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ABSTRACT

Two handbooks that serve as a basis for each state's financial data reporting system for the National Center for Education Statistics are compared as part of the Education Data Improvement Project of the Council of Chief State School Officers. The Project's goal is to improve the quality of data submitted to the common core of data of the Center. The two handbooks are: (1) "Financial Accounting: Classifications and Standard Terminology for Local and State School Systems" (1973) (designated as 2R); and (2) "Financial Accounting for Local and State School Systems" (1980) (designated as 2R-squared). A survey of 30 states revealed that seven states used 2R, 15 used 2R-squared, two used a hybrid of the two handbooks, and six used earlier versions of the handbooks or some other source. The analysis of the revenues and expenditures ledgers in the two handbooks illustrate a number of points at which they differed; these are discussed and summarized in six tables. Appendices summarize the revenues and expenditures ledgers for the handbooks. (SLD)

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**Education
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U.S. DEPARTMENT OF EDUCATION
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**A COMPARISON OF HANDBOOKS 2R AND 2R²:
IMPLICATIONS FOR DATA COMPARABILITY**

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**A COMPARISON OF HANDBOOKS 2R AND 2R²:
IMPLICATIONS FOR DATA COMPARBILITY**

March 1987

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A COMPARISON OF HANDBOOKS 2R AND 2R2: IMPLICATIONS FOR DATA COMPARABILITY

Introduction

As part of a three year effort at developing nationally comparable data on education in the United States, the Education Data Improvement Project seeks to improve the quality of data state education agencies submit to the Department of Education's Center for Education Statistics Common Core of Data. In its first year, the Project focused on data elements contained in the school and local education agency universe files. In its second year, it is concerned with developing comparable data for the fiscal elements states will submit for the national education data system.

The development of comparable fiscal data is important for several reasons: 1) such data can shed light on the nature of education finance across the states and thereby inform policy decision making, 2) these data will be used to allocate and monitor federal program resources across the states, 3) comparable data will allow fair state-by-state comparisons on education indicators desired by the Council of Chief State School Officers.

While there have been standards and guidelines for submission of data by state and local school systems to the national education data base, it has become apparent that such standards and guidelines are differentially applied in each state. In a preliminary survey of 30 states, the Project sought to determine the degree to which states were using either of the two most recent handbooks published by the National Center for Education Statistics (now called Center for Education Statistics): Financial Accounting: Classifications and Standard Terminology for Local and State School Systems (1973) (herein referred to as 2R) and Financial Accounting for Local and State School Systems (1980) (herein referred to as 2R2). State Common Core of Data coordinators were asked which of the two handbooks serves as the basis for that state's fiscal data reporting system. These conversations revealed that most of the thirty states use one of the two handbooks to be analyzed here. Seven states use 2R, 15 states use 2R2, two states use a hybrid of the two handbooks and the

remaining six states use either an earlier version of the handbooks from 1957, some other source, or do not know which, if any, handbook serves as a guideline for their state.

Thus, as a means of developing comparable fiscal data, it is useful to detail and compare the ledgers contained in these two handbooks as a way of obtaining a preliminary understanding of the degree of comparability in the way that fiscal data are reported. This report will detail the differences in the ledgers and definitions of the constituent elements in the two handbooks. This will be useful in identifying the types of discrepancies we can expect to see between states which use either of the handbooks.

One caution to readers is advised. While the analysis which follows is useful, it is not meant to be the end product in the process of describing state data collection practices. Rather, it is expected that individual states deviate from either of the handbooks in some degree to meet the special needs and contingencies of that state. In other words, while either of these handbooks may serve as the guideline for a state, deviations from these handbooks for each state may mean there are actually up to fifty distinct ledgers used to gather and report fiscal education data in the United States.

Organization of this Report

There are two basic ledgers contained in 2R and 2R²--revenues and expenditures. Within the expenditure category, there are two subareas: expenditures by function and by object. For each of these three main areas (revenues, expenditures by function and by object) differences between Handbooks 2R and 2R² will be detailed along the following lines:

Differences in classification and organization--discrepancies in where specific categories and items are placed within each of ledgers.

Differences of exclusion and addition--items contained in one handbook but not in the other or the collapsing or expansion of categories from 2R to 2R².

Differences in definition for each of the items in the two Handbooks.

In general, the first two sets of differences will be seen to reflect the most significant differences between the Handbooks with respect to comparability of fiscal data. However, differences in definition, especially when impacted by reorganization or reclassification, play a role and will be addressed as well.

The discussion of differences between the two handbooks which follows are summarized in Tables 1-6. In these tables, differences which are thought to have significant implications for comparability are identified for the reader. Additionally, Appendices A, B, and C present the ledgers for Handbooks 2R and 2R² grouped by Revenues (Appendix A), Expenditures by function (Appendix B), and Expenditures by object (Appendix C).

REVENUES

Differences in Classification and Organization

In the Revenue ledger, there are five points at which the differences between handbooks 2R and 2R² reflect a reorganization or different classification scheme. Given their relative importance, we shall detail them here. They can also be referred to in Table 1.

The first classification difference is located in the Taxes section of the revenue ledger. Ad valorem taxes levied by local government units are placed under different headings. In 2R², they are listed under the category Revenue from Local Government other than LEA (1200). In 2R, they are listed under Ad Valorem Taxes Levied by Another Government unit (1120).

In the area of Food Services, 2R and 2R² differ on criteria for subcategorizing these revenues. In 2R, the subheadings are Sales to Pupils and Sales to Adults. In 2R², the subheadings reflect specific reimbursable federal programs--School Lunch, School Breakfast, Special Milk, and two other categories -- Non-Reimbursable Daily Sales and Special Functions.

Other instances of reorganization between the two handbooks are in the area of Other Revenue from Local Sources. Compensation for Loss of Fixed Assets is located under Other Sources (governmental funds only) in 2R, while in 2R² it is located under a different heading, Other Revenue from Local Sources. Handbook 2R further designates that this category is not revenue to an LEA and has an identical stipulation for a subcategory called Refund of Prior Year's Expenditures.

The final instance of reorganization mirrors the two above. Sale of Bonds is located in 2R² under Other Sources with three subcategories: Principal, Premium and Accrued Interest. 2R includes Sale of Bonds (and its two subcategories, Sales of Bonds and Premium on Bonds Sold) under the Other Revenues from Local Sources heading.

Differences in Expanding and Collapsing of Categories

There are ten instances in the Revenue ledger in which Handbooks 2R and 2R² differ in terms of expanding or collapsing of categories. The areas of these differences range from Taxes and Tuition to Investments as sources of revenue. (See Table 1 for complete detailed listing).

With respect to taxes, 2R² has 6 subcategories under the heading Revenue from Local Government Units Other than LEA while 2R has no subcategories. Under the Tuition heading, 2R breaks down tuition revenue from 3 sources, Regular Day, Adult/Continuing and Summer School while 2R² does not. It does, however, have a subcategory Tuition from Other Sources not included in 2R. The case for Transportation revenues is the same. Handbook 2R has breakdowns not contained in 2R² and 2R² has an Other Sources category not contained in 2R.

In the category of Earnings on Investments, 2R² has an additional subcategory -- Investment in Real Property not included in 2R. Likewise, in the area of Student Activities, 2R² includes an additional category "Fees" not found in 2R.

The revenue area "Other Revenue from Local Sources" has two additional categories in 2R² beyond those listed in 2R: Textbook Sales and Rentals and Services Provided Other Local Government Units. Finally, in the category Revenue from Federal Sources, 2R² includes a subcategory Grants-in-Aid from Federal Government through Other Agencies which is not included in 2R.

Definitional Differences

Definitional differences in the Revenue ledger are, on the whole, not so substantive to merit comprehensive discussion. The complete detailed listing of differences can be found in Table 2.

Across these categories of taxes: Ad valorem, Sales and Use, Income, and Ad valorem Taxes Levied by Another Government Unit there is a proviso included in 2R² but not in 2R that penalties and interest on taxes should be included in a separate category (for each kind of tax, the appropriate account number is listed).

In the category of Other Revenue from Local Sources there are three definitional differences between 2R and 2R². For Rentals and Bookstore, 2R includes a proviso for establishing separate accounts for any different bookstores or rental equipment areas. The Student Organization Membership category in 2R includes a note that belonging to an organization sometimes includes reduced price privileges for various events.

