenances	
072	Insurance Claim Proceeds - Other	
075	Revenue Recovery	
081	Interest	
082	Interest on Sinking Fund	
083	<i>Reserved</i>	
084	<i>Reserved</i>	
085	Donations	
	Includes donations received at the board-level.	
086	<i>Reserved</i>	
087	Other Revenue	

088 Education Development Charges Revenue

090 Amounts from Deferred Revenue

Includes the recognition of deferred revenue.

091 Amortization of Deferred Capital Contributions

Recognition of deferred capital contributions in revenue in proportion to how the related TCAs are recognized in expense through amortization. Only the supported portion of the TCA amortization expense is to be included.

092 Reserved

093 Reserved

094 Reserved

095 Reserved

096 Reserved

097 Reserved

098 Reserved

099 Reserved

**Expense Objects**

**Salaries & Wages**

Object codes 101-195 are to be used to record all salaries & wages to the applicable employee group as identified in the description. Payments to agencies or companies are recorded under Fees.

101 Trustees Honorarium

102 Directors and Supervisory Officers (including Chief Financial Officer)

Directors, all supervisory officers and the chief financial officer, assigned duties outlined in section 286 of The Education Act. All accounts will be mapped to Directors & Supervisory Officers. Where the board leader/coordinator for students at risk is a supervisory officer - the salary should be charged to object 161 - Coordinators & Consultants.

Supervisory Officers related to EPO's (ie. Early Years SO, School Effectiveness Lead Person)

103 Department Managers & Supervisory Personnel

All management and supervisory personnel other than supervisory officers, principals, vice-principals or teachers in supervisory roles. Includes supervisory staff not included in object 102.

Internal Audit Manager

110 Technical & Specialized-Non-Instructional

Includes security staff, couriers, drivers, staff related to administrative computers and personnel in plant operations and maintenance areas. Where a board courier is predominately involved with transporting instructional supplies and equipment they may be charged to 21-110 Student Support - Prof. & Para. Where the courier is predominately delivering mail and associated administrative materials they should be charged to 33-110 Business Admin. An appropriate allocation shall be made for courier with combined functions.

112 Clerical & Secretarial-Administrative Support Staff

Includes all administrative support staff, costs are to be distributed to the appropriate Function code.

Internal Audit Support Staff

114 Student Help

Students enrolled in a school of the board who are paid for specified duties such as helping in the library or grounds pickup.

115 Temporary Assistance - Clerical/Technical & Specialized

116 Overtime- Clerical/Technical & Specialized

121 Noon Hour Supervisors

Personnel hired specifically to oversee lunchroom activities including monitoring of cafeterias or school grounds.

122	<b>Transportation Assistants</b>	Personnel hired as an additional adult on school vehicles used to transport special needs students.	
131	<b>Attendance Counselors - Professionals &amp; Para-professionals</b>	Includes any staff involved with the activities involved in attendance counseling excluding teachers (170) or educational assistants (191).	
132	<b>Psychological Services - Professionals &amp; Para-professionals</b>	Includes any staff involved with the activities involved in psychological services to students excluding teachers (21-170) or educational assistants (21-191).	
133	<b>Speech Services - Professionals &amp; Para-professionals</b>	Includes any staff involved with the activities involved in speech services to students excluding teachers (21-170) or educational assistants (21-191).	
134	<b>Social Services - Professionals &amp; Para-professionals</b>	Includes any staff involved with the activities involved in social services to students excluding teachers (21-170) or educational assistants (21-191).	Child & Youth Care Workers (CYWs)
135	<b>Technicians - Student Support</b>	Includes computer or library technicians. Media technicians would be coded to this object and either function 22 - Computer & Other or 23 - Library Services according to the function which is most appropriate to that board's situation.	
136	<b>Other Professionals &amp; Para-professionals</b>	Includes any other Professionals or Para-professionals not covered by objects 121 - 135.	
138	<b>Temporary Assistance - Student Support</b>	Temporary Assistance covering object codes 121-136.	
139	<b>Overtime - Student Support</b>	Overtime covering object codes 121-136.	
151	<b>Principals</b>	Include salaries relating to Principals. Direct teaching would be charged to 10-151. Any duties encompassing central responsibilities rather than school management are to be coded to the applicable function. Curriculum/program responsibilities (25-151), Senior Administration (32-151) or Administration and Other Support (33-151).	
152	<b>Vice-Principals</b>	Include salaries relating to Vice-Principals. Direct teaching would be charged to 10-152. Any duties encompassing central responsibilities rather than school management are to be coded to the applicable function. Curriculum/program responsibilities (25-152), Senior Administration (32-151) or Administration and Other Support (33-151).	
153	<b>Dept. Head Allowance</b>	Includes the department head allowance only.	
154	<b>Dept Head Release</b>	Includes the percentage of salary (excluding the department head allowance) that relates to release time. Do not include teaching time or preparation/on-call time.	
161	<b>Coordinators/Consultants - Teacher Support</b>	Include any teachers assigned to support program or curriculum including special education and other specialized programs. (Includes the board leader/coordinator for students at risk programs. The board leader for students at risk programs charged here may be a supervisory officer.)	School Effectiveness Consultant, Early Years Consultant, Mental Health Lead
170	<b>Teachers - Other</b>	Include proportion of salaries of teachers that are not specifically included in other object codes such as 161. For school based teachers, include only that portion of the teacher time that relates to instructional time as defined in section 170.2 of The Education Act.	Assessment lead supporting teachers (25-170)
171	<b>Learning Resource Teachers/Other School Based Teachers</b>	Include salaries relating to teachers within a school that are not specifically assigned a class. Combined only with function 10. Does not include Librarians and Guidance teachers who are coded under functions 23 and 24 respectively with object code 170 - Teachers.	Learning Resource Teacher
172	<b>PreparationTime (Optional)</b>	Include the portion of school based teachers salary (including home instruction teachers) that does not relate to instructional time. For instance, preparation time and on-call time not used to cover teacher absences (Supply Teachers). Excludes release time of department heads.	
173	<b>Home Instruction</b>	Salaries related to Home Instruction. Instructional time portion only.	
<b>Supply teachers</b>			
Object codes 182 to 186 relate to charges for supply teachers. Codes 182 to 184 include the portion of a teacher's on call time which is used to replace teachers in the classroom for instructional purposes. Actual on call time used to cover for teacher absences may be charged to these object codes; on call time not used for instructional purposes is to be charged to object code 172.			
182	<b>Supply Teachers - Other</b>	Charges for supply teachers not covered in objects 183-185.  Any supply teachers hired to replace teachers that are not currently receiving a salary (ex. Maternity leave) should be charged to the appropriate salary account (ex. 10-170 - Instruction - Teachers).	A supply teacher for release of a teacher to write/develop curriculum would be charged to 25-182.
183	<b>Supply - Short Term</b>	Charges for supply teachers hired as a result of the short-term absence of a teacher.	
184	<b>Supply - Long Term</b>	Charges for supply teachers hired as a result of a longer-term absence of a teacher. If the original teacher is no longer being paid a salary the long term replacement salary should be charged to the regular teacher's account.	
185	<b>Supply - Prof. Dev. Teachers</b>	Charges for supply teachers hired in order to provide release time for a teacher to participate in professional development or in-service activities.	
186	<b>Supply - School Programs Teachers</b>	Charges for supply teachers hired in order to provide release time for teachers assisting with school programs such as field trips and student sports activities.	
187	<b>Supply - Professional Development Educational Assistant (EA)</b>	Charges for supply EA's hired in order to provide release time for EA's to participate in professional development or in-service activities.	
188	<b>Supply - Professional Development Early Childhood Educator (ECE)</b>	Charges for supply ECE's hired in order to provide release time for ECE's to participate in professional development or in-service activities.	

