



**ACCOUNTING MANUAL**

**FOR**

**FLORIDA'S COLLEGE SYSTEM**

Written, 1968

Revised, 1974

Revised, 1985

Revised, 1991

Revised, 1992

Revised, 1993

Revised, 1994

Revised, 1995

Revised, 1996

Revised, 1997

Revised, 1998

Revised, 1999

Revised, 2000

Revised, 2001

Revised, 2002

Revised, 2003

Revised, 2004

Revised, 2005

Revised, 2006

Revised, 2008

Revised, 2009

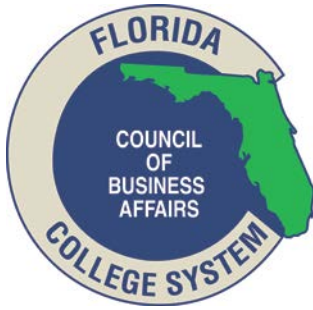
Revised, 2010

Revised, 2011

Revised, 2012

Revised, 2013

Revised, 2014



## MEMORANDUM

TO: Chief Business Officers  
Controllers  
Division, Florida College System  
Auditor General's Office

FROM: Peter Elliott, Polk State College  
Jackie Lasch, Valencia College  
Suzanne Tart, Florida College System

DATE: July 12, 2014

SUBJECT: Accounting Manual Revision – June 2014

The State of Florida College Accounting Committee has incorporated revisions to the Accounting Manual (“Manual”) for Florida’s College System based on the approval of the Chief Business Officers (CBOs) at the Council of Business Affairs (COBA) meeting on June 27, 2014 in Ft. Lauderdale, Florida. Those sections that have been updated in the Manual are noted with a revision date of 06/2014. The current version of the Manual will be available on the Division of Colleges Finance Sharepoint site at <http://www.fccsfinance.org/DataDocuments>.

Sections containing changes are as follows (including related detailed description):

1. **Florida College Map**
  - Reflects name change of Brevard Community College to Eastern Florida State College.
  - Reflects name change of Edison State College to Florida SouthWestern State College.
2. **Section 6 Function**
  - Expansion of the 1.58XXX category to include a category for of other special student populations in addition to Student Disability Services to better align with the Accounting Manual with the Cost Analysis Report.
3. **Section 19 Grants Administration**
  - Created a new chapter within the Accounting Addendum section entitled Grants Administration. With the issuance of the Office of Management and Budget’s (OMB) “Super Circular” [\*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards\*](#) effective for colleges on December 26, 2014, and the heightened level of scrutiny from funding agencies, it is anticipated that this section will be expanded as additional guidance to comply with the new rules is adopted.
4. **Section 20 Council of Business Affairs Position Summaries**
  - Created a new chapter within the Accounting Addendum section entitled Council of Business Affairs Position Summaries to address accounting treatments or other matters due to legislative mandates. The first position summary included in this section is the *Reporting of School Board Dual Enrollment Payments Pursuant to SB1514*.

All changes to the Manual require additional approval by the Council of Presidents and the State Board of Education.

Please do not hesitate to contact any of the Accounting Committee members listed above if you have any questions.

**IN MEMORY OF**  
**CLYDE H. (JACK) HAGLER**  
**1930 – 1984**

**Chairman of the Accounting Manual Committee**

**Vice President for Business Affairs, Pensacola State (Junior) College**

**Member of the Florida House of Representatives 1974 - 1982**

**Certified Public Accountant**

*A public servant and good friend who provided expertise, knowledge and positive results without the need to be recognized for his accomplishments. He simply got things done.*



## A Special Dedication

*This special dedication of the State Accounting Manual for Florida's College System is made to recognize the service and accomplishments of Ken Jarrett, Director of Finance and Accounting in the Florida College System ( then, the Division of Community Colleges ). Ken was a co-author of the Accounting Manual when it was first written in 1968.*

*Ken provided much assistance to the Business Officers and Controllers of Florida College System with much humor, dedication and expertise. He has been one of the unsung heroes of the System. Ken Jarrett is a valued member of the College System family and his work has facilitated the growth and prosperity of the System. This dedication represents but one small way to say, "Thank You, Ken."*

### *Ken Jarrett Award Recipients*

2000 Recipient – Ed Cisek	2008 Recipient – Ron Fahs
2001 Recipient – Dick Becker	2009 Recipient – Ken Burdzinski
2002 Recipient – Chris Hamilton	2010 Recipient – Rand Spiwak
2003 Recipient – Barry Keim	2011 Recipient – John Holdnak
2004 Recipient – Jan Bullard	2012 Recipient – Joe Sarnovsky
2005 Recipient – Glenn Little	2013 Recipient – Anita Kovacs
2006 Recipient – Al Little	2014 Recipient – Keith Houck
2007 Recipient – Carol Probsfield	

# Accounting Manual

## Table of Contents

<u>Section</u>	<u>Description</u>
	Introduction
1	The Accounting System
2	Basic Coding System
3	Organizational Units: Explanation and Code
4	Funds: Explanation, Numbering and Definitions
5	Function: Numbering and Definitions
6	Specific Unit: Explanation and Chart of Accounts
7	General Ledger Class: Explanation
8	Assets & Deferred Outflows: General Ledger Codes and Descriptions
9	Liabilities & Deferred Inflows: General Ledger Codes and Descriptions
10	Fund Balance: General Ledger Codes and Descriptions
11	Revenues: General Ledger Codes and Descriptions
12	Expenditures: General Ledger Codes and Descriptions
13	Assignment of General Ledger Codes
14	Accounting Treatments

# Accounting Manual Addendum

## Table of Contents

<u>Section</u>	<u>Description</u>
15	State Annual Reports
16	Legal and Authoritative References
17	Miscellaneous Documents
	17.1 Terminal Pay – DOE Memorandum #04-12 dated 3/31/04
	17.2 SACS Letter dated 11/22/04 – Core Requirement 2.11, Section (b)
	17.3A Presidential Authority Comparison – dated October 2003
	17.3B President-Board-State of Florida Statutory Powers & Duties – dated October 2003
	17.4 GASB Pronouncement Implementation Schedule
	17.5 Education Tracking
18	Florida College System Information Security Guidelines (August 19, 2011)
19	Grants Administration
	19.1 Grants Accounting Treatment
20	Council of Business Affairs Position Summaries
	20.1 Reporting of School Board Dual Enrollment Payments Pursuant to SB1514

## Introduction

The *Accounting Manual for Florida's College System* is authorized by Florida e Board of Education Administrative Rules and in accordance with Rule 6A-14.072(3). The *Accounting Manual* is made a part of the rules of the State Board of Education. The rule requires financial records and accounts of each college to be kept in accordance with the *Accounting Manual*.

The *Accounting Manual* has been developed to provide a uniform accounting system for the Florida College System. The major objective of this Manual is to:

*Provide uniform terminology and classifications in order that there is comparability between the various colleges within the State with respect to financial reporting.*

The organizational structure of each individual college should be based on the activities and services unique to that college. It is neither necessary nor desirable that organizational structures be identical at all colleges since organization is influenced by many factors, such as objectives, programs, personnel, size and assigned responsibilities of the college. However, there is need to uniformly classify activities and services performed between colleges and provide meaningful reporting.

The *Accounting Manual for Florida's College System* has been closely correlated with AICPA's audit guide, Audits of Colleges and Universities, Financial Accounting Standards, GASB 34/35 and NACUBO's Financial Accounting and Reporting Manual. Consequently, college reports will be prepared in accordance with generally accepted accounting principles, and will be comparable with reports of other institutions of higher learning throughout the United Sates. Departures from recommendations of the above sources are:

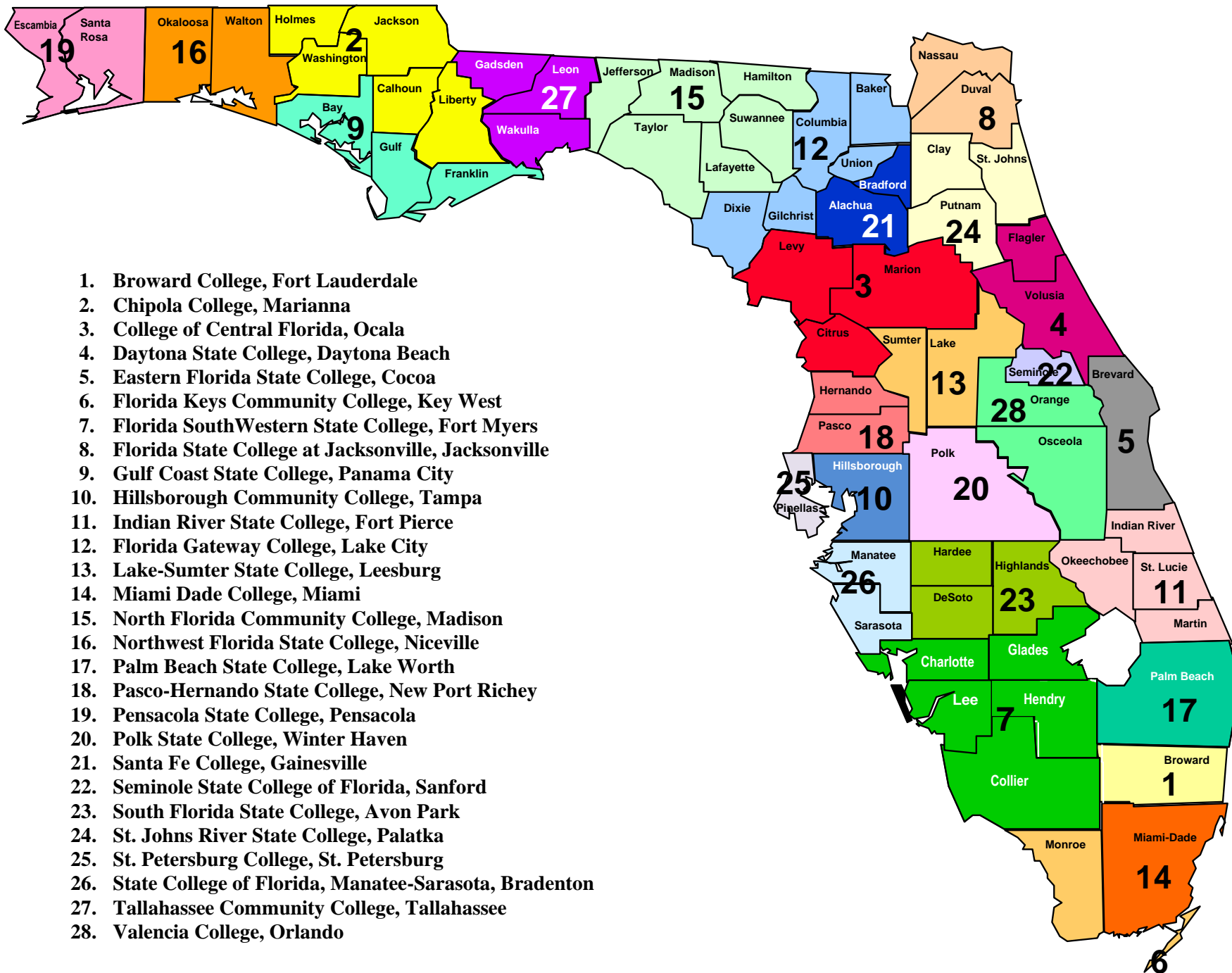
This Manual does not follow the AICPA Audit Guide's recommendation that revenues and expenditures of an academic term, such as a summer session, which is conducted over a fiscal year end, should be reported totally within the fiscal year in which the program is predominantly conducted. Rather, expenditures will be reported in the fiscal year in which the goods or services are received, and revenues will be reported in the fiscal year in which they are earned. Student fees will be considered earned when the college refund period has expired rather than on a time-prorated basis since the net difference in the two methods will usually be immaterial.

Since covering all possible conditions and circumstances in a manual such as this is impractical, when activities, services or transactions occur which are not specifically covered in this Manual, they should be reviewed with authoritative literature and classified as near as possible within the context of the *Accounting Manual*.

It is the intent of the Manual to allow each college the maximum amount of flexibility in conforming with the standards set forth in this Manual. Specific use of General Ledger Codes (Section 7) is defined in such a manner as to provide for statewide uniformity where practical and feasible, yet allowing each college to determine its own level of detail and specificity. All colleges' data will be comparable at the least specific level and remain comparable at each advanced level of specificity. Thus, the most sophisticated system will be comparable to the least sophisticated system at the basic required data level.

The account structure has been designed to be in full compliance with AICPA, NCHEMS and NACUBO guidelines to support the Florida College System Financial Data Base. The following sections of the Manual will identify those mandated Financial Data Base data elements, for data submission purposes.

# THE FLORIDA COLLEGE SYSTEM



1. Broward College, Fort Lauderdale
2. Chipola College, Marianna
3. College of Central Florida, Ocala
4. Daytona State College, Daytona Beach
5. Eastern Florida State College, Cocoa
6. Florida Keys Community College, Key West
7. Florida SouthWestern State College, Fort Myers
8. Florida State College at Jacksonville, Jacksonville
9. Gulf Coast State College, Panama City
10. Hillsborough Community College, Tampa
11. Indian River State College, Fort Pierce
12. Florida Gateway College, Lake City
13. Lake-Sumter State College, Leesburg
14. Miami Dade College, Miami
15. North Florida Community College, Madison
16. Northwest Florida State College, Niceville
17. Palm Beach State College, Lake Worth
18. Pasco-Hernando State College, New Port Richey
19. Pensacola State College, Pensacola
20. Polk State College, Winter Haven
21. Santa Fe College, Gainesville
22. Seminole State College of Florida, Sanford
23. South Florida State College, Avon Park
24. St. Johns River State College, Palatka
25. St. Petersburg College, St. Petersburg
26. State College of Florida, Manatee-Sarasota, Bradenton
27. Tallahassee Community College, Tallahassee
28. Valencia College, Orlando



# **Section 1**

## **The Accounting System**

(Manual Revision 06/ 2011)

## THE ACCOUNTING SYSTEM

### A. **Fund Accounting**

The colleges utilize fund accounting which is a system by which resources are allocated to and accounted for as a separate entity (fund) according to the purpose for which resources may be used in accordance with limitations, regulations or restrictions imposed by sources outside the institution or the governing board. A fund is an accounting entity with a self-balancing set of accounts consisting of assets, liabilities, fund balance and changes in the fund balance.

For reporting purposes, funds of similar characteristics are combined into fund groups. Colleges utilize the following groups:

<u>Current Funds</u>	<u>Non-Current Funds</u>
Unrestricted Funds (Fund 1 & 3)	Loan and Endowment Funds (Fund 4)
Restricted Funds (Fund 2 & 5)	Plant Funds (Fund 7, 8, 9)
	Agency Funds (Fund 6)

### B. **Accounting System**

Each college is responsible for establishing an accounting system that:

1. Provides for the uniform coding system of organizational units (as provided for in Sections 2 - 6 of the *Accounting Manual*) and the uniform general ledger classification (as provided for in Sections 7 - 12 of the *Accounting Manual*);
2. Has a general ledger and subsidiary ledger system which provides for the summarization of accounting transactions and identification to source documentation;
3. Records transactions in accordance with generally accepted accounting principles;
4. Internal accounting control is a plan of organization and the procedures and records that are concerned with safeguarding of assets and the reliability of financial records. It is designed to provide reasonable assurance that transactions are executed as authorized; that transactions are recorded as necessary to permit financial statement preparation and to maintain accountability for assets; access to assets is appropriately authorized; and that recorded accountability for assets is compared with existing assets at reasonable intervals with any differences being appropriately acted on. (AICPA=s SAS No. 1);
5. Provides meaningful and timely information in order to allow management to make decisions and allow for timely reporting;
6. Provides for budgetary controls over resources and expenditures, including comparison with budget estimates and analysis of significant variations;
7. Provides a record retention system in accordance with legal or donor requirements; and,
8. Provides for the accurate data submission of Unrestricted Current Funds expenditures (year-end) by cost center or function to support the College System Financial Data Base.

### C. **Reporting**

The accounting system should be designed to facilitate timely and meaningful reporting requirements as required by donor requirements, legal regulations, and the College System Management Information System (CCMIS) Procedures Manual.

In order to obtain the comparability for external reporting purposes required by CCMIS, it is mandatory for each college to follow the *Accounting Manual*.

# **Section 2**

## **Basic Coding System**

(Manual Revision 06/2011)

**BASIC CODING SYSTEM**

- A. Explanation  
The account codes have been designed to enable each college to accumulate financial data according to several different classifications, i.e., by fund, function, organizational unit, source of income, type of expenditure, etc.
- B. Coding System  
The coding system included in this Manual is the **minimum** required for a uniform system. If it desires, a college may expand this coding system to accumulate more detailed information by adding digits to the codes listed herein. (Certain data elements in the coding system are mandated for Financial Data Base submission purposes and are defined primarily in Sections 3 - 7 and 12.)

The coding system consists of thirteen basic digits (an eight digit organizational unit and a five digit general ledger classification):

		Digit Position													
		1	2	3	4	5	6	7	8	9	10	11	12	13	
1.	Organizational Unit														
	a. Fund	X													
	b. Function		X												
	c. Sub-Function			X											
	d. Specific Unit				X	X	X								
	e. Variable ID							X	X						
2.	General Ledger Classification														
	a. General Ledger Class									X					
	b. Object Code										X	X			
	c. Specific Code												X	X	

The two groups are sub-divided into eight identifiable categories as shown above. The first digit of the Organizational Unit designates the Fund, the second digit designates the Function, the third digit designates the Sub-Function, the fourth through sixth digits designate the Specific Unit, and the seventh and eighth digits are reserved for a Variable ID code. The Variable ID code is not assigned at this time. It is included for expansion in the event future reporting requires information classified by some criteria other than those currently identified in this Manual. Sections 4, 5 and 6 of the Manual provide detailed descriptions of the Fund, Function, Sub-Function and Specific Unit codes.

The first digit of the General Ledger Classification designates the Account Class (i.e., balance sheet, revenue, personnel expense, current expense, capital outlay). The second and third digits designate the Object Codes. The Object Codes further identifies the revenue or expense to the general type within the classification. The last two digits designate the lowest level of detail required for any revenue or expenditure. If a particular college requires more detail than is provided by the Specific Code level, it should use additional digits. Sections 7 through 12 of this Manual provide approved descriptions of General Ledger Classification codes.

## **Section 3**

**Organizational Units:**

**Explanation and Code**

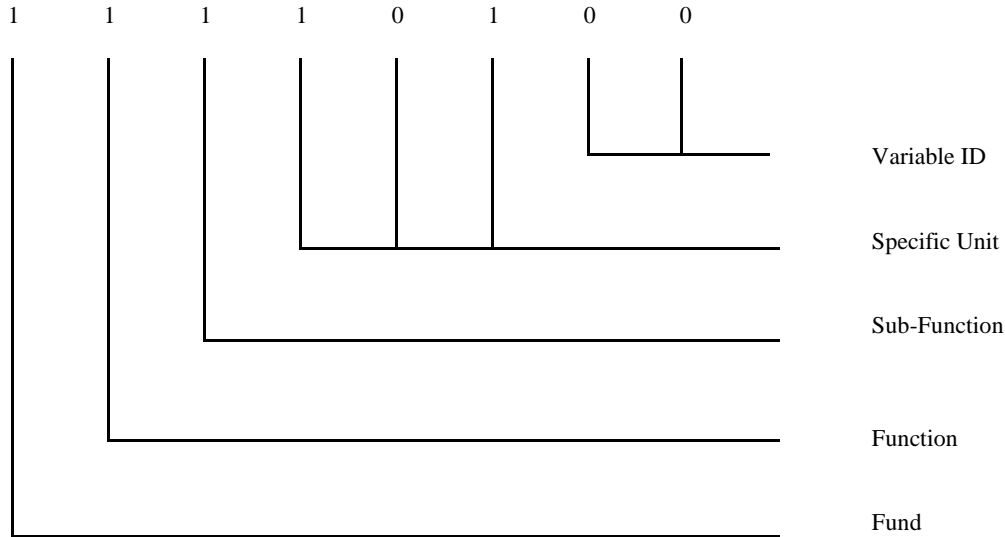
**ORGANIZATIONAL UNIT**

- A. Explanation (X X X X X X X X) ( \_ \_ \_ \_ \_ )  
 To effectively accomplish its goals, a college should be organized in such a manner that each area of responsibility is clearly identified, with managerial responsibility and authority delegated to one person. These areas of responsibility are organizational units and are sometimes referred to as divisions, departments, sections or offices.

In addition to these organizational units, there are other activities of a college which should be accounted for as separate units such as individual loan funds, individual student organizations and individual construction projects. In this Manual, these activities will also be referred to as organizational units.

- B. Organizational Unit Code  
 The Organizational Unit Code is an eight digit number consisting of the Fund, Function, Sub-Function, Specific Unit and Variable ID codes. The Specific Unit code is three digits, the Variable ID is two digits. All other codes are one digit codes. Function, Sub-Function and Specific Unit codes for Funds 1 and 2 must also be used as presented in the CCMIS Manual. Function codes for Funds 3 through 9 are presented in Part C of this Section. Sub-Function and Specific Unit code for Funds 3 for 9 and Specific Unit codes for Funds 1 and 2 not described in the CCMIS Manual are to be assigned at the discretion of the individual colleges. Detailed descriptions of the Fund, Function, Sub-Function and Specific Unit codes are provided in Sections 4, 5 and 6 of this Manual.

Following is an example of an Organization Unit Code:



This code identifies the Agriculture and Natural Resources Department which is funded from the Current Fund. The Fund Code "1" designates the Current Funds - Unrestricted. The Function code "1" indicates that it is an instructional department. The Sub-Function Code "1" indicates Advanced and Professional instruction as opposed to Vocational instruction. The first digit of the Specific Unit Code "1" indicates the Natural and Physical Sciences Clusters and the last two digits of the Specific Unit Code "01" indicate the Agriculture and Natural Resources Category. The Variable ID is not used in this example. The Organizational Unit in the Unrestricted Current Funds is identified in Section 6 for mandated use.

- C. Function Codes for Funds 3 through 9  
Fund 3 - Auxiliary Funds  
 Function Code 0            General Ledger Control  
 Function Code 1            Auxiliary Activities  
 Function Code 2            Service Departments

Fund 4 - Loan, Endowment, Annuity and Life Income Funds

Function Code 0	General Ledger Control
Function Codes 1 - 2	Federal Loan Fund Accounts
Function Codes 3 - 4	Other Loan Fund Accounts
Function Code 5	Endowment Accounts - Restricted
Function Code 6	Endowment Accounts - Unrestricted
Function Code 7	Annuity Accounts
Function Code 8	Life Income Accounts

Fund 5 - Scholarship Funds

Function Code 0	General Ledger Control
Function Codes 1 - 2	Federal Scholarship Accounts
Function Codes 3 - 4	State Scholarship Accounts
Function Codes 5 - 9	Other Scholarship Accounts

Fund 6 - Agency Funds

Function Code 0	General Ledger Control
Function Code 1	Clearing Accounts
Function Codes 2 - 9	Organizational Accounts

Fund 7 - Unexpended Plant and Renewals/Replacement Funds \*

Function Code 0	General Ledger Control
Function Code 1	Projects Financed from Local Sources
Function Code 2	Projects Financed from CO & DS
Function Code 3	Projects Financed from Federal Sources
Function Code 4	Projects Financed from Other State Sources
Function Code 5	Projects Financed from SBE Bonds
Function Code 6	Projects Financed from Loans
Function Code 7	Projects Financed from PECO funds

Fund 8 - Retirement of Indebtedness Funds

Function Code 0	General Ledger Control
Function Code 1	Bonded Indebtedness - Individual Issues
Function Code 2	Loans - Individual Loans
Function Code 3	Debt - Installment Purchases
Function Code 4	Debt - Capital Leases

Fund 9 - Investment in Plant Fund

Function Code 0	General Ledger Control
Function Code 1	Land
Function Code 2 - 3	Buildings
Function Code 4	Other Structures & Improvements
Function Code 5	Furniture, Machinery & Equipment
Function Code 6	Books & Films
Function Code 7	Data Software
Function Code 8	Construction in Progress
Function Code 9	Assets Under Capital Lease

\* NOTE: Sub-Function codes may be used to distinguish Renewals/Replacement Funds projects.

**Section 4**

**Funds: Explanation,  
Numbering and Code**



**FUNDS**

- A. Explanation (X \_\_\_\_\_) (\_\_\_\_\_)   
 As used in this *Manual*, the term “fund” is defined as "...an accounting entity with a self-balancing set of accounts consisting of assets, liabilities, and a fund balance" (College and University Business Administration, Fifth Edition, NACUBO).

The purpose of fund accounting is to classify resources according to restrictions and limitations placed on them and to provide information which is sufficient to determine whether proper use has been made of those resources. Although separate accounts are maintained for each fund, those funds with similar characteristics maybe combined for reporting purposes.

- B. Funds and Fund Groups   
 Florida’s college system will classify their financial activities according to the following:

<b>Fund Number</b>	<b>Title</b>
1	Current Funds - Unrestricted
2	Current Funds - Restricted
3	Auxiliary Funds
4	Loan, Endowment, Annuity and Life Income Funds
5	Scholarship Funds
6	Agency Funds
7	Unexpended Plant and Renewals/Replacement Funds
8	Retirement of Indebtedness Funds
9	Investment in Plant Funds

The major fund groups for reporting purposes are shown below.

<b>CURRENT FUND GROUP</b>		<b>Agency</b>
<b>Unrestricted</b>	<b>Restricted</b>	
1 - Current Funds - Unrestricted	2 - Current Funds – Restricted	6 - Agency Funds
3 - Auxiliary Funds	5 - Scholarship Funds	

<b>NON-CURRENT FUND GROUPS</b>	
<b>Loan, Endowment, Annuity and Life Income Funds</b>	<b>Plant Fund Group</b>
4 - Loan, Endowment, Annuity and Life Income Funds	7 - Unexpended Plant and Renewals/Replacement Funds
	8 - Retirement of Indebtedness Funds
	9 - Investment in Plant Funds

- C. Fund Definitions

Fund 1 - Current Funds - Unrestricted

This fund is used to account for those economic resources which may be used to accomplish the primary and supporting objectives of the college. The only restrictions on the resources of this fund are those imposed by law, regulation or the budget. Staff and Program Development funds shall be recorded in this fund, subject to applicable rules and regulations. Unexpended, unencumbered Staff and Program Development funds shall be recorded and identified as reserved fund balance for Staff and Program Development. Other reserved funds shall be accounted for in the same manner (see Section 10 for G/L codes 30100 - 30700). Resources accounted for in this fund have no restrictions imposed by external agencies and it is anticipated that such resources will be utilized in the near term. All direct instructional activities of the college are accounted for in this fund or the Current Funds - Restricted. This fund is the only fund reported in the data elements

submitted to the Financial Data Base. All state general revenues and lottery funds are reported in this fund.

#### Fund 2 - Current Funds - Restricted

As in Fund 1, this fund is used to account for those economic resources which may be used to accomplish the primary and supporting objectives of the college, however, such resources have been restricted by the donors or other **outside** agencies. Local Board of Trustees may not create restricted funds; the restrictions must be imposed by agencies or individuals outside the college. Examples of restricted current funds would be gifts or grants received which may be used only for specified purposes or programs. Restricted funds received for constructions, loans or scholarships are not credited to this fund since they are not available for current operations. Likewise, laboratory fees, financial aid fees, parking fees, etc. are not accounted for in this fund. Legislatively imposed categorical funds shall be recorded in this fund and expenditures or transfers accounted for thereto. The Division for the Florida's College System shall identify annually, those categorical funds which are subject to being recorded in this fund. Student activity and service fees may be recorded in this fund and expenditures or transfers accounted for thereto.

#### Fund 3 - Auxiliary Funds

Auxiliary enterprises are established primarily to provide non-instructional services for sale to students, faculty, staff and which are intended to be self-supporting. The general public may be incidentally served by auxiliary enterprises, although that is not their primary purpose. Fees charged by auxiliary enterprises are related to, but not necessarily equal to, the cost of the goods or services provided.