The last three definitional differences are found under Grants-in-Aid and Other Sources. For Restricted Grants-in-Aid from the Federal Government through the State, 2R includes a note that monies unused by the LEA are usually returned to the governmental unit. In the Other Sources category, 2R adds notes to the subcategories Sale of Bonds and Premium on Bond Sale. In Sale of Bonds, the additional statement addresses how to calculate the proceeds of bond sales and in the Premium category 2R notes that if there are not specific legal requirements, the premium is to be credited to the Debt Service Fund.

EXPENDITURES BY FUNCTION

Differences in Classification and Organization

There are eight instances of reorganization and classification in the Expenditures by Function ledger. We shall detail them here. Summaries of all the differences are located in Table 3.

The first instance of reorganization in this ledger occurs in the Support Services--General Administration category. Two items: Staff Relations and Negotiation Services are located in the Executive

Administration Services category in 2R. In 2R², they are located in Board of Education Services.

There are two instances of reorganization found in the Support Services--Business category. Handbook 2R² has taken four functions (Facilities Acquisition and Construction Services, Operation and Maintenance of Plant Services, Pupil Transportation Services and Food Services) subsumed under Business Services in 2R and placed them in separate categories. Likewise, three of these functions (Purchasing Services, Warehousing and Distributing Services, and Printing Publishing and Duplicating Services) are grouped together under Internal Services. In 2R², they are listed separately.

There is one reorganization and classification issue under Support Services--Central. In 2R, Statistical Services is listed as a major Subcategory. This category is not included anywhere in the 2R² ledger on Expenditure by Function. From Handbook 22, it is difficult to tell where expenditures for these services should be placed (though Data Processing Services might be a logical choice).

The final three instances of reorganization occur under the headings Facilities Acquisition and Construction Services and Other Uses or Non Programmed Changes/Debt Services. Under Facilities Acquisition and Construction Services, the site acquisition and site improvement subcategories in 2R² are subsumed under Land Acquisition and Development Services in 2R. The Debt Services category in 2R is a major category; in 2R², it is subsumed under the Other Uses category. The Transfer of Funds category is located under different headings in the two Handbooks. In Handbook 2R², it is included under Other Uses (governmental funds only). In 2R, it is included under Non Programmed Changes.

Differences in Expanding and Collapsing of Categories

There are twelve instances of expanding or collapsing of categories in this ledger. These differences often are nonsubstantive--the inclusion of an "other" or miscellaneous category or a line item for direction of services. We will highlight these areas here; a full detailing of each difference in this area is presented in Table 3.

Throughout the Expenditure by Function ledger, 2R² includes "Other Services" categories that are not included in 2R. These additions appear

to be miscellaneous or residual categories designed to capture expenditures not covered in the specified subcategories. Similarly, 2R includes Service Area Direction subcategory under many of the service areas that were dropped in 2R2.

In the area of Instruction, 2R has subcategories by type of instructional program (Regular, Special Education, Adult Community programs) not detailed in 2R2. In the area of Support Services--General Administration, there are two differences between the handbooks. Handbook 2R includes two additional categories under Board of Education Services not included in 2R2. Handbook 2R2 includes Special Area Administrative Services category not included in 2R.

In the Planning, Research, Development and Evaluation Services category within Support Services Central, 2R includes 6 subcategories (Direction, Development, Evaluation, Planning, Research, and Other Services) not found in 2R2.

In the Facilities Acquisition and Construction Services, 2R2 differentiates between Building Acquisition and Construction and Building Improvements Services while 2R subsumes both under the Building Acquisition, Construction and Improvement Services category.

The final area of difference between the two handbooks is in the category of Other Uses/Non Programmed Changes/Debt Services. The subcategory Payments to Other Governmental Units (both within and outside the state) are included in 2R and 2R2.

Definitional Differences in Expenditures by Function

There are twenty elements which have definitional differences between the two handbooks. We will not discuss each of these differences here; all the differences are detailed in Table 4.

There are seven elements on which the definitions in each handbook differ in the area of Support Services--Students. Many of these differences offer greater detail. For example, 2R2 explicitly includes registration activities for adult education programs in the Attendance and Social Work categories. There is no definitive pattern indicating one handbook is more thorough than the other--2R has additional information for 4 elements, 2R2 has additional language for three elements in this category.

There is one definitional difference to report in the category Support Services--Instructional Staff. For the element School Library Services, 2R² includes the proviso that textbooks are not charged to this function but are charged to the instruction function.

In the area of Support Services--General Administration, there are 5 elements which have definitional differences. For Board of Education Services, 2R includes more elaboration of the nature and function of a board of education. Handbook 2R² has an additional element, Special Area Administration Services with an elaborate definition. A statement in 2R's definition of the Office of Superintendent Services makes explicit that when two areas are the responsibility of the same individual, those services can be prorated or charged to the Office of Superintendent Services. Finally, in the category of State and Federal Relations Services, 2R² includes the stipulation that activities associated with grant procurement are included.

There is one noteworthy addition included in the 2R²'s definition of Other Support Services--School Administration: graduation expenses and departmental chairpersons expenses are included under this category.

The final area in which definitional differences are found between the two handbooks is in the category Operation and Maintenance of Plant Services. There are four elements in this category which have definitional differences. Handbook 2R² includes the following definitional elements for these services: Operating Building Service includes the costs of building rental and property insurance; Care and Upkeep of Ground Services includes snow removal, landscaping and grounds maintenance; Security services includes police activities for school functions, alarm systems and hall monitoring services. Handbook 2R includes a statement for Vehicle Servicing and Maintenance Services: replacing a chassis or body individually is considered equipment and is charged to Capital Outlay.

EXPENDITURE BY OBJECTS

Differences in Classification and Organization

There are nine instances in which 2R² reorganizes and reclassifies data elements in the expenditure by object ledger. While all differences have implications for how numbers are shifted around, some of the reorganizations are more extensive than others. We shall discuss each reorganization according to the chronological order in 2R². (See Table 5.)

The first reorganization deals with the category Personal Services--Salaries. In 2R², it is a subcategory of Personal Services. In 2R, there is no line item for Sabbatical Leave Salaries, it is included in the definition of another personal service category--Employee Benefits.

In 2R², Purchased Professional and Technical Services is a major category. In 2R, it is a subcategory of Purchased Services. Handbook 2R² also reorganizes the subcategories of this area, reflecting delivery services by type of personnel (Administrative, Professional Educational, Technical, etc.), whereas 2R organized this category by the area serviced by an individual (i.e. instruction, pupil, data processing services).

Transportation is another area dealt with differently by the two handbooks. Handbook 2R has one category for Transportation with subcategories for Pupil Transportation, Travel and Other. Handbook 2R² has these kinds of transportation costs divided into Pupil Transportation (with three subcategories) and a separate category for Travel.

Similarly, Books and Periodicals are dealt with differently in the two handbooks. Handbook 2R² has a general subcategory for Books and Periodicals under the Supplies category. Handbook 2R has three separate categories--Textbooks, Library Books and Periodicals. Library books are also listed as a Capital Outlay category in 2R.

There are two different headings and sets of categories under each heading with respect to property, buildings, equipment, furniture, etc. Handbook 2R² has a general heading of Property, in 2R it is Capital Outlay. The most striking difference in the subcategories is the inclusion of Furniture in the 2R² list and Library Books in the 2R list.

Insurance expenditures are another area where 2R and 2R2 differ. Handbook 2R's category heading is "Insurance and Judgments" with subcategory Liability Insurance, Fidelity Bond Premiums, Judgments Against LEA and other Insurance and Judgments

Handbook 2R2 has insurance categories set under several major headings. For example, Judgments Against the LEA and Insurance, Other Than Employee Benefits are subsumed under Other Purchased Services. Further, 2R2 has a Contingency Subcategory not found in 2R. Housing Authority Obligation and Redemption of Principal as subcategories are placed under two different headings: in 2R they are under Other Objects (600), in 2R2 they are listed under Other Uses of Funds (900).

The final reorganization in Expenditures by Object deals with Transfer of Funds. Handbook 2R lists Transfers of Funds as a major category with 3 subcategories while 2R2 has one Fund Transfers Category under Other Uses of Funds. It is also not clear how this category relates to other situations involving a transfer of funds such as tuition payments from other LEA's and Miscellaneous Purchased Services.