- 189 **Early Childhood Educator (ECE) Supply**  
Charges for ECEs hired as a result of the absence of an ECE.
- 190 **Educational Assistant (EA) Supply**  
Charges for supply EAs hired as a result of the absence of an EA.
- 191 **Educational Assistant**  
Includes salaries of educational and teacher assistants.
- 192 **Instructors - Non-certified**  
Includes salaries paid to instructors not requiring a teaching certificate. International Language instructors
- 193 **Continuing Education Teachers**  
Include salaries for teachers specifically related to Continuing Education.
- 194 **Designated Early Childhood Educator**

Includes salaries and wages related to those designated and non designated ECE's who are employed in Early Learning (FDK) Programs as well as those employed in before and after school child care centres. This code should be mapped to Function 59 for before and after school childcare centres.

- 195 **Early Childhood Educational Assistant**  
  
Includes salaries and wages related to those who are employed in Early Learning (FDK) Programs as well as those employed in before and after school child care centres. This does not include assistants in the Special Education program. This code should be mapped to Function 59 for before and after school childcare centres.

**Benefits**

Object codes 201-295 are to be used to record all benefits relating to the salaries charged in codes 101-195. Benefits include statutory deductions, pension contributions and other benefit plans such as dental, health or life insurance. Benefit costs also include retirement or sick leave gratuity expenses. Please note that if benefits costs are charged to a summary account they will be required to be allocated to the following object codes for reporting to the Ministry of Education. The allocation for benefits for preparation time and on-call time should be done on the same basis as salaries allocation.  
Note: "Stop-loss" or "catastrophic" insurance related to Worker Compensation claims should be allocated across expenditure categories as appropriate.

- 201 **Benefits - Trustees**
- 202 **Benefits - Directors and Supervisory Officers**
- 203 **Benefits - Department Managers & Supervisory Personnel**
- 210 **Benefits - Technical & Specialized-Non-Instructional**
- 212 **Benefits - Clerical & Secretarial Administrative and Support Staff**
- 214 **Benefits - Student Help**
- 215 **Benefits - Temporary Assistance - Clerical/Technical & Specialized**
- 216 **Benefits - Overtime- Clerical/Technical & Specialized**
- 221 **Benefits - Noon Hour Supervisors**
- 222 **Benefits - Transportation Assistants**
- 231 **Benefits - Attendance Counselors - Professionals & Para-professionals**
- 232 **Benefits - Psychological Services - Professionals & Para-professionals**
- 233 **Benefits - Speech Services - Professionals & Para-professionals**
- 234 **Benefits - Social Services - Professionals & Para-professionals**
- 235 **Benefits - Technicians - Student Support**
- 236 **Benefits - Other Professionals & Para-professionals**
- 238 **Benefits - Temporary Assistance - Student Support**
- 239 **Benefits - Overtime - Student Support**
- 251 **Benefits - Principals**
- 252 **Benefits - Vice-Principals**
- 253 **Benefits - Dept. Head Allowance**
- 254 **Benefits - Dept Head Release**
- 261 **Benefits - Coordinators/Consultants - Teacher Support**
- 270 **Benefits - Teachers**
- 271 **Benefits - Learning Resource Teacher/Other School Based Teachers**
- 272 **Benefits - PreparationTime (Optional)**
- 273 **Benefits - Home Instruction**
- 282 **Benefits - Supply Teachers - Other**
- 283 **Benefits - Supply - Short Term**
- 284 **Benefits - Supply - Long Term**
- 285 **Benefits - Supply - Prof. Dev. Teachers**
- 286 **Benefits - Supply - School Programs**
- 287 **Benefits - Supply - Professional Development EA's**
- 288 **Benefits - Supply - Professional Development ECE's**
- 289 **Benefits - Supply - Professional Development Early Childhood Educator Supply**
- 290 **Benefits - Supply - Educational Assistant Supply**

- 291 **Benefits - Educational Assistant**
- 292 **Benefits - Instructors - Non-certified**
- 293 **Benefits - Continuing Education Teachers**
- 294 **Benefits - Early Childhood Educator**
- 295 **Benefits - Early Childhood Educational Assistant**

**Supplies & Services**

- 315 **Professional Development - Academic & S.O.'s**  
Includes professional development expenses for all teaching personnel and all supervisory officers (academic & business). This would include expenditures such as registration or tuition fees, transportation, accommodation and meal expenses relating to the professional development. It does not include professional or other membership fees
- 316 **Professional Memberships - Academic & S. O.'s**  
Applicability: see 315. Fees paid by the board that are required by employees to maintain their professional status. Examples would include fees for accounting associations, professional engineers or the college of teachers. Fees to organizations that the board or employee belongs to because of their position with the board but are not professional requirements are included in objects 701 or 702.
- 317 **Professional Development - Non Teaching**  
See 315 - applicable to expenses of other staff.
- 318 **Professional Memberships - Non Teaching**  
See 316 - applicable to expenses of other staff.

For Codes 320 and 321: The differentiation between Object Codes 320 and 321 is optional. The accounts are available for boards that wish to use it for tax reporting purposes. This is not a Ministry of Education requirement.

- 320 **Textbooks & Learning Materials - HST Exempt**  
Includes expenditures for "Textbooks and Learning Materials" for use within the classroom. "Textbooks and Learning Materials" are defined as a single resource or collection of resources that contain materials directly related to the curriculum of a grade or course and that is used in the classroom. Where this object is combined with functions other than Instruction it may only cover items used directly by or for the students. Examples might include items such as science kits that are prepared by curriculum coordinators and circulated to schools. These could be charged to 25-320. Library texts, books and learning materials should be coded to 23-320.

Electronic textbooks

**321 Textbooks & Learning Materials - Not HST Exempt**

See 320 - applicable to materials not HST Exempt

Electronic textbooks

For Codes 330 and 551: With the implementation of capital assets, Object codes 330 and 551 are redundant. As a result, boards are not required to differentiate between these accounts. Boards have the option of choosing the reporting in either 330 or 551. However, if boards wish, they can continue to use both codes.

**330 Instructional Supplies**

Includes other classroom supplies including paper, pens, pencils and other classroom materials. Where this object is combined with functions other than Instruction it may only cover items used directly by or for the students.

Note: Amounts spent from school generated funds should be to complement, not replace, funding provided from the Ministry and should not be used for items that are funded through the allocated budget of a school board including, but not limited to learning materials and textbooks. For more information see 2010:B10 and 2011:B2.

For Codes 331 and 661: Where it is difficult to differentiate between the cost of software and the associated license or the cost of the license is nominal, boards can include these amounts in either 331 or 661. Allocating between these object codes is not necessary.

**331 Application Software**

Includes all expenses for computer software. If software is included with the purchase of a piece of computer hardware it is not necessary to break out that portion of the expense and charge it here.

**335 Printing & Photocopying - Instructional**

Includes all printing and photocopying expenditures for instructional materials and use by the students or their parents. Generally, a school based photocopier where a high percentage of the copies made are for instructional purposes may be charged to this object. Costs for copies made on centralized machines or where a material proportion of copies are made for non-instructional uses will have to be allocated to the appropriate accounts based on use.

**336 Printing & Photocopying - Non-instructional**

Includes all printing and photocopying expenditures for non-instructional materials. Generally, a photocopier based in an administrative building or office where a high percentage of the copies made are for non-instructional purposes should be charged to this object. Costs may be allocated to object 335 based on use.

**340 Plant Operations Supplies**

**341 Electricity**

**342 Heating - Oil**

**343 Heating - Gas**

**344 Heating - Coal**

**345 Heating - Other**

**346 Water & Sewage**

**350 Cafeteria/Food Supplies & Services**

Includes expenses for cafeterias. If used to provide an instructional program or school based meal program, combine with Function 10. Otherwise use functions 41 for school cafeterias or 44 for cafeterias in administrative facilities.

Non capitalized small equipment related to the cafeteria

For Codes 361 - 363: The Ministry does not require a breakdown between 361 - 363. Boards can use one or all of these object codes to meet the reporting policies of their board.

**361 Automobile Reimbursement**

Includes travel reimbursement based on actual kilometers traveled, excluding those for professional development, conventions or conferences which are included under object 315 Professional Development.

**362 Travel and/or Expense Allowance**

Includes any flat rate allowances to cover travel or other expenses.

**363 Other Travel Expense**

Includes travel expenses other than automobile reimbursement or allowances, excluding those for professional development.

**370 Vehicle Fuel**

Includes expenses for vehicle fuel of board owned/leased vehicles.