Service departments may be accounted for in this fund if it is the policy of the college to operate the department on a self-supporting basis. This would require that the charges for the goods or services of the service department be adequate to recover all costs of operation including personnel expense. If it is the policy of the college to recover less than the full cost of operation of the service department, it should be accounted for in Fund 1. Service departments are those established to serve other departments of the institution and not to serve faculty, staff or the general public.

#### Fund 4 - Loan, Endowment, Annuity and Life Income Funds

Loan funds are those resources available for loans to students regardless of whether the institution is responsible for the collection of the loan. Separate accounts should be maintained within the loan fund to indicate the source of funds and the restrictions, if any, on their use. Interest earned on loans as well as income and gains from investments of loan funds should also be accounted for in this fund.

Endowment funds are those for which an outside agency or source stipulated that the principal of the fund is not expendable.

Term endowments are accounted for as regular endowments, except that all or part of the principal may be expended after passage of a stated period of time or the occurrence of a particular event.

Quasi-endowments are funds that the governing board, rather than an outside agency, has determined to be retained and invested. The principal and income may be utilized at the discretion of the Board, subject to any donor-imposed restrictions on use.

Temporarily invested assets of the current or other funds are not quasi-endowments, and should be shown as investments of the current or other funds.

Endowment funds of all types are classified as "restricted" if the income may be used only for certain designated purposes, such as scholarships or student loans. They are classified as "unrestricted" if the income may be used without restriction or any purpose by the college.

Annuity funds consist of assets acquired by an institution under agreements whereby money or other property is made available to an institution on condition that it bind itself to pay stipulated amounts periodically to the donor or other designated individuals, which payments are to terminate at the time specified in the agreement.

Life Income funds consists of charitable remainder trusts for which the institution is trustee and remainder in name.

These aforementioned funds are grouped together, but should be disclosed and/or reported separately if significant in amount.

#### Fund 5 - Scholarship Funds

This fund is used to account for resources available for awards to students which are not in payment for services rendered to the college and will not require repayment to the college. This category includes awards made to students as a result of selection by the institution or from an entitlement program. Recipients of grants are not required to perform a service to the institution nor are they expected to make repayment. If services are required in return for the financial assistance (i.e., College Work Study Program) the charges are not classified as scholarships, but should be charged to the organization or department which received the services. In those instances where the college has custody of the funds, but does not select the recipient and the funds are not based on entitlement, the funds will generally be accounted for in the Agency Fund. Financial Aid Fees shall be recorded in this fund and expenditures or transfers accounted for thereto.

#### Fund 6 - Agency Funds

This fund is used to account for resources held by a college as custodian or fiscal agent for others, such as funds of student or staff organizations/clubs and temporary revenue/expenditure accounts which serve as clearing accounts for the college.

Transactions of Agency Funds usually represent charges or credits to the individual asset and liability accounts. If a college wishes to, however, it may use its regular revenue and expenditure codes to record Agency Fund transactions.

It is usually desirable to class agency accounts into two groups:

- \* Clearing Accounts - Temporary accounts to aid the college in distributing income and expenditures between funds.
- \* Organizations - Activities of students, staff or faculty or other organizations indirectly related to the college.

#### Plant Funds

This group of funds, consisting of the Unexpended Plant and Renewal/Replacement Funds, the Retirement of Indebtedness Funds and the Investment in Plant Funds is used to account for funds to be used for construction, rehabilitation and acquisition of physical property for institutional purposes, funds accumulated for retirement of indebtedness on plant properties and funds already expended for plant properties. Real property which is the investment of endowment and similar funds is not included here. Plant Funds will be carried in the accounts and records as three separate self-balancing funds which will be presented in financial reports as sub-funds of the Plant Fund section.

#### Fund 7 - Unexpended Plant and Renewals/Replacement Funds

This fund is used to account for resources that are available for the acquisition or construction of physical property to be used for institution purposes and resources designated for the major repair and/or replacement of institutional property, as well as associated liabilities.

#### Fund 8 - Retirement of Indebtedness Funds

This fund is used to account for the long-term debt of a college and for the resources which will be used to retire the debt and pay the interest on the obligation(s). Refer to Section 14 concerning the appropriate entries for recording debt service for long-term lease purchases. (NOTE: Lease purchase agreements, as authorized in FS 240.319(3)(P), are to be recorded in the Retirement of Indebtedness Funds, and shall reflect the periodic principle and interest payment transaction over the active years of these multi-year lease-purchase agreements.)

#### Fund 9 - Invested in Plant Funds

This fund is used to account for the cumulative costs of plant assets and associated liabilities. The assets consist of:

- \* Land
- \* Buildings
- \* Other Structures and Improvements
- \* Furniture, Machinery and Equipment
- \* Data Software
- \* Construction in Progress
- \* Assets Under Capital Lease

# **Section 5**

## **Function**

Explanation, Numbering, and Definitions

**FUNCTION AND SUB-FUNCTION****A. Explanation ( \_ X X \_ \_ \_ \_ ) ( \_ \_ \_ \_ )**

A college is a complex organization composed of many organizational units designed to accomplish different purposes or functions. To aid in the classification and analysis of financial information, the organizational units of each fund are grouped together according to the function they perform.

**B. Function Groups and Codes**

Function names and codes for educational and general support of the Current Funds - Unrestricted and Current Funds - Restricted are:

	<b>CODE</b>	<b>FUNCTION</b>
	0	Current Funds Ledger Control
	1	Direct Instruction
Total	2	Research
Instructional	3	Public Service
	4	Academic Support
	5	Student Support
	6	Institutional Support
Total	7	Physical Plant Operation and Maintenance
Administrative	8	Student Financial Assistance
	9	Contingency, Transfers, etc.

Total Instructional expenditures consist of all expenditures recorded in Functions 1 - 5 and include those expenditures for instructional activities that may be reported in Functions 6 - 9 due to complexity of cost distribution (i.e., charging all unemployment compensation in Function 6, rather than prorating by specific functions where these former employees' salaries were recorded). The consistent classification of activities into these functions by all colleges is necessary if any degree of comparability between institutions is to be maintained.

**C. Sub-Functions Codes**

Sub-Function codes and descriptions have been developed to assist colleges in further classifying their activities in a consistent manner. The use of these codes is mandatory, as it will facilitate program budgeting. When activities described in two or more sub-functions are performed by one administrative unit (such as counseling and financial aid administration being handled by one office), the office should be placed in the sub-function, which describes the major effort.

**D. Function and Sub-Function Description**

The educational and general support functions are those performed by organizational units directly concerned with the operation and support of the educational program. With the exception of Student Financial Assistance, they are financed only through the Current Funds - Unrestricted and Current Funds - Restricted. Student Financial Assistance is also financed through the Scholarship Funds.

Code 00 - 09 Current Fund Ledger Control

## INSTRUCTIONAL FUNCTIONS

Code 11 - 18 Direct Instruction Function

This function includes formally organized activities designed for the purpose of transmitting knowledge, skills and attitudes to a specifically identified target or clientele group. In Florida's College System, it includes both credit and non-credit instructions in those areas generally referred to as Advanced and Professional, Vocational, Developmental and Community Instructional Service.

Code 11                      Advanced and Professional Instruction

This sub-function includes courses and instructional programs designed to provide the first year of course work leading to an advanced or professional degree (bachelors, first professional, masters, etc.). It includes both the general education and specialized lower division courses necessary to complete a transfer degree program. It does not include non-credit courses, specifically designed compensatory (remedial) courses, or vocational and technical courses (see definition for Vocational Instruction).

Code 12                      Vocational Instruction

This sub-function includes all courses (credit and non-credit) and instructional programs designed to prepare persons for an occupation without subsequent training or education in an institution of high education or to provide courses to upgrade job related skills. Many of the courses classified as vocational instruction are transferable to a state university to apply toward a bachelor's degree; however, they are placed in this sub-function since they are required for a vocational degree or certificate because of their specialized content. This classification standard was adopted to provide consistent classification of those courses, which serve both a transfer and vocational preparatory purpose.

Code 13                      Developmental Instruction/Lifelong Learning

This sub-function includes the course and instructional programs designed to prepare persons for college entry. It also includes courses considered basic and general education at the elementary and high school level. It should **not** include vocational courses.

Code 14                      Recreational and Leisure Time Instruction

This sub-function includes non-credit instructional courses designed to provide recreational or leisure time activities. Vocational non-credit (supplemental) courses should **not** be classified in this sub-function; rather they should be placed in the appropriate vocational category.

Code 15                      Economic Development Centers

This sub-function includes non-credit training designed to meet business, governmental and industry needs where all costs are paid by the training recipients, and should include seminars, workshops and other training programs.

- Code 20      Organized Research Function  
Include within this function all organized research activities established within the college under the terms of agreements with agencies external to the college or separately budgeted and conducted with internal funds of the college.
- Code 30      Public Service Function  
Include within this function all organizational units of the college providing activities exclusive of instructional activities which are directed toward serving the community or specific clientele groups within the community.
- Code 40      Academic Support Function  
This function includes activities that directly support, supplement or augment the instructional program of the college. These activities are classified into six sub-functions.
- Code 41              Learning Resources  
This sub-function includes those organizational units which provide for the collection, storage, distribution and use of instructional materials throughout the entire college to include educational media services.
- Code 44              Instructional Computing Services  
All computing support to instructional organizational units should be included here. It should **not** include administrative data processing which is accounted for in the Institutional Support function.
- Code 45              Ancillary Operations  
This sub-function includes organizational units organized and operated in connection with instructional programs and conducted primarily for the purpose of providing training to students. (These are **not** intended to be self-supported activities.)
- Code 46              Academic Administration  
This sub-function includes organizational units, which provide centralized academic administrative activities on a college-wide basis. Offices of department or division chairman and executive administrators are **not** to be included here.
- Code 47              Course and Curriculum Development  
The costs of activities related to designing new courses, developing new course material and planning and implementing new curricular programs should be charged to organizational units included in this sub-function.
- Code 48              Academic Professional Personnel Development  
The costs of activities related to the development and improvement of the college's instructional professional staff should be charged to organizational units included in this sub-function.

- Code 50      Student Support Function  
This function includes those activities provided by the college to assist and provide services for students, as well as to augment certain aspects of the instructional program. These activities are classified into nine sub-functions.
- Code 51              Social and Cultural Development  
All activities related to the students' social and cultural development outside of the context of the formal academic program should be included in this sub-function including intramural sports.
- Code 52              Organized (Intercollegiate) Activities  
Activities established for the purpose of competing with other colleges in basketball, baseball, swimming, tennis, track, golf, club sports, cheerleading, etc. should be included in this sub-function.
- Code 53              Counseling and Advisement  
This sub-function will include all organizational units which provide activities for students such as counseling, testing, orientation, and career days.
- Code 54              Placement Services  
This sub-function includes activities related to placing students in the job market upon completion of all or a portion of a college program.
- Code 55              Financial Aid Administration  
Organizational units established to administer the financial aid program of the college should be included in this sub-function.
- Code 56              Student Records and Admissions  
This sub-function includes organizational units established for student records management, admissions processing and student record analysis.
- Code 57              Health Services  
Organizational units established to provide health services to students should be included in this sub-function.
- Code 58              Services for Special Students  
Organizational units established to provide non-instructional services to students with specific characteristics or problems, such as veterans, foreign students and disadvantaged or handicapped students should be included in this sub-function.



Code 59                      Student Services Administration  
Organizational units having administrative positions and offices which have college-wide managing responsibilities for student service programs should be included in this sub-function.

### TOTAL INSTRUCTIONAL (FUNCTIONS 1 - 5)

#### ADMINISTRATIVE FUNCTIONS

Code 60                      Institutional Support Function  
This function includes those activities undertaken to provide necessary services on a college-wide basis. These activities are classified into five sub-functions.

Code 61                      Executive Management  
Include in this sub-function such organizational units established for college-wide policy development, planning, management, institutional research, evaluation, internal auditing and legal services (both internal and external). All officers responsible for central, executive-level activities concerned with management and long-range planning for the entire institution, such as the chief academic officer, should be included in this classification. (Reference NACUBO Financial Accounting and Reporting Manual for Higher Education "FARM" 2005 edition, section 703.91).

Code 62                      Fiscal Operations  
This sub-function has organizational units related to fiscal accounting, control, management and investments.

Code 63                      General Administrative and Logistical Services  
Included in this sub-function are organizational units for Administrative Data Processing, Personnel Services, Logistical Services (purchasing, receiving, shipping, mail, telephone, printing, word processing), other general expenses (Business Hospitality) and other benefits for the institution as a whole, which cannot be logically classed in any other sub-function. Also included are insurance (other than property) and memberships, which are not to the direct benefit of an individual organizational unit.

Code 66                      Administrative and Support Staff Services  
In this sub-function would be activities related to administrative and support staff development, improvement and general services including: in-service training, sabbatical leaves, training institutes, etc.

Code 67                      Community Relations  
Organizational units established to maintain relationships with the general community and the college's alumni are to be included in this sub-function.

- Code 70      Physical Plant Operation and Maintenance Function  
Within this function should be included those organizational units which are responsible for the operation and maintenance of the institution's physical facilities. They may be departments, such as the Grounds Department, or they may be accounts in which charges for electricity and insurance are accumulated.
- Code 71                      Facilities Planning Function  
Within this function should be included those organizational units which are responsible for the planning of facilities construction.
- Code 72                      Police and Campus Security Services Function  
Within this function should be included those organizational units which are responsible for police and security services.
- Code 80      Student Financial Assistance Function  
Legislated fee waivers for students are to be charged to this function. This would not include employees. The function codes for funds other than Current - Unrestricted and Current - Restricted may be used in any way to further classify activities into logical groupings for the benefit of the individual college.
- Code 90      Contingency, Transfers, etc.  
This function includes budgeted contingencies and expenditures for all transfers.

**TOTAL ADMINISTRATIVE (FUNCTIONS 6 - 9)**

# **Section 6**

## **Specific Unit: Explanation and Chart of Accounts**

**SPECIFIC UNIT**  
**CURRENT FUNDS - UNRESTRICTED and CURRENT FUNDS – RESTRICTED**

A. Explanation ( \_ \_ \_ X X X \_ \_ ) ( \_ \_ \_ \_ \_ )  
 Each organizational unit or activity of a college for which financial information is to be accumulated is assigned a specific unit code. This code is used in conjunction with the CCMIS Manual’s common course numbers. When the fund and function numbers are added to the specific unit number, a code number is established which identifies each organizational unit of the college. When one organizational unit of the college performs activities described in two or more sub-function (3rd digit), i.e., a business officer who does the accounting, purchasing and personnel administration, the organizational unit should be placed in the sub-function which describes its major effort. It should **not** be artificially divided.

B. Mandated and Suggested Use of Organizational Unit Codes  
 The organizational unit codes for the Unrestricted Current Funds (Section C, following) that are underlined and printed in **bold** typeface are mandated for use in submission of data in support of the College System Financial Data Base. A college may elect to maintain unit records in a more detailed manner or may combine specific units for ease of management. Even if more or less detailed transaction data is maintained, the "mandated" unit expenditure data must be submitted in accordance with Section 15.4 Financial Data Base of this *Manual*. (\* \_ \_ \_ \*) denotes a function heading, not an account number).

Restricted use of the variable ID numbers (position 7-8) of the organizational unit codes are to be used for Fund 1 – Current Unrestricted level only:

- 00 – 89 = Used for Lower Division (Associates level)
- 90 – 99 = Used for Upper Division (Bachelor level)

The unit codes not underline or typed in **bold** typeface are suggested for use to encourage uniformity and timely response for financial data or report requests.

C. Chart of Accounts - **Unrestricted Current Funds**

* 1 0 0 X X X X X *	Unrestricted Current Funds Ledger Control
* 1 1 X X X X X X *	<u>INSTRUCTION</u>
* 1 1 1 X X X X X *	Advanced and Professional
<u>1 1 1 1 0 1 X X</u>	Agriculture and Natural Resources
<u>1 0 2 X X</u>	Architectural and Environmental Design
<u>1 0 4 X X</u>	Biological Science
<u>1 0 9 X X</u>	Engineering
<u>1 1 2 X X</u>	Health Professions
<u>1 1 9 X X</u>	Physical Science
<u>2 1 0 X X</u>	Fine and Applied Arts
<u>3 1 1 X X</u>	Foreign Languages
<u>3 1 5 X X</u>	Letters
<u>4 0 8 X X</u>	Education
<u>5 0 5 X X</u>	Business Management
<u>6 0 7 X X</u>	Computer and Information Science
<u>6 1 7 X X</u>	Mathematics
<u>7 0 3 X X</u>	Area Studies
<u>7 2 0 X X</u>	Psychology
<u>7 2 2 X X</u>	Social Science
<u>8 0 6 X X</u>	Communications
<u>8 1 3 X X</u>	Home Economics
<u>8 1 4 X X</u>	Law
<u>8 1 6 X X</u>	Library Science

				<u>8</u>	<u>1</u>	<u>8</u>	X	X		Military Science
				<u>8</u>	<u>2</u>	<u>1</u>	X	X		Public Affairs
				<u>8</u>	<u>2</u>	<u>3</u>	X	X		Theology
				<u>8</u>	<u>4</u>	<u>2</u>	X	X		Interdisciplinary
				<u>9</u>	<u>X</u>	<u>X</u>	X	X		General Degree Transfer
*	1	1	2	X	X	X	X	X	*	<u>VOCATIONAL</u>
*	1	1	2	X	0	1	X	X	*	Post Secondary Vocational
	<u>1</u>	<u>1</u>	<u>2</u>	<u>1</u>	<u>0</u>	<u>1</u>	X	X		Agriculture
				<u>2</u>	<u>0</u>	<u>1</u>	X	X		Marketing
				<u>3</u>	<u>0</u>	<u>1</u>	X	X		Health Occupations
				<u>4</u>	<u>0</u>	<u>1</u>	X	X		Family & Consumer Services
				<u>5</u>	<u>0</u>	<u>1</u>	X	X		Business
				<u>6</u>	<u>0</u>	<u>1</u>	X	X		Industrial
				<u>7</u>	<u>0</u>	<u>1</u>	X	X		Public Service
*	1	1	2	X	0	2	X	X	*	Post Secondary Adult Vocational
	<u>1</u>	<u>1</u>	<u>2</u>	<u>1</u>	<u>0</u>	<u>2</u>	X	X		Agriculture
				<u>2</u>	<u>0</u>	<u>2</u>	X	X		Marketing
				<u>3</u>	<u>0</u>	<u>2</u>	X	X		Health Occupations
				<u>4</u>	<u>0</u>	<u>2</u>	X	X		Family & Consumer Services
				<u>5</u>	<u>0</u>	<u>2</u>	X	X		Business
				<u>6</u>	<u>0</u>	<u>2</u>	X	X		Industrial
				<u>7</u>	<u>0</u>	<u>2</u>	X	X		Public Service
*	1	1	2	X	0	3	X	X	*	Supplemental Vocational
	<u>1</u>	<u>1</u>	<u>2</u>	<u>1</u>	<u>0</u>	<u>3</u>	X	X		Agriculture
				<u>2</u>	<u>0</u>	<u>3</u>	X	X		Marketing
				<u>3</u>	<u>0</u>	<u>3</u>	X	X		Health Occupations
				<u>4</u>	<u>0</u>	<u>3</u>	X	X		Family & Consumer Services
				<u>5</u>	<u>0</u>	<u>3</u>	X	X		Business
				<u>6</u>	<u>0</u>	<u>3</u>	X	X		Industrial
				<u>7</u>	<u>0</u>	<u>3</u>	X	X		Public Service
	1	1	2	9	0	2	X	X		Apprenticeship
*	1	1	3	1	0	X	X	X	*	Developmental Instruction
	<u>1</u>	<u>1</u>	<u>3</u>	<u>1</u>	<u>0</u>	<u>1</u>	X	X		College Preparatory
				<u>1</u>	<u>0</u>	<u>2</u>	X	X		Vocational Preparatory
				<u>1</u>	<u>0</u>	<u>3</u>	X	X		ESL/ENS Preparatory
*	1	1	3	2	0	X	X	X	*	Adult Elementary and Secondary Instruction
	<u>1</u>	<u>1</u>	<u>3</u>	<u>2</u>	<u>0</u>	<u>1</u>	X	X		Adult Basic Education
						<u>2</u>	X	X		Adult Secondary Education
						<u>3</u>	X	X		GED Preparatory
						<u>4</u>	X	X		ESL/ENS Literacy
*	1	1	3	3	0	X	X	X	*	Lifelong Learning Instruction
	<u>1</u>	<u>1</u>	<u>3</u>	<u>3</u>	<u>0</u>	<u>1</u>	X	X		Lifelong Learning

* 1 1 4 1 X X X X *	(Formerly C.I.S.)
* 1 1 4 2 0 X X X *	Recreational and Leisure Time Instruction
1 1 4 2 0 X X X	Recreation and Leisure (Avocational)
1 1 5 X X X X X 1 X X	Economic Development Training Centers Educator Preparation Institute (EPI)
1 1 9 X X X X X	Other Personal Objectives
* 1 2 X X X X X X *	<u>ORGANIZED RESEARCH</u>
1 2 0 X X X X X	Organized Research Separately budgeted research projects should be assigned organizational unit numbers in this group.
* 1 3 X X X X X X *	<u>PUBLIC SERVICE</u>
1 3 1 0 X X X X 1 0 X X 2 0 X X 3 0 X X 4 0 X X	Public Service Speakers Bureau Community Cultural Enrichment Programs Community Use of College Facilities CLEP Regional Administration Program
1 3 2 0 X X X X 1 0 X X 2 0 X X	Public Broadcasting Stations Television Radio
* 1 4 X X X X X X *	<u>ACADEMIC SUPPORT</u>
1 4 1 0 X X X X 1 0 X X 2 0 X X 3 0 X X 4 0 X X 5 0 X X 6 0 X X	Learning Resources Library Audio-Visual Museums and Galleries Auditorium Open Laboratories (Interdisciplinary) Student Tutoring and Student Activities
1 4 4 X X X X X 0 1 X X X 0 2 X X X	Instructional Computing Services Computing Networking
1 4 5 0 X X X X	Ancillary Operations
1 4 6 0 X X X X 1 0 X X 2 0 X X 3 0 X X 4 0 X X 5 0 X X	Academic Administration Senior Academic Officer Evening Classes Administration Assistant Academic Officer(s) Continuing Education Administration Adult Education Administration

<u>1</u>	<u>4</u>	<u>7</u>	0	X	X	X	X	Course and Curriculum Development
				1	0	X	X	Staff and Program Development - Program Development
<u>1</u>	<u>4</u>	<u>8</u>	0	X	X	X	X	Staff Development
				1	X	X	X	Staff and Program Development - Staff Development
				6	X	X	X	Leadership Institute / Development
*	1	5	X	X	X	X	X	<u>STUDENT SUPPORT</u>
<u>1</u>	<u>5</u>	<u>1</u>	<u>0</u>	X	X	X	X	Social and Cultural Development
				1	0	X	X	Student Activities
				2	0	X	X	Cultural Events
				3	0	X	X	Student Organizations
				4	0	X	X	Recreational Activities
				5	0	X	X	Intramural Sports
				6	0	X	X	Club Sports (Extramurals)
<u>1</u>	<u>5</u>	<u>2</u>	<u>1</u>	X	X	X	X	Organized (Intercollegiate) Athletics
				0	0	X	X	Athletic Director
				1	0	X	X	Men's Baseball
				1	5	X	X	Women's Softball
				2	0	X	X	Men's Basketball
				2	5	X	X	Women's Basketball
				3	0	X	X	Men's Golf
				3	5	X	X	Women's Golf
				4	0	X	X	Men's Swimming/Diving
				4	5	X	X	Women's Swimming/Diving
				5	0	X	X	Men's Tennis
				5	5	X	X	Women's Tennis
				6	0	X	X	Men's Track/Cross Country
				6	5	X	X	Women's Track/Cross Country
				7	0	X	X	Men's Volleyball
				7	5	X	X	Women's Volleyball
				8	0	X	X	Men's Soccer
				8	5	X	X	Women's Soccer
				9	0	X	X	Cheerleading (Coed)
<u>1</u>	<u>5</u>	<u>3</u>	0	X	X	X	X	Counseling and Advisement
				1	0	X	X	Counseling
				2	0	X	X	Testing
				3	0	X	X	Orientation
				4	0	X	X	Recruitment
<u>1</u>	<u>5</u>	<u>4</u>	1	0	X	X	X	Placement Services
<u>1</u>	<u>5</u>	<u>5</u>	0	X	X	X	X	Financial Aid Administration
				1	0	X	X	Financial Aid Office
<u>1</u>	<u>5</u>	<u>6</u>	<u>0</u>	<u>X</u>	X	X	X	Student Records and Admissions
				<u>1</u>	0	X	X	Admissions
				<u>2</u>	0	X	X	Registration
				<u>3</u>	0	X	X	Records

				4	0	X	X		Transcripts
				5	0	X	X		Transfer Evaluation
				6	0	X	X		Degree Certification
				7	0	X	X		Statistics
<u>1</u>	<u>5</u>	<u>7</u>	0	X	X	X	X		Health Services
				1	0	X	X		Clinic
<u>1</u>	<u>5</u>	<u>8</u>	X	X	X	X	X		Services for Special Students
			1	0	0	X	X		Services for Students with Disabilities
			2	0	0	X	X		Other Special Services
<u>1</u>	<u>5</u>	<u>9</u>	0	X	X	X	X		Student Services Administration
*	1	6	X	X	X	X	X	*	<u>INSTITUTIONAL SUPPORT</u>
*	1	6	1	X	X	X	X	*	<u>EXECUTIVE MANAGEMENT</u>
<u>1</u>	<u>6</u>	<u>1</u>	<u>1</u>	<u>X</u>	X	X	X		College-Wide Management
				<u>1</u>	X	X	X		District Board of Trustees
				<u>2</u>	X	X	X		President
				<u>3</u>	X	X	X		Assistant to the President
				<u>4</u>	X	X	X		Executive Vice President/Vice President(s)
				<u>5</u>	X	X	X		Chief Campus Administrators in Multi-Campus Colleges
				<u>6</u>	X	X	X		Equal Access, Equal Opportunity, Equal Employment Officer
				<u>7</u>	X	X	X		Internal Auditing
<u>1</u>	<u>6</u>	<u>1</u>	<u>2</u>	X	X	X	X		Educational Planning and Development
				1	X	X	X		Institutional Research
				2	X	X	X		Analytical Studies
<u>1</u>	<u>6</u>	<u>1</u>	<u>3</u>	X	X	X	X		Legal Services
<u>1</u>	<u>6</u>	<u>1</u>	<u>4</u>	X	X	X	X		College-Wide Planning and Management Committees, Council or Task Forces
				1	X	X	X		Faculty Senates
				2	X	X	X		Planning Committees
				3	X	X	X		Administrative Councils
<u>1</u>	<u>6</u>	<u>2</u>	<u>X</u>	X	X	X	X		Fiscal Operations
<u>1</u>	<u>6</u>	<u>2</u>	<u>1</u>	X	X	X	X		Fiscal Control
				1	X	X	X		Business Officer (Financial Duties)
				2	X	X	X		Comptroller
				3	X	X	X		Budget Administration and Control