Differences in Expanding and Collapsing of Categories

This section will review the differences found between the two handbooks with respect to the addition or deletion of categories from one handbook to another. (See Table 5.) We begin by describing the new elements in 2R2 not found in 2R and then the elements found in 2R not included in 2R2.

In the area of Purchased Services, there are several areas when 2R2 has new categories not included in 2R. Handbook 2R2 includes a Construction Services category under Purchased Property Services. Tuition is another area of expansion - 2R2 breaks tuition down into 4 subcategories relating to the sources receiving tuition payments from the LEA. Likewise Miscellaneous Purchased Services are also expanded in 2R2 to reflect sources of the services provided. Finally, Food Service Management is included under the heading Other Purchased Services.

Under the heading Supplies and Materials, there are two additional subcategories included in 2R2 - Energy categories are broken down into seven kinds of energy that may be purchased. The second addition is an inclusion of a Food category under the Supplies heading.

There are three categories under which 2R2 does not include items listed in 2R. Handbook 2R includes a Property Insurance Category under Purchased Property Services not listed 2R2. In the area of Supplies and Materials, 2R includes two subcategories not found in 2R2: Warehouse Inventory /adjustment and Other Supplies and Materials. The final category included in 2R but not found in 2R2 is the inclusion of a Other Supplies and Materials category.

Definitional Differences for Expenditures by Object

This section will highlight some of the more meaningful definitional differences in elements contained in the Expenditures by Object ledgers. In all there are differences on 17 elements in this ledger. Table 6 represents a systematic detailing of these differences .

Reflecting a difference in organization discussed above, the definition of Employment Benefits in 2R includes payments made to personnel on sabbatical leave (in 2R2 this is a subcategory of salaries). The definition of Purchased Professional Services in 2R2 makes explicit that these services are provided by persons not on the LEA payroll. Under the definition of Rentals, 2R specifies that a simple agreement covering operator services as well as equipment rental are considered elsewhere under Purchased Services.

Supplies, property and financial (listed as Other Objects) categories also highlight some of the significant definitional differences in this ledger. Under Supplies, 2R notes that if supplies are resold to pupils, only the net cost is to be recorded. The "Books" category under supplies also notes a difference in organization noted in an earlier section. Namely, 2R specified that initial purchases of books for a new library or a library expansion should be recorded under the Capital Outlay category.

A definitional difference in the Property Category deals with buildings. Handbook 2R2 specifies that building construction and alteration performed by LEA's own staff are charged to other objects. Finally, the Other Objects category has two financial categories. Redemption of Principal and Interest in which a distinction is made between long term loans (more than 5 years) and short term loans of less than 5 years in Handbook 2R. Handbook 2R also explicitly states that Fund transfers are not recorded as expenditures.

TABLES

TABLE 1. Catalog of Differences in REVENUES for Handbooks 2R and 2R²

CATEGORIES	ACCOUNT NUMBERS			DESCRIPTION OF DIFFERENCES
	2R ²	2R		
REVENUE FROM LOCAL SERVICES - TAXES	1210	1120	■	In 2R ² Ad valorem taxes levied by local government units other than LEA are listed under the category Revenue from Local government other than LEA (1200). In 2R this category is listed under TAXES as Ad valorem taxes levied by another Government Unit and NOT under Revenue from Local government other than LEA (1200).
REVENUE FROM LOCAL GOV'T. UNITS OTHER THAN LEA	1200, 1210-1290	1200	■	2R ² has the following subcategories in this category while 2R has only a general category heading: Ad valorem taxes (see above), Sales and Use Taxes, Income taxes, Penalties and Interest on Taxes, Revenue in Lieu of Taxes, Other Taxes.
TUITION	1300	1300	■	2R ² combines tuition revenue from the breakdowns in 2R - there are not separate accounts for tuition from Regular Day School, Adult/Continuing Education or Summer School.
	1340	NONE		2R ² has a subcategory Tuition from Other Sources not included in 2R.
TRANSPORTATION FEES	1400	1400	■	2R ² combines transportation revenue from the breakdowns in 2R - there are no separate accounts for Regular Day and Summer School Transportation Fees in 2R.
	1440			2R ² has a subcategory Transportation Fees from Other Sources not included in 2R.
EARNINGS ON INVESTMENTS	1540	NONE		2R ² has an additional subcategory not included in 2R - Earnings on Investment in Real Property.
FOOD SERVICE	1600, 1610-1630	1600, 1610-1620	■	2R ² and 2R have different criteria for subcategorizing Food Service revenues. 2R has two Subcategories - Sales to Pupils and Sales to Adults. 2R ² 's categories reflect differences in reimbursement programs. Reimbursable programs for daily sales are broken down into School Lunch, School Breakfast and Special Milk programs. Two other categories round out food services - - Non-reimbursable Daily Sales and Special Functions.

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TABLE 1. (continued)

STUDENT ACTIVITIES	1740	NONE	2R ² includes one additional category not included in 2R - Fees (1740).
OTHER REVENUE FROM LOCAL SOURCES	1940 - 42	NONE	2R ² has a category for Textbook Sales and Rentals not included in 2R.
	1960	NONE	2R ² has a category for Services Provided Other Local Government Units not included in 2R.
	5300	1932	2R includes Compensation for Loss of Fixed Assets under a different category - - Other Sources (gov't funds only) while 2R includes this under other Revenue From Local Sources.
	5200	1950, 1960	Interfund transfers are listed in 2R ² under Other Sources (gov't funds only) while 2R includes it under Revenue From Local Services. Further, 2R stipulates that this category is not a revenue to an LEA. 2R also has a similarly stipulated category for Refund of Prior Year's Expenditures (1950).
	5100, 5110-5130	1970, 1980	2R ² includes Sale of Bonds under the Other Sources (gov't funds only) category with 3 subcategories Bond Principal, Premium, and Accrued Interest. 2R includes 2 subcategories - Sales of Bonds (stipulated as not revenues to an LEA) and Premium on Bonds Sold under the category Other Revenues From Local Sources.
REVENUE FROM FEDERAL SOURCES	4700	NONE	2R ² includes a subcategory Grants-in-Aid from Federal gov't through other agencies not included in 2R.

■ - Indicates the difference has consequences for data comparability.

TABLE 2. -- Definitional Differences Between Handbooks 2R and 2R² For Revenues

CATEGORY	ACCOUNT NUMBERS		DESCRIPTION OF DIFFERENCES
	2R ²	2R	
TAXES	1100	1100	<u>Ad Valorem Taxes</u> 2R ² includes statement "Penalties and interest on ad valorem taxes should be included in account 1140."
	1120	1120	<u>Sales and Use Taxes</u> 2R ² specifies taxes are "assessed by LEA" and includes statement "Penalties and interest on sales and use taxes should be included in account 1140."
	1130	1130	<u>Income Taxes</u> 2R ² includes statement "Penalties and interest on income taxes should be included in account 1140."
	1200	1200	<u>Revenue from Local Government Units other than LEA's</u> 2R ² specifies the following: "Could include revenue from townships, municipalities, counties, etc. in a city school system, the municipalities would be considered a local government unit. In this instance, revenue from the county would be considered revenue from an intermediate source and coded in the 2000 revenue series."
	1210	1120	<u>Ad Valorem Taxes Levied by another Government Unit</u> 2R ² includes statement "Penalties and interest on ad valorem taxes should be included in account 1240."
OTHER REVENUE FROM LOCAL SOURCES	1720	1720	<u>Bookstore Sales</u> 2R includes the following statement: "Bookstore sales can be part of the distributive education courses offered, pupil organization sponsored or a school or system enterprise. Sales may be recorded in separate accounts according to type of product sold."
	1730	1730	<u>Student Organization Membership</u> 2R includes the following statement: "Membership usually grants the pupil certain privileges such as the right to be admitted to dance or athletic contests without charge or at a reduced rate."
	1910	1910	<u>Rentals</u> 2R includes the following statement: "Separate accounts may be maintained for real property, textbooks, equipment, lockers, towels and other."
GRANTS-IN-AID	4500	4140	<u>Restricted Grants-in-Aid from the Federal Gov't. Through the State</u> 2R includes the following statement "If such money is not completely used by the LEA, it is usually returned to the governmental unit."