Note: May be combined with any function based on the position of the person with use of the vehicle and would then be mapped in a similar manner to automobile reimbursement. For example: If an itinerant teacher in the north was provided with a vehicle instead of automobile reimbursement, the charge would go to 10-370.

For **Codes 401-403** The use of codes 401-403 is optional. Boards may find Object Codes 551-553 more relevant if furniture and equipment, computers, and computer networks are being replaced instead of being repaired due to cost efficiency. This is an internal reporting decision of the board and not a Ministry reporting requirement.

- 401 Repairs - Furniture & Equipment** Includes the cost of repairs and servicing of furniture and equipment excluding those related to computer technology hardware.



<b>402 Repairs - Computer Technology</b>	Includes the cost of repairs to computer equipment and peripherals. This does not include items such as computer desks or other related furniture.	
<b>403 Repairs - Network Connectivity</b>	Includes the cost of repairs to computer networks.	
	For Codes 405-406 and 410: The use of 406 is optional. The Ministry does not require this breakdown. Boards may opt to combine 405-406 and 410 (for boards that report cell phone costs here) depending on their reporting requirements.	
<b>405 Telephone - Voice</b>	Includes the cost of telephone used for voice communication and data related to mobile communication devices.	Cell phone, Tablets
<b>406 Telephone or Data Communications Services</b>	Includes the cost of computer networking and communications.	Internet networking cost
<b>410 Office Supplies &amp; Services</b>	Include the costs of supplies and services related to offices. Examples would include postage, external courier charges, office supplies and advertising that is not related to staff recruitment	
<b>415 School Council Supplies</b>	Includes any costs related to school councils.	
<b>421 Recruitment of Staff</b>	Includes costs related to staff recruitment including advertising, employment agency fees, meals, and accommodation and travelling expenses incurred during the hiring of new personnel.	
<b>430 Maintenance Supplies &amp; Services</b>	Includes costs relating to repairs and services for buildings and grounds excluding Capital Funding. Costs are usually one off items for which there is not a contract in place. Also included are the cost of cleaning supplies to clean and operate schools and admin buildings.	
<b>440 Vehicle Maintenance &amp; Supplies</b>	Includes costs related to vehicle maintenance including repair supplies and operating expenses. Vehicle fuel is included under object 370.	Tires, Paint, Spare Parts, Oil, Grease, Licences, Cleaning
<b>450 Field Trips/Excursions</b>	Includes any net costs related to field trips including transportation, entrance fees or parking. Includes out of province and out of country trips.	
<b>460 Donations for external charities</b>	Applicable to school generated funds. Includes expenses in support of an external charity where the school provides the administrative process for collecting the funds. This charity would be registered with the Canada Revenue Agency (CRA).	Cheques provided to the Cancer Society or United Way
<b>501 Reserved</b>		
<b>502 Reserved</b>		
<b>503 Reserved</b>		
<b>Furniture &amp; Equipment Expenses (now can optionally be included in Supplies and Services)</b>		
	Object codes 551 through 553 includes costs related to the acquisition of all furniture, computer hardware and peripherals, and equipment that do not fall within the criteria for asset capitalization as stated in the "School Board & School Authority Tangible Capital Assets Provincial Accounting Policies & Implementation Guide."	
<b>551 Furniture &amp; Equipment - General</b>		
<b>552 Furniture &amp; Equipment - Computer Technology</b>		
<b>553 Furniture &amp; Equipment - Network Connectivity</b>		
<b>554 Reserved</b>		
<b>Capital Asset Additions</b>		
	Object codes 560 through 599 include costs related to tangible capital assets that will be reallocated to either: (i) Assets if they meet the criteria for asset capitalization as stated in the "School Board & School Authority Tangible Capital Assets Provincial Accounting Policies & Implementation Guide" (Object codes 861 to 864, 8667 to 872, 880 to 882, 886 to 893) or (ii) Expense in Furniture & Equipment if they do not meet the criteria for asset capitalization as stated in the "School Board & School Authority Tangible Capital Assets Provincial Accounting Policies & Implementation Guide." (Object codes 551 to 553)	
	Note: Use of these accounts are optional. These accounts have been provided for boards that wish to keep track of the funding source of capital additions. Boards could record expenses directly in codes 551 to 553 or the capital assets code as appropriate. If the asset addition codes are used, boards should review these accounts monthly to reallocate the expenses/TCA's to the appropriate accounts. These accounts should have a zero balance at year end.	
	Note: Capital projects supported by fundraising proceeds should not result an increase in the student capacity of a school (as defined by the Ministry of Education per pupil capacity) or a significant increase in school or board operating or capital costs. For more information see 2010:B10 and 2011:B2.	
	Note: Please refer to the "School Board & School Authority Tangible Capital Assets Provincial Accounting Policies & Implementation Guide" for additional details related to the various asset categories below.	
<b>561 TCA Addition - Furniture (10 yrs)</b>	Includes all furniture whether it is at a school, board office or other location.	Bleachers, Drapes and blinds, Library shelving
<b>562 TCA Addition - Equipment (5 yrs)</b>	Includes delivery equipment, office equipment, machinery, furniture and fixtures, furnishings, school equipment and similar assets. Includes equipment that would have an estimated useful life of approximately 5 years.	Secondary school gym equipment exceeding \$5,000 per unit value, Photocopier
<b>563 TCA Addition - Equipment (10 yrs)</b>		

	Includes delivery equipment, office equipment, machinery, furniture and fixtures, furnishings, school equipment and similar assets. Includes equipment that would have an estimated useful life of approximately 10 years.	Telephone system & equipment, PA system & equipment, snow blowers, shop equipment, hoists, musical instruments
564	<b>TCA Addition - Equipment (15 yrs)</b>  Includes delivery equipment, office equipment, machinery, furniture and fixtures, furnishings, school equipment and similar assets. Includes equipment that would have an estimated useful life of approximately 15 years.	Forklift, Warehouse platform trucks, Tractor & attachments, Backhoe, Other heavy construction equipment
565	<b>TCA Addition - Computer Hardware (5 yrs)</b>  Comprises of all the physical parts of the computer.	Computer workstation including laptops, monitors, and central processing units
566	<b>TCA Addition - Computer Software (5 yrs)</b>  Includes the programs, routines, and symbolic languages that control the functioning of the hardware and direct its operation.	Computer software with unit value exceeding \$5,000 for example, student information system software, License for the use or distribution of software where the license unit value exceeds \$5,000 – this should be amortized over the term of the license, Consulting costs to customize a software application
567	<b>TCA Addition - Vehicles gvwr &lt; 10,000 pounds (5 yrs)</b>  Includes self-propelled wheeled conveyances that do not run on rails with a gvwr of less than 10,000 pounds.	Passenger vehicles such as cars, vans or minivans
568	<b>TCA Addition - Vehicles gvwr &gt;= 10,000 pounds (10 yrs)</b>  Includes self-propelled wheeled conveyances that do not run on rails with a gvwr of great than or equal to 10,000 pounds.	Trucks – 1 ton or greater, Cube vans, School Buses
569	<b>TCA Addition - F&amp;E: First time equipping (10 yrs)</b> Includes most items of an enduring nature to furnish and equip: a) new building assets – schools, administrative buildings, etc. or b) existing building assets where gross floor area has been added (e.g. an addition) c) existing space with a DISTINCT change in purpose and physical appearance of the space.	Desks, tables, chairs, seating, Computer hardware and Software, Tote boxes and racks, Drapes and blinds, Musical instruments
570	<b>TCA Addition - Construction in Progress</b>  Refers to new tangible capital asset construction projects that are not completed and not ready to be put into service.	New school construction, addition of a gym to an existing school and similar expenditures would qualify as construction in progress.
571	<b>TCA Addition - Pre-Acquisition/ Pre-Construction Costs - Building</b> Constructed tangible capital assets such as schools may extend over one or more accounting periods, and certain pre-construction costs may be incurred prior to commencing construction of the tangible capital asset. Pre-construction costs should be capitalized to the related tangible asset class.	
572	<b>TCA Addition - Pre-Acquisition - Land</b>  Costs incurred prior to the purchase of land.	Engineering costs, site assessment costs
580	<b>TCA Addition - Buildings (40 yrs)</b>  Include structures that have roofs and walls.	Elementary Schools, Secondary Schools, Board Office Buildings
581	<b>TCA Addition - Buildings (20 yrs)</b>  Includes other building structures that have a typical useful life of less than 40 years and that do not meet the criteria for inclusion in the Portable Structures class.	Domes, Bus Barns, Salt & sand storage buildings, Residential homes, Teacherages
582	<b>TCA Addition - Portable Structures (20 yrs)</b>  This class is limited to Relocatable Classroom Modules, portables and portapaks.	Portables, Portapaks, Relocatable Classroom Modules, Initial set up costs on portables and portapaks
585	<b>TCA Addition - Land</b>  Includes land improvements with infinite lives	Vacant land, Land under buildings, Land improvements with infinite lives (such as ponds, grading, drainage, trees)
586	<b>TCA Addition - Land Improvements (15 yrs)</b>  Includes improvements to land assets with finite lives.	Driveways, Walkways, Fences, Light Posts
587	<b>TCA Addition - Capital Leased Assets - Land</b> Includes land tangible capital assets as well as betterments to land tangible capital assets under capital leases with a capitalization threshold of \$10,000 or greater.	
588	<b>TCA Addition - Capital Leased Assets - Buildings</b> Includes buildings as well as betterments to buildings under capital leases with a capitalization threshold of \$10,000 or greater.	
589	<b>TCA Addition - Capital Leased Assets - Other</b>  Includes other tangible capital assets under capital leases with a capitalization threshold of \$5,000 or greater.	
590	<b>TCA Addition - Leasehold Improvements - Land</b> Includes betterments made to land operating leases that have enduring nature (more than one year) where the improvement is \$10,000 or greater.	
591	<b>TCA Addition - Leasehold Improvements - Buildings</b> Includes betterments made to building operating leases that have enduring nature (more than one year) where the improvement is \$10,000 or greater.	
592	<b>TCA Addition - Leasehold Improvements - Other</b> Includes betterments made to operating leases (other than buildings and land) that have an enduring nature (more than one year) where the improvement is \$5,000 or greater.	