<u>1</u>	<u>6</u>	<u>2</u>	<u>2</u>	X	X	X	X		Financial Operations
				1	X	X	X		Payroll Operation
				2	X	X	X		Bursar
				3	X	X	X		Cashier
				4	X	X	X		Disbursement
				5	X	X	X		Accounting
<u>1</u>	<u>6</u>	<u>2</u>	<u>3</u>	X	X	X	X		Investment Management
				1	X	X	X		Cash Flow Management
				2	X	X	X		Endowment Management
<u>1</u>	<u>6</u>	<u>2</u>	<u>4</u>	X	X	X	X		Grants and Contracts Financial Management
				1	X	X	X		Grants Management
				2	X	X	X		Grants Accounting
*	1	6	3	X	X	X	X	X	<u>GENERAL ADMINISTRATIVE AND LOGISTICAL SERVICES</u>
<u>1</u>	<u>6</u>	<u>3</u>	<u>1</u>	X	X	X	X		Administrative Data/Telecommunication Services
				0	1	X	X		Computing
				0	2	X	X		Telecommunications
				0	3	X	X		Networking
<u>1</u>	<u>6</u>	<u>3</u>	<u>2</u>	X	X	X	X		Human Resources
<u>1</u>	<u>6</u>	<u>3</u>	<u>3</u>	X	X	X	X		Logistical Services
				0	1	X	X		Purchasing
				0	2	X	X		Receiving
				0	3	X	X		Shipping
				0	4	X	X		Warehousing
				0	5	X	X		Property Management
				0	6	X	X		Mail and Distribution
				0	7	X	X		Telephone Service/Operations
				0	8	X	X		General Printing and Reproduction
				0	9	X	X		Campus Transportation (including motor pool)
				1	0	X	X		Parking and Parking Space Management
<u>1</u>	<u>6</u>	<u>3</u>	<u>4</u>	X	X	X	X		Other General Expenses
				1	X	X	X		Business Hospitality
				2	X	X	X		Organizational Memberships
				3	X	X	X		General Insurance (other than property)
				4	X	X	X		Commencement (Graduation)
<u>1</u>	<u>6</u>	<u>6</u>		X	X	X	X	X	Administrative and Support Staff Services
				1	X	X	X	X	In-Service Training
				2	X	X	X	X	Sabbatical Leaves (Administrative and Support Staff only)
				3	X	X	X	X	Training Institutes, etc.
<u>1</u>	<u>6</u>	<u>7</u>		X	X	X	X	X	Community Relations
				1	X	X	X	X	Alumni Relations
				2	X	X	X	X	Community and/or Public Relation Activities
				3	X	X	X	X	Development (Fund Raising)
*	1	7	X	X	X	X	X	X	<u>PHYSICAL PLANT OPERATIONS AND MAINTENANCE</u>

1	7	0	X	X	X	X	X	Physical Plant Operation and Maintenance
		<u>1</u>	X	X	X	X		Building Maintenance
		<u>2</u>	X	X	X	X		Grounds Maintenance and Operation
		<u>3</u>	X	X	X	X		Custodial and Janitorial Services
		<u>4</u>	X	X	X	X		Utilities
		<u>5</u>	X	X	X	X		Plant Operational expense (includes insurance on buildings and equipment)
		<u>6</u>	X	X	X	X		Repairs of Furniture and Equipment
		<u>7</u>	X	X	X	X		Minor Repairs, Alterations or Renovations of existing buildings financed from Current Funds
		<u>8</u>	X	X	X	X		Rental of College Facilities (College is lessee)
1	7	1	X	X	X	X	X	Facilities Planning
1	7	2	X	X	X	X	X	Police and Campus Security Services
*	1	8	X	X	X	X	X	<u>STUDENT FINANCIAL ASSISTANCE</u>
	<u>1</u>	<u>8</u>	<u>1</u>	X	X	X	X	Student Aid
			<u>1</u>	X	X	X	X	Loans
			<u>2</u>	X	X	X	X	Scholarships and Grants
			<u>3</u>	X	X	X	X	Legislated Student Fee Waivers
			<u>4</u>	X	X	X	X	Board of Trustee Waivers (non-fundable FTE)
*	1	9	X	X	X	X	X	<u>CONTINGENCY, TRANSFERS, etc.</u>
	<u>1</u>	<u>9</u>	<u>0</u>	X	X	X	X	Contingency, Transfers, etc.
			<u>1</u>	X	X	X	X	Budgeted Contingency
			<u>2</u>	X	X	X	X	Transfers
			<u>3</u>	X	X	X	X	Extraordinary changes to Fund Balance

D. Chart of Accounts - **Restricted Current Funds**

(These account numbers parallel Unrestricted Current Funds except:

- the first digit, or fund number is a "2" rather than a "1")
- seventh and eighth, or variable ID is not restricted as in fund 2 (detailed for Fund 1 in Section B above)

**Section 7**

**General Ledger Class:**

**Explanation**

**GENERAL LEDGER**

## A. General Ledger Class ( \_ \_ \_ \_ \_ ) ( X \_ \_ \_ \_ )

The General Ledger (G/L) classification code is used to indicate the type of transaction or account. The G/L classes are:

<u>1</u> X X X X	Assets	(Section 8)
<u>2</u> X X X X	Liabilities	(Section 9)
<u>3</u> X X X X	Appropriations, Reserves and Fund Balances	(Section 10)
<u>4</u> X X X X	Revenue	(Section 11)
<u>5</u> X X X X	Expenditures for Personnel Costs	(Section 12)
<u>6</u> X X X X	Expenditures for Current Expense	(Section 12)
<u>7</u> X X X X	Expenditures for Capital Outlay	(Section 12)

The G/L classification code is designed as a separate code to describe transactions and accounts regardless of the Fund in which they are used.

## B. Object Code ( \_ \_ \_ \_ \_ ) ( \_ X X \_ \_ )

The Object Code further identifies the transaction to a general type within the classification.

## C. Specific Code ( \_ \_ \_ \_ \_ ) ( \_ \_ X X )

The Specific Code identifies the transaction to the lowest level of detail required or suggested for any account.

It is the intent of this *Accounting Manual* to standardize the accounting data being recorded at each college while allowing each college the ability to reflect its own particular requirements and capabilities in its accounting system.

Sections 8 through 12 present the lists and general definitions of the general ledger codes (GLCs). The GLCs are designated with respect to required use and suggested use. Object codes will roll up for reporting purposes. Roll-ups designated in Section 8 through 10, and 12 roll up to the first three numbers, Section 11 (Revenues) to the first four numbers. Required use is dictated by reporting requirements as set forth in the CCMIS Manual and/or by direction from the Division of Florida Colleges. The intent in designating required codes is to produce comparable financial data reporting among all colleges to meet State requirements or need for specific data. If a college has a specific transaction that falls under a required general ledger code as set forth in this *Manual*, then the required codes must be adhered to. If the college elects a more general classifying of transactions, a less specific required code may be used. If the college elects a more detailed method of classifying transactions, a recommended or assigned code may be used, but college must be able to link these codes to a required code to ensure transactions are captured in financial reporting.

GLCs are designated as follows.

- Required GLCs are underlined.
- Recommended GLCs (suggest guidelines) are in *italics*
- Unassigned GLCs, which may be used by a college for specific institutional needs, are noted in the GLC description title.
- Reserved GLCs, which requires future assignment by the State Accounting Committee, and approval of the College of Business Affairs/Council of Presidents/State Board of Education, are noted in the description title.

The method of requesting the assignment of GLCs is presented in Section 13 of this *Manual*. Although every attempt will be made to keep unassigned GLCs designated for the needs of individual colleges, the Division of Colleges reserves the right to assign permanent use of unassigned codes. The general definitions found in Sections 8 through 12 are derived from current practices and standards among the Florida Colleges and industry. Logical interpretation of these definitions is encouraged.

# **Section 8**

## **Assets & Deferred Outflows**

General Ledger Codes and Descriptions

**Chart of Accounts: Assets & Deferred Outflows (1 X X X X)**

Refer to Section 7 for instructions on required, suggested, unassigned and reserved general ledger codes.

SNA	DFS	General Ledger Code		General Ledger Code Description
		From	To	
		10000	10099	Reserved
A2,A3	112	10100		Cash in Depository(ies)
		10101	10199	Unassigned
A11-13,15-16, B6,9	142,144,147,223,225	10200		Investments - Cash Equivalent
		10201	10209	Unassigned
A11-13,15-16, B6,9	142,144,147,223,225	10210		Investments - Cash Equivalent (SBA PRIME)
		10211	10219	Unassigned
A11-13,15-16, B6,9	142,144,147,223,225	10220		Investments - Cash Equivalent (SPIA)
		10221	11899	Unassigned
		11900	11999	Reserved
A20,A21	151,159	12000		Returned Checks
		12001	12099	Unassigned
A2,A3	112	12100		Cash on Hand
		12101	12199	Unassigned
A1	111	12200		Petty Cash
		12201	12299	Unassigned
A1	111	12300		Change Fund
		12301	12399	Unassigned
A1	111	12400		Cash for Replacement of Fixed Assets
		12401	12499	Unassigned
		12500	12799	Reserved
A1	111	12800		Postage Stamps
		12801	12899	Unassigned
		12900	12999	Reserved
A20,A21	151	13000		Accounts Receivable (Non-Governmental)
		13001	13099	Unassigned
A20,A21	151	13100		Accounts Receivable - Student (Non-Governmental)
		13101	13199	Unassigned
A20	151	13200		Accounts Receivable - Other (Non-Governmental)
		13201	13299	Unassigned
A20,A21	151	13300		Accounts Receivable, Allowance for Doubtful Accounts
		13301	13399	Unassigned
		13400	13799	Reserved
A20	151	13800		Accrued Interest Receivable
		13801	13899	Unassigned
		13900	13999	Reserved
A40,A41	154,159	14000		Notes Receivable
		14001	14009	Unassigned
A40	154	14010		Notes Receivable - current
		14011	14019	Unassigned
B15	254	14020		Notes Receivable - non-current
		14021	14099	Unassigned
A40,A41	154,159	14100		Loan Principal Collected
A40,A41	154,159	14101		Loan Principal Canceled (LPCD) - 10% prior to July, 1972
A40,A41	154,159	14102		LPCD - 15% prior to July, 1972
A40,A41	154,159	14103		LPCD - 12.5% prior to July, 1972
A40,A41	154,159	14104		LPCD - 15% July, 1972 and after - current

SNA	DFS	General Ledger Code		General Ledger Code Description
		From	To	
A40,A41	154,159	14105		LPCD - 20% July, 1972 and after - current
A40,A41	154,159	14106		LPCD - 30% July, 1972 and after - current
A40,A41	154,159	14107		LPCD - 12.5% July, 1972 and after - current
A40,A41	154,159	14108		LPCD - Death
A40,A41	154,159	14109		LPCD - Disability
A40,A41	154,159	14110		LPCD - Bankruptcy
A40,A41	154,159	14111		LPCD - Adjustment - Other
A40,A41	154,159	14112		LPCD - Write-offs/Referrals/Assignments
		14113	14199	Unassigned
		14200		Reserved
A40, B15	154,159	14300		<i>Notes/Loans Receivable, Allowance for Doubtful Accounts</i>
		14301	14399	Unassigned
		14400	14499	Reserved
A50	191	14500		Prepaid Expenses
		14501	14599	Unassigned
A65	199	14600		Other Assets
		14601	14699	Unassigned
		14700	14999	Reserved
A55	192	15000		Deposits Receivable - Other
		15001	15099	Unassigned
A55	192	15100		Deposits Receivable - Energy Consortium
		15101	15199	Unassigned
A55	192	15200		Accumulated Deposits Refunded Energy Consortium
		15201	15299	Unassigned
A55	192	15300		Deposits Receivable - Bond Trustee
		15301	15399	Unassigned
		15400	16099	Reserved
A20	151	16100		Investments - Current
		16101	16109	Unassigned
		16110		<i>Investments - Current (SBA Debt Service)</i>
		16111	16199	Unassigned
B11,B12	227,247	16200		Investments - Non-Current
		16201	16209	Unassigned
		16210		<i>Investments - Non-Current (SBA Fund B)</i>
		16211	16299	Unassigned
		16300	16999	Reserved
A45	171	17000		Merchandise Inventory
		17001	17099	Unassigned
		17100	17199	Reserved
A25	165	17200		A/R Governmental Agencies
		17201	17299	Unassigned
A25	165	17300		A/R Component Units - Primary (State)
		17301	17399	Unassigned
A35	167	17400		A/ R Component Units - DSO
		17401	17499	Unassigned
		17500	18099	Reserved
net zero	net zero	18100		Due from Current Funds - Unrestricted
		18101	18199	Unassigned
net zero	net zero	18200		Due from Current Funds - Restricted
		18201	18299	Unassigned
net zero	net zero	18300		Due from Auxiliary Funds
		18301	18399	Unassigned



SNA	DFS	General Ledger Code		General Ledger Code Description
		From	To	
<i>net zero</i>	<i>net zero</i>	18400		Due from Loan, Endowment, Annuity and Life Income Funds
		18401	18499	Unassigned
<i>net zero</i>	<i>net zero</i>	18500		Due from Scholarship Funds
		18501	18599	Unassigned
<i>net zero</i>	<i>net zero</i>	18600		Due from Agency Funds
		18601	18699	Unassigned
<i>net zero</i>	<i>net zero</i>	18700		Due from Unexpended Plant and Renewals/Replacement Funds
		18701	18799	Unassigned
<i>net zero</i>	<i>net zero</i>	18800		Due from Retirement of Indebtedness Funds
		18801	18899	Unassigned
		18900	18999	Reserved
B30	267	19000		Capital Leases (formerly Capital Leases and Leasehold Improvements)
		19001	19008	Unassigned
B31	268	19009		Capital Leases, Accumulated Depreciation (formerly Amortization)
		19010		Leasehold Improvements
		19010	19009	Unassigned
		19019		Leasehold Improvements, Accumulated Depreciation
		19010	19099	Unassigned
B35	271	19100		Land
		19101	19199	Unassigned
B30	272	19200		Buildings
		19201	19208	Unassigned
B31	273	19209		Accumulated Depreciation for Building asset class
		19210	19299	Unassigned
B30	288	19300		Other Structures and Land Improvements
B30	288	19301		Other Structures
B30	271	19302		Land Improvements
B30	263	19303		Infrastructure
		19304	19308	Unassigned
B31	275	19309		Accumulated Depreciation for 19300 asset class
		19310	19399	Unassigned
B30	276	19400		Furniture, Machinery and Equipment
		19401	19409	Unassigned
B30	276	19410		3 year capital asset class
		19411	19418	Unassigned
B31	277	19419		Accumulated depreciation for 3 year capital asset class
B30	276	19420		5 year capital asset class
		19421	19428	Unassigned
B31	277	19429		Accumulated depreciation for 5 year capital asse class
B30	276	19430		7 year capital asset class
		19431	19438	Unassigned
B31	277	19439		Accumulated depreciation for 7 year capital asset class
B30	276	19440		10 year capital asset class
		19441	19448	Unassigned
B31	277	19449		Accumulated depreciation for 10 year capital asset class
B30	276	19450		Greater than 10 year capital asset class
		19451	19458	Unassigned

SNA	DFS	General Ledger Code		General Ledger Code Description
		From	To	
B31	277	19459		Accumulated depreciation for greater than 10 year capital asset class
		19460	19498	Unassigned
B30	288	19499		Fixed Assets Deletions
B40	288	19500		Other Assets-Data Software (amortizable)
		19501	19509	Unassigned
B40	288	19510		3 year capital asset class (see description above for all asset classes)
		19511	19518	Unassigned
B40	288	19519		Accumulated depreciation for 3 year capital asset class
B40	288	19520		5 year capital asset class
		19521	19528	Unassigned
B40	288	19529		Accumulated depreciation for 5 year capital asset class
B40	288	19530		7 year capital asset class
		19531	19538	Unassigned
B40	288	19539		Accumulated depreciation for 7 year capital asset class
B40	288	19540		10 year capital asset class
		19541	19548	Unassigned
B40	288	19549		Accumulated depreciation for 10 year capital asset class
B40	288	19550		Greater than 10 year capital asset class
		19551	19558	Unassigned
B40	288	19559		Accumulated depreciation for greater than 10 year capital asset class
		19560	19599	Unassigned
B40	288	19600		Other Assets - non-depreciable
		19601	19619	Unassigned
		19620		Data Software-Perpetual License/owned Software (not amortizable)
B40	266	19630		Artwork/Artifact
		19631	19699	Unassigned
		19700	19799	Reserved
B35	278	19800		Construction in Progress
		19801		Data Software in Progress
		19802	19899	Unassigned
		19900		Deferred Outflows of Resources
		19901		Deferred outflow - Service Concession Arrangement
		19902		Deferred outflow - Accumulated Decrease in Fair Value of Securities (Hedge Accounting)
		19903		Deferred outflow - Grant advance (only eligibility requirement not met is time)
		19904		Deferred outflow - Loss deferral for difference between old and new debt
		19905		Deferred outflow - Loss on sales-leaseback
		19906		Deferred outflow - Regulatory account outflows applicable to future periods
		19907	19910	Unassigned
		19920	19999	Reserved

## **ASSET DEFINITION**

**Assets are resources with present service capacity that the government presently controls.** An asset may be tangible and have physical form, such as buildings and equipment, or may be intangible, such as the right to use intellectual property. It remains an asset only so long as it is still capable of providing services. For example, a piece of equipment is considered an asset if the present service capacity embodied in the equipment either (a) can be used to provide services or (b) has economic benefit. Control of the present service capacity embodied in an asset generally arises from contractual rights or legal ownership.

The following general ledger code (GLC) descriptions are provided as a basic explanation and are not intended to be all inclusive.

### **10100 - 10199 Cash in Depository(ies)**

Money on deposit in demand accounts. Each separate account will be assigned a general ledger using numbers 10100 through 10199. Special bank accounts, such as a payroll account or a revenue clearing account, would be assigned a number in this group of accounts and would be used by all funds jointly. Negative cash balances should be reported as a liability, Temporary Overdraft.

### **10200 - 11899 Investments - Cash Equivalents**

These accounts are used to record monies that are considered cash equivalents (convertible into cash within 90 days of the balance sheet date. The recommended codes to recorded monies on account with the State Board of Administration (SBA PRIME) and the Special Purpose Investment Account (SPIA) are listed above in italics, and should be considered as current, since they are available to the college on demand.

### **12000 - 12099 Returned Checks**

These accounts are to record checks or credit card charges returned because of insufficient funds or other valid reasons. The checks are to be re-deposited or converted to an asset within a short period of time. They are expected to be fully collectible.

### **12100- 12199 Cash on Hand**

These accounts will be used by all funds to record the collection of money. They would be debited for the amount of money collected. When the money is deposited in a bank, these accounts would be of money credited and the particular depository accounts would be debited. If the monies are deposited daily in a "clearing" demand account, Cash in Depository(ies) could be debited directly for the receipt of the money rather than debiting account 121XX.

### **12200 - 12299 Petty Cash**

This is a fixed amount of money set aside to make immediate cash disbursements for small purchases or services. The total of the fund must always be accounted for by cash on hand plus receipts for amounts expended. The fund is replenished periodically by an amount equal to the total of the petty cash slips with attached paid receipts. Each time the fund is replenished, charges are made to the appropriate organizational units' expenditure accounts for the receipts received.

### **12300 - 12399 Change Fund**

Change Funds are provided for the purpose of making change by organizational units which sell merchandise or services. They may be permanent funds or they may be temporary for a special activity. They should not be used for payments of any kind and should always be accounted for at the conclusion of the activity or on a regular basis.

### **12400 - 12499 Cash for Replacement of Fixed Assets**

When depreciation is charged on fixed assets, cash may be set aside and invested to provide for the replacement of assets when needed. This account is charged and Cash in Depository(ies) is credited for the amount set aside annually.

### **12800 - 12899 Postage Stamps**

These accounts are to record the postage stamps on hand until sold or used.

### **13000 - 13399 Accounts Receivable (Non-Governmental)**

These accounts are used to record accounts receivable from students and other sources. These accounts should be debited and revenue accounts should be credited at the time it is determined that an amount of money is due the college, regardless of when the money will actually be received. GLC 13300 is recommended to record the allowance for doubtful accounts related to these types of receivables.

### **13800 - 13899 Accrued Interest Receivable**

These accounts are used to record accrued interest receivable from all investment sources.

### **14000 - 14099 Notes Receivable**

This account will be used only in the Loan Fund (Fund 4) and is used to account for loans receivable from students. Notes are a formal receivable with a written promise to pay. This account is debited when a loan is made and credited when a payment is received. GLC 14300 is recommended to record the allowance for doubtful accounts (contra-code). Current portion is amount due within one year.

### **14100 Loan Principal Collected**

This account is used to record cumulative collections on student loans.

### **14101 - 14199 Loan Principal Cancelled** (formerly Individual codes for Cancelled of Loan)

These accounts are used to record cancellation of loan principal on debt. Refer to chart above for specific GLC related to cancellation percentage.

### **14500 - 14599 Prepaid Expenses**

These accounts are used to record all prepayments for services which extend beyond the accounting period. Periodic adjustments should be made so that the balances of these accounts reflect the prepaid amount for subsequent periods.

### **14600 - 14699 Other Assets - Non-Capitalized**

These accounts are used to record other non-capitalized assets not otherwise classified.

### **15000 - 15099 Deposits Receivable Other**

Should the college be required to pay a deposit which will later be refunded, these accounts would be charged the amount of the deposit. They should be credited when the deposit is refunded.

### **15100 - 15199 Deposits Receivable - Energy Consortium**

These accounts are used to record college funds deposited (matched) with the Energy Consortium fiscal agent. They are cumulative and redistribution of deposited funds shall be recorded as a contra-asset in GLC 152XX. When participation in the consortium is terminated, these accounts can be closed. Refer to Section 14 Accounting Treatments for additional information on Energy Consortium.

### **15200 - 15299 Accumulated Deposits Refunded - Energy Consortium**

These contra-accounts are used to record redistributed (refunded) energy consortium deposits (matching funds). They will offset a portion, or all of GLC 151XX as matched/deposited funds redistributed for energy project. When participation in the consortium is terminated, these accounts can be closed. Refer to Section 14 Accounting Treatments for additional information on Energy Consortium.

### **15300 - 15399 Deposits Receivable - Bond Trustee**

These accounts are used to record college funds on deposit with a Bond Trustee which will be returned at a later date. They should be credited when the deposit is refunded.

### **16100 - 16199 Investments – Current**

These accounts are used to record stocks, bonds, notes, mortgages and other securities which will mature within one year from the balance sheet date. GLC 16110 is recommended to record Investments held in the SBA for Debt Service (Fund 8).

### **16200 - 16299 Investments - Non-Current**

These accounts are used to record stocks, bonds, notes, mortgages, and other securities which will mature in one year or greater from the balance sheet date. GLC 16210 is recommended to record investments held in SBA Fund B.

### **17000 - 17099 Merchandise Inventory**

These accounts are used to record all inventories of merchandise, materials and supplies which are delivered to centralized or controlled locations to be resold to individuals or organizations or distributed on requisitions to organizational units of the college. The purchase of goods is charged to GLC 675XX, Purchases for Resale. When physical inventories are taken (at least annually) the merchandise inventory accounts will be adjusted, with the offsetting entry being made to GLC 675XX.

### **17200 - 17299 A/R Governmental Agencies**

These accounts are used to reflect amounts due from other governmental agencies (federal, county, or city).

### **17300 - 17399 A/R Component Units - Primary (State)**

These accounts are used to reflect amounts due from the State of Florida or any State Department that is reported directly in the State of Florida Comprehensive Annual Financial Report (CAFR).

### **17400 - 17499 A/R Component Units - Direct Support Organization**

These accounts are used to reflect amounts due from the College's component units.

### **18100 - 18899 Due from Other Funds**

These accounts are used to reflect amounts due from one fund to another. The receivable may arise from actual transfers of money from one fund to another, one fund paying an obligation of another fund, or rendering a service to another fund. The second digit in this range of GLCs indicates the fund from which payment is due. For example, if the Current Fund Unrestricted (Fund 1) recorded an amount due from 18300, this would indicate that the Auxiliary Fund (Fund 3) owed money to Fund 1. Similarly, Fund 3 would record a payable to Fund 1 in GLC 28100 for the same amount. As a result, these accounts will net to zero for financial statement presentation purposes.

### **19000 - 19199 Assets Under Capital Leases and Leasehold Improvements**

These accounts are used in the Invested in Plant Fund to maintain the value of equipment during capital leasing arrangements. Upon final payment, these accounts would be credited and if ownership to the equipment is obtained, the proper asset accounts debited. Assets under capital lease are depreciated but are shown in the invested in capital assets net of related debt. It is recommended that Capital Leases and Leasehold Improvements, and related depreciation for these assets be divided into separate GLCs to facilitate reporting to the Division required for the completion of the Department of Financial Services (DFS) adjustments and forms.

### **19100 - 19199 Land**

These accounts are used in the Invested in Plant Fund to maintain the acquisition value of land. (Costs of clearing land and other site development costs would be recorded in GLCs 19300 - 19399, Other Structures and Improvements).

### **19200 - 19299 Buildings**

These accounts are used in the Invested in Plant Fund to record the acquisition value of completed buildings. Accumulated Depreciation will be recorded here for this type of capital asset.

### **19300 - 19399 Other Structures and Land Improvements**

These accounts are used to record the accumulative value of completed fixed assets other than land, buildings, and furniture, machinery and equipment. Items included here will be sidewalks, parking lots, site development, fences, flag poles, underground utility lines, lighting systems, etc. Depreciation will be recorded here for this type of capital asset. Refer to Section 14 Accounting Treatments for additional information on Other Structures and Land Improvements.

### **19400 - 19498 Furniture, Machinery and Equipment**

These accounts are used to record the accumulative value of furniture, machinery and equipment for items with a cost of \$5,000 or more. This cost will include all ancillary charges such as shipping and installation. Item inventory control will be maintained. These are the control accounts for "accountable" equipment, along with the associated accumulated depreciation by asset class. This account will include depreciation for capital asset years of 3, 5, 7, and 10 for this type of capital asset class. Refer to Section 14 Accounting Treatments for additional information on Purchase of Capital Assets and Accumulated Depreciation.

*Note:* The floor to inventory equipment is established by the local Board of Trustees in accordance with Florida Statutes. However, the floor to capitalize this category set at \$5000 to match the Federal threshold for capitalized equipment. Items with a cost of less than \$5000 should be expensed in the year purchased using the 706xx category.

### **19499 Fixed Asset Deletions**

Temporary account used to record deletions of fixed assets prior to the sale of fixed assets and recording of gain/loss.

### **19500 - 19599 Other Assets**

These accounts are used to record other assets, not otherwise identified, and may include capitalized software and systems. This account will include depreciation for capital asset years of 3, 5, 7, and 10.

### **19600 - 19699 Other Assets - Non-Depreciable**

These accounts are used to record other assets, which will not be depreciated.

### **19800 - 19899 Construction in Progress**

These accounts are used in Invested in Plant Fund to record costs of construction projects which are in progress but which are incomplete at the end of a fiscal year. Included are capitalized expenditures for Buildings and Other Structures and Improvement

## Deferred Outflows of Resources Definition

**Deferred Outflows of Resources** are a consumption of net assets by the government that are applicable to a future reporting period. This generic account will not normally be used as Governmental Accounting Standards call for the recognition of deferred outflows only when specified by a GASB pronouncement. Each Deferred Outflow that has been specified for use follows specifically with a reference to the GASB pronouncement(s) that generated it.

### **19901 Deferred Outflow – Service Concession Arrangement (GASB 60)**

The deferred outflow associated with a Service Concession Arrangement (SCA) represents the difference between the up-front payment or present value of installment payments and any contractual obligations that are liabilities. A SCA requires the contracts underlying the arrangement to meet all the following criteria:

- Transferor (College) conveys to an operator the right and related obligation to provide services to the public through the use and operation of a capital asset (“facility”) in exchange for significant consideration,
- Operator collects and is compensated by fees from third parties,
- Transferor (College) is entitled to significant residual interest in the service utility of the facility at the end of the arrangement,
- Transferor (College) determines or has the ability to modify or approve
  - What services the operator is required to provide
  - To whom the services will be provided
  - The prices or rates that will be charged.

### **19902 Deferred Outflow – Accumulated Decrease in Fair Value of Securities (Hedge Accounting- GASB 64) –**

The deferred outflow associated with the application of hedge accounting represents the declining value of the security held as a hedge. The deferred outflow associated with a hedged investment generally equals the deferred inflow.

### **19903 Deferred Outflow – Grant Advance (GASB 65)**

Once all eligibility requirements have been met on a grant other than time requirements, the grantor no longer maintains control of the present service capacity of the advance payment and the Grantee no longer has an obligation to sacrifice its own resources. If the eligibility requirements, other than time requirements, have been met, it is not likely that the Grantor can reacquire its resources from its grantees. Since the grant advance relates to a future period, the advance should be classified as a deferred outflow rather than as a current expense of the grantor.

### **19904 Deferred Outflow – Loss Deferral for Difference between Old and New Debt (GASB 65)**

Based upon guidance in GASB statement 23 and applying the definitions in GASB Concepts Statement 4, the difference resulting from a current or advance refunding relates to future periods and therefore, meets the definition of a deferred outflow/inflow of resources as applicable. The difference between the reacquisition price and the net carrying amount of the old debt should be reported as a deferred outflow of resources or a deferred inflow of resources and recognized as a component of interest expense in a systematic and rational manner over the remaining life of the old debt or the life of the new debt, whichever is shorter.