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TABLE 2. (continued)

OTHER SOURCES

5130

1980

Sale of Bonds 2R has a more elaborate definition beyond the "Proceeds from sale of bonds" found in 2R²: "This account appears in the Capital Projects Fund and includes proceeds from the sales of bonds, except that if bonds are sold at a premium, only those proceeds representing the per sale of the bonds constitute a revenue of the Capital Projects Fund. These proceeds are not revenue of the LEA as a whole."

Premium on Bond Sale 2R includes the following statement: In the absence of a legal requirement in this account, premium should be credited to the Debt Service Fund.

TABLE 3. - - Catalog of Differences in EXPENDITURES BY FUNCTION for HANDBOOKS 2R and 2R².

CATEGORY	ACCOUNT NUMBERS		DESCRIPTION OF DIFFERENCES
	2R ²	2R	
INSTRUCTION	1000	1000, 1100, 1200, 1300	Collapsed categories 2R - Regular, Special, Adult Community programs not broken down in 2R ² .
SUPPORT SERVICES	2190, 2290	NONE	"Other Support Services" categories included for Students and Instructional Staff in 2R ² , not included in 2R.
SUPPORT SERVICES - GENERAL ADMINISTRATION	2316	2323	Staff Relations and Negotiations Services moved from Executive Administration Services in 2R to Board of Education Services in 2R ² .
	NONE	2315, 2317	Board of Education Services - Legal Services and Audit Service Categories in 2R are not included in 2R ² .
	2330	NONE	Special Area Administrative Services category in 2R ² is not included in 2R.
SUPPORT SERVICES - BUSINESS	2500, 2600, 2700, 3000, 4000	2530, 2540, 2550, 2560, 2570	2R subsumed the following functions under business services. In 2R ² , these functions are categorized separately: Facilities Acquisition and Construction Services Operation and Maintenance of Plant Services Pupil Transportation Services Food Services
	NONE	2531, 2541, 2551	Subcategory "Service Area Direction" in the following categories for 2R were not included in 2R ² . Facilities and Acquisition and Construction Services Operation and Maintenance of Plant Service Pupil Transportation Services
	2520, 2530, 2540	2570, 2571-74	In 2R, the following categories are grouped together under Internal Services. In 2R ² , they are listed separately: Purchasing Services Warehousing and Distributing Services Printing, Publishing and Duplicating Services
	NONE	2571, 2579	Further, 2R includes "Services Area Direction" and "Other Internal Services" in Internal Services Category, 2R ² does have these categories.

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TABLE 3. (continued)

SUPPORT SERVICES - CENTRAL	NONE	2610	■	2R includes Direction of Support Services - Central Subcategory 2R ² does not have such subcategory.
	2610	2630, 2621-2629	■	Planning, Research, Development and Evaluation Services category has the following subcategories in 2R but not in 2R ² : Service Area Direction Development Services Evaluation Services Planning Services Research Services Other Planning, Research, Development and Evaluation Services
	NONE	2650	■	Statistical Services category in 2R not included in 2R ² .
	NONE	2690		Other Support Services - Central category included in 2R but not in 2R ² .
COMMUNITY SERVICES/ OPERATION OF NON- INSTRUCTIONAL SERVICES	3300	3000	■	Community Services category is a major category in 2R with 8 subcategories. In 2R ² it is subsumed under Operation of Non Instructional Services.
	3200	NONE		Other Enterprise Operations category in 2R ² not included in 2R.
FACILITIES ACQUISITION AND CONSTRUCTION SERVICES	4100, 4200	2552	■	Site Acquisition and Site Improvement Services subcategories in 2R ² subsumed under Land Acquisition and Development Services in 2R.
	4500, 4600	2535		Building Acquisition and Construction and Building Improvements services categories in 2R ² are subsumed under Building Acquisition Constructions and Improvements Services in 2R.
OTHER USES (GOVERNMENT FUNDS ONLY) NON PROGRAMMED CHANGES/ DEBT SERVICES	NONE	4100, 4200	■	Payments to other Governmental Units (both within and outside the State) in 2R are not included in 2R ² .
	5100	5000	■	Debt Services category in 2R is major category. In 2R ² it is subsumed under Other Uses (Gov't funds only) category.
	5200	4300	■	Transfers of funds is included under Other Uses (Governmental funds only) in 2R ² . In 2R, it is included under Non Programmed changes.

■ - Indicates the difference has consequences for data comparability.

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TABLE 4. -- Definitional Differences Between Handbooks 2R and 2R² For Expenditures: FUNCTIONS

Category	ACCOUNT NUMBERS		Description of Differences
	2R	2R ²	
SUPPORT SERVICES - STUDENTS	2110	2110	<u>Attendance and Social Work Services</u> 2R ² includes following statement "Registration activities for adult education programs are included here."
	2113	2113	<u>Social Work Services</u> 2R includes the following statement "insofar as effectively as the resources of the family, school, and community can be brought to bear on the problem."
	2114	2114	<u>Student Accounting Services</u> 2R ² includes following statement "Pertinent statistical reports are prepared under this function as well."
	2122	2122	<u>Counseling Services</u> 2R includes parents in the description of possible counseling relationships.
	2123	2123	<u>Appraisal Services</u> 2R includes the following statement "Test records and materials used for pupil appraisal are usually included in each pupil's cumulative record."
	2124	2124	<u>Information Services</u> 2R ² includes the following statement "such information might be provided directly to students through activities such as group or individual guidance, or it might be provided indirectly to students, through staff members or parents."
	2134	2134	<u>Nursing Services</u> 2R includes the following statement: "which are not instruction."
SUPPORT SERVICES - INSTRUCTIONAL STAFF	2222	2222	<u>School Library Services</u> 2R ² includes the following statement: "Textbooks will not be charged to this function but rather to the instruction function."
SUPPORT SERVICES - GENERAL ADMINISTRATION	2310	2310	<u>Board of Education Services</u> 2R includes the following differences identified by underline: Boards can be elected or appointed, responsibilities for educational planning and policy making. "These bodies are sometimes called school boards, governing boards of directors, school committees and school trustees. This service area includes State Boards, intermediate administrative unit boards and local administrative unit boards."
	2311	2311	<u>Supervision of Board of Education Services</u> 2R ² includes the following statement: "They also include any activities of the district performed in support of the school district meeting. Legal activities in interpretation of the laws and statutes and general liability situations are changed here, as are the activities of external auditors."

TABLE 4. (continued)

	2321	2321	<u>Office of the Superintendent Services</u> 2R includes the following statement: "When two or more Service areas are directed by the same individual, the services of that individual's office are charged to the Office of Superintendent Services or prorated between the service areas concerned."	
	2323	2323	<u>State and Federal Relations Services</u> 2R ² includes the following: "The activities associated with grant procurement are included."	
	2330	NONE	<u>Special Area Administration Services</u> 2R ² includes this new area and definition- - "Activities concerned with area-wide supervisory responsibility. This function could include the activities of the chief business official and directors of district-wide instructional programs that have administrative responsibilities. It also would include such general administrative activities as Title I Coordinator. When two or more service areas are directed by the same individual, the services of that individual may be charged to this function or prorated between the service areas concerned."	
19	SUPPORT SERVICES - SCHOOL ADMINISTRATION	2400	2400	<u>Support Services - School Administration</u> 2R includes the statement: "or a group of schools."
		2490	2490	<u>Other Support Services - School Administration</u> 2R ² includes the following: "includes graduation expenses and department chairpersons."
		2510	2510	<u>Fiscal Services</u> 2R ² includes "managing funds."
	OPERATION AND MAIN- TENANCE OF PLANT SERVICES	2620	2542	<u>Operating Building Services</u> 2R ² includes the following: "Also included are the costs of building rental and property insurance."
		2630	2543	<u>Care and Upkeep of Ground Services</u> 2R ² includes the following: "These include snow removal, landscaping, grounds maintenance and the like."
		2660	2546	<u>Security Services</u> 2R ² includes the following: "Included are police activities for school functions, . . . , building alarm systems and hall monitoring services."
		2740	2554	<u>Vehicle Servicing and Maintenance Services</u> 2R includes the following: "Replacing a vehicle chassis or body individually is considered to be equipment and is charged to Capital Outlay."