**Rental/Leases**

Object codes 601 through 630 are rental/leases that would not meet the definition of a leased tangible capital asset per accounting guideline PSG-2. If all the benefits and risks of ownership have been transferred to the Board then the lease would be considered a capital lease and should not be included. The benefits and risks of ownership would be transferred to the board at the inception of the lease, if one or more of the following conditions are present:

(a) There is reasonable assurance that the government will obtain ownership of the leased property by the end of the lease term. Reasonable assurance that the government will obtain ownership of the leased property would be present when the terms of the lease would result in ownership being transferred to the government by the end of the lease term or when the lease provides for a **bargain purchase option**.

(b) The lease term is of such a duration that the government will receive substantially all of the economic benefits expected to be derived from the use of the leased property over its life span. Although the lease term may not be equal to the economic life of the leased property in terms of years, the government would normally be **expected to receive substantially all of the economic benefits related to the leased property** if the lease term is equal to a major portion (**usually 75 percent or more**) of the economic life of the leased property. This is due to the fact that new equipment, reflecting later technology and in prime condition, may be assumed to be more efficient than old equipment which has been subject to obsolescence and wear.

(c) The lessor would be assured of recovering the investment in the leased property and of earning a return on the investment as a result of the lease agreement. This condition would exist **if the present value, at the beginning of the lease term, of the minimum lease payments, excluding any portion thereof relating to executory costs, is equal to substantially all (usually 90 percent or more) of the fair value of the leased property, at the inception of the lease.**

601 Rental/Lease - Furniture & Equipment - General

602 Rental/Lease - Furniture & Equipment - Computer Technology

Computers under an Operating Lease

603 Rental/Lease - Furniture & Equipment - Network Connectivity

610 Rental/Lease - Instructional Accommodation

Includes the costs of renting/leasing buildings, school sites or any other facilities for instructional purposes.

611 Rental/Lease - Non-Instructional Accommodation

Includes the cost of renting/leasing administrative office space, warehouses or other areas to be used for non-instructional purposes.

621 Rental/Lease - Photocopier

Includes the rental/lease cost of photocopiers. These charges may be charged back based on copies used for instructional or non-instructional printing.

Note: See note in objects 335 and 336.

625 Rental/Lease - Vehicles

Includes the costs of leasing vehicles, including school buses, but excludes the costs of transportation contracts which are reported under "Fees & Contractual Services (654)."

630 Rental/Lease - Other

Fees & Contractual Services

651 Audit Fees

652 Legal Fees

Includes external legal fees.

Legal Fees related to Salary Negotiations, Grievances, Property Matters and Student Suspensions.

Note: Legal Fees should be charged to functions that map to the Board Administration envelope except when capitalized as part of a capital project. If a board incurs extraordinary legal fees it should still be charged to the Board Administration and Governance envelope and NOT non-operating. However, if this results in overspending, this is a reasonable explanation that can be included in the board plan if requested.

653 Other Professional Fees

Architectural Fees

654 Other Contractual Services

Any costs paid for a service contract with an outside vendor for work that can't be easily classed under another account code.

Use of an outside company for cabling installations, translators, performers, therapists, waste pick up

655 Employment Agency Fees

Includes cost of temporary assistance through employment agencies. Contracts for staff recruitment are included under object 421.

For Codes 661 and 662:  
Where it is difficult to allocate software fee & licenses from maintenance fees, allocate to Code 661 or 662 as the board sees appropriate.

For Codes 331 and 661:  
Where it is difficult to differentiate between the cost of software and the associated license or the cost of the license is nominal, boards can include these amounts in either 331 or 661. Allocating between these object codes is not necessary.

661 Software Fees & Licenses

Include the costs of software fees and licenses in excess of \$500 and less than \$5,000.

1 year license to use a piece of software for \$1,000.

662 Maintenance Fees - Computer Technology

Includes fees for hardware and software maintenance contracts.

Ongoing annual fees for software support/upgrades such as Xpress voice mail annual maintenance costs.

671 Insurance (Property, General Liability & Other)

Includes property and general liability insurance. This does not include any amounts relating to non instructional buildings that is reported in the board administration and governance expense. This amount should be reallocated using the appropriate function code. Boards should develop a formula to allocate to the board admin portion of insurance on a rational basis.

Insurance for data privacy

Stop loss insurance goes to employee benefits for catastrophic loss.

673 Vehicle Insurance

681 Moving of Portables

Includes all costs associated with the moving of portables.

682 Public Transit Fares and Taxi Services

This code is not intended for staff travel.

Taxi or public transit costs for children attending school

**Other Expense**

701 Association & Membership Fees - Board

Include costs related to membership fees for the board as a whole as opposed to individuals. Charge trustee organization fees to 31-701 and other board membership fees, such as the local Chamber of Commerce to 33-701.

702 Association & Membership Fees - Individuals

Include costs related to membership fees for individuals in various organizations related to their employment but excluding professional fees which are included in objects 316 or 318. Any personal memberships not related to a person's employment but included as part of a compensation package should be included in benefit costs.

705 Student Bursaries/Awards

Includes expenses made by a board to award students for achievement or to cover financial need.

Trophies, plaques, commencement awards and costs.

706 Scholarships

For use with the Trust Funds only.

710 Interest and bank charges

Includes interest and bank charges on short-term borrowing to finance the daily operations of the Board.  
Note: Short term operating interest costs should be charged to 33-710 and mapped to the Board Administration expenditure category under Column 10 "Other" on Schedule 10.

715 Municipal Taxes

720 Transfers to Other Boards

722 Claims & Settlements

Includes unusual and material payments that occur that are extraordinary and not in the normal course of school board operations.

725 Miscellaneous

55 School Board Trust

731 Reserved

732 Reserved

733 Reserved

734 Reserved

735 Reserved

736 Reserved

737 Reserved

738 Reserved

739 Reserved

**Other Capital**

751 Reserved

752 Debenture Interest - pre May 15, 1998

Note: Long term financing interest costs (whether debenture or not) for capital projects would be charged to object codes 752 or 754 and mapped to School Renewal or Board Administration as appropriate.