**19905 Deferred Outflow – Loss on Sales-Leaseback (GASB 62, 65)**

Paragraph 241 of GASB Statement 62 describes sale-leaseback transactions. The loss on the sale of property that is accompanied by a leaseback of all or any part of the property for all or part of its remaining economic life should be recorded as a deferred outflow of resources, and recognized in a systematic and rational manner over the lease term in proportion to the recognition of the leased asset, if a capital lease, or in proportion to the related gross rental charged to expense/expenditure over the lease term, if an operating lease, subject to the exceptions in paragraphs 242a–242c of Statement 62.

**19906 Deferred Outflow – Regulatory account outflows applicable to future periods (GASB 65)**

Paragraph 476-500 of Statement 62 establishes standards of accounting and reporting for regulated operations. A deferred outflow may be applied to activities reported in business-type activities that have regulated operations that meet all of the following criteria:

- a. The regulated business-type activity's rates for regulated services provided to its customers are established by or are subject to approval by an independent, third party regulator or by its own governing board empowered by statute or contract to establish rates that bind customers.
- b. The regulated rates are designed to recover specific regulated business-type activity costs of providing regulated services.
- c. In view of the demand for regulated services or products and the level of competition, direct and indirect, it is reasonable to assume that rates set at levels that will recover the regulated business-type activity's costs can be charged to and collected from customers. This criterion requires consideration of anticipated changes in levels of demand or competition during the recovery period for any capitalized costs.

# **Section 9**

## **Liabilities and Deferred Inflows**

General Ledger Codes and Descriptions

**Chart of Accounts: Liabilities & Deferred Inflows (2 X X X X)**

Refer to Section 7 for instructions on required, suggested, unassigned and reserved general ledger codes.

SNA	DFS	General Ledger Code		General Ledger Code Description
		From	To	
		20000	21099	Reserved
17		21100		Deposits Held in Custody for Others
		21101	21199	Unassigned
14b		21200		Payroll Deductions Payable
		21201	21299	Unassigned
14b		21300		Payroll Deductions Payable
		21301	21399	Unassigned
14b		21400		Payroll Deductions Payable
		21401	21499	Unassigned
		21500	21999	Reserved
14b		22000		Student Fee Refunds Payable
		22001	22099	Reserved
14b		22100		Federal Income Tax Payable
		22101	22199	Unassigned
14b		22200		FICA Tax Payable
14b		22201		FICA/Medicare Tax Payable
		22202	22299	Unassigned
14b		22300		Retirement Contributions Payable
		22301	22399	Unassigned
14b		22400		Insurance Premiums Payable
		22401	22499	Unassigned
14a		22500		Accounts Payable
		22501	22599	Unassigned
14b		22600		Salaries and Wages Payable
		22601	22699	Unassigned
		22700		Compensated Leave Payable
16f		22710		Compensated Leave Payable - Current
		22711	22719	Unassigned
19f		22720		Compensated Leave Payable - Non-Current
		22721	22729	Unassigned
19f		22740		OPEB Payable - Non-Current
		22741	22799	Unassigned
		22800		Other Payables
		22801	22809	Unassigned
		22810		Arbitrage Payable - Current
		22811	22819	Unassigned
		22820		Arbitrage Payable - Non-Current
		22821	22899	Reserved
14c		22900		Retainage Payable
		22901	22999	Unassigned
		23000	23099	Reserved
14a		23100		Sales Tax Payable
		23101	23199	Unassigned
14a		23200		Federal Excise Tax Payable
		23201	23299	Unassigned
		23300		Estimated Claims Payable (IBNR)
		23301	23399	Unassigned
		23400	23799	Reserved
14a		23800		Scholarships Payable
		23801	23899	Unassigned
14a		23900		Financial Aid Fund Payable
		23901	23999	Unassigned
17		24000		Deposits Refundable
		24001	24099	Unassigned
		24100	25099	Reserved
17		25100		Deposits Refundable to Energy Consortium Members
		25101	25199	Unassigned
		25200	26099	Reserved
		26100		Bonds Payable

SNA	DFS	General Ledger Code		General Ledger Code Description
		26101	26109	Unassigned
16a		26110		Bonds Payable - Current
		26111	26119	Unassigned
19a		26120		Bonds Payable - Non-Current
		26121	26199	Unassigned
		26200		Loans and Operating Lease Purchases Payable
		26201	26209	Unassigned
16b		26210		Loans Payable - Current
		26211	26219	Unassigned
19b		26220		Loans Payable - Non-Current
		26221	26299	Unassigned
		26300		Interest Payable
		26301	26309	Unassigned
14a		26310		Interest Payable - Current
		26311	26319	Unassigned
		26320		Interest Payable - Non-Current
		26321	26399	Unassigned
		26400		Contracts Installment Purchases Payable
		26401	26409	Unassigned
16d		26410		Contracts Installment Purchases Payable - Current
		26411	26419	Unassigned
19d		26420		Contracts Installment Purchases Payable - Non-Current
		26421	26499	Unassigned
		26500		Special Termination Benefit Payable
		26501	26509	Unassigned
16g		26510		Special Termination Benefit Payable - Current
		26511	26519	Unassigned
19g		26520		Special Termination Benefit Payable - Non-Current
		26521	26599	Unassigned
		26600		Capital Lease Payable
		26601	26609	Unassigned
16c		26610		Capital Lease Payable - Current
		26611	26619	Unassigned
19c		26620		Capital Lease Payable - Non-Current
		26621	26699	Unassigned
		26700	27099	Reserved
		27100		Unearned Revenue (formerly Deferred Revenue)
		27101	27105	Unassigned
		27106		Deferred Revenue - Baccalaureate - Tuition
		27107	27135	Unassigned
		27136		Deferred Revenue - Baccalaureate - Tuition Out-of-State
		27137	27145	Unassigned
		27147	27175	Unassigned
		27186		Deferred Revenue - Baccalaureate - Financial Aid Fees
		27187	27194	Unassigned
		27195		Deferred Revenue - Baccalaureate - Student Activity Fees
		27196		Deferred Revenue - Baccalaureate - Capital Improvement Fees
		27197	27199	Unassigned
14d		27200		Due to Government Agencies
		27201	27299	Unassigned
14e		27300		Due to Component Units - Primary State
		27301	27399	Unassigned
14f		27400		Due to Component Units - Primary DSO
		27401	27499	Unassigned
		27500	28099	Reserved
net zero		28100		Due to Current Funds - Unrestricted
		28101	28199	Unassigned
net zero		28200		Due to Current Funds - Restricted
		28201	28299	Unassigned
net zero		28300		Due to Auxiliary Funds
		28301	28399	Unassigned
net zero		28400		Due to Loan, Annuity and Life Income Funds
		28401	28499	Unassigned

SNA	DFS	General Ledger Code		General Ledger Code Description
net zero		28500		Due to Scholarship Funds
		28501	28599	Unassigned
net zero		28600		Due to Agency Funds
		28601	28699	Unassigned
net zero		28700		Due to Unexpended Plant and Renewals/Replacement Funds
		28701	28799	Unassigned
net zero		28800		Due to Retirement of Indebtedness Funds
		28801	28899	Unassigned
		28900	29899	Reserved
		29900		Deferred Inflows of Resources
		29901		Deferred inflow - Service Concession Arrangement
		29902		Deferred inflow - Accumulated Increase in Fair Value of Securities (Hedge Accounting)
		29903		Deferred inflow - Grant advance (only eligibility requirement not met is time)
		29904		Deferred inflow - Refunding of Gain on a debt refinancing
		29905		Deferred inflow - unavailable deferrals under modified accrual accounting
		29906		Deferred inflow - Regulatory account inflows applicable to future periods
		29907		Deferred inflow - Loan points amortized over loan period
		29908	29999	Reserved

## LIABILITY DEFINITION

**Liabilities** are present obligations to sacrifice resources that the government has little or no discretion to avoid. An *obligation* is a social, legal, or moral requirement, such as a duty, contract, or promise that compels one to follow or avoid a particular course of action. The specific party to whom a liability is owed need not be identified for a liability to exist; however, the other party or parties should be external to the government. For an obligation to be a liability, it should be a present obligation. The event that created the liability has taken place. This distinguishes the item from a commitment that may become a liability in the future when the event giving rise to the liability occurs.

The following general ledger code (GLC) descriptions are provided as a basic and are not intended to be all inclusive.

### **21100 - 21199 Deposits Held in Custody for Others**

These accounts will be used only in the Agency Fund and are to be used in lieu of the Fund Balance Account. Transactions of agency funds represent charges or credits to the individual asset and liability accounts rather than charges or credits to revenue and expenditure accounts. Consequently, when funds are received from others, Account 211XX should be credited. When disbursements are made, Account 211XX should be debited.

### **21200 - 21499 Payroll Deductions Payable**

These accounts will be credited for payroll deductions otherwise not specified.

### **22000 - 22099 Student Fee Refunds Payable**

Credit these accounts for student fees collected which are in process of refunding to the student.

### **22100 - 22199 Federal Income Tax Payable**

Credit these accounts for income taxes withheld from employees' salaries only if the amount withheld. This account will be debited periodically when payment is remitted to the Internal Revenue Service Depository account.

### **22200 - 22200 FICA Tax Payable**

(Federal Insurance Contributions Act or Social Security) Credit these accounts for FICA taxes withheld from employees' salaries as well as the college's portion of the FICA taxes. The total liability should be recognized in this account with the offset of the college's portion of the expenditure recorded in GLC 59100 under the appropriate department. This account will be debited periodically when payment is made to the Internal Revenue Service. This payment is remitted to the Internal Revenue Service Depository Account.

### **22201 - 22299 FICA/Medicare Tax Payable**

Credit this account for FICA/Medicare taxes withheld from employees' salaries as well as the College's portion of FICA taxes. The total liability should be recognized in this account with the offset of the college's portion of the expenditure recorded in GLC 59101 under the appropriate department. This account will be debited periodically when payment is made to the Internal Revenue Service. This payment is remitted to the Internal Revenue Service Depository Account.

**22300 - 22399 Retirement Contributions Payable**

These accounts will be credited for retirement contributions withheld from employees' salaries and for the college's matching portion only if for some reason this liability is not paid when the salary checks are prepared or at the end of the accounting period. Normally, it will be paid as soon as it becomes due, and would not be recorded. The total liability should be recognized in this account with the college's portion of the expenditure recorded in GLC 592XX under the appropriate department. This account will be debited when payment is remitted for retirement contributions.

**22400 -22499 Insurance Premiums Payable**

These accounts will be credited for retirement contributions withheld from employees' salaries and for the college's matching portion. The total liability should be recognized in this account with the college's portion of the expenditure recorded in GLC 597XX under the appropriate department. This account will be debited when payment is remitted for insurance premiums.

**22500 -22599 Accounts Payable**

These accounts are used to record amounts due to others. If payment is made soon after an obligation becomes payable, it may be desirable to credit Cash in Depository, Accounts 101XX, rather than these accounts. However, at the end of each fiscal year, all accounts payable must be recorded and the appropriate expense accounts of the organizational units receiving the goods or services must be debited. An obligation is payable when goods are received or services are rendered regardless of whether an invoice has been received or not.

**22600 -22699 Salaries and Wages Payable**

These accounts are used to record the amount of salaries and wages earned by employees during the accounting period but not yet paid. The appropriate salary expenditure accounts (GLC 5XXXX) would be debited.

**22700 -22799 Accrued Compensated Leave and OPEB Payable**

These accounts are used to record the amount of accumulated compensated leave earned by employees, but not yet paid, and the institution's liability for Other Post-Employment Benefits (OPEB). Refer to Section 14 Accounting Treatments for additional information on Compensated Absences and Other Post Employment Benefit (OPEB).

**22800 -22809 Other Payables**

These accounts will be credited with other payables not specifically identified.

**22810 -22829 Arbitrage Payable**

These accounts are used to record the amount of Arbitrage Payable Current and Non-Current for the capital improvement revenue bonds account rebate deficit. Refer to Section 14 Accounting Treatment for additional information on Capital Improvement Bonds Issued (Premium or Discount).

**22900 -22999 Retainage Payable**

These accounts are used to record the amount of construction retainage payable.

**23100 -23199 Florida Taxes Payable**

These accounts will be credited with the amount of tax collected on sales. It will be debited when paid to the Florida Department of Revenue. The commission earned by remitting the payment to the Florida Department of Revenue before the 20th of each month would be debited to the account and credited to Account 489XX, Miscellaneous Revenue. Other taxes, such as the quarterly Reemployment (formerly Unemployment tax) are paid as it becomes due and would not be recorded in as a liability. However, any tax liability due but unpaid at fiscal year-end should be recognized as a liability.

**23200 -23299 Federal Excise Tax Payable**

Excise taxes may be collected on some bookstore sales. If they are, they will be credited to these accounts when collected. These accounts will be debited when payment is made.

**23300 -23399 Estimated Claims Payable (IBNR)**

This account is used to record future self-insurance claims that have been Incurred But Not Reported (IBNR). The amount of IBNR is calculated by an actuary, and it should be performed as of the end of the fiscal year for accurate financial statement reporting.

**23800 -23899 Scholarships Payable**

Credit these accounts with the amount of Scholarships awarded and payable.

**23900 -23999 Financial Aid Fund Payable**

These accounts may be credited with financial aid fund fees collected in conjunction with other student tuition and fees. The accounts would be debited when the funds are transferred to the Scholarship fund (Fund 5). An alternative method is to record the financial aid fund fee directly as revenue in Fund 5.

**24000 -24099 Deposits Refundable**

If the college receives funds which are refundable, such as key deposits or bid deposits, they will be credited to these accounts. These accounts will be debited when the deposit is refunded or when it is determined the deposit should be forfeited.

**25100 -25199 Deposits Refundable to Energy Consortium Members**

These accounts are used by the Energy Consortium fiscal agent to record deposits (matching funds) by member colleges to the Energy Consortium. They are cumulative and redistribution (refunds) of these funds shall be recorded as a contra liability in GLC 252XX. These accounts can be closed upon termination of the Consortium.

**26100 -26199 Bonds Payable**

These accounts will be used in the Unexpended Plant and Renewals/Replacement (Fund 7), Retirement of Indebtedness (Fund 8), and Investment in Plant Fund (Fund 9). When bonds are sold, these accounts in Fund 7 are credited with the face value of the bonds issued. At the end of the fiscal year in which bond proceeds are used on projects, a portion of bonds payable equal to the amount of bond proceeds expended will be moved to Fund 9 by crediting Account 261XX and debiting the proper asset accounts (GLCs 191XX, 192XX, 193XX, 194XX or 198XX) in the Fund 9. In Fund 7 GLC 261XX would be debited and Fund Balance, GLC 311XX would be credited. In Fund 8, the balance of GLC 261XX shall equal the amount of the reserve account, if any, established from the proceeds of the bond issue.



As bonds are retired, GLC 69000, Payments on Debt Principal in the Fund 8 will be debited. At the end of each fiscal year, GLC 69000 will close to fund balance in Fund 8 and an entry for the same amount will be made in Fund 9, debiting GLC 261XX and crediting GLC 312XX, Investment in Plant Fund. Use GLC 26110 for the current portion of the payable (payment due within one year) and GLC 26120 for the non-current portion. Refer to Section 14 Accounting Treatments for additional information on State Board of Education (SBE) Bonds Issued.

### **26200 -26299 Loans Payable**

These accounts are established to record loan debt that will not repaid during the same fiscal year in which funds are borrowed, and proceeds were not received due to the issuance of bonds. Use GLC 26210 for the current portion of the payable (payment due within one year) and GLC 26220 for the non-current portion. Refer to Section 14 Accounting Treatments for additional information on Loans (Long Term Debt) Payable.

### **26300 -26399 Interest Payable**

These accounts should be credited for the amount of interest which accrues on liabilities during the accounting period but which is unpaid at the end of the fiscal year. Use GLC 26310 for the current portion of the payable (payment due within one year) and GLC 26320 for the non-current portion.

### **26400 -26499 Contracts Installment Purchase Payable**

These accounts are established to account for long-term contracts or installment purchases payable exactly as Account 261XX is used. Use 26410 for the current portion (payment due within one year) of the payable and GLC 26420 for the non-current portion. Refer to Section 14 Accounting Treatments for additional information on Installment Purchase (Long Term Debt) Payable

### **26500 -26599 Special Termination Benefit Payable**

These accounts are established to account for long-term severance compensation payable. Use GLC 26510 for current portion payable and GLC 26520 for the non-current portion.

### **26600 -26699 Capital Lease Payable**

These accounts are established to account for capital lease payable. (Leases in which total payments reflect a purchase in substance, even if title does not pass to the college during the term of the lease.) Use GLC 22610 for the current portion (payment due within one year) of the payable and GLC 26620 for the non-current portion. Refer to Section 14 Accounting Treatments for additional information on Capital Leases.

### **27100 -27199 Unearned Revenue (formerly Deferred Revenue)**

These accounts should be credited when income received applies to a future period. An example would be student fees collected in the fall term which apply to the winter term. When the income is earned, these accounts should be debited and the appropriate revenue accounts credited.

### **27200 -27299 Due to Government Agencies**

These accounts reflect amounts due to other governmental agencies (federal, county, or city).

**27300 -27399 Due to Component Units - Primary (State)**

These accounts are used to reflect amounts due to the State of Florida or any State Department that is reported directly in the State of Florida Comprehensive Annual Financial Report (CAFR).

**27400 -27499 Due to Component Units - Direct Service Organization**

These accounts are used to reflect amounts due to the College's component unit(s).

**28100 - 28899 Due to Other Funds**

These accounts are used to reflect amounts due to one fund from another. The payable may arise from actual transfers of money from one fund to another, one fund paying an obligation of another fund, or rendering a service to another fund. The second digit in this range of GLCs indicates the fund to which payment is due. For example, if the Current Fund Unrestricted (Fund 1) recorded an amount due in 28300, this would indicate that the Auxiliary Fund (Fund 3) was due money from Fund 1. Similarly, Fund 3 would record a receivable from Fund 1 in GLC 18300 for the same amount. As a result, these accounts will net to zero for financial statement presentation purposes.

## **Deferred Inflows of Resources Definition**

**Deferred Inflows of Resources** are an acquisition of net assets by the government that are applicable to a future reporting period. This generic account will not normally be used as Governmental Accounting Standards call for the recognition of deferred inflows only when specified by a GASB pronouncement. Each Deferred Inflow that has been specified for us follows specifically with a reference to the GASB pronouncement(s) that generated it.

### **29901 Deferred Inflow – Service Concession Arrangement (GASB 60)**

The deferred inflow associated with a Service Concession Arrangement (SCA) represents the difference between the up-front payment or present value of installment payments and any contractual obligations that are liabilities. A SCA requires the contracts underlying the arrangement to meet all the following criteria:

- Transferor (College) conveys to an operator the right and related obligation to provide services to the public through the use and operation of a capital asset (“facility”) in exchange for significant consideration,
- Operator collects and is compensated by fees from third parties,
- Transferor (College) is entitled to significant residual interest in the service utility of the facility at the end of the arrangement,
- Transferor (College) determines or has the ability to modify or approve
  - What services the operator is required to provide
  - To whom the services will be provided
  - The prices or rates that will be charged.

### **29902 Deferred Inflow – Accumulated Increase in the Fair Value of Securities (GASB 64)**

The deferred inflow associated with the application of hedge accounting represents the declining value of the security held as a hedge. The deferred outflow associated with a hedged investment generally equals the deferred inflow.

### **29903 Deferred Inflow – Grant Advance (GASB 65)**

Once all eligibility requirements have been met on a grant other than time requirements, the grantor no longer maintains control of the present service capacity of the advance payment and the Grantee no longer has an obligation to sacrifice its own resources. If the eligibility requirements, other than time requirements, have been met, it is not likely that the Grantor can reacquire its resources from its grantees. Since the grant advance relates to a future period, the advance should be classified as a deferred inflow rather than as a liability by the recipient.

### **29904 Deferred Inflow – Refunding of Gain on Debt Refinancing (GASB 65)**

Based upon guidance in GASB statement 23 and applying the definitions in GASB Concepts Statement 4, the difference resulting from a current or advance refunding relates to future periods and therefore, meets the definition of a deferred outflow/inflow of resources as applicable. A deferred inflow should be recognized for the gain on a debt refinancing.

#### **29905 Deferred Inflow – Unavailable Deferrals under Modified Accrual Accounting (GASB 65)**

Paragraph 62 of NCGA Statement 1 provides that revenues and other governmental fund financial resources should be recognized in the accounting period in which they become both measurable and available. When an asset is recorded in government fund financial statements but the revenue is not available, the government should report a deferred inflow of resources until such time as the revenue becomes available. The Colleges will generally not use this defined inflow type as Florida Colleges currently report as a business type activity under GASB 35 rather than the governmental model with governmental funds.

#### **29906 Deferred Inflow - Regulatory Account inflows applicable to Future Periods (GASB 65)**

Rate actions of a regulator can result in a liability or a deferred inflow or resources being imposed on a regulated business-type activity. Deferred inflows of resources represent an acquisition of net assets from the regulated business-type activity's customers that are applicable to a future reporting period and liabilities represent the same that are present obligations. The usual ways in which a transaction results in an obligation that will be a liability and/or a deferred inflow are as follows:

- a. A regulator may require refunds to customers.
- b. A regulator can establish current rates intended to recover future costs. After the period of cost recovery, future rates would go down.
- c. A regulator can require a gain or other reduction of to be given to customers over future periods.

#### **29907 Deferred Inflow – Loan Points amortized over Loan Period (GASB 65)**

Paragraph 467 of GASB Statement 62 establishes standards of accounting and reporting for loan origination fees and costs. In addition, paragraph 451 of Statement 62 defines loan origination fees. Points received by a lender in relation to a loan held for investment should be reported as a deferred inflow of resources and recognized as revenue in a systematic and rational manner over the duration of the related loan. If the loan is held for sale, origination fees, including any portion related to points and direct loan origination costs should be recorded as a deferred inflow of resources and a deferred outflow of resources, respectively, until the related loan is sold. Once the loan is sold, the amount reported as a deferred inflow of resources related to the origination fees, including any portion related to points, and the amount reported as a deferred outflow of resources related to the direct loan origination costs should be recognized as a revenue and expense, respectively, in the period of sale.

# **Section 10**

## **Fund Balance**

**(Chart of Accounts / Descriptions)**

**Section 10**

**Chart of Accounts and Account Descriptions**

**APPROPRIATIONS, RESERVES AND FUND BALANCES**

<b>A. Chart of Accounts (- - - - -) ( 1 X X X X)</b>
--

(Refer to Section 7 for instructions on Required use, Suggested use, Unassigned 10101 - codes and Reserved codes.)

30000 - 30099 Reserved	
30100 - Reserved for Encumbrances	(30101 - 30199)
30200 - Reserved for Performance Based Incentive Funds (Vocational)	(30201 - 30299)
30300 - Reserved for Academic Improvement Trust Funds	(30301 - 30399)
30400 - Reserved for Other Required Purposes	(30401 - 30499)
30500 - Reserved for Staff and Program Development	(30501 - 30599)
30600 - Reserved for Student Activities Funds	(30601 - 30699)
30700 - Reserved for Matching Grants	(30701 - 30799)
30800 - Amount Expected to be Financed in Future Years	(30801 - 30899)
30900 - Fund Balance - Board Designated	(30901 - 30999)
31000 - Fund Balance - Grantor	(31001 - 31099)
31100 - Fund Balance - College	(31101 - 31109)
31110 - Fund Balance - College - Local Funds (fund 7)	(31111 - 31119)
31120 - Fund Balance - College - CO & DS (fund 7)	(31121 - 31129)
31130 - Fund Balance - College - Federal Sources (fund 7)	(31131 - 31139)
31140 - Fund Balance - College - Other State (fund 7)	(31141 - 31149)
31150 - Fund Balance - College - SBE Bonds (fund 7)	(31151 - 31159)
31160 - Fund Balance - College - Loan Funds (fund 7)	(31161 - 31169)
31170 - Fund Balance - College - PECO Funds (fund 7)	(31171 - 31179)
31180 - FCCRMC Unrealized Gain/Loss Holding Account	(31181 - 31189)
31190 - 31199 Reserved	
31200 - Invested in Plant	
31201 - 33999 Reserved	
34000 - Budgeted Revenues	(34001 - 34099)
34100 - 34499 Reserved	
34500 - Budgeted Proceeds from Bonds	(34501 - 34599)
34600 - 34999 Reserved	
35000 - Budgeted Personnel Expenses	(35001 - 35099)
35100 - Encumbrances - Personnel Expenses	(35101 - 35199)
35200 - 35999 Reserved	
36000 - Budgeted Current Expenses	(36001 - 36099)
36100 - Encumbrances - Current Expenses	(36101 - 36199)
36200 - 36999 Reserved	
37000 - Budgeted Capital Outlay	(37000 - 37099)
37100 - Encumbrances - Capital Outlay	(37101 - 37199)
37200 - 37999 Reserved	
38000 - Budgeted Fund Balance Changes	(38001 - 38099)
38100 - 39999 Reserved	

<b>B. Account Description</b>
-------------------------------

The following brief account descriptions are provided for general definition and are not intended to be all inclusive.

3010 - 30199 Reserved for Encumbrances

These accounts are used to reserve funds for obligations made to individuals or firms to ensure payment can be made when the obligations become due. They are credited when an obligation is made and debited when the obligation is paid.

Encumbrances, for purpose of definition, shall also include reserves, designations, allocations or commitments of fund balances in accordance with state authorities, regulatory bodies, budget commissions, third parties and others. For purposes of definition, unencumbered fund balance, in the Current Funds - Unrestricted, shall not include funds Reserved for Encumbrances, Funds Reserved for Academic Improvement Trust Funds, Funds Reserved for Other Required Purposes, Funds Reserved for Staff and Program Development, or Funds Reserved for Matching Awarded but Unexpended Grants. All of these reserved funds restrict the ability of the institution in the use of the Current Funds - Unrestricted Fund Balance.

30200 - 30299 Reserved for Performance Based Incentive Funds (Vocational)

These accounts are used to reserve funds designed as Performance Based Incentive Funds that remain unexpended and are required to be carried forward to future periods for this purpose.

30300 - 30399 Reserved for Academic Improvement Trust Funds

These accounts are used to reserve funds designated as Academic Improvement Trust Funds (including required matching funds) that remain unexpended and are required to be carried forward to future periods for this purpose.

30400 - 30499 Reserved for Other Required Purposes

These accounts are used to reserve funds designated by an outside authority or agency, but that are deemed appropriate for recording in the Current Funds - Unrestricted.

30500 - 30599 Reserved for Staff and Program Development

It is implied in the State Board of Education Regulations that funds designated for staff and program development be spent for this purpose. Accordingly, if funds designated for this purpose are not spent during the year in which received, the unspent funds must be carried into the next fiscal year. This may be accomplished by debiting Fund Balance, Account 310XX or 311XX, and crediting Current Funds - Unrestricted, Account 305XX.

30600 - 30699 Reserved for Student Activities Funds

These accounts are used to record unexpended student activities fees as permitted by state law.

30700 - 30799 Reserved for Matching Grants

These accounts are used to reserve funds designated as required matching funds for grants awarded, but not fully expended and carried forward to subsequent accounting periods.

30800 - 30899 Amount Expected to be Financed in Future Years

These accounts are used to record the funds required to provide for accrued compensated leave payable, and other post employment benefits (OPEB) from future years funding. Refer to Section 14 *Accounting Treatment* for additional information on Long-Term Debt.

30900 - 30999 Fund Balance - Board Designated

These accounts are used to reserve funds as designated by the District Board of Trustees for specific purposes.

31000 - 31099 Fund Balance - Grantor

These accounts represent the portion of each fund's equity which is available for use by the college in accordance with the specified restrictions of the grantor. All restricted revenue and expenditure accounts are closed to these accounts at the end of the year unless other accounts are specifically designated.

31100 - 31189 Fund Balance - College

These accounts represent the portion of each fund's equity which is available for use by the college. All unrestricted revenues and expenditure accounts are closed to these accounts at the end of each year unless other accounts are specifically designated.