TABLE 5. - - Catalog of Differences in EXPENDITURES BY OBJECT for Handbooks 2R and 2R².

CATEGORY	ACCOUNT NUMBERS		DESCRIPTION OF DIFFERENCES		
	2R ²	2R			
PERSONAL SERVICES - SALARIES	140	NONE	■ 2R has no category for Sabbatical Leave Salaries. In 2R ² it is included under Personal Services - Employee Benefits.		
PURCHASED SERVICES - PROFESSIONAL AND TECHNICAL	300, 310-340	310, 311-319	■ In 2R ² , Purchased Professional and Technical Services is a major category. In 2R, it is a subcategory of Purchased Services. The 2R ² formulation is a collapse and reorganization of categories from 2R. Below are the respective subcategories: <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 50%; vertical-align: top;"> 2R² Official Administrative Professional-Educational Other Professional Technical </td> <td style="width: 50%; vertical-align: top;"> 2R Instruction Services Instructional Programs Improvement Services Pupil Services Staff Services Management Services Data Processing Service Board of Education Service Other Professional and Technical Services </td> </tr> </table>	2R² Official Administrative Professional-Educational Other Professional Technical	2R Instruction Services Instructional Programs Improvement Services Pupil Services Staff Services Management Services Data Processing Service Board of Education Service Other Professional and Technical Services
2R² Official Administrative Professional-Educational Other Professional Technical	2R Instruction Services Instructional Programs Improvement Services Pupil Services Staff Services Management Services Data Processing Service Board of Education Service Other Professional and Technical Services				
PURCHASED PROPERTY SERVICES	NONE	324	■ 2R includes category Property Insurance; 2R ² does not have such category.		
	450	NONE	■ 2R ² includes Construction Services. 2R does not have such category.		
PURCHASED SERVICES - TRANSPORTATION	510, 580	330	■ These categories are organized differently in each handbook. In 2R Transportation is a general category with subcategories: Pupil Transportation, Travel, and Other Transportation Services. In 2R ² there is a separate category for Student Transportation (510) with 3 subcategories (Purchase from another LEA within state, another LEA outside of state and other sources) and a separate category for Travel (580).		
OTHER PURCHASED SERVICES - TUITION	560	370	■ In 2R there is one category for Tuition. In 2R ² tuition is broken down into 4 subcategories: to other LEA's within State, another LEA outside the state, private schools and "other".		
OTHER PURCHASED SERVICES - FOOD SERVICES	570	NONE	■ There is no category for Food Services Management in 2R.		
MISCELLANEOUS PURCHASED SERVICE	590, 591-?	NONE	■ 2R ² has Miscellaneous category with 3 subcategories: Services Purchased Locally, from another LEA within State, from another LEA outside the State.		

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TABLE 5. (continued)

SUPPLIES AND MATERIALS	NONE	450, 490	2R has two categories not contained in 2R ² : Warehouse Inventory Adjustment and Other Supplies and Materials.																		
ENERGY	620	NONE	2R ² has a specific category for energy supplies with seven subcategories. Energy is subsumed under the general category of Supplies in 2R. Below are listed the 2R ² subcategories: <table border="0" style="margin-left: 40px;"> <tr> <td>Natural Gas</td> <td>Coal</td> </tr> <tr> <td>Electricity</td> <td>Gasoline</td> </tr> <tr> <td>Bottled Gas</td> <td>Other</td> </tr> <tr> <td>Oil</td> <td></td> </tr> </table>	Natural Gas	Coal	Electricity	Gasoline	Bottled Gas	Other	Oil											
Natural Gas	Coal																				
Electricity	Gasoline																				
Bottled Gas	Other																				
Oil																					
FOOD	630	NONE	2R ² includes Food subcategory under Supplies. There is no such category in 2R.																		
BOOKS AND PERIODICALS	640	420, 430, 440, 560	2R ² has a general subcategory Books and Periodicals under Supplies category. 2R has three separate subcategories: Textbooks, Library Books, Periodicals. Library Books are also listed as a subcategory (560) in Capital Outlay category in 2R.																		
OTHER SUPPLIES	NONE	490	2R has an additional subcategory Other Supplies and Materials which 2R ² does not have.																		
PROPERTY/CAPITAL OUTLAY	700, 710-739	500, 510-590	<p>while similar, 2R and 2R² differ in the category headings and subcategory listings. Below are listed the respective configurations:</p> <table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">2R²</th> <th style="text-align: center;">2R</th> </tr> </thead> <tbody> <tr> <td>700 Property</td> <td>500 Capital Outlay</td> </tr> <tr> <td>710 Land and Improvements (gov't funds only)</td> <td>510 Land</td> </tr> <tr> <td>720 Buildings (gov't funds only)</td> <td>520 Buildings</td> </tr> <tr> <td>730 Equipment</td> <td>530 Improvement Other than Buildings</td> </tr> <tr> <td>731 Machines</td> <td>540 Equipment</td> </tr> <tr> <td>732 Vehicles</td> <td>550 Vehicles</td> </tr> <tr> <td>733 Furniture and Fixtures</td> <td>560 Library Books</td> </tr> <tr> <td>739 Other Equipment</td> <td>590 Other Capital Outlay</td> </tr> </tbody> </table>	2R ²	2R	700 Property	500 Capital Outlay	710 Land and Improvements (gov't funds only)	510 Land	720 Buildings (gov't funds only)	520 Buildings	730 Equipment	530 Improvement Other than Buildings	731 Machines	540 Equipment	732 Vehicles	550 Vehicles	733 Furniture and Fixtures	560 Library Books	739 Other Equipment	590 Other Capital Outlay
2R ²	2R																				
700 Property	500 Capital Outlay																				
710 Land and Improvements (gov't funds only)	510 Land																				
720 Buildings (gov't funds only)	520 Buildings																				
730 Equipment	530 Improvement Other than Buildings																				
731 Machines	540 Equipment																				
732 Vehicles	550 Vehicles																				
733 Furniture and Fixtures	560 Library Books																				
739 Other Equipment	590 Other Capital Outlay																				
OTHER OBJECTS	520, 820, 840	650	<p>2R has several subcategories under Insurance and Judgments: Liability Insurance, Fidelity Bond Premiums, Judgments Against LEA, Other Insurance and Judgments. 2R² has only one category - - Judgments against the LEA and a category Insurance, Other than Employee Benefits (520) under Other Purchased Services.</p> <p>2R² also has subcategory Contingency (for budgeting purposes only) (840) not found in 2R.</p>																		

TABLE 6. -- Definitional Differences Between Handbooks 2R and 2R² For Expenditures: OBJECTS

Category	ACCOUNT NUMBERS		Description of Differences
	2R ²	2R	
PERSONAL SERVICES - SALARIES	120	120	<u>Temporary Salaries</u> 2R includes statement "either temporary or permanent nature."
PERSONAL SERVICES - EMPLOYER BENEFITS	200	200	<u>Employee Benefits</u> 2R includes in this category "payments made to personnel on sabbatical leave (2R ² includes this under Salaries.)"
PURCHASED PROFESSIONAL AND TECHNICAL SERVICE	300	300	<u>Purchased Services</u> 2R makes explicit this category is for services rendered by personnel not on payroll of LEA.
PURCHASED PROPERTY SERVICES	400	400	<u>Purchased Property Services</u> 2R ² includes the following statement: While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.
	440	425	<u>Rentals</u> 2R includes the following statement; "Costs for single agreement covering equipment as well as operators are not included here but are considered elsewhere under Purchased Services."
OTHER PURCHASED SERVICES	511	331	<u>Student Transportation</u> 2R ² includes "transportation to school related events" as well as transportation to school.
	540	350	<u>Advertising</u> 2R ² includes legal ads. 2R includes bond sales.
SUPPLIES	610	410	<u>Supplies</u> 2R includes the following "if such supplies are handled for resale to pupils only the net cost of supplies is recorded here."
	640	430	<u>Books</u> 2R includes the following statement: "The initial purchase of books for a new school library or any material accessions involving an expansion of the library are recorded under Capital outlay."
PROPERTY	720	520	<u>Buildings</u> 2R ² includes the following: "Buildings built and alterations performed by the LEA's own staff are charged to objects 100, 200, 610 and 730 as appropriate. Used with governmental funds only."
	730	540	<u>Equipment</u> 2R includes the following: "In order to differentiate between initial or additional equipment purchase, it is recommended that subaccounts be established with those titles."