753 Reserved

754 Debenture Interest - post May 14, 1998

Note: Long term financing interest costs (whether debenture or not) for capital projects would be charged to object codes 752 or 754 and mapped to School Renewal or Board Administration as appropriate.

755 Reserved

756 Reserved

757 Cost of Issuing Debenture

Include any annual debt servicing maintenance fees.

758 Reserved

759 Reserved

760 Local Improvements

761 Capital Loan Interest

762 Capital Lease Interest

763 EDC Operating Expenses

Includes operating related expenses which are allowed under the EDC regulations.

764 EDC Interest

**Amortization (Pooled Classes)**

Includes amortization expense for specific pooled capital asset classes.

781 Amortization - Furniture(10 years)

782 Amortization - Equipment (5 years)

783 Amortization - Equipment (10 years)

784 Amortization - F&E: First Time Equipping (10 years)

785 Amortization - Computer Hardware(5 yrs)

786 Amortization - Computer Software (5 yrs)

787 Amortization - Portable Structures (20 years)

**Amortization (Non-Pooled Classes)**

Includes amortization expense for specific non-pooled capital asset classes.

788 Amortization - Equipment (15 years)

- 789 Amortization - Vehicles gvwr < 10,000 pounds (5 yrs)
- 790 Amortization - Vehicles gvwr >= 10,000 pounds (10 yrs)
- 791 Amortization - Buildings (40 yrs)
- 792 Amortization - Buildings (20 yrs)
- 793 Amortization - Land Improvements (15 yrs)
- 794 Amortization - Capital Leased Assets - Buildings
- 795 Amortization - Capital Leased Assets - Other
- 796 Amortization - Leasehold Improvements - Land Improvements
- 797 Amortization - Leasehold Improvements - Buildings
- 798 Amortization - Leasehold Improvements - Other

**Assets**

- 810 Cash
- 820 Temporary Investments
- 830 Accounts Receivable - Government of Ontario
- 841 Accounts Receivable - Government of Canada
- 842 Accounts Receivable - Local Government
- 843 Accounts Receivable - Other Ministries
- 844 Accounts Receivable - Colleges
- 845 Accounts Receivable - Hospitals
- 846 Accounts Receivable - Other Agencies
- 847 Accounts Receivable - Inter-Entity
- 850 Accounts Receivable - Gov't Ontario - Approved Capital
- 851 Accounts Receivable - Other Boards
- 858 Accounts Receivable - Individuals
- 859 Accounts Receivable - Other
- 860 Prepaid Expenses
- 873 Other Current Assets
- 875 Long-term investments
- 876 Assets Held for Sale - Land
- 877 Assets Held for Sale - Building
- 878 Assets Held for Sale - Land Improvement
- 894 Other Assets

**Tangible Capital Assets**

Object codes 861 through 872, 880 through 882, and 884 through 893 are tangible capital assets that meet the criteria for asset capitalization as stated in the "School Board & School Authority Tangible Capital Assets Provincial Accounting Policies & Implementation Guide."

Note: The object codes are to be used with function codes 64 (Non-Financial Assets) and 65 (Accumulated Amortization).

- |   |   |   |
|---|---|---|
| <b>861 Furniture (10 yrs)</b>   | <p>Includes all furniture whether it is at a school, board office or other location.</p>  | <p>Bleachers, Drapes and blinds, Library shelving</p>   |
| <b>862 Equipment (5 yrs)</b>  | <p>Includes delivery equipment, office equipment, machinery, furniture and fixtures, furnishings, school equipment and similar assets. Includes equipment that would have an estimated useful life of approximately 5 years</p>   | <p>Secondary school gym equipment exceeding \$5,000 per unit value, Photocopier</p>   |
| <b>863 Equipment (10 yrs)</b>   | <p>Includes delivery equipment, office equipment, machinery, furniture and fixtures, furnishings, school equipment and similar assets. Includes equipment that would have an estimated useful life of approximately 10 years.</p> | <p>Telephone system &amp; equipment, PA system &amp; equipment, snow blowers, shop equipment, hoists, musical instruments</p>   |
| <b>864 Equipment (15 yrs)</b>   | <p>Includes delivery equipment, office equipment, machinery, furniture and fixtures, furnishings, school equipment and similar assets. Includes equipment that would have an estimated useful life of approximately 15 years.</p> | <p>Forklift, Warehouse platform trucks, Tractor &amp; attachments, Backhoe, Other heavy construction equipment</p>  |
| <b>865 Computer Hardware (5 yrs)</b>                                      | <p>Includes delivery equipment, office equipment, machinery, furniture and fixtures, furnishings, school equipment and similar assets. Includes equipment that would have an estimated useful life of approximately 5 years</p>   | <p>Secondary school gym equipment exceeding \$5,000 per unit value, Photocopier</p>   |
| <b>866 Computer Software (5 yrs)</b>                                      | <p>Includes the programs, routines, and symbolic languages that control the functioning of the hardware and direct its operation.</p>   | <p>Computer software with unit value exceeding \$5,000 for example, student information system software, License for the use or distribution of software where the license unit value exceeds \$5,000 – this should be amortized over the term of the license, Consulting costs to customize a software application</p> |
| <b>867 Vehicle gross vehicle weight rating &lt; 10,000 pounds (5 yrs)</b> |   |   |

	Includes self-propelled wheeled conveyances that do not run on rails with a gvw of less than 10,000 pounds.	Passenger vehicles such as cars, vans or minivans
868	<b>Vehicle gross vehicle weight rating &gt;= 10,000 pounds (10 yrs)</b>  Includes self-propelled wheeled conveyances that do not run on rails with a gvw of great than or equal to 10,000 pounds.	Trucks – 1 ton or greater, Cube vans, School Buses
869	<b>F&amp;E - First time equipping (10 yrs)</b> Includes most items of an enduring nature to furnish and equip: a) new building assets – schools, administrative buildings, etc. or b) existing buildings assets where gross floor area has been added (e.g. an addition) c) existing space with a DISTINCT change in purpose and physical appearance of the space.	Desks, tables, chairs, seating, Computer hardware and Software, Tote boxes and racks, Drapes and blinds, Musical instruments
870	<b>Construction in Progress</b>  Refers to new tangible capital asset construction projects that are not completed and not ready to be put into service.	New school construction, addition of a gym to an existing school and similar expenditures would qualify as construction in progress.
871	<b>Pre-Acquisition/Pre-Construction -Building</b> Constructed tangible capital assets such as schools may extend over one or more accounting periods, and certain pre-construction costs may be incurred prior to commencing construction of the tangible capital asset. Pre-construction costs should be capitalized to the related tangible asset class.	
872	<b>Pre-Acquisition - Land</b>  Costs incurred prior to the purchase of land.	Engineering costs, site assessment costs
880	<b>Buildings (40 yrs)</b>  Includes land improvements with infinite lives	
881	<b>Buildings (20 yrs)</b>	
882	<b>Portable Structures (20 yrs)</b>	
884	<b>Assets Permanently Removed from Service - Buildings</b>	
886	<b>Land Improvement (15 yrs)</b>	
887	<b>Land</b>	
888	<b>Capital Leased Assets - Land</b>	
889	<b>Capital Leased Assets - Buildings</b>	
890	<b>Capital Leased Assets - Other</b>	
891	<b>Leasehold Improvements - Land Improvements</b>	
892	<b>Leasehold Improvements - Buildings</b>	
893	<b>Leasehold Improvements - Other</b>	
899	<b>Reserved</b>	
<b>Liabilities</b>		
905	<b>Bank or Short-term Borrowing</b>	
911	<b>Accounts Payable - Government of Ontario</b>	
912	<b>Accounts Payable - Government of Canada</b>	
913	<b>Accounts Payable - Local Government</b>	
914	<b>Accounts Payable - Other Boards</b>	
915	<b>Accounts Payable - Individuals</b>	
916	<b>Accounts Payable - Other</b>	
917	<b>Accounts Payable - Trade</b>	
918	<b>Accrued Liabilities</b>	
919	<b>Accounts Payable - Other Ministries</b>	
920	<b>Accounts Payable - Colleges</b>	
921	<b>Accounts Payable - Hospitals</b>	
922	<b>Accounts Payable - Other Agencies</b>	
923	<b>Accounts Payable - Inter-Entity</b>	
950	<b>Deferred Rev. Operating - Gov. of Ontario: Legislative Grants</b> For use in situations where the use of the grant allocation is restricted by GSN regulation.	Special Education Grant
951	<b>Deferred Rev. Operating - Gov. of Ontario: Other MOE Grants</b> For use in situations where the Ministry of Education grant is restricted by a project agreement signed with the school board.	EPO Grant
952	<b>Deferred Rev. Operating - Gov. of Ontario: Other Provincial Grants</b> Includes grants from other Ministries (Ministry of Training, Colleges & Universities, etc.)	
953	<b>Deferred Rev. Operating - Other GRE's boards</b> Includes grants from GREs (ie. School boards, colleges, hospitals).	
954	<b>Deferred Rev. Operating - Other Third Party</b> Includes amounts received from Colleges, Hospitals, Federal Government, etc.	
955	<b>Deferred Rev. Capital - Gov. of Ontario: Legislative Grants</b> For use in situations where the capital grant allocation is restricted by GSN regulation.	
956	<b>Deferred Rev. Capital - Gov. of Ontario: Other MOE Grants</b> For use when the Ministry of Education capital grant is restricted by a project agreement signed with the school board.	
957	<b>Deferred Rev. Capital - Gov. of Ontario: Other Provincial Grants</b> Includes capital grants from other Ministries (Ministry of Training, Colleges & Universities, etc.).	
958	<b>Deferred Rev. Capital - Proceeds of Disposition (POD)</b>	