31200 Invested in Plant

These accounts are credited in the Invested in Plant Funds for the college's investment in plant assets. They do not include the value of plant assets which were purchased with bonds or loan which are still outstanding. As bonds or loans are paid off in the Retirement of Indebtedness Funds, Accounts 261XX and 262XX will be debited in the Invested in Plant Funds and Account 312X will be credited.

34000 - 34099 Budgeted Revenues

These accounts are used to record the anticipated revenues for each fund at the beginning of each year as approved in the operating budget. Budget amendments for anticipated revenue will also be recorded in these accounts after such amendments are approved. These accounts are debited for the amount of anticipated revenue and budgeted Fund Balance Changes, Account 380XX is credited. These accounts are closed at the end of each year by crediting them and debiting Account 380XX.

34500 - 34599 Budgeted Proceeds from Bonds

These accounts are used to record non-revenue receipts expected to be received during the fiscal year as approved in the operating budget. Budget amendments will be recorded in this account after such amendments are approved. These accounts are debited for the amount of such anticipated receipts and Budgeted Balance Changes, Account 380XX, is credited. These accounts are closed at the end of each year by crediting them and debiting Account 380XX.

35000 - 35099 Budgeted Personnel Expenses

These accounts are used to record the salaries, other personal services, and personnel benefits appropriation approved in the operating budget and subsequent budget amendments. To record the personnel expenses budget, these accounts are credited and Budgeted Funds Balance Changes, Account 380XX is debited. These accounts are closed at the end of each year by debiting them and crediting Account 380XX.

35100 - 35199 Encumbrances - Personnel Expenses

These accounts are used to record the college's obligation to pay its employees when they render service. They are debited and Account 301XX, Funds Restricted for Encumbrances, is credited for the Annual (or contract) salary of each employee at the beginning of each year (or when they are employed). These accounts are credited and Account 301XX is debited for the amount paid each employee as they are paid. When an employee is terminated, the balance of the funds encumbered is removed by crediting these accounts and debiting Account 301XX.

36000 - 36099 Budgeted Current Expenses

These accounts are used to record the Current Expenses appropriation approved in the operating budget and subsequent budget amendments. To record the Current Expenses budget, these accounts are credited and Budgeted Fund Balances Changes, Account 380XX, is debited. The accounts are closed at the end of the year by debiting them and crediting Account 380XX.

36100 - 36199 Encumbrances - Current Expenses

These accounts are used to encumber or restrict funds when purchase orders are issued for current expenses. The procedure is identical to that used for Account 351XX.

37000 - 37099 Budgeted Capital Outlay

These accounts are used to record the Capital Outlay appropriation approved in the operating budget and subsequent budget amendments. To record the Capital Outlay budget, these accounts are credited and Budgeted Fund Balance Changes, Account 380XX, is debited. The accounts are closed at the end of the year by debiting them and crediting Account 380XX.

37100 - 37199 Encumbrances - Capital Outlay

These accounts are used to encumber funds for capital outlay items. The procedure is identical to that used for Account 351XX.



#### 38000 - 38099 Budgeted Fund Balance Changes

These accounts are used to reflect the estimated increase or decrease in Fund Balance which will occur during the year as stated in the operating budget and in subsequent budget amendments. At the beginning of the year they are debited for budgeted personnel expenses, current expense and capital outlay expenditures and credited for budgeted revenue. Any budget amendments are recorded in the same manner.

At the end of the year, these accounts are debited for the amount of revenues which were budgeted and they are credited for the budgeted amount of salaries and other personal services, current expense and capital outlay.

Balances remaining in Accounts 361XX and 371XX will be closed at the end of each year by crediting them and debiting Account 310XX or 311XX, Fund Balance, thus restricting a portion of the college's funds for these future liabilities. These amounts should not be shown on the balance sheet as a liability since the goods or services have not been received.

Disclosure should be made, however, that funds have been obligated for future liabilities, and this is adequately accomplished by restricting a portion of the fund balance. This entry will be reversed in the new year. Funds restricted at the end of the year should be reappropriated. Balances remaining in Account 351XX at the end of each year will normally be closed crediting it and debiting Account 301XX, Funds Restricted for Encumbrances.

# **Section 11**

## **Revenues**

General Ledger Codes and Descriptions

**Chart of Accounts: Revenues (4 X X X X)**

Refer to Section 7 for instructions on required, suggested, unassigned and reserved general ledger codes.

**Statement of Cash Flows (SCF) Key:**

**I = Investing**  
**O = Operating**  
**N = Non-Operating**  
**CF = Capital Financing (Non-Operating)**  
**NF = Non-Capital Financing**

SCF	SRECNA	General Ledger Code		General Ledger Code Description
		From	To	
				<b>Student Fees</b>
O	12	40101		Tuition - Advanced and Professional - Baccalaureate
		40102	40108	Unassigned
O	12	40109		Tuition - Advanced and Professional - Baccalaureate (Refunded)
O	12	40110		Tuition - Advanced and Professional
		40111	40116	Unassigned
O	12	40117		Tuition - Advanced and Professional, Fee Premium (+ Refunded)
O	12	40118		Tuition - Advanced and Professional, Fee Discount (+ Refunded)
O	12	40119		Refunded Tuition - Advanced and Professional
O	12	40120		Tuition - Postsecondary Vocational
		40121	40126	Unassigned
O	12	40127		Tuition - Postsecondary Vocational, Fee Premium (+ Refunded)
O	12	40128		Tuition - Postsecondary Vocational, Fee Discount (+ Refunded)
O	12	40129		Refunded Tuition - Postsecondary Vocational
O	12	40130		Tuition - Career and Applied Technology (formerly Postsecondary Adult Vocational)
		40131	40136	Unassigned
O	12	40137		Tuition - Career and Applied Technology, Fee Premium (+ Refunded)
O	12	40138		Tuition - Career and Applied Technology, Fee Discount (+ Refunded)
O	12	40139		Refunded Tuition - -Career/Applied Technology
		40140	40140	Reserved - Previously Tuition Continuing Workforce Fees prior to 7/1/12 (refer to 40240)
		40141	40148	Unassigned
		40149	40149	Reserved - Previously Refunded Tuition Continuing Workforce Fees prior to 7/1/12 (refer to 40249)
O	12	40150		Tuition - Developmental Education (formerly College Preparatory)
		40151	40156	Unassigned
O	12	40157		Tuition - Developmental Education, Fee Premium (+ Refunded)
O	12	40158		Tuition - Developmental Education, Fee Discount (+ Refunded)
O	12	40159		Refunded Tuition - Developmental Education
O	12	40160		Tuition - Educator Preparation Institutes and Alternative Certification Curriculum
		40161	40179	Reserved
O	12	40180		Tuition - Vocational Preparatory

SCF	SRECNA	General Ledger Code		General Ledger Code Description
		40181	40186	Unassigned
O	12	40187		Tuition - Vocational Preparatory, Fee Premium (+ Refunded)
O	12	40188		Tuition - Vocational Preparatory, Fee Discount (+ Refunded)
O	12	40189		Refunded Tuition - Vocational Preparatory
O	12	40190		Tuition - Adult General Education (ABE) Fee and Secondary
		40191	40196	Unassigned
O	12	40197		Tuition - Adult General Education (ABE) and Secondary, Fee Premium (+ Refunded)
O	12	40198		Tuition - Adult General Education (ABE) and Secondary, Fee Discount (+Refunded)
O	12	40199		Refunded Tuition - Adult General Education (ABE) and Secondary
O	12	40200		<i>Non-Fundable State FTE Enrollments Revenue Control</i>
		40201	40209	Reserved
O	12	40210		Tuition - Lifelong Learning
O	12	40217		Tuition - Lifelong Learning, Fee Premium (+ Refunded)
		40211	40216	Unassigned
O	12	40218		Tuition - Lifelong Learning, Fee Discount (+ Refunded)
O	12	40219		Refunded Tuition - Lifelong Learning
		(40220		40239) Unassigned
O		40240		Tuition - Continuing Workforce Fees
		40241	40248	Unassigned
O		40249		<i>Refunded Tuition - Continuing Workforce Fees</i>
O	12	40250		Non-Resident Fee - Lifelong Learning
		40251	40256	Unassigned
O	12	40257		Non-Resident Fee - Lifelong Learning, Fee Premium (+ Refunded)
O	12	40258		Non-Resident Fee - Lifelong Learning, Fee Discount (+ Refunded)
O	12	40259		Refunded Non-Resident Fee - Lifelong Learning
O	12	40260		<u>Full Cost of Instruction</u>
O		40261		<i>Full Cost of Instruction, Advanced and Professional</i>
O		40262		<i>Full Cost of Instruction, Postsecondary Vocational</i>
O		40263		<i>Full Cost of Instruction, Baccalaureate</i>
O		40264		<i>Full Cost of Instruction, Career and Applied Technology</i>
		(40263		40264) Unassigned
O		40265		<i>Full Cost of Instruction, Developmental Education</i>
O		40266		<i>Full Cost of Instruction, Educator Preparation Institute</i>
		(40267		40267) Reserved
O		40268		<i>Full Cost of Instruction, Adult General Education</i>
O		40269		<i>Refunded Tuition - Full Cost of Instruction</i>
O	12	40270		Tuition - Self Supporting
		40271	40276	Unassigned
O	12	40277		Tuition - Self Supporting, Fee Premium (+ Refunded)
O	12	40278		Tuition - Self Supporting, Fee Discount (+ Refunded)
O	12	40279		Refunded Tuition - Self Supporting
		40280	40299	Reserved
		40300	40300	Reserved
O	12	40301		Out-of-State Fees - Advanced and Professional - Baccalaureate
		40302	40308	Unassigned

SCF	SRECNA	General Ledger Code		General Ledger Code Description
O	12	40309		Out-of-State Fees - Advanced and Professional - Baccalaureate (Refunded)
O	12	40310		Out-of-State Fees - Advanced and Professional
		40311	40314	Unassigned
O	12	40315		Out-of-State Fees - Advanced and Professional - Border State
O	12	40316		Out-of-State Fees - Advanced and Professional - Distance Learning
O	12	40317		Out-of-State Fees - Advanced and Professional, Fee Premium (+ Refunded)
O	12	40318		Out-of-State Fees- Advanced and Professional, Fee Discount (+ Refunded)
O	12	40319		Refunded Out-of-State Fees - Advanced and Professional
O	12	40320		Out-of-State Fees - Postsecondary Vocational
		40321	40324	Unassigned
O	12	40325		Out-of-State Fees - Postsecondary Vocational - Border State
O	12	40326		Out-of-State Fees - Postsecondary Vocational - Distance Learning
O	12	40327		Out-of-State Fees - Postsecondary Vocational, Fee Premium (+ Refunded)
O	12	40328		Out-of-State Fees - Postsecondary Vocational, Fee Discount (+ Refunded)
O	12	40329		Refunded Out-of-State Fees - Postsecondary Vocational
O	12	40330		Out-of-State Fees - Career and Applied Technology (formerly Postsecondary Adult Vocational)
		40331	40334	Unassigned
O	12	40335		Out-of-State Fees - Career and Applied Technology- Border State
O	12	40336		Out-of-State Fees - Career and Applied Technology - Distance Learning
O	12	40337		Out-of-State Fees - Career and Applied Technology, Fee Premium (+ Refunded)
O	12	40338		Out-of-State Fees - Career and Applied Technology, Fee Discount (+ Refunded)
O	12	40339		Refunded Out-of-State Fees - Career and Applied Technology
		40340	40349	Reserved
O	12	40350		Out-of-State Fees - Developmental Education (formerly College Preparatory)
		40351	40354	Unassigned
O	12	40355		Out-of-State Fees - Developmental Education - Border State
O	12	40356		Out-of-State Fees - Developmental Education - Distance Learning
O	12	40357		Out-of-State Fees - Developmental Education, Fee Premium (+ Refunded)
O	12	40358		Out-of-State Fees - Developmental Education, Fee Discount (+ Refunded)
O	12	40359		Refunded Out-of-State Fees - Developmental Education
O	12	40301		Out-of-State Fees - Advanced and Professional - Baccalaureate
		40361	40379	Reserved
O	12	40380		Out-of-State Fees - Vocational Preparatory
		40381	40386	Unassigned

SCF	SRECNA	General Ledger Code		General Ledger Code Description
O	12	40387		Out-of-State Fees - Vocational Preparatory, Fee Premium (+ Refunded)
O	12	40388		Out-of-State Fees - Vocational Preparatory, Fee Discount (+ Refunded)
O	12	40389		Refunded Out-of-State Fees - Vocational Preparatory
O	12	40390		Out-of-State Fees - Adult General Education (ABE) and Secondary
		40391	40396	Unassigned
O	12	40397		Out-of-State Fees - Adult General Ed (ABE) and Secondary, Fee Premium (+ Refunded)
O	12	40398		Out-of-State Fees - Adult General Ed (ABE) and Secondary, Fee Discount (+ Refunded)
O	12	40399		Refunded Out-of-State Fees - Adult General Education (ABE) and Secondary
O	12	40400		Laboratory, Special Course, and User Fees
		40401	40443	Unassigned
O	12	40444		Laboratory, Special Course, and User Fees - Baccalaureate
		40405	40448	Unassigned
O	12	40449		Laboratory, Special Course, and User Fees - Baccalaureate - (Refunded)
O	12	40450		Distance Learning Course User Fee
		40451	40499	Unassigned
O	12	40500		Application Fees
		40501	40504	Unassigned
O	12	40505		Transient Student Application Fee
		40506	40599	Unassigned
O	12	40600		Graduation Fees
		40601	40609	Unassigned
		40610		Diploma Replacement Fees
		40611	40699	Unassigned
O	12	40700		Transcript Fees
		40701	40799	Unassigned
O	12	40800		Financial Aid Fund Fees
		40801	40843	Unassigned
O	12	40844		Financial Aid Fund Fees - Baccalaureate
		40845	40849	Unassigned
O	12	40850		Student Activities and Service Fees
		40851	40853	Unassigned
O	12	40854		Student Activities and Service Fees - Baccalaureate
		40855	40859	Unassigned
CF	50	40860		Student Capital Improvement Fees
CF	50	40861		Student Capital Improvement Fees - PSAV
		40862	40863	Unassigned
CF	50	40864		Student Capital Improvement Fees - Baccalaureate
		40865	40869	Unassigned
O/CF	12/50	40870		Technology Fees
		40871	40899	Unassigned
O	12	40900		Other Student Fees
		40901	40909	Unassigned
O	12	40910		Late Fees

SCF	SRECNA	General Ledger Code		General Ledger Code Description
		40911	40919	Unassigned
O	12	40920		Testing Fees
		40921	40929	Unassigned
O	12	40930		Student Insurance Fees
		40931	40933	Unassigned
O	12	40934		Student Insurance Fees - Baccalaureate
		40935	40939	Unassigned
O	12	40940		Safety and Security Fees
		40941	40949	Unassigned
O	12	40950		Picture Identification Card Fees
		40951	40959	Unassigned
O/CF	12/50	40960		Parking Fees
		40961	40969	Unassigned
O	12	40970		Library Fees
		40971	40979	Unassigned
O		40980		Transportation Fee (Santa Fe College Only)
		40981	40984	Reserved
O		40985		Credit Card Convenience Fee
		40986	40989	Reserved
O	12	40990		Contract Course Fees
O	12	40991		Residual Student Fees
		40992	40998	Unassigned
O	12	40999		Student Fees Contra Revenue
				<b>Support from Local Government</b>
		41000	41499	Reserved
		41500		Grants and Contracts from Cities
		41501	41509	Unassigned
O	16	41510		Grants and Contracts from Cities
		41511	41519	Unassigned
NF	46A	41520		Grants and Contracts from Cities
		41521	41529	Unassigned
CF	50	41530		Grants and Contracts from Cities
		41531	41599	Unassigned
		41600	41600	Grants and Contracts from Counties
		41601	41609	Unassigned
O	16	41610		Grants and Contracts from Counties
O	16	41611		Grants and Contracts from Counties for Charter Schools
		41612	41619	Unassigned
NF	46A	41620		Grants and Contracts from Counties
NF	46A	41621		Grants and Contracts from Counties for Charter Schools
		41622	41629	Unassigned
CF	50	41630		Grants and Contracts from Counties
		41631	41699	Unassigned
		41700		City Ad Valorem Tax Revenue
		41701	41719	Unassigned
NF	46	41720		City Ad Valorem Tax Revenue
		41721	41729	Unassigned
CF	50	41730		City Ad Valorem Tax Revenue
		41731	41799	Unassigned

SCF	SRECNA	General Ledger Code		General Ledger Code Description
		41800		County Ad Valorem Tax Revenue
		41801	41819	Unassigned
NF	46	41820		County Ad Valorem Tax Revenue
		41821	41829	Unassigned
CF	50	41830		County Ad Valorem Tax Revenue
		41831	41899	Unassigned
net zero	net zero	41900		Indirect Costs Recovered - City and County
		41901	41909	Unassigned
O	16	41910		Refund to Grantor - Local Government
		41911	41919	Unassigned
NF	46A	41920		Refund to Grantor - Local Government
		41921	41929	Unassigned
CF	50	41930		Refund to Grantor - Local Government
		41931	41999	Unassigned
				<b>Support from State Government</b>
		42000	42109	Reserved
NF	41	42110		Florida College System Program Fund "FCSPF" Appropriations
NF	41	42111		Unassigned
		42112	42119	Unassigned
NF	41	42120		Workforce Appropriations
		42121	42129	Unassigned
NF	41	42130		Special Appropriation - Other
		42131	42139	Unassigned
NF	41	42140		Special Appropriation - Workforce Development (Disabled)
		42141	42149	Unassigned
NF	41	42150		Performance Based Incentive Funding - FCSPF
		42151	42159	Unassigned
NF	41	42160		Incentive Grants for Expanding Programs
		42161	42169	Unassigned
CF	49	42170		Critical Deferred Maintenance
		42171	42179	Unassigned
NF	41	42180		Gender Equity Funds
		42181	42189	Unassigned
		42190	42209	Reserved
CF	49	42210		License Tag Fees Appropriation
		42211	42219	Unassigned
		42220	42309	Reserved
CF	49	42310		Public Education Capital Outlay (PECO) Appropriations
		42311	42319	Unassigned
		42320	42499	Reserved
NF		42500		Other State Appropriations
NF	41	42501		Other State Appropriations
CF	49	42502		Other State Appropriations
NF	41	42503		Other State Appropriations - Baccalaureate
NF	41	42504		Other State Appropriations - Baccalaureate Florida College System
		42505	42509	Unassigned
NF	41	42510		Performance Based Incentive Programs (Categorical Appropriations)



SCF	SRECNA	General Ledger Code		General Ledger Code Description
		42511	42519	Unassigned
NF	41	42520		Child Care Projects
		42521	42529	Unassigned
NF	41	42530		Commission on Community Service
		42531	42549	Unassigned
NF	41	42550		Martin Luther King Center for Nonviolence
		42551	42559	Unassigned
CF	49	42560		Energy Grant Appropriations
		42561	42569	Unassigned
NF	41	42570		Student Advising System Appropriations
		42571	42579	Unassigned
CF	49	42580		Facilities Enhancement Challenge Grant Appropriations
		42581	42589	Unassigned
NF	41	42590		Distance Learning Grants
		42591	42599	Unassigned
		42600	42609	Reserved
N	41	42610		Lottery Funds - FCSPF
		42611	42619	Unassigned
N		42620		Information Technology Enhancement Grant
		42621	42629	Unassigned
CF		42630		Lottery Funds - Facilities Enhancement Challenge Grant
		42631	42639	Unassigned
N		42640		Lottery Funds - Phillip Benjamin Grant
		42641	42649	Unassigned
CF		42650		Lottery Funds - Capital Projects from Bond Proceeds
		42651	42689	Unassigned
		42690		Lottery Funds - Capitalization Incentive Funds
NF	41	42691		Lottery Funds - Capitalization Incentive Funds
CF	49	42692		Lottery Funds - Capitalization Incentive Funds
		42693	42699	Unassigned
		42700		Grants and Contracts - State
		42701	42709	Unassigned
O	16	42710		Grants and Contracts - State
		42711	42719	Unassigned
NF	46A	42720		Grants and Contracts - State
		42721	42729	Unassigned
CF	50	42730		Grants and Contracts - State
		42731	42724	
NF		42725		Grants and Contracts - State Student Aid
		42726	42799	Unassigned
		42800	42899	Reserved
net zero	net zero	42900		Indirect Cost Recovered - State
		42901	42909	Unassigned
O	16	42910		Refund to Grantor - State Government
		42911	42919	Unassigned
NF	46A	42920		Refund to Grantor - State Government
		42921	42929	Unassigned
CF	50	42930		Refund to Grantor - State Government
		42931	42999	Unassigned

SCF	SRECNA	General Ledger Code		General Ledger Code Description
				<b>Support from Federal Government</b>
		43000	42499	43499 Reserved
		43500		Grants and Contracts from Federal Government
		43501	43509	Unassigned
O	15	43510		Grants and Contracts from Federal Government
		43511	43514	Unassigned
NF	46A	43515		Grants and Contracts from Federal Government - ARRA FL Comm Svc Grant
NF	46A	43516		Grants and Contracts from Federal Government - ARRA Ed (Bacc)
NF	46A	43517		Grants and Contracts from Federal Government - ARRA Disc (Bacc)
NF	46A	43518		Grants and Contracts from Federal Government - ARRA Ed (CCPF)
NF	46A	43519		Grants and Contracts from Federal Government - ARRA Disc (CCPF)
NF	46A	43520		Grants and Contracts from Federal Government
		43521	43529	Unassigned
CF	50	43530		Grants and Contracts from Federal Government
		43531	43699	Unassigned
		43700	43899	Reserved
net zero	net zero	43900		Indirect Costs Recovered - Federal
		43901	43909	Unassigned
O	15	43910		Refund to Grantor - Federal Government
		43911	43919	Unassigned
NF	46A	43920		Refund to Grantor - Federal Government
		43921	43929	Unassigned
CF	50	43930		Refund to Grantor - Federal Government
		43931	43999	Unassigned
				<b>Gifts, Private Grants, and Contracts</b>
		44000	44099	Reserved
		44100		Cash Contributions
		44101	44109	Unassigned
O	17	44110		Cash Contributions
		44111	44119	Unassigned
NF	46A	44120		Cash Contributions
		44121	44129	Unassigned
CF	50	44130		Cash Contributions
		44131	44199	Unassigned
		44200		Non-Cash Contributions
		44201	44209	Unassigned
O	17	44210		Non-Cash Contributions
		44211	44219	Unassigned
NF	46	44220		Non-Cash Contributions
		44221	44229	Unassigned
CF	50	44230		Non-Cash Contributions
		44231	44239	Unassigned
NF		44240		Non-Cash Donations
NF		44241		Non-Cash Donations - life < 1 year regardless of value
NF		44242		Non Cash Donations - life > 1 year and > \$5,000

SCF	SRECNA	General Ledger Code		General Ledger Code Description
		44243	44499	Unassigned
		44400		Gifts, Grants and Contracts - Private
		44401	44409	Unassigned
O		44410		Gifts, Grants and Contracts - Private
		44411	44419	Unassigned
NF		44420		Gifts, Grants and Contracts - Private
		44421	44429	Unassigned
CF		44430		Gifts, Grants and Contracts - Private
		44431	44499	Unassigned
		44500	44899	Reserved
net zero	net zero	44900		Indirect Costs Recovered - Private Sources
		44901	44909	Unassigned
O	17	44910		Refund to Grantor - Private Sources
		44911	44919	Unassigned
NF	46A	44920		Refund to Grantor - Private Sources
		44921	44929	Unassigned
CF	50	44930		Refund to Grantor - Private Sources
		44931	44999	Unassigned
				<b>Sales and Services</b>
O	19	45000		Bookstore Sales and Commissions
		45001	450098	Unassigned
O	19	45099		Bookstore Sales and Commissions - Contra
		45100	45599	Reserved
O	19	45600		Food Service Sales and Commissions
		45601	45698	Unassigned
O	19	45699		Food Service Sales and Commissions - Contra
		45700	46199	Reserved
O	19	46200		Commissions
		46201	46299	Unassigned
		46300	46399	Reserved
O	22	46400		Use of College Facilities
		46401	46499	Unassigned
		46500	46599	Reserved
O	22	46600		Other Sales and Services
O	22	46601		Recyclable Material Sales
O	22	46602		Coin Copier Sales
O	18	46603		Ancillary Sales and Services - Culinary Arts
O	18	46604		Ancillary Sales and Services - Cosmetology
O	18	46605		Ancillary Sales and Services - Automotive
O	18	46606		Ancillary Sales and Services - Dental
O	18	46607		Ancillary Sales and Services - Child Care
O	18	46608		Ancillary Sales and Services - Industrial
O	18	46609		Ancillary Sales and Services - Other Vocational
		46610	46649	Unassigned
O		46650		Risk Management Consortium Insurance Revenue
		46651	46699	Unassigned
O	22	46700		Taxable Sales
		46701	46799	Unassigned
		46800	46899	Reserved

SCF	SRECNA	General Ledger Code		General Ledger Code Description
net zero	net zero	46900		Interdepartment Sales
net zero	net zero	46901		Interdepartmental Sales - Bookstore
net zero	net zero	46902		Interdepartmental Sales - Catering Food Sales
net zero	net zero	46903		Interdepartmental Sales - Miscellaneous
		46904	46999	Unassigned
				<b>Endowment Income</b>
		47000	47099	Reserved
NF	51	47100		Endowment Income - Addition to Principal
		47101	47199	Unassigned
		47200	47999	Reserved
				<b>Other Income</b>
		48000	48099	Reserved
I	43	48100		Interest and Dividends
		48101	48199	Unassigned
I	43	48200		Gain or Loss on Investments
		48201	48299	Unassigned
		48300	48699	Reserved
O	22	48700		Fines and Penalties
		48701	48709	Unassigned
O	22	48710		Parking Fines
		48711	48720	Unassigned
O	22	48721		Library Fines
		48722	48729	Unassigned
		48730	48899	Reserved
O	22	48900		Miscellaneous Revenue
		48901	48999	Unassigned
				<b>Non-Revenue Receipts</b>
		49000	49109	Reserved
net zero	net zero	49110		Mandatory Transfers - In from Current Funds - Unrestricted
		49111	49119	Reserved
net zero	net zero	49120		Mandatory Transfers - In from Current Funds - Restricted
		49121	49129	Reserved
net zero	net zero	49130		Mandatory Transfers - In from Auxiliary Funds
		49131	49139	Reserved
net zero	net zero	49140		Mandatory Transfers - In from Loan, Endowment, Annuity and Life Income Funds
		49141	49149	Reserved
net zero	net zero	49150		Mandatory Transfers - In from Scholarship Funds
		49151	49159	Reserved
net zero	net zero	49160		Mandatory Transfers - In from Agency Funds
		49161	49169	Reserved
net zero	net zero	49170		Mandatory Transfers - In from Unexpended Plant and Renewals/Replacement Funds
		49171	49179	Reserved
net zero	net zero	49180		Mandatory Transfers - In from Retirement of Indebtedness Funds
		49181	49209	Reserved
net zero	net zero	49210		Non-Mandatory Transfers - In from Current Funds - Unrestricted

SCF	SRECNA	General Ledger Code		General Ledger Code Description
		49211	49219	Reserved
net zero	net zero	49220		Non-Mandatory Transfers - In from Current Funds - Restricted
		49221	49229	Reserved
net zero	net zero	49230		Non-Mandatory Transfers - In from Auxiliary Funds
		49231	49239	Reserved
net zero	net zero	49240		Non-Mandatory Transfers - In from Loan, Endowment, Annuity and Life Income Funds
		49241	49249	Reserved
net zero	net zero	49250		Non-Mandatory Transfers - In from Scholarship Funds
		49251	49259	Reserved
net zero	net zero	49260		Non-Mandatory Transfers - In from Agency Funds
		49261	49269	Reserved
net zero	net zero	49270		Non-Mandatory Transfers - In from Unexpended Plant and Renewals/Replacement Funds
		49271	49279	Reserved
net zero	net zero	49280		Non-Mandatory Transfers - In from Retirement of Indebtedness Funds
		49281	49499	Reserved
CF		49500		Proceeds from Capital Assets and Related Long-Term Debt
		49501	49504	Unassigned
CF	46	49505		Gain from Sale of Property
CF	46	49506		Gain on Refunding of Bonds
		49507	49509	Unassigned
CF	46	49510		Proceeds from Sale of Property
		49511	49519	Unassigned
CF	46	49520		Insurance Recovery (GASB 42)
		49521	49599	Unassigned
O	22	49600		Prior Year Corrections
		49601	49699	Unassigned
O	22	49700		Loan Principal and Interest Cancellation Reimbursement
		49701	49799	Unassigned
		49800	49899	Reserved
O	22	49900		Over and Short
O	22	49901		Cash Over/Short
O	22	49902		Inventory Over/Short
		49903	49999	Unassigned

## **REVENUE DEFINITION**

Revenues are fees earned from providing services and goods. Under the accrual basis of accounting, revenues are recorded at the time of delivering the service or merchandise, even if cash is not received at the time of delivery. GASB Statement 35 categorizes revenues as either operating, nonoperating or other revenues. Operating revenues generally result from exchange transactions where each of the parties to the transaction either gives or receives something of similar or equal value. Nonoperating revenues are resources that the College relies on to provide funding for operations, including State noncapital appropriations, Pell Grants, and investment income. Other revenues are typically related to capital related items, such as State Capital appropriations and capital improvement fee. For purposes of the Statement of Cash Flows (SCF), revenues are categorized between operating, nonoperating, investing, and capital and related financing activities.