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TABLE 6. (continued)

OTHER OBJECTS	910	610	<u>Redemption of Principal</u> 2R differentiates between long term loans (more than 5 years) and short term loans (less than 5 years).
	830	620	<u>Interest</u> 2R includes the following "lease with option to buy, long term loans of more than 5 years or short term loans of less than 5 years."
	930	710	<u>Fund Transfers</u> 2R explicitly states that fund transfers are not recorded as expenditures.

APPENDIX

APPENDIX A - PART I
REVENUE LEDGER FOR HANDBOOK 2R

1000 REVENUE FROM LOCAL SOURCES

1100 Taxes

- 1110 Ad Valorem Taxes Levied by LEA
- 1120 Ad Valorem Taxes Levied by Another Governmental Unit
- 1130 Sales and Use Taxes
- 1140 Income Taxes
- 1180 Other Taxes
- 1190 Penalties and Interest on Taxes

1200 Revenue From Local Governmental Units Other Than LEAs

1300 Tuition

- 1310 Regular Day School Tuition
 - 1311 Tuition From Pupils or Parents
 - 1312 Tuition From Other LEAs Within the State
 - 1313 Tuition From Other LEAs Outside the State
- 1320 Adult/Continuing Education Tuition
 - 1321 Tuition From Pupils or Parents
 - 1322 Tuition From Other LEAs Within the State
 - 1323 Tuition From Other LEAs Outside the State
- 1330 Summer School Tuition
 - 1331 Tuition From Pupils or Parents
 - 1332 Tuition From Other LEAs Within the State
 - 1333 Tuition From Other LEAs Outside the State

1400 Transportation Fees

- 1410 Regular Day School Transportation Fees
 - 1411 Transportation Fees From Pupils or Parents
 - 1412 Transportation Fees From Other LEAs Within the State
 - 1413 Transportation Fees From Other LEAs Outside the State
- 1420 Summer School Transportation Fees
 - 1421 Transportation Fees From Pupils or Parents
 - 1422 Transportation Fees From Other LEAs Within the State
 - 1423 Transportation Fees From Other LEAs Outside the State

1500 Earnings on Investments

- 1510 Interest on Investments
- 1520 Dividends on Investments
- 1530 Gain or Loss on Sale of Investments

1600 Food Services

- 1610 Sales to Pupils
- 1620 Sales to Adults

1700 Pupil Activities

- 1710 Admissions
- 1720 Bookstore Sales
- 1730 Pupil Organization Membership
- 1790 Other Pupil Activity Income

1900 Other Revenue From Local Sources

- 1910 Rentals
- 1920 Contributions and Donations from Private Sources
- 1930 *Sales and Loss of Fixed Assets
 - 1931 Sale of Fixed Assets
 - 1932 Compensation for Loss of Fixed Assets
- 1940 Services Provided Other LEAs
 - 1941 LEAs Within the State
 - 1942 LEAs Outside the State
 - 1950 *Refund of Prior Year's Expenditures
 - 1960 *Transfer From Other Funds
 - 1970 *Sales of Bonds
 - 1980 Premium on Bonds Sold
 - 1990 Miscellaneous

2000 REVENUE FROM INTERMEDIATE SOURCES

2100 Grants-In-Aid

- 2110 Unrestricted Grants-In-Aid
- 2120 Restricted Grants-In-Aid

2200 Revenue in Lieu of Taxes

2300 Revenue for/on Behalf of the LEA

3000 REVENUE FROM STATE SOURCES

3100 Grants-In-Aid

- 3110 Unrestricted Grants-In-Aid
- 3120 Restricted Grants-In-Aid

3200 Revenue in Lieu of Taxes

3300 Revenue for/on Behalf of the LEA

4000 REVENUE FROM FEDERAL SOURCES

4100 Grants-In-Aid

- 4110 Unrestricted Grants-In-Aid Received Directly From Federal Government
- 4120 Unrestricted Grants-In-Aid Received From Federal Government Through the State

4130 Restricted Grants-In-Aid Received Directly From Federal
Government

4140 Restricted Grants-In-Aid Received From Federal
Government Through the State

4200 Revenue in Lieu of Taxes

4300 Revenue for/on Behalf of the LEA

*Revenues with an asterisk are not revenues to a LEA.

APPENDIX A - PART II
REVENUE LEDGER FOR HANDBOOK 2R²

1000 REVENUE FROM LOCAL SOURCES

1100 Taxes Levied/Assessed by the LEA

- 1110 Ad Valorem Taxes
- 1120 Sales and Use Taxes
- 1130 Income Taxes
- 1140 Penalties and Interest on Taxes
- 1190 Other Taxes

1200 Revenue From Local Governmental Units Other Than LEAs

- 1210 Ad Valorem Taxes
- 1220 Sales and Use Taxes
- 1230 Income Taxes
- 1240 Penalties and Interest on Taxes
- 1290 Other Taxes

1300 Tuition

- 1310 Tuition From Individuals
- 1320 Tuition From Other LEA's Within the State
- 1330 Tuition From Other LEA's Outside the State
- 1340 Tuition From Other Sources

1400 Transportation Fees

- 1410 Transportation Fees From Individuals
- 1420 Transportation Fees From Other LEA's Within the State
- 1430 Transportation Fees From Other LEA's Outside the State
- 1440 Transportation Fees From Other Sources

1500 Earnings on Investments

- 1510 Interest on Investments
- 1520 Dividends on Investments
- 1530 Gains or Losses on Sale of Investments
- 1540 Earnings on Investment in Real Property

1600 Food Services

- 1610 Daily Sales-Reimbursable Programs
 - 1611 Daily Sales-School Lunch Program
 - 1612 Daily Sales-School Breakfast Program
 - 1613 Daily Sales-Special Milk Program
- 1620 Daily Sales-Non-Reimbursable Programs
- 1630 Special Functions

1700 Student Activities

- 1710 Admissions
- 1720 Bookstore Sales

- 1730 Student Organization Membership Dues and Fees
- 1740 Fees
- 1790 Other Student Activity Income

- 1800 Community Services Activities

- 1900 Other Revenue From Local Sources
 - 1910 Rentals
 - 1920 Contributions and Donations From Private Sources
 - 1930 Gains or Losses on Sale of Fixed Assets (proprietary funds only)
 - 1940 Textbook Sales and Rentals
 - 1941 Textbook Sales
 - 1942 Textbook Rentals
 - 1950 Services Provided Other LEA's
 - 1951 Services Provided Other LEA's Within the State
 - 1952 Services Provided Other LEA's Outside the State
 - 1960 Services Provided Other Local Governmental Units
 - 1970 Services Provided Other Funds
 - 1990 Miscellaneous

- 2000 REVENUE FROM INTERMEDIATE SOURCES
 - 2100 Unrestricted Grants-In-Aid
 - 2200 Restricted Grants-In-Aid
 - 2800 Revenue in Lieu of Taxes
 - 2900 Revenue for/on Behalf of the LEA

- 3000 REVENUE FROM STATE SOURCES
 - 3100 Unrestricted Grants-In-Aid
 - 3200 Restricted Grants-In-Aid
 - 3800 Revenue in Lieu of Taxes
 - 3900 Revenue for/on Behalf of the LEA

- 4000 REVENUE FROM FEDERAL SOURCES
 - 4100 Unrestricted Grants-In-Aid Direct From the Federal Government
 - 4200 Unrestricted Grants-In-Aid From the Federal Government
 - 4300 Restricted Grants-In-Aid Direct From the Federal Government
 - 4500 Restricted Grants-In-Aid From the Federal Government Through the State

- 4700 Grants-In-Aid From the Federal Government Through Other Agencies
- 4800 Revenue in Lieu of Taxes
- 4900 Revenue for/on Behalf of the LEA
- 5000 OTHER SOURCES (GOVERNMENTAL FUNDS ONLY)
 - 5100 Sale of Bonds
 - 5110 Bond Principal
 - 5120 Premium
 - 5130 Accrued Interest
 - 5200 Interfund Transfers
 - 5300 Sale or Compensation for Loss of Fixed Assets