Includes POD from School Buildings, Prohibitive to Repair School Buildings, and Other dispositions.

- 959 **Deferred Rev. Capital - Education Development Charges (EDC)**  
Includes amounts received for EDC
- 960 **Deferred Rev. Capital - Inter-Entity**  
Includes amounts received/raised from School Generated Funds for capital purchases.
- 962 **Deferred Rev. Capital - Other Third Party**  
Includes amounts received from MECR/BECR, Federal Government, Board level donations and Other Third Parties for capital.
- 961 **Other Current Liabilities**
- 966 **Debt Charges Due and Unpaid**
- 967 **Deferred Capital Contributions (DCC)**  
Account is used to record capital contributions once the tangible capital assets has been purchased or is ready for use. The amount in this account is recognized to revenue in proportion to how the related TCAs are recognized into expense through amortization.
- 968 **Deferred Capital Contributions (DCC) - Other**  
Account is reserved for Other DCC items that a board would like to track separately.
- 980 **Long term debt**
- 981 **Sinking Fund Assets**
- 982 **Debenture Prinicpal - pre May 15, 1998**
- 983 **Debenture Prinicpal - post May 14, 1998**
- 987 **Debenture Sinking Fund - pre May 15, 1998**
- 988 **Debenture Sinking Fund - post May 14, 1998**
- 984 **Capital Lease - Computers, Photocopiers, Vehicles**  
Account is used to record computer, photocopier, and vehicle capital leases.
- 985 **Capital Loans**
- 986 **Other Long Term Liabilities**
- 989 **Reserved**

**Accumulated Surplus (Deficit)**

Accumulated Surplus (Deficit) has been split into 3 main areas:

**(i) Available for Compliance – Unappropriated**

This portion of the surplus, if any, is available to address any in-year deficit, if any, as calculated in the Compliance Report and Balanced Budget determination.

**(ii) Available for Compliance – Internally Appropriated**

This portion of the surplus, if any, is available to address any in-year deficit, if any, as calculated in the Compliance Report and Balanced Budget determination.

- 990 **A/S - Available for Compliance - Operating**
- 992 **A/S - Available for Compliance: Internally Appropriated - Retirement Gratuities**
- 993 **A/S - Available for Compliance: Internally Appropriated - WSIB**
- 994 **A/S - Available for Compliance: Internally Appropriated - School Renewal**
- 995 **A/S - Available for Compliance: Internally Appropriated - Available Capital**
- 996 **A/S - Available for Compliance: Internally Appropriated - Other**  
Includes internally appropriated capital in accumulated surplus (deficit) which is available to be used in future years.
- 997 **A/S - Available for Compliance - Committed Capital Projects**
- 998 **A/S - Available for Compliance: Internally Appropriated - Interest Earned on Sinking Funds Assets**  
Includes revenue earned from interest on sinking funds assets that ends up in accumulated surplus. Boards should track interest for the future redemption of the sinking fund debenture.
- (iii) Unavailable for Compliance**  
This portion of the surplus, if any, is not available to address any in-year deficit, if any, as calculated in the Compliance Report and Balanced Budget determination.
- 977 **A/S - Unavailable for Compliance - Retirement Health**
- 970 **A/S - Unavailable for Compliance - Early Retirement**
- 971 **A/S - Unavailable for Compliance - Employee Future Benefits - Other**
- 972 **A/S - Unavailable for Compliance - Interest to be accrued**
- 974 **A/S - Unavailable for Compliance - School Generated Funds**
- 976 **A/S - Unavailable for Compliance - Revenues Recognized for Land**
- 978 **A/S - Unavailable for Compliance - Contaminated Sites**
- 999 **Reserved**

**PANEL CODES**

Panel Codes	1 Elementary 2 <i>Reserved</i> 3 <i>Reserved</i> 4 Secondary 5 Other Schools - Continuing Education 6 Central
-------------	--

The panel codes listed above are the mandatory set of codes for this account segment. Panel code numbers not utilized or reserved may be used for further detail if required but must be summarized into the above for reporting to the Ministry.



## PROGRAM CODES

<b>Program Codes</b>	000 Regular Day School & General
	301 Special Education
	302 I.S.A. 1 - Personal Special Equipment
	305 I.S.A. 4 - Care & Treatment Facility Expenditures
	402 English as a Second Language (ESL)
	405 Actualisation Linguistique en Francais (ALF)
	406 Programme d'appui aux nouveaux arrivants (PANA) (formerly Perfectionnement du Francais (PDF))
	501 Continuing Education - General
	502 Continuing Education - Credit Courses/Correspondence/Self-Study
	503 Continuing Education - Citizenship
	504 Continuing Education - General Interest
	505 Continuing Education - English as a Second Language
	506 Continuing Education - Adult Basic Literacy
	507 Continuing Education - Native as a Second Language
	508 Continuing Education - Summer School
	509 Continuing Education - International Languages
	600 Learning Opportunities
	900 External Agency Programs

The program codes listed above are the mandatory set of codes for this account segment. Program code numbers not utilized or reserved may be used for further detail if required but must be summarized into the above for reporting to the Ministry.

Special Education program costs represent the incremental spending related to special education. Expenditures relating to classroom teachers, supplies and other "regular" expenditures are not to be coded to this program. On the other hand, for self-contained classes or schools, the expenditures recorded in this program are total expenditures directly related to the self-contained classes or schools. Boards are to ensure that costs are only assigned to one program, ie. Special Education or Learning Opportunities.