The following general ledger code (GLC) descriptions are provided as a basic explanation and are not intended to be all inclusive.

### **40100 Student Fees Control**

This general ledger control account is for recording student fees when the detailed GLCs 40110-401399 cannot be utilized due to computer program constraints. This is an optional account and will still require the use of GLCs 40110-40399 for reporting purposes. Refer to Section 14 Accounting Treatments for additional information related to the use of contra tuition revenue in Scholarship Discounts and Allowances recognition.

### **40100 - 40199 Florida Resident Tuition**

These GLCs are used to record tuition received for Florida residents in accordance with Florida Statute 1009.21. Appropriate accounts are also identified to record fee premiums, discounts, technology fees, and refunds. These funds are recorded in the Current Funds – Unrestricted (Fund 1).

### **40200 Non-Fundable State Full-Time Equivalent Enrollments Revenue Control**

This is the general ledger control account for recording student fees that are not eligible for State full-time equivalent (FTE) funding as defined in Florida Statute when the detailed GLCs 40210-40299 cannot be utilized due to computer constraints. This is an optional account and will still require use GLCs 40210-40299 for reporting purposes.

### **40210-40219 Tuition – Lifelong Learning**

These GLCs are used to record tuition, fee premiums/discounts, and refunds for students classified as Florida residents in accordance with Florida Statute 1009.21 enrolled in a course for which student already received a passing grade (“C” or better).

### **40210 -40219 Tuition – Continuing Workforce Education**

These GLCs are used to record fees and refunds enrolled in continuing workforce education courses that must be fully supported by revenue collections and may not be counted for purposes of FTE enrollment funding in accordance with Florida Statute 1009.22(b).

### **40250-40259 Out-of-State Fees – Lifelong Learning**

These GLCs are used to record tuition, fee premiums/discounts, and refunds for students classified as non-Florida residents in accordance with Florida Statute 1009.21 enrolled in a course for which student already received a passing grade (“C” or better).

**40260 -40269 Full Cost of Instruction**

These GLCs are used to record fees for students enrolled in college-preparatory and college credit courses per Florida Statute 1009.28 and 1009.285, respectively. These enrollments may not be counted for purposes of FTE enrollment funding.

**40270 -40279 Tuition and Out-of-State Fees – Self Supporting**

These GLCs are used to record tuition, out-of-state fees, free premiums/discounts, and refunds received from student enrolled in personal enrichment (non-credit) courses.

**40301 -40399 Out of State Fees**

These GLCs are used to record out-of-state fees from students who are non-Florida residents enrolled as defined by Florida Statute 1009.21 and the appropriate fee premiums/discounts, technology fees, and refund of out-of-state fees. These revenues are to be recorded in the Current Funds- Unrestricted (Fund 1).

**40401 -40499 Laboratory, Special Course, and User Fees**

Each local Board of Trustees shall establish policies for the implementation of laboratory, special course fees, and distance learning course user fee. Such policies shall provide justification for the additional fee and shall define which costs are in excess of base instructional costs, describe the documentation required to support the additional charge, the time period for review of such additional charges, and the manner of presenting such fees to the local Board of Trustees for approval. For other user fees, the local Board of Trustees shall establish policies for the implementation of user fees authorized by law. Such policies shall define the basis for determining the amount of the fee and the manner of presenting such fees to the local Board of Trustees for approval.

**40501 -40599 Application Fees**

Some colleges charge a fee to all prospective students when they apply for admission to the college. These fees will be credited to these accounts and will be used to finance the educational and general activities of the college. These revenues are to be recorded in Current Funds – Unrestricted (Fund 1).

**40505 Transient Application Fees**

To account for transient student admissions fee for any Florida College System institution that accepts transient students pursuant to Florida Statute 1006.73 in accordance with Florida Statute 1009.23(17). These revenues are to be recorded in Current Funds – Unrestricted (Fund 1).

**40600 – 40609 Graduation Fees**

If graduation fees are charged to students, they will be credited to Current Funds – Unrestricted (Fund 1).

**40610 Diploma Replacement Fees**

If a diploma replacement fee is charged to students as permitted by F.S. 1009.23(12)(a), they will be credited to Current Funds – Unrestricted (Fund 1).

**40700 – 40799 Transcript Fees**

If fees are charged to students for transcripts, they will be credited to these accounts and used to finance the educational and general support activities of the college. These revenues are to be recorded in the Current Funds – Unrestricted (Fund 1).

**40800 – 40849 Financial Aid Fund Fees**

If fees are charged to students in support of student financial aid, they will be credited to these GLCs in the Scholarship Funds (Fund 5).

**40850 – 40859 Student Activities and Service Fees**

If fees are charged to students in support of student activities and services, they will be credited to these GLCs in the Current Funds – Restricted (Fund 2). Those student activities that are deemed scholarships in support of student activities shall be recorded in the Current Funds – Restricted and transferred to the Scholarship Funds. All student activities expenditures (including athletics) from these funds, regardless of final fund residence, shall be in accordance with State Board of Education Rule 6A-14.057, Student Activities, shall be subject to appropriate student/staff budget preparation and approved by the college president.

**40860 – 40869 Student Capital Improvement Fees**

If fees are charged to students in support of capital improvements, they will be credited to these GLCs in the Unexpended Plant Funds (Fund 7).

**40870 – 40879 Technology Fees**

The Council of Business Affairs, together with the Accounting Committee, unanimously recommends that revenue from technology fees authorized as part of F.S. 1009.22 and 1009.23 will be accounted for in Current Funds – Unrestricted (Fund 1) . Each college will document appropriate expenditures of technology fee revenues. Any unspent technology fees will need to be identified as a Reserve of Fund Balance.

**40900 – 40999 Other Student Fees**

All student fees not included in GLCs 40100 – 40899 will be credited to these accounts and may include, but are not limited to: access fee (previously called registration fees) for late registration, testing fees, student insurance fees, residual student fees (immaterial over or under payments which are non-refundable and not cost effective to collect), picture identification card fees, parking fees, library fees, transportation fee, credit and convenience fee, or contract course fees. In accordance with F.S. 1009.23(18)(a), only Santa Fe College is permitted to charge the transportation access fee (as of 7/01/11). Fines and penalties would not be included here; instead they are recorded in GLCs 487XXX.

**41500 – 41599 Grants and Contracts from Cities**

These accounts are used to record all support received from city governments regardless of whether the funds are restricted or unrestricted as to their use. Revenues should be segregated into Operating, Non-Operating, or Capital related as appropriate. Funds received from a city government to pay student fees of its employee should not be credited to these GLCs, but should be credited to the proper student (receivable) account in Current Funds – Unrestricted (Fund 1) or to GLC 211XX, Deposit Held in Custody for Others in the Agency Funds.

**41600 – 41699 Grants and Contracts from Counties**

These GLCs are used to record all support received from county governments regardless of whether the funds are restricted or unrestricted as to their use. Revenues should be segregated into Operating, Non-Operating, or Capital related as appropriate. Funds received from a city government to pay student fees of its employee should not be credited to these GLCs, but should be credited to the proper student (receivable) account in Current Funds – Unrestricted (Fund 1) or to GLC 211XX, Deposit Held in Custody for Others in the Agency Funds. These accounts will also be used to record revenue from counties for charter schools.



**41700 – 41799 City Ad Valorem Tax Revenue**

These GLCs are used to record all ad valorem tax revenues generated from local city sources. Revenues should be segregated into Operating, Non-Operating, or Capital related as appropriate.

**41800 – 41899 County Ad Valorem Tax Revenue**

These GLCs are used to record all ad valorem tax revenues generated from local county sources. Revenues should be segregated into Operating, Non-Operating, or Capital related as appropriate.

**41900 – 41999 Indirect Costs Recovered/Refunded – City and County**

These GLCs are used to record indirect costs recovered from city and county grants and contracts, and funds refunded or reimbursed to city and county governments. Revenues should be segregated into Operating, Non-Operating, or Capital related as appropriate. Refer to Section 14 Accounting Treatments for additional information on indirect costs.

**42110 – 42119 Florida College System Program Fund (FCSPF) Appropriations**

These accounts are used to record all support received from the State through the Florida College System Program Fund (FCSPF) for support of the Florida College System. (Formerly Community College Program Fund “CCPF”; name changed to FCSPF in HB 5001 of General Appropriations Act effective for fiscal year 2012-13).

**42110 – 42119 Workforce Appropriations**

These accounts are used to record all support received from the State through Workforce Development funds for support of the Florida College System’s workforce programs. (Formerly Special Appropriation – Library Books).

**42130 – 42139 Special Appropriations – Other**

These accounts are to be used to record all support received from the State for specified purposes, including 2+2 Public and Private Partnerships. Previous appropriations under this category included Learning Aids for Disabled Students (fiscal years 1995-96 through 1998-99) and CLAST/Gordon Rule Quality Education (fiscal years 1994-95 and prior).

**42140 – 42149 Special Appropriation – Workforce Development (Disabled)**

These accounts are used to record all support received from the State for these specified purposes.

**42150 – 42159 Performance Based Incentive Funds – FSCPF**

These accounts are used to record all support received from the State for these specified purposes.

**42160 – 42169 Incentive Grants for Expanding Programs**

These accounts are used to record all support received from the State for these specified purposes. (Formerly Education of Federal Inmates).

**42170 – 42179 Critical Deferred Maintenance**

These accounts are used to record all support received from the State for these specified purposes.

**42180 – 42189 Gender Equity Funds**

These accounts are used to record all support received from the State for these specified purposes.

**42210 – 42219 License Tag Fees Appropriation**

All State appropriations for Capital Outlay and Debt Service (CO & DS) are secured through the first receipts from the sale of Florida automobile license tags. These fees are credited to these accounts and must be budgeted and expended only in the Unexpended Plant Funds (Fund 7) and Retirement of Indebtedness Funds (Fund 8), except for amounts withheld by the State for payment of State Board of Education bonds administrative expense and issuance costs, which should be credited to these accounts in Current Funds – Unrestricted (Fund 1).

**42310 – 42319 Public Education Capital Outlay (PECO) Appropriations**

These accounts are used to record all appropriations received from State PECO sources. These appropriations may only be budgeted and expended in the Unexpended Plant Funds (Fund 7).

**42500 – 42509 Other State Appropriations**

These accounts are used to record appropriations received from the State which cannot otherwise be classified. Revenues should be segregated into Operating, Non-Operating, and Capital related as appropriate.

**42510 – 42519 Performance Based Incentive Programs (Categorical Appropriations)**

These accounts are used to record Performance Based Incentive Program Funds received from the State for these specific purposes (i.e. vocational programs) and should be recorded in Current Funds – Unrestricted (Fund 1).

**42520 – 42529 Child Care Projects**

These accounts are to be used to record Child Care appropriations received from the State for these specified purposes. (Formerly Hurricane Relief Appropriation)

**42530 – 42539 Commission on Community Service**

These accounts are to be used to record Commission on Community Service appropriations received from the State for these specified purposes.

**42550 – 42559 Martin Luther King Center for Nonviolence**

These accounts are to be used to record Martin Luther King Center for Nonviolence appropriations received from the State for these specified purposes.

**42560 – 42659 Energy Grant Appropriations**

These accounts are to be used to record grants received from the Energy Consortium as specified in Florida Appropriation 1214A, fiscal year 1995-96. Refer to Section 14 Accounting Treatments for additional information on the Energy Consortium.

**42570 – 42579 Student Advising System Appropriations**

These accounts are to be used to record Student Advising System appropriations received from the State for these specified purposes.

**42580 – 42589 Facilities Enhancement Challenge Grant Appropriations**

These accounts are to be used to record Facilities Enhancement Challenge Grant appropriations received from the State for these specified purposes.

**42590 – 42599 Distance Learning Grants**

These accounts are to be used to record Distance Learning Grant funds received from the State for these specified purposes.

**42610 – 42619 Lottery Funds – FCSPF**

These accounts are to be used to record all appropriations from State Lottery funds. Expenditures of these funds, when identified as enhancement funds and when these funds supplement General Revenues should include: enhancement of the instructional process to avoid or mitigate instructional layoffs in the event that General Revenue appropriations are inadequate to fund ongoing instruction; to maintain open door enrollment policy; and any other expenditures which the college reasonably determines to be an enhancement as documented by the college's accounting records.

**42620 – 42629 Information Technology Enhancement Grant**

These accounts are to be used to record funds received from the State for the intended use to assist with the higher cost associated with Information Technology program development, expansion, and updating. These are non-recurring Lottery funds.

**42630 – 42699 Lottery Funds**

These accounts are used to record lottery funds received from the State for a specified purpose and should be classified into the Enhancement Challenge Grant, Phillip Benjamin Grant, or Capitalization Incentive Funds category. Revenues should be segregated into Operating, Non-Operating, or Capital related as appropriate.

**42650 Lottery Funds – Capital Projects from Bond Proceeds**

To account for lottery bond proceeds that were appropriated to fund selected capital projects in fiscal year 2012-13, typically allocated for State PECO sources. These revenues should be budgeted and expended in the Unexpended Plant Funds (Fund 7).

**42710 – 42799 Grants and Contracts - State**

These GLCs are used to record all support, restricted and unrestricted, received from the State which cannot be classified in GLCs 42110-42699. Revenues should be segregated into Operating, Non-Operating, or Capital related as appropriate. State student financial aid should be recorded in this GLC series. Student fees paid by Vocational Rehabilitation Division or other State agencies should not be included here but should be credited to the proper student (receivable) account in Current Funds – Unrestricted (Fund 1) or to GLC 211XX, Deposit Held in Custody for Others in the Agency Funds.

**42900 – 42999 Indirect Costs Recovered/Refunded – State**

These GLCs are used to record indirect costs recovered from state grants and contracts, and funds refunded or reimbursed to state governments. Revenues should be segregated into Operating, Non-Operating, or Capital related as appropriate. Refer to Section 14 Accounting Treatments for additional information on indirect costs.

**43500 – 43699 Grants and Contracts – Federal**

These GLCs are used to record all support, restricted and unrestricted, received from the Federal Government whether received directly from the Federal Government or indirectly through the State or other entity as the administering agency. Revenues should be segregated into Operating, Non-Operating, or Capital related as appropriate. Pell and Student Educational Opportunity Grants (SEOG) are classified as Non-Operating revenues on the Statement of Revenues, Expenses, and Changes in Net Position and Statement of Cash Flows.

**43900 – 43999 Indirect Costs Recovered/Refunded – Federal**

These GLCs are used to record indirect costs recovered from federal grants and contracts, and funds refunded or reimbursed to the Federal Government. Revenues should be segregated into Operating, Non-Operating, or Capital related as appropriate. Refer to Section 14 Accounting Treatments for additional information on indirect costs.

**44100 – 44199 Cash Contributions**

These GLCs are used to record restricted and unrestricted cash gifts to the college from private entities. Gifts for scholarships should be credited to these GLCs in the Scholarship Funds (Fund 5) only when the college designates the person to receive the award. When the donor reserves the right to designate the person to receive the award, the funds should be credited to the proper student (receivable) account in Current Funds – Unrestricted (Fund 1) or to GLC 211XX, Deposit Held in Custody for Others in the Agency Funds. Revenues should be segregated into Operating, Non-Operating, or Capital related as appropriate. (Formerly Gifts from Individuals).

**44200 – 44299 Non-Cash Contributions and Donations**

These GLCs are used to record restricted and unrestricted non-cash gifts to the college from private entities. Revenues should be segregated into Operating, Non-Operating, or Capital related as appropriate. Refer to Section 14 Accounting Treatments for additional information on donated capital gifts.

**44400 – 44499 Gifts, Grants and Contracts – Private**

These accounts are used to record restricted and unrestricted cash gifts to the college from private entities. Gifts for scholarships should be credited to these accounts in the Scholarship Funds (Fund 5) only when the college designates the person to receive the award. When the donor reserves the right to designate the person to receive the award, the funds should be credited to the proper student (receivable) account in Current Funds – Unrestricted (Fund 1) or to GLC 211XX, Deposit Held in Custody for Others in the Agency Funds. Revenues should be segregated into Operating, Non-Operating, or Capital related as appropriate. Refer to Section 14 Accounting Treatments for additional information on donated capital gifts.

**44900 – 44999 Indirect Costs Recovered/Refunded – Private**

These GLCs are used to record indirect costs recovered from private grants and contracts, and funds refunded or reimbursed to the private entity. Revenues should be segregated into Operating, Non-Operating, or Capital related as appropriate. Refer to Section 14 Accounting Treatments for additional information on indirect costs.

**45000 – 45099 Bookstore Sales and Commissions**

These GLCs are used to record sales and commissions by the bookstore. If the bookstore is departmentalized, the various GLCs could be used to record the sales of each department separately or different GLCs could be used to separate taxable sales from non-taxable sales. This group of accounts GLCs are also used for recording bookstore sales and commissions contra-sales.

**46200 – 46299 Commissions**

Include all revenues from commissions earned. These GLCs will be used only in the Auxiliary Funds (Fund 3).

**46400 – 46499 Use of College Facilities**

The proceeds from using college building or equipment will be credited to these GLCs. These revenues are to be recorded in the Current Funds – Unrestricted (Fund 1).

**46600 – 46649 Other Sales and Services**

The proceeds from all sales and services not otherwise classified, such as recyclable materials, coin copier, ancillary sales and services (culinary, cosmetology, automotive, dental, child care, etc.) will be credited to these GLCs.

**46650 – 46699 Risk Management Consortium (RMC) Insurance**

These GLCs are to record revenue for the RMC contributions from each of the member colleges.

**46700 – 46799 Taxable Sales**

The proceeds from taxable sales not otherwise classified will be credited to these GLCs.

**46900 – 46999 Interdepartmental Sales**

These GLCs should be used to record sales of service departments (central stores, duplicating, office machine repair, etc.) which are accounted for in the Auxiliary Funds (Fund 3). If the selling price of supplies or printing is designed to recover all costs of the service department, including salaries and fringe benefits, the service department should be accounted for in the Auxiliary Funds (Fund 3) with any profit or loss being transferred to the Current Funds – Unrestricted (Fund 1) at the end of the year. All interdepartmental revenues and corresponding charges must be eliminated (offset) for financial reporting purposes, so revenue and expenses are not over inflated. If salaries and fringe benefits are not passed on to using departments, these activities may be accounted for in the institutional support function of the Current Funds – Unrestricted (Fund 1) and “sales” to departments should not be recorded as an interdepartmental sale, but as a contra-expense, so as not to double report expenditures.

**47100 – 47199 Endowment Income – Addition to Principal**

Additions to the principal on endowments should be credited to these GLCs. The income should be classified as restricted or unrestricted as specified by the terms of the endowment gift.

**48100 – 48199 Interest and Dividends**

These GLCs are used to record the interest and dividends earned on investments by the college and on loans made to students.

**48200 – 48299 Gain or Loss on Investments**

These GLCs are credited with the gain realized on the sale of investment and debited with the loss incurred on the sale of investments. For endowments, these GLCs would affect the principal account and not the income accounts.

**48700 – 48799 Fines and Penalties**

These GLCs are used to record library book fines, parking fines, traffic fines, returned check charges, etc. These revenues are to be recorded in the Current Funds – Unrestricted (Fund 1), except for parking and traffic fines which must be recorded in the Scholarship Funds (Fund 5) for student financial aid purposes in accordance with F.S. 1001.64(24).

**48900 – 48999 Miscellaneous Revenue**

These GLCs are used to record any revenue which cannot otherwise be classified. These revenues are to be recorded in the Current Funds – Unrestricted (Fund 1).

**49110 – 49189 Mandatory Transfers - In**

Mandatory transfers are exchanges between funds which are established by a binding legal agreement, such as a bond indenture, or are required to match outside gifts or grants, such as work-study salaries or Title IV SEOG grants. The second digit in this range of GLCs indicates the fund where the corresponding expense is recorded. For example, if the Current Funds - Restricted (Fund 2) recorded revenue in 49110, this would indicate that the Current Funds - Unrestricted (Fund 1) was charged for this expense in GLC 69120 for the same amount. While transfers in are considered an addition to the specific fund, it is offset by an corresponding deduction in another fund, and consequently transfers are eliminated from the Statement of Revenue, Expense, and Changes in Net Position.

**49210 – 49289 Non-Mandatory Transfers - In**

Non-mandatory transfers are allocations of unrestricted resources between fund groups which are not required by terms of a loan, or other agreements with outside persons or agencies. The second digit in this range of GLCs indicates the fund where the corresponding expense is recorded. For example, if the Current Funds - Unrestricted (Fund 1) recorded revenue in 49230, this would indicate that the Auxiliary Funds (Fund 3) was charged for this expense in GLC 69210 for the same amount. While transfers in are considered an addition to the specific fund, it is offset by an corresponding deduction in another fund, and consequently transfers are eliminated from the Statement of Revenue, Expense, and Changes in Net Position.

**49500 – 49599 Proceeds from Capital Assets and Related Long-Term Debt and Sale of Property**

These GLCs are used to record the proceeds and gains or losses from the sales of assets, insurance recoveries, and refunding of bonds. Transactions should be recorded only when an actual sale is made. This GLC should not be used to record the trade-in allowance on equipment traded for other equipment. Refer to Section 14 Account Treatments for additional information on Sales of Fixed Assets, Gain on Bond Refunding, and Impairment on Capital Assets.

**49600 – 49699 Prior Year Corrections**

These GLCs should be used to record immaterial corrections of revenues which were originally recorded in a prior fiscal year. Error corrections, if not material, may also be posted directly to the GLC originally debited or credited. Material corrections must either be posted directly to fund balance on the Statement of Net Position as a prior period adjustment, or will require restatement of prior period financial statements. (This is an extremely rare occurrence).

**49700 – 49799 Loan Principal and Interest Cancellation Reimbursement**

These GLCs are used to record the federal reimbursement of college matched loan funds for which cancellation has been approved.

**49900 – 49999 Over and Short**

These GLCs are used to record cash and inventory overages and shortages.

Section 12

Expenditures: Chart of Accounts  
and Account Descriptions

EXPENDITURES

<b>Key:</b> <b>O = Operating</b> <b>N = Non-Operating</b> <b>CF = Capital Financing (Non-Operating)</b> <b>NF = Non-Capital Financing</b> <b>I = Investing</b>
---

A.  
 Personnel Expenses ( \_\_\_\_\_ ) ( 5 X X X X )  
 Current Expenses ( \_\_\_\_\_ ) ( 6 X X X X )  
 Capital Outlay ( \_\_\_\_\_ ) ( 7 X X X X )

(Refer to Section 7 for instructions on Required use, Suggested use, Unassigned codes and Reserved codes.)

Personnel Salary Expenses - Full-Time or Permanent Part-Time Positions (Each full-time and part-time G/L Code for Salary Expenses and Other Personnel Expenses is identified with a specific Personnel Data Base (PDB) Classification Code and definition. See page 12-23 through 12-25.