APPENDIX B - PART I
EXPENDITURES BY FUNCTION LEDGER FOR HANDBOOK 2R

1000 INSTRUCTION

1100 Regular Programs

- 1110 Elementary Programs
- 1120 Middle/Junior High Programs
- 1130 High School Programs
 - 1131 Preparatory, Postsecondary Education Programs
 - 1132 Preparatory, Postsecondary Employment Programs
 - 1139 Other High School Programs
- 1190 Other Regular Programs

1200 Special Programs

- 1210 Programs for Gifted and Talented
- 1220 Programs for Mentally Retarded
- 1230 Programs for Physically Handicapped
- 1240 Programs for Emotionally Disturbed
- 1250 Programs for Culturally Different
- 1260 Programs for Pupils With Learning Disabilities
- 1290 Other Special Programs

1300 Adult/Continuing Education Programs

- 1310 Adult Basic Education Programs
- 1320 Advanced Adult Education Programs
- 1330 Occupational Programs
- 1340 Upgrading in Current Occupation Programs
- 1350 Retraining for New Occupation Programs
- 1360 Special Interest Programs
- 1370 Life Enrichment Programs
- 1390 Other Adult/Continuing Education Programs

2000 SUPPORTING SERVICES

2100 Support Services - Pupils

- 2110 Attendance and Social Work Service
 - 2111 Service Area Direction
 - 2112 Attendance Services
 - 2113 Social Work Services
 - 2114 Pupil Accounting Services
 - 2119 Other Attendance and Social Work Services
- 2120 Guidance Services
 - 2121 Service Area Direction
 - 2122 Counseling Services
 - 2123 Appraisal Services
 - 2124 Information Services
 - 2125 Record Maintenance Services
 - 2126 Placement Services
 - 2129 Other Guidance Services

- 2130 Health Services
 - 2131 Service Area Direction
 - 2132 Medical Services
 - 2133 Dental Services
 - 2134 Nurse Services
 - 2139 Other Health Services
- 2140 Psychological Services
 - 2141 Service Area Direction
 - 2142 Psychological Testing Services
 - 2143 Psychological Counseling Services
 - 2144 Psychotherapy Services
 - 2149 other Psychological Services
- 2150 Speech Pathology and Audiology Services
 - 2151 Service Area Direction
 - 2152 Speech Pathology Services
 - 2153 Audiology Services
 - 2159 Other Speech Pathology and Audiology Services

2200 Support Services-Instructional Staff

- 2210 Improvement of Instruction Services
 - 2211 Service-Area Direction
 - 2212 Instruction and Curriculum Development Services
 - 2213 Instructional Staff Training Services
 - 2219 Other Improvement of Instruction Services
- 2220 Educational Media Services
 - 2221 Service Area Direction
 - 2222 School Library Services
 - 2223 Audiovisual Services
 - 2224 Educational Television Services
 - 2225 Computer-Assisted Instruction Services
 - 2229 Other Educational Media Services

2300 Support Services-General Administration

- 2310 Board of Education Services
 - 2311 Service Area Direction
 - 2312 Board Secretary Services
 - 2313 Board Treasurer Services
 - 2314 Election Services
 - 2315 Legal Services
 - 2316 Tax Assessment and Collection Services
 - 2317 Audit Services
 - 2319 Other Board of Education Services
- 2320 Executive Administration Services
 - 2321 Office of the Superintendent Services
 - 2322 Community Relations Services
 - 2323 Staff Relations and Negotiations Services
 - 2324 State and Federal Relations Services
 - 2329 Other Executive Administration Services

2400 Support Services-School Administration

- 2410 Office of the Principal Services
- 2490 Other Support Services-School Administration

2500 Support Services-Business

2510 Direction of Business Support Services

2520 Fiscal Services

2521 Service Area Direction

2522 Budgeting Services

2523 Receiving and Disbursing Funds Services

2524 Payroll Services

2525 Financial Accounting Services

2526 Internal Auditing Services

2527 Property Accounting Services

2529 Other Fiscal Services

2530 Facilities Acquisition and Construction Services

2531 Service Area Direction

2532 Land Acquisition and Development Services

2533 Architecture and engineering Service

2534 Educational Specifications Development Services

2535 Building Acquisition, Construction, and Improvements Services

2539 Other Facilities Acquisition, and Construction Services

2540 Operation and Maintenance of Plant Services

2541 Service Area Direction

2542 Care and Upkeep of Buildings Services

2543 Care and Upkeep of Equipment Services

2545 Vehicle Servicing and Maintenance Services (other than buses)

2546 Security Services

2549 Other Operation and Maintenance of Plant Services

2550 Pupil Transportation Services

2551 Service Area Direction

2552 Vehicle Operation Services

2553 Monitoring Services

2554 Vehicle Servicing and Maintenance Services

2559 Other Pupil Transportation Services

2560 Food Services

2561 Service Area Direction

2562 Food Preparation and Dispensing Services

2563 Food Delivery Services

2569 Other Food Services

2570 Internal Service

2571 Service Area Direction

2572 Purchasing Services

2573 Warehousing and Distributing Services

2574 Printing, Publishing, and Duplicating Services

2579 Other Internal Services

2590 Other Support Services-Business

2600 Support Services-Central

2610 Direction of Central Support Services

2620 Planning, Research, Development, and Evaluation Service

2621 Service Area Direction

2622 Development Services

- 2623 Evaluation Services
- 2624 Planning Services
- 2625 Research Services
- 2629 Other Planning, Research, Development, and Evaluation Service
- 2630 Information Services
 - 2631 Service Area Direction
 - 2632 Internal Information Services
 - 2633 Public Information Services
 - 2634 Management Information Services
 - 2639 Other Information Services
- 2640 Staff Services
 - 2641 Service Area Direction
 - 2642 Recruitment and Placement Services
 - 2643 Staff Accounting Services
 - 2644 Inservice Training Services (for noninstructional staff)
 - 2645 Health Services
 - 2649 Other Staff Services
- 2650 Statistical Services
 - 2651 Service Area Direction
 - 2652 Statistical Analysis Services
 - 2653 Statistical Reporting Services
 - 2659 Other Statistical Services
- 2660 Data Processing Services
 - 2661 Service Area Direction
 - 2662 Systems Analysis Services
 - 2663 Programming Services
 - 2664 Operations Services
 - 2669 Other Data Processing Services
- 2690 Other Support Services-Central

2900 Other Supporting Services

3000 COMMUNITY SERVICES

- 3100 Direction of Community Services
- 3200 Community Recreation Services
- 3300 Civic Services
- 3400 Public Library Services
- 3500 Custody and Care of Children Services
- 3600 Welfare Activities Services
- 3800 Nonpublic School Pupils Services
- 3900 Other Community Services

4000 NONPROGRAMED CHARGES

4100 Payments to Other Governmental Units (within the State)

4200 Payments to Other Governmental Units (outside the State)

4300 Transfers of Funds

5000 DEBT SERVICES

APPENDIX B - PART II
EXPENDITURE BY FUNCTION LEDGER FOR HANDBOOK 2R²

1000 INSTRUCTION

2000 SUPPORT SERVICES

2100 Support Services-Students

2110 Attendance and Social Work Services
2111 Supervision of Attendance and Social Work Services
2112 Attendance
2113 Social Work
2114 Student Accounting
2119 Other Attendance and Social Work Services

2120 Guidance Services
2121 Supervision of Guidance Services
2122 Counseling
2123 Appraisal
2124 Information
2125 Record Maintenance
2126 Placement
2129 Other Guidance Services

2130 Health Services
2131 Supervision of Health Services
2132 Medical
2133 Dental
2134 Nursing
2139 Other Health Services

2140 Psychological Services
2141 Supervision of Psychological Services
2142 Psychological Testing
2143 Psychological Counseling
2144 Psychotherapy
2149 Other Psychological Services

2150 Speech Pathology and Audiology Services
2151 Supervision of Speech Pathology and Audiology Services
2152 Speech Pathology
2153 Audiology
2159 Other Speech Pathology and Audiology Services

2190 Other Support Services-Student

2200 Support Services-Instructional Staff

2210 Improvement of Instruction Services
2211 Supervision of Improvement of Instruction Services
2212 Instruction and Curriculum Development
2212 Instructional Staff Training
2219 Other