**Mapping References to Expense Categories**

Instruction	111	Classroom Teachers
	112	Supply Teachers
	113	Educational Assistants
	114	Early Childhood Educator
	121	Classroom Computers
	122	Texts, Classroom Supplies & Equipment
	131	Student Support - Professional & Para-Prof.
	132	Library & Guidance
	141	Staff Development
	222	Department Heads
	211	Co-ordinators & Consultants/Program Support
	221	Principals & Vice-Principals
	223	School Office - Secretarial & Supplies
	251	Continuing Education
	260	Amortization
261	Net Loss on Disposal of TCA	
Administration	311	Trustees
	321	Directors & Supervisory Officers
	331	Other Board Administration
	332	Amortization
	333	Net Loss on Disposal of TCA
Transportation	231	Transportation
	232	Transportation - Provincial Schools
	233	Amortization
	234	Net Loss on Disposal of TCA
Pupil Accommodation	411	School Renewal
	241	Operations & Maintenance - Schools
	412	<i>Reserved</i>
	413	<i>Reserved</i>
	414	Other Pupil Accommodations
	415	Amortization
	416	Net Loss on Disposal of TCA
Other Commitments	511	Board to Board
	512	Other Non-Operating
	521	Claims & settlements
	531	<i>Reserved</i>
	532	<i>Reserved</i>
	533	<i>Reserved</i>
	534	<i>Reserved</i>
	535	<i>Reserved</i>
	536	<i>Reserved</i>
	537	<i>Reserved</i>
	538	<i>Reserved</i>
	540	Amortization
	541	Provision for Contingencies
	542	<del>Net Loss on Disposal of TCA</del>
	551	School Generated Funds

**Schedule 3 - Capital Expenditure**

Code Points	Funding Source (Note 2)	01	02	03	04	05	06	07	07.1	08	09	10	11	12	13	14	15	16	
		NPP & GPL Others	GPL Renewal	Early Learning	Capital Priorities - Major Capital Programs	Capital Priorities - Land	Temporary Accommodation	School Condition Improvement	Child Care	Minor TCA	School Generated Funds	School Renewal	Renewable Energy	Energy Efficient Schools	EDC	POD	Other Deferred Revenue	Other	
Functions		73	78	77	90	91	74	76	96	75	70	72	95	71	92	93	93	79	
<b>Code Names</b>																			
2.1	Land & Land Improvements with Infinite Lives (EDC Eligible)																		585, 586, 587, 590
2.2	Land & Land Improvements with Infinite Lives (Non-EDC Eligible)	585, 586, 587, 590	585, 586, 587, 590	585, 586, 587, 590				585, 586, 587, 590			585, 586, 587, 590	585, 586, 587, 590		585, 586, 587, 590					585, 586, 587, 590
2.3	Land Improvements (Finite Lives)	586, 590	586, 590	586, 590				586, 590		586, 590	586, 590	586, 590		586, 590					586, 590
<b>2.4 BUILDINGS - 40 YEARS</b>																			
2.5	Buildings - New	580, 588, 591		580, 588, 591				580, 588, 591			580, 588, 591	580, 588, 591		580, 588, 591					580, 588, 591
2.6	Buildings - Existing	580, 588, 591		580, 588, 591				580, 588, 591			580, 588, 591	580, 588, 591		580, 588, 591					580, 588, 591
2.7	Buildings - CIP	570	570	570				570			570	570		570					570
<b>2.9 OTHER BUILDINGS - 20 YEARS</b>																			
2.10	Other Buildings - New	581, 588, 591		581, 588, 591				581, 588, 591			581, 588, 591	581, 588, 591		581, 588, 591					581, 588, 591
2.11	Other Buildings - Existing	581, 588, 591		581, 588, 591				581, 588, 591			581, 588, 591	581, 588, 591		581, 588, 591					581, 588, 591
2.12	Other Buildings - CIP	570	570	570				570			570	570		570					570
<b>2.14 PORTABLE STRUCTURES</b>																			
2.15	Portable Structures - New	582		582			582	582			582	582		582					582
2.16	Portable Structures - Existing	582		582			582	582			582	582		582					582
<b>1.30 MOVEABLE TYPE ASSETS (Note 1)</b>																			
	Computer Hardware							565, 589		565, 589	565, 589	565, 589		565, 589					565, 589
	Computer Software									566	566			566					566
	Vehicles < 1 ton									567, 589									567, 589
	Vehicles > 1 ton									568, 589									568, 589
	Other moveable type assets	561, 562, 563, 564, 569, 589		561, 562, 563, 564, 569, 589				561, 562, 563, 564, 569, 589		561, 562, 563, 564, 589	561, 562, 563, 564, 589	561, 562, 563, 564, 589		561, 562, 563, 564, 589					561, 562, 563, 564, 569, 589
2.20	Pre-Construction/Pre-Acquisition Costs	571	571	571				571			571	571		571					571

**Note 1:** Moveable type assets would be entered on Schedule 3.1 - Capital Expenditure - Moveable Assets

**Note 2:** The funding to be included in each of the columns is as follows:

- 1 - NPP & GPL Others:  
NPP relates to spending against the New Pupil Places (NPP), Best Start and Outstanding Capital Commitments.  
GPL Other relates to Growth Schools, Prohibitive to Repair (PTR), French Capital Transitional Adjustment and Capital Priorities (including Green School Pilot) programs.
- 2 - Temporary Accommodation:  
Relates to spending against the Temporary Accommodation allocation, which is for the leasing costs and relocation and acquisition costs of portables.
- 3 - GPL Renewal  
Relates to spending against the Good Places to Learn (GPL) stages 1 to 4 program.
- 4 - Early Learning  
Relates to spending against the Early Learning program.
- 5 - Energy Efficient Schools  
Relates to spending against the Energy Efficiency Schools program (including Renewable Energy).
- 6 - School Renewal  
Relates to spending the School Renewal allocation.
- 7 - Minor TCA  
Relates to spending the Minor TCA allocation.
- 8 - School Generated Funds  
Relates to spending School Generated Funds (i.e. those amounts raised by schools specifically to make a capital purchase).
- 9 - Other  
Relates to spending any source not described in Columns 1-8. This could include the purchase of other sites, for example, for an administration site. It could also include spending of education Development Charges (EDCs) or proceeds of disposition. Note to spend proceeds of disposition, the board must have approval from the Capital Programs Branch.

Code	Code Name	CodePoints	Function	Salaries & Wages 02	Employee Benefits 03	Staff Development 04	Supplies & Services 05	Interest Charges on Capital 07	Rental Expense 08	Fees & Contractual Services 09	Other 10	Transfer to Other Boards 11	Amortization 12
<b>INSTRUCTION</b>													
111	Classroom Teachers	51	10	151,152, 153, 154, 170,171,172, 173,192	251,252, 253, 254, 270,271, 272, 273,292		361,362,363,370,440		625	673			
112	Supply Teachers	52	10	182,183,184,186	282,283,284,286								
113	Teacher Assistants	53.1	10	191	291								
114	Early Childhood Educator	53.2	10	194,195	294,295								
122	Textbooks/Supplies	55	10				320,321,330,331,335,350,401,450,551		601,621,630	654,661	705		
			23				320,321,330,331,335,401,406,551		601,602,603,621,630	661,662			
			24				320,321,330,331,335,401,406,551		601,602,603,621,630	661,662			
			25				320,321,330				705		
			31										
			32				330,335						
121	Computers	54	10				402,403,406,552,553	761,762	602,603	662			
131	Student Support - Professional & Para-Prof.	56	21	103,110,112,114,115,116,121,131,132,133,134,136,138,170,191	203,210,212,214,215,216,221,231,232,233,234,236,238,270,291		331,336,361,362,363,370,401,402,403,405,406,410,440,551,552,553		601,602,603,621,625,630	653,654,655,661,662	702		
			22	110,114,115,116,135,138,139	210,214,215,216,235,238,239		331,336,361,362,363,370,401,402,403,405,406,410,440,551,552,553		601,602,603,621,625,630	653,654,655,661,662	702		
132	Library & Guidance	57	23	114,135,136,138,139,170,172,182,183,184,191	214,235,236,238,239,270,272,282,283,284,291		361,362,363,370,410,440			653,654,655	702		
			24	114,135,136,138,139,170,172,182,183,184,191	214,235,236,238,239,270,272,282,283,284,291		361,362,363,370,410,440			653,654,655	702		
141	Staff Development - Instructional	58	10	185,186,187,188,189,190	285,286,287,288,289,290	315,316,317,318					702		
			21			315,316,317,318							
			22			317,318							
			23	185	285	315,316,317,318							
			24	185	285	315,316,317,318							
			25	185	285	315,316							
222	Department Heads	67	15	153,154	253,254								
221	Principals & Vice-Principals	61	15	151,152,170,182,183,184	251,252,270,282,283,284	315,316	361,362,363,370,440				702		
223	School Office	62	15	103,112,114,115,116	203,212,214,215,216	317,318	331,336,401,402,403,405,406,410,415,551,552,553	762	601,602,603,621,625,630	654,655,661,662,673			
			22										
			23	112,115,116	212,215,216								
			24	112,115,116	212,215,216								
211	Co-ordinators & Consultants/Program Support	59	25	103,112,114,115,116,151,152,161,170,172,182,183,184	203,212,214,215,216,251,252,261,270,282,283,284	317,318	331,335,336,361,362,363,370,401,402,403,405,406,410,415,551,552,553		601,602,603,621,630	653,654,655,661,662	702	720	
251	Continuing Education	63	55	103,112,114,115,116,151,152,161,170,172,182,183,184,185,192,193	203,212,214,215,216,251,252,261,270,272,282,283,284,285,292,293	315,316,317,318	320,321,330,331,335,350,361,362,363,370,401,402,403,406,440,450,551,552,553	762	601,602,603,621,625,630,610	654,661,662,673	702,705	720	
260	Amortization	72	10 - 25, 55										781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798
	Net Loss on Disposal of TCA	72.1											
<b>ADMINISTRATION</b>													
311	Trustees	64	31	101	201	317,318	361,362,363,370,440				702		
321	Directors & Supervisory Officers	65	32	102	202	315,316,317,318	361,362,363,370,440				702	720	
331	Other Board Administration	66	21	103,112,114	203,212,214,			762				720	
			22									720	
			25	103,112,114,115,116	203,212,214,215,216	317,318						720	
			31	112,114,115,116	212,214,215,216		336,401,402,403,405,406,410,551,552,553		601,602,603,621,630	661,662	701	720	