SCF	SRECNA			
		50000	- Personnel Expenses Control	
		50001	- 50109 Reserved	
		50110	- Salary - Risk Management Consortium	(50111 - 50139)
		50140	- 50999 Reserved	
O	8	51000	- Executive Management	(51001 - 51099)
O	8	51100	- Instructional Management	(51101 - 51199)
O	8	51200	- Institutional Management	(51201 - 51299)
		51300	- 51399 Reserved	
O	8	51400	- Executive, Administrative, Managerial Sabbatical	
O	8	51500	- Executive, Administrative, Managerial Regular Part-Time	(51501 - 51599)
		51600	- 51999 Reserved	
O	8	52000	- Instructional	
O	8	52001	- Instructional - Instructor/Professor	
O	8	52002	- Instructional - Librarian	
O	8	52003	- Instructional - Counselor	
O	8	52004	- Instructional - Coach	
O	8	52005	- Instructional - Supervisor	(52006 - 52099)
O	8	52100	- Instructional - Overload / Supplemental	(52101 - 52199)
O	8	52200	- Instructional - Substitution	(52201 - 52299)
O	8	52300	- Instructional - Para-Professional/Associate/Assistant	(52301 - 52399)
O	8	52400	- Instructional - Sabbatical	(52401 - 52499)
O	8	52500	- Instructional ( Phased Retirement)	
O	8	52501	- Instructional (Phased Retirement) - Instructor/Professor	
O	8	52502	- Instructional (Phased Retirement) - Librarian	
O	8	52503	- Instructional (Phased Retirement) - Counselor	
O	8	52504	- Instructional - Regular Part-Time (FRS Participant)	(52505 - 52599)
		52600	- 52999 Reserved	
O	8	53000	- Other Professional	(53001 - 53099)
O	8	53100	- Other Professional - Overload / Supplemental	(53101 - 53199)
O	8	53200	- Other Professional - Substitution	(53201 - 53299)
O	8	53300	- Other Professional - Para-Professional/Associate/Assistant	(53301 - 53499)
O	8	53500	- Other Professional - Regular Part-Time	(53501 - 53599)
		53600	- 53999 Reserved	
O	8	54000	- Technical, Clerical, Trade and Service	(54001 - 54099)
O	8	54100	- Technical, Clerical, Trade and Service - Overtime	(54101 - 54199)
		54200	- 54499 Reserved	
O	8	54500	- Technical, Clerical, Trade and Service - Regular Part-Time	(54501 - 54599)
		54600	- 54999 Reserved	
		Other Personnel Expenses Part-Time (Non-Permanent)		
O	8	55000	- Other Personnel Services - Executive, Administrative/Managerial	(55001 - 55099)
		55100	- 55999 Reserved	
O	8	56000	- Other Personnel Services - Instructional	
O	8	56001	- Other Personnel Services - Instructional/Adjunct Instructor	
O	8	56002	- Other Personnel Services - Librarian	
O	8	56003	- Other Personnel Services - Counselor	
O	8	56004	- Other Personnel Services - Coach	
O	8	56005	- Other Personnel Services - Supervisor	
O	8	56006	- Other Personnel Services - Para-Professional	(56007 - 56099)
O	8	56100	- Other Personnel Services - Instructional Substitutes	(56101 - 56199)

		56200	- 56499 Reserved		
	O	8	56500 - Other Professional Part-Time	(56501	- 56599)
		56600	- 56999 Reserved		
	O	8	57000 - Other Personnel Services - Technical, Clerical, Trade and Service	(57001	- 57099)
		57100	- 57999 Reserved		
	O	8	58000 - Student Employment - Institutional Work Study	(58001	- 58099)
	O	8	58100 - Student Employment - College Work Study Program	(58101	- 58199)
	O	8	58200 - Student Employment - College Work Experience Program	(58201	- 58299)
	O	8	58300 - Student Employment - Student Assistants	(58301	- 58399)
	O	8	58400 - Student Employment - Other Governmental Sources	(58401	- 58499)
	O	8	58500 - Employee Awards	(58501	- 58599)

Personnel Benefits

		59000	- 59099 Reserved		
	O	9	59100 - Social Security Contributions		
	O	9	59101 - FICA/Medicare Contributions	(59102	- 59109)
	O	9	59110 - Social Security Contributions - Part-Time Employees		
	O	9	59111 - FICA/Medicare Contributions - Part-Time Employees		
	O	9	59112 - Social Security Alternative - Optional College Contributions	(59113	- 59119)
	O	9	59200 - Retirement Contributions		
	O	9	59201 - Teachers' Retirement Contributions		
	O	9	59202 - State and County Retirement Contributions		
	O	9	59203 - Florida Retirement Contributions - Regular		
	O	9	59204 - Florida Retirement Contributions - Senior Management		
	O	9	59205 - Florida Retirement Contributions - Special Risk		
	O	9	59206 - Optional Retirement Contributions - Division of Retirement		
	O	9	59207 - DROP Retirement Contributions		
	O	9	59208 - Optional Retirement Contributions - Annuity Companies		
	O	9	59209 - Florida Retirement Contributions - Investment Plan		
	O	9	59210 - Florida Retirement Contributions - Part-Time Employees	(59211	- 59299)
	O	9	59300 - Accrued Leave Expense		
	O	9	59301 - Accrued Annual Leave Expense		
	O	9	59302 - Accrued Sick Leave Expense	(59303	- 59399)
	O	9	59400 - Accrued Severance Pay Expense	(59401	- 59499)
	O	9	59500 - Other Benefits - Taxable		
	O	9	59501 - Personal Use College Vehicle		
	O	9	59502 - College Provided Housing		
	O	9	59503 - Housing Allowance		
	O	9	59504 - College Provided Expense Account		
	O	9	59505 - College Provided TSA		
	O	9	59506 - Moving Expense		
	O	9	59507 - Deferred Compensation		
	O	9	59508 - Deferred Compensation - Tax Exempt		
	O	9	59509 - Automobile Allowance	(59510	- 59599)
		59600	- Other Benefits		
	O	9	59601 - Health Insurance - OPEB		
	O	9	59602 - Life Insurance - OPEB		
	O	9	59603 - 59699 Reserved		
	O	9	59700 - Insurance Benefits		
	O	9	59701 - Health Insurance Contributions		
	O	9	59702 - Life Insurance Contributions		
	O	9	59703 - Dental Insurance Contributions		
	O	9	59704 - Disability Insurance Contributions		
	O	9	59705 - Eye Care Insurance Contributions	(59706	- 59799)
	O	9	59800 - Matriculation Benefits and Reimbursement		
	O	9	59801 - Employee Matriculation Benefits		
	O	9	59802 - Dependent Matriculation Benefits		
	O	9	59803 - Employee Matriculation Reimbursement		
	O	9	59804 - Dependent Matriculation Reimbursement		
	O	9	59805 - Employee Matriculation Reimbursement - Taxable		
	O	9	59806 - Dependent Matriculation Reimbursement - Taxable	(59807	- 59809)
	O	9	59810 - Part-Time Employee Matriculation Benefits		
	O	9	59811 - Part-Time Employee Matriculation Reimbursement		
	O	9	59812 - Part-Time Employee Matriculation Reimbursement - Taxable	(59813	- 59899)
	O	9	59900 - Personnel Expense Contingency (Budget Only)		
	O	9	59901 - Contingency - Salary and Benefits (Budget Only)		
	O	9	59902 - Lapse - Salary and Benefits (Negative Budget Only)		
	O	9	59903 - Cost of Living Adjustments (Budget Only)	(59904	- 59999)

Current Expenses - Services

		60000	- Current Expenses Control		
		60001	- 60109 Reserved		
	O		60110 - Expenses - Risk Management Consortium	(60111	- 60139)
		60140	- 60499 Reserved		
	O	13	60500 - Travel		
	O	13	60501 - Travel - In-District		
	O	13	60502 - Travel - Out-of-District		
	O	13	60503 - Travel - Out-of-State		
	O	13	60504 - Travel - International		



O	13	60505	- Travel - Reimbursable		
O	13	60506	- Travel - Student		
O	13	60507	- Travel - Non-Employee		
O	13	60508	- Travel - Employee Recruitment		
O	13	60509	- Travel - Moving Expenses		
O	13	60510	- Travel - Other		
O	13	60511	- Travel - Risk Management Consortium	(60512	- 60599)
		60600	- 60999 Reserved		
O	13	61000	- Freight and Postage	(61001	- 61099)
O		61100	- 61499 Reserved		
O	11	61500	- Telecommunications		
O	11	61501	- Local Telephone/Fax Service		
O	11	61502	- Long Distance Telephone/Fax Service		
O	11	61503	- Suncom/WATS Service		
O	11	61504	- Other Communication Service	(61505	- 61599)
O		61600	- 61999 Reserved		
O	13	62000	- Printing		
O	13	62001	- Printing/Duplicating - Vendor		
O	13	62002	- Printing/Duplicating - College		
O	13	62003	- Binding		
O	13	62004	- Department Photocopying		
O	13	62005	- Department Duplicating	(62006	- 62099)
		62100	- 62499 Reserved		
O	13	62500	- Repairs and Maintenance		
O	13	62501	- Repairs and Maintenance - Building		
O	13	62502	- Repairs and Maintenance - Furniture and Equipment		
O	13	62503	- Repairs and Maintenance - Grounds		
O	13	62504	- Service Contracts/Agreements		
O	13	62505	- Repairs and Maintenance - Other		
O	13	62506	- Repairs and Maintenance - Technology	(62507	- 62599)
		62600	- 62999 Reserved		
O	13	63000	- Rentals		
O	13	63001	- Rentals - Facilities		
O	13	63002	- Rentals - Equipment		
O	13	63003	- Rentals - Films		
O	13	63004	- Rentals - Copy Machines		
O	13	63005	- Rentals - Other		
CF	13	63006	- Lease Purchase Payments - Capital (fund 8)		
O	13	63007	- Royalties		
O	13	63008	- Long Term Facilities Leases		
O	13	63009	- Equipment Leases - Operating	(63010	- 63099)
		63100	- 63499 Reserved		
O	13	63500	- Insurance		
O	13	63501	- Insurance - Property		
O	13	63502	- Insurance - Workers Compensation		
O	13	63503	- Insurance - Student		
O	13	63504	- Insurance - Fleet		
O	13	63505	- Insurance - General Liability		
O	13	63506	- Insurance - Professional Liability		
O	13	63507	- Insurance - Patient Centered Outcomes Research Institute (PCORI) Fee	(63508	- 63699)
O	13	63700	- Insurance - Risk Management Consortium	(63701	- 63899)
		63900	- 63999 Reserved		
O	11	64000	- Utilities		
O	11	64001	- Heating Fuels		
O	11	64002	- Water and Sewer		
O	11	64003	- Electricity		
O	11	64004	- Garbage Collections		
O	11	64005	- Fuel, Vehicular		
O	11	64006	- Hazardous Waste Removal		
O	11	64007	- Storm Water Runoff Fees	(64008	- 64099)
		64100	- 64499 Reserved		
O	12	64500	- Other Services		
O	12	64501	- Other Services		
O	12	64502	- Institutional Membership		
O	12	64503	- Contributed Services		
O	12	64504	- Collection/Billing Services		
O	12	64505	- Advertising (Required by Law)		
O	12	64506	- SBE Bond Administrative Expense		
O	12	64507	- Contracted Instructional Services - State Fundable Enrollment		
O	12	64508	- Contracted Non-Instructional Services		
O	12	64509	- Other Services - Non-Contracted		
O	12	64510	- Advertising (Not Required by Law)		
O	12	64511	- Non-Contracted Services/Stipends		
O	12	64512	- Tuition Reimbursement, Non-Taxable		
O	12	64513	- Contracted Instructional Services - Non-Fundable		
O	12	64514	- Technology Services		
O	12	64515	- Capital Improvement Bond Administrative Expenses	(64516	- 64519)
NF	20	64520	- Payment To Sub-Recipient	(64521	- 64599)
O	13	64600	- Workforce/Wages		

O	13	64601	- Marketing/Recruitment		
O	13	64602	- Child Care		
O	13	64603	- Counseling		
O	13	64604	- Food Assistance		
O	13	64605	- Health Support		
O	13	64606	- Needs-Related Payments		
O	13	64607	- On-the-Job Training		
O	13	64608	- Occupational Skills Training		
O	13	64609	- Occupational Skills Training - Other		
O	13	64610	- Temporary Shelter		
O	13	64611	- Rent/Utilities		
O	13	64612	- Transportation		
O	13	64613	- Uniforms/Shoes		
O	13	64614	- Tools/Supplies		
O	13	64615	- Assessment		
O	12	64700	- Service Provider Contracts - Workforce/Wages	(64616	- 64699)
		64800	- 64999 Reserved	(64701	- 64799)
O	12	65000	- Professional Fees		
O	12	65001	- Consultant Fees		
O	12	65002	- Honoraria Fees		
O	12	65003	- Legal Fees		
O	12	65004	- Auditing Fees		
O	12	65005	- Architectural Fees		
O	12	65006	- Engineering Fees		
O	12	65007	- Other Professional Fees		
O	12	65008	- Accreditation Fees		
O	12	65009	- Bank Service Fees		
O	12	65010	- Technology Consultant Fees		
		65100	- 65499 Reserved	(65011	- 65099)
Current Expenses - Materials and Supplies					
O	14	65500	- Educational, Office/Department Materials and Supplies		
O	14	65501	- Educational Materials and Supplies		
O	14	65502	- Office Materials and Supplies		
O	14	65503	- Diplomas and Covers		
O	14	65504	- Hazardous Materials - Instructional	(65505	- 65599)
O		65600	- 65699 Reserved		
O	14	65700	- Data Software - Non-Capitalized		
O	14	65701	- Data Software - Educational, Non-Capitalized		
O	14	65702	- Data Software - Administrative - Non-Capitalized	(65703	- 65799)
		65800	- 65999 Reserved		
O	14	66000	- Maintenance and Construction Materials and Supplies		
O	14	66001	- Maintenance Materials and Supplies		
O	14	66002	- Janitorial Materials and Supplies		
O	14	66003	- Automotive Materials and Supplies		
O	14	66004	- Grounds Materials and Supplies		
O	14	66005	- Construction Materials and Supplies		
O	14	66006	- Hazardous Materials - Non-Instructional	(66007	- 66099)
		66100	- 66499 Reserved		
O	14	66500	- Other Materials and Supplies		
O	14	66501	- Athletic Materials and Supplies		
O	14	66502	- Athletic Uniforms		
O	14	66503	- Food and Food Products		
O	14	66504	- Materials and Supplies - Other		
O	14	66505	- Departmental Uniforms		
O	14	66506	- Minor Equipment (Optional Account)		
O	14	66507	- Minor Technology Equipment (Optional Account)	(66508	- 66599)
		66600	- 66999 Reserved		
O	14	67000	- Library Resources		
O	14	67001	- Subscriptions		
O	14	67002	- Periodicals		
O	14	67003	- Books		
O	14	67004	- Other Library Collections		
O	14	67005	- E-Resources - Purchased		
O	14	67006	- E-Resources - Licensed	(67007	- 67099)
		67100	- 67499 Reserved		
Current Expenses - Other Current Charges					
O	14	67500	- Purchases for Resale		
O	14	67501	- New Books - Resale		
O	14	67502	- Used Books - Resale		
O	14	67503	- Trade Books - Resale		
O	14	67504	- Supplies - Resale		
O	14	67505	- Jewelry - Resale		
O	14	67506	- Other Items Resale		
O	14	67507	- Central Stores - Resale		
O	14	67508	- Food and Food Products - Resale		
O	14	67509	- Other Products - Resale		
O	14	67510	- Hazardous Materials - Resale	(67511	- 67599)

net zero		67600	- Indirect Cost Expense		
net zero		67601	- Indirect Cost Expense - Private		
net zero		67602	- Indirect Cost Expense - State		
net zero		67603	- Indirect Cost Expense - Federal		
net zero		67604	- Indirect Cost Expense - Other	(67605	- 67699)
net zero		67700	- Administrative Cost Pool Allocation		
O		67701	- Federal Administrative Cost Pool Allocation		
O		67702	- State Administrative Cost Pool Allocation	(67703	- 67999)
O	10	68000	- Scholarships and Waivers		
O	10	68001	- Scholarships		
O	10	68002	- Fundable Fee Waivers		
O	10	68003	- Textbooks, Materials and Supplies Scholarships		
O	10	68004	- Scholarship - Recoveries		
O	10	68005	- Non-Fundable Fee Waivers		
O	10	68006	- Student Stipends		
O	10	68007	- Training and Related Fees	(68008	- 68098)
O	10	68099	Scholarship - Contra		
		68100	- 68509 Reserved		
O	18	68510	- Interest on Debt		
O	18	68511	- Interest on Unfunded OPEB	(68512	- 68519)
NF	18	68520	- Interest on Debt	(68521	- 68529)
CF	18	68530	- Interest on Debt	(68531	- 68599)
		68600	- 68999 Reserved		
		69000	- Payment on Debt Principal		
O	10	69001	- Loan Principal Canceled (LPCD) - 10% Prior to 7/72		
O	10	69002	- LPCD - 15% Prior to 7/72		
O	10	69003	- LPCD - 12.5% Prior to 7/72		
O	10	69004	- LPCD - 15% 7/72 and after		
O	10	69005	- LPCD - 20% 7/72 and after		
O	10	69006	- LPCD - 30% 7/72 and after		
O	10	69007	- LPCD - 12.5% 7/72 and after		
O	10	69008	- LPCD - Death		
O	10	69009	- LPCD - Disability		
O	10	69010	- LPCD - Bankruptcy		
O	10	69011	- Loan Principal Adjusted - Other		
O	10	69012	- Loan Write-Off/Assignment	(69013	- 69099)
		69100	- 69109 Reserved		
net zero		69110	- Mandatory Transfers - Out, to Current Funds - Unrestricted	(69111	- 69119)
net zero		69120	- Mandatory Transfers - Out, to Current Funds - Restricted	(69121	- 69129)
net zero		69130	- Mandatory Transfers - Out, to Auxiliary Funds	(69131	- 69139)
net zero		69140	- Mandatory Transfers - Out, to Loan, Endowment, Annuity and Life Income Funds	(69141	- 69149)
net zero		69150	- Mandatory Transfers - Out, to Scholarship Funds	(69151	- 69159)
		69160	- 69169 Reserved		
net zero		69170	- Mandatory Transfers - Out, to Unexpended Plant and Renewals/Replacement Funds	(69171	- 69179)
net zero		69180	- Mandatory Transfers - Out, to Retirement of Indebtedness Funds	(69181	- 69189)
		69190	- 69209 Reserved		
net zero		69210	- Non-Mandatory Transfers - Out, to Current Funds - Unrestricted	(69211	- 69219)
net zero		69220	- Non-Mandatory Transfers - Out, to Current Funds - Restricted	(69221	- 69229)
net zero		69230	- Non-Mandatory Transfers - Out, to Auxiliary Funds	(69231	- 69239)
net zero		69240	- Non-Mandatory Transfers - Out, to Loan, Endowment, Annuity and Life Income Funds	(69241	- 69249)
net zero		69250	- Non-Mandatory Transfers - Out, to Scholarship Funds	(69251	- 69259)
net zero		69260	- Non-Mandatory Transfers - Out, to Agency Funds	(69261	- 69269)
net zero		69270	- Non-Mandatory Transfers - Out, to Unexpended Plant and Renewals/Replacement Funds	(69271	- 69279)
net zero		69280	- Non-Mandatory Transfers - Out, to Retirement of Indebtedness Funds	(69281	- 69289)
		69290	- 69499 Reserved		
	15	69400	- Depreciation / Amortization Expense	(69401	- 69499)
O	13	69500	- Other Expenses		
O	13	69501	- Bad Debt Expense		
O	13	69502	- Inventory Losses/Write Offs		
O	13	69503	- Unemployment Compensation		
O	13	69504	- Uninsured Losses		
O	13	69505	- Loss on Sale of Property	(69506	- 69599)
O	13	69506	- Impairment of Capital Assets	(69507	- 69599)
O	13	69600	- Prior Year Corrections	(69601	- 69699)
		69700	- 69899 Reserved		
		69900	- Current Expense Contingency (Budget Only)		
		69901	- Contingency - Current Expense (Budget Only)		
		69902	- Lapse - Current Expense (Negative Budget Only)	(69903	- 69999)
			Capital Outlay		
		70000	- Capital Outlay Control		
		70001	- 70109 Reserved		
		70110	- Minor Equipment - Risk Management Consortium	(70111	- 70139)
		70140	- 70499 Reserved		
NF	14	70500	- Minor Equipment, non-capitalized, non inventoried	(70501	- 70505)
NF	14	70506	- Minor Computer/Technology Equipment non-capitalized, non-inventoried	(70507	- 70599)
NF	14	70600	- Minor Equipment - non capitalized, inventoried	(70607	- 70699)
NF	14	70601	- Educational Furniture and Equipment non capitalized, inventoried		
NF	14	70602	- Office Furniture and Equipment non capitalized, inventoried		

NF	14	70603	- Construction and Maintenance Equipment non capitalized, inventoried		
NF	14	70604	- Vehicles		
NF	14	70605	- Athletic Equipment		
NF	14	70606	- Technology/Equipment non capitalized, inventoried		
		70700	- 70999 Reserved		
CF		71000	- Furniture and Equipment	(71001	- 71008)
		71009	- Capitalized Equipment - Risk Management Consortium		
		71010	- Control Account for 3 year capital asset class		
CF	asset	71011	- Computer Technology	(71012	- 71019)
		71020	- Control Account for 5 year capital asset class	(71026	- 71029)
CF	asset	71021	- Vehicles		
CF	asset	71022	- Office Equipment		
CF	asset	71023	- Educational Equipment		
CF	asset	71024	- Athletic Equipment		
CF	asset	71025	- Maintenance Equipment		
		71030	- Control Account for 7 year capital asset class		
CF	asset	71031	- Office Furniture and Equipment	(71033	- 71039)
CF	asset	71032	- Educational Furniture and Equipment		
		71040	- Control Account for 10 year capital asset class	(71042	- 71999)
CF	asset	71041	- Buildings Additions and Portables		
CF	asset	72000	- Data Software	(72003	- 72099)
CF	asset	72001	- Data Software - Educational		
CF	asset	72002	- Data Software - Administrative		
		72100	- 73049 Reserved		
CF	asset	73050	- Artwork/Artifact	(73051	- 73199)
		73200	- 74999 Reserved		
		75000	- Buildings and Fixed Equipment		
CF	asset	75001	- Architectural		
CF	asset	75002	- Architectural/Engineering - Basic Services		
CF	asset	75003	- Architectural/Engineering - Extra Services		
CF	asset	75004	- Architectural/Engineering - Reimbursables		
CF	asset	75005	- Construction Manager - Basic Services		
CF	asset	75006	- Construction Manager - Extra Services		
CF	asset	75007	- Construction Manager - Reimbursables		
CF	asset	75008	- Job Office		
CF	asset	75009	- Institutional Administration		
CF	asset	75010	- Blueprinting/Duplicating/Advertising		
CF	asset	75011	- Insurance		
CF	asset	75012	- Survey/Test Borings		
CF	asset	75013	- Permits/Fees		
CF	asset	75014	- Building Acquisition		
CF	asset	75015	- Demolition		
CF	asset	75016	- Legal Fees		
CF	asset	75017	- Site Preparation		
CF	asset	75018	- Materials Testing/Inspection		
CF	asset	75019	- Foundations/Structures		
CF	asset	75020	- Elevator		
CF	asset	75021	- HVAC (Heating, Ventilation and Air Conditioning)		
CF	asset	75022	- Plumbing		
CF	asset	75023	- Electrical		
CF	asset	75024	- General Construction		
CF	asset	75025	- General Conditions		
CF	asset	75026	- HVAC Automation		
CF	asset	75027	- Test and Balance		
CF	asset	75028	- Construction Materials		
CF	asset	75029	- Fixed Equipment		
CF	asset	75030	- Resident Inspection		
CF	asset	75031	- Renovation and Remodeling		
CF	asset	75032	- Initial Supplies		
CF	asset	75033	- Telephone Installation	(75034	- 75097)
CF	asset	75098	- Miscellaneous		
CF	asset	75099	- Buildings and Fixed Equipment		
		75100	- 75999 Reserved		
O	14	76000	- Remodeling and Renovation, Non-Capitalized Repairs & Maintenance, and Other Structures and Improvements	(76001	- 76099)
		76100	- 76999 Reserved		
CF	asset	77000	- Land	(77001	- 77099)
		77100	- 77999 Reserved		
CF	asset	78000	- Leasehold - > \$25,000 / project	(78001	- 78999)
CF	asset	79000	- Other Structures, Land Improvements		
CF	asset	79001	- Other Structures greater than \$25,000/project		
CF	asset	79002	- Landscaping greater than \$25,000/project		
CF	asset	79003	- Infrastructure greater than or equal to 5% Total Net Assets	(79004	- 79099)
		79100	- 79799 Reserved		
		79800	- Capitalized Expenditures (contra expense)	(79801	- 79899)
		79900	- Capital Outlay Contingency (Budget Only)	(79901	- 79999)

The above accounts are intended to provide the ability to record the majority of expense transactions required and/or desired in the Florida Community College system. Unassigned account numbers may be used by individual colleges to define more specific account titles of transaction descriptions unique to that institution. However, comparability must be maintained at the Object Code/Specific Code level as indicated by an asterisk and each college must abide by this limitation. The Division of Community Colleges reserves the right to assign or redefine specific account numbers and titles, when approved. (see Section 13).

#### 50000 Personnel Expenses

This is the G/L control account for all salaries, other personnel services and personnel benefits paid, or payable, during a year. Payments recorded in this account must never exceed the amount budgeted for Personnel Expenses (Account 350XX).

Persons filling an established position must be paid from funds budgeted in salary G/L Codes and must participate in a retirement system. Persons not filling an established position must be paid from funds budgeted in other Personnel Services G/L Codes and may not participate in a retirement system.

Additional specific codes may be added to the salary and OPS accounts in order to provide additional management information. For instance, instructional salaries may be classified as to 9-month personnel, summer salaries, extra pay salaries, etc.

#### 60000 Current Expense Control

This is a G/L control account for all current expenses paid, or payable, during a year. Payments recorded in this account must never exceed the amount budgeted for current expenses (Account 360XX).

#### 70000 Capital Outlay Control

This is the G/L control account for all Capital Outlay expenditures during a year. Payments recorded in this account must never exceed the amount budgeted for Capital Outlay (Account 370XX).

Capital Outlay expenditures are usually made to purchase items which will be capitalized (transferred to the Invested in Plant Fund). However, there are exceptions to this rule. To be capitalized, an acquired asset should meet the following

- 1 Represents an investment of money which makes it feasible and advisable to capitalize. The minimum value of equipment to be capitalized should be established by each District Board of Trustees and should not exceed the amount as authorized in Florida Statutes, Chapter 274.
- 2 Is not consumable, i.e., is not used up or materially changed through use.
- 3 Normally has a useful life of at least one year.

Capital Outlay acquisitions which will not be capitalized should meet the same conditions as above except for item 1 - they do not represent an investment of money which makes it feasible and advisable to capitalize. The primary reason why this type of purchase should be classified as a Capital Outlay expenditure rather than a Current Expense expenditure is out of consideration for college department heads and budget supervisors. At the time budget estimates are prepared, usually 6 to 18 months before the expenditure is actually made, it is very difficult to estimate the exact cost of a piece of equipment. The price actually paid may be materially different from the estimate, due to quantity purchasing, changed specifications, poor estimating or several other reasons. To require departments to prepare budget amendments between Current Expense and Capital Outlay for this type of purchase is very time consuming, as well as a nuisance. Even so, colleges may charge these expenditures to Current Expense if that practice best fits their particular needs

### **B. Account Descriptions**

The following brief account descriptions are provided for general definition and are not intended to be all-inclusive. PDB classification shall correspond to these same definitions. This will improve comparability and credibility.

#### **Personnel Salary Expenses - Full-Time or Permanent Part-Time Positions**

##### 50110 - 50130 - Risk Management Consortium

These accounts are used to record gross salary payments for Risk Management Consortium personnel.

##### 51000 - 51099 Executive Management

These accounts are used to record gross salary payments to persons who exercise primary college-wide responsibility for the management of an institution. Assignments must require the performance of work directly related to management policies and require the incumbent to customarily and to regularly exercise discretion, independent judgment, and to direct the work of major divisions of college employees and functions. Examples of positions included in this category are: president, executive vice president, vice president, provost or campus president (if college-wide authority), and dean (if college-wide authority and if levels between dean and president do not exist).

##### 51100 - 51199 Instructional Management

These accounts are used to record gross salary payments to persons filling an authorized salary position whose primary duty is planning, organizing and managing the instructional and academic support functions (Function 1 and 4) of the institution or a subdivision thereof. Examples would include Academic Deans, Academic Program Directors (or title of equivalent level of authority).

51200 - 51299 Institutional Management

These accounts are used to record gross salary payments to persons filling an authorized salary position whose primary duty is planning, organizing and managing the non-instructional functions of the institution or a subdivision thereof. Examples would include non-instructional Deans and Directors (or title of equivalent level of authority).

51400 - 51499 Executive, Administrative, Managerial Sabbatical

These accounts are used to record gross salary payments to appropriate persons granted sabbatical leave with pay.

51500 - 51599 Executive, Administrative, Managerial Regular Part-Time

These accounts are used to record gross salary payments to appropriate persons filling a permanent part-time (subject to the State Retirement System) position.

52000 - 52099 Instructional

These accounts are used to record gross salary payments to persons filling an authorized salary position whose primary duty is to conduct organized instructional activities to include: teaching, librarian, counseling, coaching, and instructional supervision.

52100 - 52199 Instructional - Overloads/Extraloads

These accounts are used to record gross salary payments to any full-time personnel for teaching assignments (instructional or workload) on an overload or extraload basis. These accounts should be used regardless of additional compensation or additional workload assignment without additional compensation.

52200 - 52299 Instructional - Substitutes

These accounts are used to record gross salary payments to regular instructional personnel for approved classroom substitution.

52300 - 52399 Instructional - Para-Professionals

These accounts are used to record gross salary payments to full-time personnel performing instructional activities of a para-professional nature. Examples may include a teaching interpreter, teaching assistant or lab assistant performing instructional activities. These personnel normally do not possess the minimum credentials of an instructor, but are competent to the degree of providing skilled teaching as an instructor.

52400 - 52499 Instructional - Sabbatical

These accounts are used to record gross salary payments to appropriate persons granted sabbatical leave with pay.

52501 - 52503 Instructional (Phased Retirement)

These accounts are used to record gross salary payments for full-time personnel electing the Phased Retirement Option.

52504 - 52599 Instructional - Regular Part-Time (FRS Participant)

These accounts are used to record gross salary payments for regular part-time personnel participating in FRS Retirement.

53000 - 53099 Other Professional

These accounts are used to record gross salary payments to individuals employed for the purpose of performing academic support, student service, and institutional support activities. Includes employees such as department heads, coordinators, accountants, student services professionals, systems analysts, programmers, coaches, lawyers, dietitians, and pharmacists. Also includes management of the institution but may assist the EAM staff. Excludes supervisors who have executive or college-wide responsibilities in these specialist/support areas; they are reported as executive, administrative, and managerial staff.

53100 - 53199 - Other Professional - Overloads

These accounts are used to record gross salary payments to regular professional personnel for work assignments on an overload basis.

53200 - 53299 Other Professional - Substitution

These accounts are used to record gross salary payments to regular professional personnel for approved substitution of duties.

53300 - 53399 Other Professional - Para-Professional/Associate/Assistant

These accounts are used to record gross salary payments to full-time personnel performing duties requiring knowledge or competence of an advanced nature in specific fields, as para-professionals. Examples may include legal assistants, counseling assistants and research assistants. These personnel normally do not possess the minimum credentials of a professional, but are competent to the degree of providing skilled assistance as a professional.

53500 - 53599 Other Professional - Regular Part-time

These accounts are used to record gross salary payments to appropriate persons filling a regular part-time (subject to the State Retirement System) position.