2220 Educational Media Services
2221 Supervision of Educational Media Services
2222 School Library
2223 Audiovisual
2224 Educational Television
2225 Computer-Assisted Instruction
2229 Other Educational Media Services

2290 Other Support Services-Instructional Staff

2300 Support Services-General Administration

- 2310 Board of Education Services
 - 2311 Supervision of Board of Education Services
 - 2312 Board Secretary/Clerk
 - 2313 Board Treasurer
 - 2314 Election
 - 2315 Tax Assessment and Collection
 - 2316 Staff Relations and Negotiation
 - 2319 Other Board of Education Services
- 2320 Executive Administration Services
 - 2321 Office of the Superintendent
 - 2322 Community Relations
 - 2323 State and Federal Relations
 - 2329 Other Executive Administration Services
- 2330 Special Area Administration Services

2400 Support Services-School Administration

- 2410 Office of the Principal Services
- 2490 Other Support Services-School Administration

2500 Support Services-Business

- 2510 Fiscal Services
 - 2511 Supervision of Fiscal Services
 - 2512 Budgeting
 - 2513 Receiving and Disbursing Funds
 - 2514 Payroll
 - 2515 Financial Accounting
 - 2516 Internal Auditing
 - 2517 Property Accounting
 - 2519 Other Fiscal Services
- 2520 Purchasing Services
- 2530 Warehousing and Distributing Services
- 2540 Printing, Publishing, and Duplicating Services
- 2590 Other Support Services-Business

2600 Operation and Maintenance of Plant Services

- 2610 Operation of Buildings Services
- 2620 Care and Upkeep of Grounds Services
- 2630 Care and Upkeep of Equipment Services
- 2640 Vehicle Operation and Maintenance Services (Other than Student Transportation Vehicles)
- 2650 Security Services
- 2690 Other Operation and Maintenance of Plant Services

2700 Student Transportation Services

- 2710 Vehicle Operation
- 2720 Monitoring
- 2730 Vehicle Servicing and Maintenance
- 2790 Other Student Transportation Services

2800 Support Services-Central

2810 Planning, Research, Development, and Evaluation Services

2820 Information Services

2821 Supervision of Information Services

2822 Internal Information

2823 Public Information

2824 Management Information

2829 Other Information Services

2830 Staff Services

2831 Supervision of Staff Services

2832 Recruitment and Placement

2833 Staff Accounting

2834 Inservice Training (for non-instructional staff)

2835 Health

2839 Other Staff Services

2840 Data Processing Services

2841 Supervision of Data Processing Services

2842 Systems Analysis

2843 Programming

2844 Operations

2849 Other Data Processing Services

2900 Other Support Services

3000 OPERATION OF NON-INSTRUCTIONAL SERVICES

3100 Food Services Operations

3200 Other Enterprise Operations

3300 Community Services Operations

4000 FACILITIES ACQUISITION AND CONSTRUCTION SERVICES

4100 Site Acquisition Services

4200 Site Improvement Services

4300 Architecture and Engineering Services

4400 Educational Specifications Development Services

4500 Building Acquisition and Construction Services

4600 Building Improvements Services

4900 Other Facilities Acquisition and Construction Services

5000 OTHER USES (GOVERNMENTAL FUNDS ONLY)

5100 Debt Service

5200 Fund Transfers

APPENDIX C - PART I
EXPENDITURE BY OBJECTS LEDGER FOR HANDBOOK 2R

100 SALARIES

- 110 Salaries
- 120 Temporary Salaries
- 130 Overtime Salaries

200 EMPLOYEE BENEFITS

300 PURCHASED SERVICES

- 310 Professional and Technical Services
 - 311 Instruction Services
 - 312 Instructional Programs Improvement Services
 - 313 Pupil Services
 - 314 Staff Services
 - 315 Management Services
 - 316 Data Processing Services
 - 317 Statistical Services
 - 318 Board of Education Services
 - 319 Other Professional and Technical Services
- 320 Property Services
 - 321 Public Utilities Services
 - 322 Cleaning Services
 - 323 Repairs and Maintenance Services
 - 324 Property Insurance
 - 325 Rentals
 - 329 Other Property Services
- 330 Transportation Services
 - 331 Pupil Transportation
 - 332 Travel
 - 339 Other Transportation Services
- 340 Communication
- 350 Advertising
- 360 Printing and Binding
- 370 Tuition
- 390 Other Purchased Services

400 SUPPLIES AND MATERIALS

- 410 Supplies
- 420 Textbooks
- 430 Library Books
- 440 Periodicals
- 450 Warehouse Inventory Adjustment
- 490 Other Supplies and Materials

500 CAPITAL OUTLAY

- 510 Land
- 520 Buildings
- 530 Improvements Other Than Buildings

- 540 Equipment
- 560 Library Books
- 590 Other Capital Outlay

600 OTHER OBJECTS

- 610 Redemption of Principal
- 620 Interest
- 630 Housing Authority Obligations
- 640 Dues and Fees
- 650 Insurance and Judgments
 - 651 Liability Insurance
 - 652 Fidelity Bond Premiums
 - 653 Judgments Against the LEA
 - 659 Other Insurance and Judgments

700 TRANSFERS

- 710 Fund Modifications
- 720 Transits
- 790 Other Transfers

APPENDIX C - PART II
EXPENDITURE BY OBJECTS LEDGER FOR HANDBOOK 2R²

100 PERSONAL SERVICES-SALARIES

- 110 Of Regular Employees
- 120 Of Temporary Employees
- 130 For Overtime
- 140 For Sabbatical Leave

200 PERSONAL SERVICES-EMPLOYEE BENEFITS

- 210 Group Insurance
- 220 Social Security Contributions
- 230 Retirement Contributions
- 240 Tuition Reimbursement
- 250 Unemployment Compensation
- 260 Workmen's Compensation
- 290 Other Employee Benefits

300 PURCHASED PROFESSIONAL AND TECHNICAL SERVICES

- 310 Official/Administrative
- 320 Professional-Educational
- 330 Other Professional
- 340 Technical

400 PURCHASED PROPERTY SERVICES

- 410 Utility Services
 - 411 Water/Sewer
- 420 Cleaning Services
 - 421 Disposal
 - 422 Snow Plowing
 - 423 Custodial
 - 424 Lawn Care
- 430 Repair and Maintenance Services
- 440 Rentals
 - 441 Rental of Land and Buildings
 - 442 Rental of Equipment and Vehicles
- 450 Construction Services
- 490 Other Purchased Property Services

500 OTHER PURCHASED SERVICES

- 510 Student Transportation Services
 - 511 Student Transportation Purchased from Another LEA Within the State
 - 512 Student Transportation Purchased from Another LEA Outside the State
 - 519 Student Transportation Purchased from Other Sources
- 520 Insurance, Other than Employee Benefits
- 530 Communications
- 540 Advertising
- 550 Printing and Binding

- 560 Tuition
 - 561 To Other LEA's Within the State
 - 562 To Other LEA's Outside the State
 - 563 To Private Schools
 - 569 Other
- 570 Food Service Management
- 580 Travel
- 590 Miscellaneous Purchased Services
 - 591 Services Purchased Locally
 - 592 Services Purchased from Another LEA Within the State
 - 593 Services Purchased from Another LEA Outside the State

600 SUPPLIES

- 610 General Supplies
- 620 Energy
 - 621 Natural Gas
 - 622 Electricity
 - 623 Bottled Gas
 - 624 Oil
 - 625 Coal
 - 626 Gasoline
 - 629 Other
- 630 Food
- 640 Books and Periodicals

700 PROPERTY

- 710 Land and Improvements (governmental funds only)
- 720 Buildings (governmental funds only)
- 730 Equipment (governmental funds only)
 - 731 Machinery
 - 732 Vehicles
 - 733 Furniture and Fixtures
 - 739 Other Equipment
- 740 Depreciation (proprietary funds only)

800 OTHER OBJECTS

- 810 Dues and Fees
- 820 Judgments Against the LEA
- 830 Interest
- 840 Contingency (for budgeting purposes only)
- 890 Miscellaneous Expenditures

900 OTHER USES OF FUNDS (GOVERNMENTAL FUNDS ONLY)

- 910 Redemption of Principal
- 920 Housing Authority Obligations
- 930 Fund Transfers