Code	Code Name	CodePoints Function	Salaries & Wages	Employee Benefits	Staff Development	Supplies & Services	Interest Charges on Capital	Rental Expense	Fees & Contractual Services	Other	Transfer to Other Boards	Amortization
			02	03	04	05	07	08	09	10	11	12
		32	151	251		336,401,402,403,405,406,410,551, 552, 553		601,602,603,621,625,630	652,653,654,655,661,662,672,673	725	720	
		33	103,110,112,114,115,116,136,151,152,170	203,210,212,214,215,216,236,251,252,270	315,316,317,318	331,336,350,361,362,363,370,401,402,403,405,406,410,440, 551, 552, 553		601,602,603,621,625,630	651,652,653,654,655,661,662,673	701,702,710,725	720	
		34	103,110,112,114,115,116,136,151,152,170	203,210,212,214,215,216,236,251,252,270	315,316,317,318	331,336,350,361,362,363,370,401,402,403,405,406,410,421,440, 551, 552, 553		601,602,603,621,625,630	652,653,654,655,661,662,673	702,725	720	
		35	103,110,112,114,115,116,136,151,152,170	203,210,212,214,215,216,236,251,252,270	315,316,317,318	331,336,350,361,362,363,370,401,402,403,405,406,410,440, 551, 552, 553		601,602,603,621,625,630	652,653,654,655,661,662,673	702,725	720	
		36	103,112,114,115,116,	203,212,214,215,216,						725	720	
		37	103,110,112,114,115,116,136,151,152,170	203,210,212,214,215,216,236,251,252,270	315,316,317,318	331,336,350,361,362,363,370,401,402,403,405,406,410,440, 551, 552, 553		601,602,603,621,625,630	651,652,653,654,655,661,662,673	701,702,710,725	720	
		38	103,110,112,114,115,116,136,151,152,170	203,210,212,214,215,216,236,251,252,270	315,316,317,318	331,336,350,361,362,363,370,401,402,403,405,406,410,440, 551, 552, 553		601,602,603,621,625,630	651,652,653,654,655,661,662,673	701,702,710,725	720	
		39	103,110,112,114,115,116,136,151,152,170	203,210,212,214,215,216,236,251,252,270	315,316,317,318	331,336,350,361,362,363,370,401,402,403,405,406,410,421,440, 551, 552, 553		601,602,603,621,625,630	651,652,653,654,655,661,662,673	701,702,710,725	720	
		44	103,110,112,114,115,116	203,210,212,214,215,216	315,316,317,318	331,336,340,341,342,343,344,345,346,350,361,362,363,370,401,402,403,405,406,410,430,440, 551, 552, 553, 760	754,757,761	601,602,603,611,621,625,630	653,654,655,661,662,671,673,681	702,715,725	720	
		55	103, 112, 114, 115, 116	203, 212, 214, 215, 216							720	

Code	Code Name	CodePoints	Function	Salaries & Wages	Employee Benefits	Staff Development	Supplies & Services	Interest Charges on Capital	Rental Expense	Fees & Contractual Services	Other	Transfer to Other Boards	Amortization
				02	03	04	05	07	08	09	10	11	12
332	Amortization	73	31 - 35, 44										781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798
	Net Loss on Disposal of TCA	73.1											
<b>TRANSPORTATION</b>													
231	Transportation	68	50 - 53	103,110,112,114,115,116,122	203,210,212,214,215,216,222	317,318	331,336,361,362,363,370,401,402,403,405,406,410,440, 551, 552, 553	762	601,602,603,621,625,630	653,654,655,661,662,673,682	702,725	720	
232	Transportation - Provincial Schools	69	54	103,110,112,114,115,116,122	203,210,212,214,215,216,222	317,318	331,336,361,362,363,370,401,402,403,405,406,410,440, 551, 552, 553		601,602,603,621,625,630	653,654,655,661,662,673,682	702,725	720	
233	Amortization	74	50 - 54										781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798
	Net Loss on Disposal of TCA	74.1											
<b>PUPIL ACCOMMODATION</b>													
241	Operations & Maintenance - Schools	70	40 - 41, 75, 77	103,110,112,114,115,116	203,210,212,214,215,216	317,318	331,336,340,341,342,343,344,345,346,350,361,362,363,370,401,402,403,405,406,410,430,440, 551, 552, 553	762?	601,602,603,621,625,630	653,654,655,661,662,671,673,681	702,715,725		
411	School Renewal	71	42					754,757,761		652,653,654			
414	Other Pupil Accommodation	77	43, 75, 77					754, 757, 761, 764		652, 653, 654	725, 763		
415	Amortization	75	40 - 43										781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798
	Net Loss on Disposal of TCA	80.1											
<b>OTHER</b>													
551	School Generated Funds	79	62				460, 461, 462, 463						
512	Other Non-Operating	78	59	102, 103,110,112,114,115,116,136,151,152, 170, 192, 194, 195	202, 203, 210, 212, 214, 215, 216, 236, 251, 252, 270, 292, 294, 295	317,318	331, 336, 430			654	702,725,722	720	
540	Amortization	76	56 - 59, 62										781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 791, 792, 793, 794, 795, 796, 797, 798
541	Provision for contingencies	80	57								725		

**Schedule 14 - School Generated Funds Expenses/Expenditures**

<b>Expenditure Categories</b>	<b>Function Code</b>	<b>Object Code</b>	<b>Description</b>
Field Trips /Excursions	62	363, 370, 450, 625, 682	363 - Travel Expenses Other 370 - Vehicle Fuel 625 - Rental/Lease Vehicles 682 - Public Transit/Taxi Fares
Donations to External Charities	62	460	460 - Donations to External Charities
Student Activities and Resources	62	330, 331, 336, 401, 462, 552, 553,601, 602, 603, 630, 661, 705, 706	330 - Instructional Supplies 331 - Application Software 336 - Printing & Photocopying - Non Instructional 401 - Repairs - Furniture & Equipment 552 - Furniture and Equipment - Computer 553 - Furniture and Equipment - Network Connectivity 601 - Rental/Lease Furn & Equip General 602 - Rental/Lease Furn & Equip Computer Technology 603 - Rental/Lease Furn & Equip Network Connectivity 706 - Scholarships 705 - Student Bursaries/Awards 661 - Software Fees & Licenses 630 - Rental/Lease Other
Other	62	350, 410, 551	350 - Cafeteria/Food Supplies 410 - Office Supplies/Service 551 - Furniture and Equipment - General
Capital Assets	62	561, 562, 563, 564, 565, 566, 586	561 - Furniture 562- Equipment (5) 563 - Equipment (10) 564 - Equipment (15) 565 - Computer Hardware 566 - Computer Software 586 - Land Improvements