54000 - 54099 Technical, Clerical, Trade and Service

These accounts are used to record gross salary payments to persons filling an authorized salary position whose assignments require specialized knowledge or skills which may be acquired through experience or educational programs. Examples would include secretaries, clerical and office workers, craftsmen, tradesmen, custodial, general service, etc.

54100 - 54199 Technical, Clerical, Trade and Service - Overtime

These accounts are used to record gross salary payments to appropriate personnel for approved overtime compensation.

54500 - 54599 Technical, Clerical, Trade and Service - Regular Part-Time

These accounts are used to record gross salary payments to appropriate persons filling a regular part-time (subject to the State Retirement System) position.

Other Personnel Expenses - Part-Time (Non-Regular)

These series of G/L Codes identify part-time employees who generally are not subject to Florida Retirement. Exceptions may be mandated by statute, rule or F.R.S. regulations.

55000 - 55099 Other Personnel Services - Executive, Administrative/Managerial

These accounts are used to record payments to persons, normally other than regular salaried employees, when they conduct part-time administrative activities.

56000 - 56099 Other Personnel Services - Instructional

These accounts are used to record payments to persons, normally other than regular salaried employees, when they conduct part-time organized instructional activities. They should be used to pay temporary or adjunct instructors and temporary librarians/counselors/coaches/instructional supervisors/teaching assistants/teaching associates.

56100 - 56199 Other Personnel Services - Instruction Substitutes

These accounts are used to record gross salary payments to OPS instructors for approved substitution of duties.

56500 - 56599 Other Professional Part-Time

These accounts are used to record payments to persons, normally other than regular salaried employees, they conduct part-time professional activities.

57000 - 57099 Other Personnel Services - Technical, Clerical, Trade and Service

These accounts are used to record payments to technical, clerical, trade and service personnel performing casual or day labor or performing services on a temporary basis.

58000 - 58099 Student Employment - Institutional Work Study

These accounts are used to record payments to students for services rendered as work study students, both on or off campus. These students are paid from college funds.

58100 - 58199 Student Employment - College Work Study Program

These accounts are used to record payments to students for services rendered as student assistants or work study students, both on or off campus. These students are paid from federal funds (and may include required matching funds).

58200 - 58299 Student Employment - College Work Experience Program

These accounts are used to record payments to students for services rendered for on-campus work experience. These students are paid from state and local funds.

58300 - 58399 Student Employment - Student Assistants

These accounts are used to record payments to students for services rendered as student assistants. These students are paid from college, state or local funds.

58400 - 58499 Student Employment - Other Governmental Sources

These accounts are used to record payments to students for services rendered as student assistants. These students are paid from other governmental sources.

58500 - 58599 Employee Awards

These accounts are used to record payments to employees for authorized awards.

Personnel Benefits

59100 - 59199 Social Security Contributions

Charge these accounts with the college's matching portion of FICA payroll taxes on salaries paid to its employees.

59101 FICA/Medicare Contributions

Charge this account with the college's matching portion of FICA/Medicare payroll taxes on salaries paid to its employees.

59110 Social Security Contributions - Part-Time Employees

Charge these accounts with the college's matching portion of FICA payroll taxes on salaries paid to its part-time employees.

59111 FICA/Medicare Contributions - Part-Time Employees

Charge these accounts with the college's matching portion of FICA/Medicare payroll taxes on salaries paid to its part-time employees.

59112 Social Security Alternative - Optional College Contributions

Charge this account with the college's matching portion of the annuity/social security alternative, if so elected by the college.

59200 Retirement Contributions

Charge this account with the college's matching portion of retirement contributions for employees in any retirement system other than one of Florida's retirement systems.

59201 Teachers Retirement Contributions

Charge this account with the college's matching portion of retirement contributions for employees in the Teachers Retirement System.

59202 State and County Retirement Contributions

Charge this account with the college's matching portion of retirement contributions for employees in the State and County Retirement System.

59203 Florida Retirement Contributions - Regular

Charge this account with the college's matching portion of retirement contributions for employees in the Florida Retirement

System, Regular Class.

59204 Florida Retirement Contributions - Senior Management Class

Charge this account with the college's matching portion of retirement contributions for employees in the Florida Retirement System, Senior Management Class.

59205 Florida Retirement Contributions - Special Risk

Charge this account with the college's matching portion of retirement contributions for employees in the Florida Retirement System, Special Risk Class.

59206 Optional Retirement Contributions

Charge this account with the college's matching portion of optional retirement contribution for employees electing the optional plan.

59207 DROP Retirement Contributions

Charge this account with the college's matching portion of DROP retirement contribution for employees electing the DROP retirement plan.

59208 Optional Retirement Contributions - Annuity Companies

Charge this account with the college's matching portion of optional retirement contribution for employees electing the optional plan.

59209 Florida Retirement Contributions - Investment Plan

Charge this account with the college's matching portion of retirement contributions for employees in the Florida Retirement System Investment Plan.

59210 Florida Retirement Contributions - Part-Time Employees

Charge this account with the college's matching portion of retirement contributions for part-time employees in the Florida Retirement System, Regular Class.

59300 Accrued Leave Expense

This account is used to record the value of accrued leave expense for the purposes of disclosing the contingent leave liability. It will be expended at least on an annual, year-end basis. Refer to Section 14 *Accounting Treatments* for additional information on Compensated Absences.

59301 Accrued Annual Leave Expense

This account is used to record the value of accrued annual leave expense for the purposes of disclosing the contingent leave liability. It will be expended at least on an annual, year-end basis.

59302 Accrued Sick Leave Expense

This account is used to record the value of accrued sick leave expense for the purposes of disclosing the contingent leave liability. It will be expended at least on an annual, year-end basis.

59400 Accrued Severance Pay Expense

This account is used to record the value of accrued severance pay expense for the purposes of disclosing the liability. It will be expended at least on an annual, year-end basis.

59500 Other Benefits - Taxable

These accounts are used to record the college's contribution toward employee benefits such as: personal use of college vehicle, housing, expense accounts, deferred compensation, and moving expenses. These benefits are normally taxable.

59600 Other Benefits

These accounts are used to record the college's expense toward other employee post benefit (OPEB) such as: health/life insurance

59700 Insurance Benefits

This account is used to record the college's contribution toward employee insurance programs.

59701 Health Insurance Contribution

This account is used to record the college's contribution toward employee health insurance programs.

59702 Life Insurance Contribution

This account is used to record the college's contribution toward employee life insurance programs.

59703 Dental Insurance Contribution

This account is used to record the college's contribution toward employee dental insurance programs.

59704 Disability Insurance Contribution

This account is used to record the college's contribution toward employee disability insurance programs.

59705 Eye Care Insurance Contribution

This account is used to record the college's contribution toward employee eye care insurance programs.

59751 Health Insurance OPEB

This account is used to record the College's unfunded portion of the annual required contribution for OPEB health / life benefits. Refer to Section 14 *Accounting Treatments* for additional information on OPEB.

59752 Life Insurance OPEB

This account is used to record the College's unfunded portion of the annual required contribution for OPEB life benefits. Refer to Section 14 *Accounting Treatment* for additional information on OPEB.



59800 Matriculation Benefits and Reimbursement

This account is used to record the fee waiver expense for employees and dependents and for recording the reimbursement of fees paid by employees and dependents.

59801 Employee Matriculation Benefit

This account is used to record the fee waiver expense specifically for employees.

59802 Dependent Matriculation Benefits

This account is used to record the fee waiver expense specifically for the dependents of employees.

59803 Employee Matriculation Reimbursement

This account is used to record the reimbursement of fees paid specifically by employees.

59804 Dependent Matriculation Reimbursement

This account is used to record the reimbursement of fees paid specifically by dependents of employees.

59805 Employee Matriculation Reimbursement - Taxable

This account is used to record the reimbursement of fees paid to employees which are subject to federal income taxation.

59806 Dependent Matriculation Reimbursement - Taxable

This account is used to record the reimbursement of fees paid to employees for their dependents which are subject to federal income taxation.

59810 Part-Time Employee Matriculation Benefit

This account is used to record the fee waiver expense specifically for part-time employees.

59811 Part-Time Employee Matriculation Reimbursement

This account is used to record the reimbursement of fees paid specifically by part-time employees.

59812 Part-Time Employee Matriculation Reimbursement - Taxable

This account is used to record the reimbursement of fees paid to part-time employees which are subject to federal income taxation.

59900 Personnel Expense Contingency

These accounts are used to record the budget for Personnel Expense Contingencies only and will not be used to record actual expenditures. Budgeted contingency funds would have to be transferred to an active G/L Code to be available for expenditures.

**Current Expenses - Services**

60110 - 60130 Risk Management Consortium Expenses

These accounts are restricted to use by the Risk Management Consortium

60500 Travel

Include in this account payment for transportation fare, rent-a-car charges, mileage and per diem payments and related expenses of travel such as tolls, parking fees and taxi fare for persons authorized to travel at the college's expense. These persons may include college staff, students, prospective employees, official guests of the college, board members, advisory board members, etc. The account should be charged with expenses, in addition to travel, of authorized persons attending conferences and meetings.

60501 Travel - In-District

Charge this account with in-district travel expenses only.

60502 Travel - Out-of-District

Charge this account with travel expenses incurred out of the district, but within the State of Florida.

60503 Travel - Out-of-State

Charge this account with travel expenses incurred out of the State of Florida, but within the United States.

60504 Travel - International

Charge this account with travel expenses incurred out of the United States.

60505 Travel - Reimbursable

Charge this account with travel expenditures which are subject to subsequent reimbursement from outside the college. This account should be credited upon recording the receivable or receipt of reimbursement.

60506 Travel - Student

Charge this account with all student travel expenditures.

60507 Travel - Non-Employee

Charge this account with all travel expenditures for individuals representing the college on a non-employee basis.

60508 Travel - Employee Recruitment

Charge this account with travel expenditures incurred by individuals invited by the college to interview for employment.

60509 Travel - Moving Expenses

Charge this account with travel expenditures incurred in relocating new employees to the college which are non-taxable.

60510 Travel - Other

Charge this account with all other travel expenditures, not otherwise specified.

60511 - 60513 Travel - Risk Management Consortium

These accounts are restricted to use by the Risk Management Consortium

61000 Freight and Postage

Cost of postage, postage meter rental, post office box rental, freight and express (when included on a separate invoice), delivery service and any other costs of transporting things will be charged to this account.

61500 Telecommunications

This account should be charged with the costs of local and long distance telephone service, telephone installation and relocation charges and telegraph charges.

61501 Local Telephone/Fax Service

This account is used to record specifically the cost of local telephone/fax service.

61502 Long Distance Telephone/Fax Service

This account is used to record specifically the cost of long distance telephone/fax service.

61503 SUNCOM/WATS Service

This account is used to record specifically the cost of SUNCOM/WATS service.

61504 Other Communication Service

This account is used to record specifically the cost of other communication services.

62000 Printing

Include here the purchase of contracted printing, mimeographing, photostatting and blueprinting, photography and photocopying. Do not include the purchase of supplies such as mimeograph paper and photocopy supplies nor the purchase of printed forms. These items should be charged to Account 655XX, Educational and Office Materials and Supplies.

62001 Printing/Duplicating - Vendor

As defined for G/L Code 62000, specifically for externally processed printing/duplicating.

62002 Printing/Duplicating - College

As defined for G/L Code 62000, specifically for internally processed printing/duplicating.

62003 Binding

Charge to this account the cost of binding printed materials.

62004 Departmental Photocopying

As defined for G/L Code 62000, specifically for departmentally processed photocopying.

62005 Departmental Duplicating

As defined for G/L Code 62000, specifically for departmentally processed duplicating.

62500 Repairs and Maintenance

Charge to this account the cost of all repairs and maintenance performed by other than college personnel. This will include elevator maintenance, repairs to building, repairs to equipment and vehicles.

62501 Repairs and Maintenance - Buildings

As defined for G/L Code 62500, specifically for buildings.

62502 Repairs and Maintenance - Furniture and Equipment

As defined for G/L Code 62500, specifically for furniture and equipment.

62503 Repairs and Maintenance - Grounds

As defined for G/L Code 62500, specifically for grounds.

62504 Service Contracts/Agreements

As defined for G/L Code 62500, specifically for contracted maintenance and service.

62505 Repairs and Maintenance - Other

As defined for G/L Code 62500, to include repairs and maintenance not otherwise defined.

63000 Rentals

The rental or lease of buildings, equipment (other than postage meters and rent-a-car charges), films and filmstrips will be charged to this account.

63001 Rentals - Facilities

As defined for G/L Code 63000, specifically for facility rentals.

63002 Rentals - Equipment

As defined for G/L Code 63000, specifically for equipment rentals.

63003 Rentals - Films

As defined for G/L Code 63000, specifically for films and filmstrip rentals.

63004 Rentals - Copy Machines

As defined for G/L Code 63000, specifically for copy machine rentals.

63005 Rentals - Other

As defined for G/L Code 63000, to include rentals not otherwise defined.

63006 Lease Purchase Payments - Capital (Fund 8)

This account is used to record installment payments on lease purchase contracts which are for terms of twelve (12) months or less. The contract value of the property under a lease purchase arrangement will be capitalized upon receipt. Lease purchase payments for long term contracts will be recorded in Fund 8 (see Section 14, Accounting Treatments).

63007 Royalties

This account is used to record royalty costs (i.e., music, dramatic scripts, etc.)

63008 Long Term Facilities Leases

This account is used to record facilities leases for terms in excess of twelve (12) months.

63009 Equipment Leases - Operating

This account is used to record operating equipment leases in excess of twelve (12) months.

63500 Insurance

The cost of all insurance will be charged to this account. This includes workers compensation, fidelity, automotive, fire and boiler insurance.

63501 Insurance - Property

As defined for G/L Code 63500, specifically for property insurance.

63502 Insurance - Workers Compensation

As defined for G/L Code 63500, specifically for workers compensation insurance.

63503 Insurance - Student

As defined for G/L Code 63500, specifically for insurance purchased for students by the college.

63504 Insurance - Fleet

As defined for G/L Code 63500, specifically for fleet insurance.

63505 Insurance - General Liability

As defined for G/L Code 63500, specifically for general liability insurance.

63506 Insurance - Professional Liability (Police Officers)

As defined for G/L Code 63500, specifically for professional liability insurance for campus police.

63507 Insurance - Patient Centered Outcomes Research Institute (PCORI) Fee

To account for the new PCORI fee for institutions with self-funded health insurance plans. PCORI fees cannot be paid with Plan funds and must be paid by the employer with IRS Form 720 beginning with plan years ending after 09/30/12. Institutions with fully funded health plan, such those provided through the Florida Risk Management Consortium, will have fee paid on their behalf by plan provider (e.g. Blue Cross/Blue Shield of Florida).

63700 - 63899 Insurance paid by Risk Management Consortium

These accounts are restricted to use by the Risk Management Consortium

64000 Utilities

Cost of electricity, water, waste collection, fuel oil and gas for heating, heat and air conditioning will be charged to this account. Gas for use in laboratories will be charged to Account 65500, Educational and Office Materials and Supplies.

64001 Heating Fuels

As defined in G/L Code 64000, specifically for heating fuel expenditures. Not to include vehicles.

64002 Water and Sewer

As defined for G/L Code 64000, specifically for water and sewer expenditures.

64003 Electricity

As defined in G/L Code 64000, specifically for electricity expenditures.

64004 Garbage Collections

As defined in G/L Code 64000, specifically for garbage collection expenditures.

64005 Fuel - Vehicular

As defined in G/L Code 64000, specifically fuel for vehicles other than those used for travel purposes.

64006 Hazardous Waste Removal

As defined in G/L Code 64000, specifically for the removal of hazardous waste materials.

64007 Storm Water Runoff Fees

As defined in G/L Code 64000, specifically for storm water runoff fees.

64500 Other Services

This account is used to record the cost of services which are not otherwise classified. This would include technology services advertising authorized by law, institutional membership fees, collection expense, credit service, clipping service, laundry and towel service. It would also include amounts withheld from License Tag Fees as administrative expense of handling bonds.

64501 Other Services

This account is used to record other services not otherwise defined by another G/L Code. These services are not to include personnel costs which should be recorded as part-time or permanent part-time employees.

64502 Institutional Memberships

As defined for G/L Code 64500, specifically for institutional memberships. Personal memberships cannot be paid by the college.

64503 Contributed Services

This account is used to record the value of contributed services provided by an individual or organization, at least to the extent of student fees assessed.

64504 Collection/Billing Services

As defined for G/L Code 64500, specifically for collection/billing services.

64505 Advertising (Required by Law)

As defined for G/L Code 64500, specifically for advertising required by law.

64506 SBE Bond Administrative Expense

As defined for G/L Code 64500, specifically for SBE Bond Administrative Expense. Refer to Section 14, *Accounting Treatments* for additional information on SBE Bond issued.

64507 Contracted Instructional Services - State Fundable Enrollment

As defined for G/L Code 64500, specifically for contracted instructional services provided by an organization (not by an individual) which are reported as State Fundable.

64508 Contracted Non-Instructional Services

As defined for G/L Code 64500, specifically for contracted clerical, security services, custodial, etc., provided by an organization not by an individual.

64509 Other Services - Non-Contracted

As defined for G/L Code 64500, specifically for other non-contracted services.

64510 Advertising (Not Required by Law)

As defined for G/L Code 64500, specifically for advertising not required by law.

64511 Non-Contracted Services/Stipends

As defined in G/L Code 64500, specifically for non-contracted services/stipends.

64512 Tuition Reimbursement, Non-Taxable

As defined for G/L Code 64500, specifically for non-taxable tuition reimbursement.

64513 Contracted Instructional Services - Non-Fundable

As defined for G/L Code 64500, specifically for non-fundable contracted instructional services provided by an organization not an individual.

64514 Technology Services

As defined for G/L Code 64500, specifically for contracted services provided by an organization not an individual. Includes outsourcing services.

64515 Capital Improvement Bond Administrative Expenses

As defined for G/L Code 64500, specifically for provided by an organization not an individual. Includes outsourcing services.

64520 Payment to Sub-Recipient

This account is used to record payments to sub-recipients to pass-through grants. Expenditures recorded in this account may subject the college to sub-recipient monitoring requirements of OMB Circular A-133.

64600 Workforce/Wages

This account is used to record the cost of services provided to Workforce/Wages clients.

64601 Marketing/Recruitment

This account is used to record the cost of services provided to Workforce/Wages clients, specifically for costs to recruit participants and promote the programs.

64602 Child Care

This account is used to record the cost of services provided to Workforce/Wages clients, specifically for child care.

64603 Counseling

This account is used to record the cost of services provided to Workforce/Wages clients, specifically for counseling services.

64604 Food Assistance

This account is used to record the cost of services provided to Workforce/Wages clients, specifically for food assistance.

64605 Health Support

This account is used to record the cost of services provided to Workforce/Wages clients, specifically for health services (i.e., all testing and pre-requisite training requirements, medical examinations, shots, drug tests).

64606 Needs-Related Payments

This account is used to record the cost of services provided to Workforce/Wages clients, specifically cash payments to Title III participants who do not qualify or have ceased to qualify for unemployment compensation.

64607 On-the-Job Training

This account is used to record the cost of services provided to Workforce/Wages clients, specifically reimbursement to private sector employers for the cost of the participant while in training.

64608 Occupational Skills Training

This account is used to record the cost of services provided to Workforce/Wages clients, specifically for tuition and books.

64609 Occupational Skills Training - Other

This account is used to record the cost of services provided to Workforce/Wages clients, specifically for other fees (i.e., licensing, certifications, etc.).

64610 Temporary Shelter

This account is used to record the cost of services provided to Workforce/Wages clients, specifically hotel/motel bills for training out-of-district.

64611 Rent/Utilities

This account is used to record the cost of services provided to Workforce/Wages clients, specifically temporary assistance with rent, house payments, or utilities paid for participant.

64612 Transportation

This account is used to record the cost of services provided to Workforce/Wages clients, specifically gas allowances, bus tickets, etc.

64613 Uniforms/Shoes

This account is used to record the cost of services provided to Workforce/Wages clients, specifically uniforms/shoes required for classroom training or employment, such as nursing uniforms, shoes, safety eyeglasses.

64614 Tools/Supplies

This account is used to record the cost of services provided to Workforce/Wages clients, specifically tools/supplies required for classroom training or employment.

64615 Assessment

This account is used to record the cost of services provided to Workforce/Wages clients, specifically testing of clients to determine placement in programs.

64700 Service Provider Contracts - Workforce/Wages

This account is used to record the cost of service providers' contracts for Workforce/Wages. Each contract should be set up with a unique number (i.e., 64701, 64702, etc.) as needed by each community college.

65000 Professional Fees

Professional fees to include legal fees, auditing fees, medical fees, consultant fees, honoraria paid to speakers, and any other payments of a professional nature other than payments to persons for conducting organized instructional activities. Payments to persons for instructional activities should be charged to the appropriate salary expense G/L Code.

65001 Consultants

As defined for G/L Code 65000, specifically for consultants.

65002 Honoraria Fees

As defined for G/L Code 65000, specifically for honoraria fees (non-federal funds).

65003 Legal Fees

As defined for G/L Code 65000, specifically for legal fees.

65004 Auditing Fees

As defined in G/L Code 65000, specifically for auditing fees.

65005 Architectural Fees

As defined for G/L Code 65000, specifically for architectural fees. This account should not be used if a specific construction project can be identified. Accounts 75001, 75002, 75003 and 75004 should be charged.

65006 Engineering Fees

As defined in G/L Code 65000, specifically for engineering fees. This account should not be used if a specific construction project can be identified. Accounts 75002, 75003 or 75004 should be charged.

65007 Other Professional Fees

As defined for G/L Code 65000, for professional fees not otherwise defined.

65008 Accreditation Fees

As defined for G/L Code 65000, for accreditation fees.

65009 Bank Service Fees

As defined for G/L Code 65000, for bank service fees.

Current Expense - Materials and Supplies

A material or supply is any article which meets any one or more of the following conditions:

1

- 2 It is consumed in use.
- 3 It loses its original shape or appearance with use.
- 4 It is expendable, that is, if it is usually more feasible to replace it with a new unit rather than repair it when it is damaged or some of its parts are lost or worn out.
- 5 It is an inexpensive item whose small unit cost makes it inadvisable to capitalize, even if it has characteristics of equipment. It loses its identity through incorporation into a different or more complex unit or substance.
- 6 The following expenditure categories may be prohibited by statute, regulation or rule: food and food products for employee use, gifts, personal items.

65500 Educational, Office and Departmental Materials and Supplies

This account includes classroom materials such as workbooks, music supplies, physical education supplies and art materials. Parts, metal stocks, welding rods, wood, gas, oil, electrical supplies, small tools used in occupational courses and laboratory supplies such as chemicals, test tubes and beakers should be included here. Also included are audio-visual materials such as chemicals, test tubes and beakers should be included here. Also included are audio-visual materials such as records, tapes, overlays and slides which are defined as materials or supplies (see definition above).

Stationery and general office supplies such as paper, pads, staples, paper clips, ribbons, pencils, file folders, calendars, printed forms should be charged here.

65501 Educational Materials and Supplies

As defined for G/L Code 65500, specifically for instructional use.

65502 Office Materials and Supplies

As defined for G/L Code 65500, specifically for non-instructional use.

65503 Diplomas and Covers

As defined in G/L Code 65500, specifically for the cost of diplomas and covers.

65504 Hazardous Materials - Instructional

As defined for G/L Code 65500, specifically for instructional use.

65700 Data Software, Non-Capitalized

This account is used to record the cost of software purchased for data systems, information systems, computer systems, word processing systems and other systems requiring operating software and documentation. These data software are not to be capitalized, as they do not meet all the criteria for capitalization (please see G/L Code 72000).

65701 Data Software - Educational, Non-Capitalized

As defined for G/L Code 65700, specifically for instructional use.

65702 Data Software - Administrative, Non-Capitalized

As defined for G/L Code 65700, specifically for administrative use.

66000 Maintenance and Construction Materials and Supplies

Charge to this account all materials and supplies used by personnel of the college to construct, repair or maintain buildings and equipment. Items would be lumber and wood products, nails, paint, floor coverings, electrical materials and supplies, plumbing materials and supplies, masonry products, asphalt and gravel, light bulbs, fuses, fire extinguisher refills, etc. It also includes tools normally used by carpenters, painters, electricians, plumbers, metal workers, masons and mechanics. Sets of tools as well as individual tools may be charged here.

66001 Maintenance Materials and Supplies

As defined for G/L Code 66000, specifically for non-capitalized maintenance materials and supplies.

66002 Janitorial Materials and Supplies

As defined for G/L Code 66000, specifically for janitorial materials and supplies.

66003 Automotive Materials and Supplies

As defined for G/L Code 66000, specifically for automotive materials and supplies consumed in servicing college operated vehicles.

66004 Grounds Materials and Supplies

As defined in G/L Code 66000, specifically for grounds materials and supplies.

66005 Construction Materials and Supplies

As defined for G/L Code 66000, specifically for construction materials and supplies. When a specific construction project is identified, this code should not be used. The appropriate 750XX G/L Code should be used to identify the construction project for subsequent capitalization.

66006 Hazardous Materials - Non-Instructional

As defined for G/L Code 66000, specifically for non-instructional hazardous materials.

66500 Other Materials and Supplies

Charge to this account any materials or supplies not otherwise classified.

66501 Athletic Materials and Supplies

As defined for G/L Code 66500, specifically for athletic materials and supplies with the exception of athletic uniforms.

66502 Athletic Uniforms

As defined for G/L Code 66500, specifically for athletic uniforms having limited useful life.

66503 Food and Food Products

This account is used to record the purchase of food and food products allowable by state and local rules and regulations.

66504 Materials and Supplies - Other

As defined for G/L Code 66500, specifically for materials and supplies not otherwise classified.

66505 Departmental Uniforms

As defined for G/L Code 66500, specifically for departmental uniforms having limited useful life.

66506 Minor Equipment (Optional Account - see also 70500)

Charge to this account all equipment classified as Minor Equipment - Non-Capitalized Non-Inventoried. The college has the authority to make its inventory threshold for minor equipment .

As defined for G/L Code 66500, specifically for minor equipment as defined by Statute or Board Policy.

66507 Minor Technology Equipment (Optional Account)

Charge to this account all equipment classified as Minor Technology Equipment - Non-Capitalized Non-Inventoried. The college has the authority to make its inventory threshold for minor equipment .

67000 Subscriptions, Periodicals, and Video Disks

The cost of expendable subscriptions, periodicals, books, E-resources, and video disks should be charged to this account when purchased for the library.

**Current Expenses - Other Current Charges**

67500 Purchases for Resale

Any items which are purchased for resale to individuals, organizations, or other organizational units of the college will be charged to this series of accounts. Normally they will only be used by auxiliary enterprises or service departments.

67501 New Books - Resale

As defined for G/L Code 67500, specifically for new books purchased for resale.

67502 Used Books - Resale

As defined for G/L Code 67500, specifically for used books purchased for resale.

67503 Trade Books - Resale

As defined for G/L Code 67500, specifically for trade books purchased for resale.

67504 Supplies - Resale

As defined for G/L Code 67500, specifically for supplies purchased for resale.

67505 Jewelry - Resale

As defined for G/L Code 67500, specifically for jewelry purchased for resale.

67506 Other Items - Resale (formerly Cost of Goods Sold)

As defined for G/L Code 67500, to include other items purchased for resale not otherwise classified.

67507 Central Stores

As defined for G/L Code 67500, specifically for the college's central stores purchases for resale.

67508 Food and Food Products - Resale

As defined for G/L Code 67500, specifically for the college's food service operations purchased for resale.

67509 Other Products - Resale

As defined for G/L Code 67500, specifically for other products for resale.

67510 Hazardous Materials - Resale

As defined for G/L Code 67500, specifically for the resale of hazardous materials.

67600 Indirect Cost

These accounts are used to record indirect costs charged to grants and contracts with the subsequent transfer of these funds to Current Funds - Unrestricted (please see Section 14, Accounting Treatments). Refer to Section 14 *Accounting Treatments* for additional information on Indirect Cost.

67700 Administrative Cost Pool Allocation

This account is used to allocate pooled administrative costs to specific workforce/wages programs.

67701 Federal

This account is used to allocate pooled administrative costs to specific workforce/wages programs, specifically federal funds.

67702 State

This account is used to allocate pooled administrative costs to specific workforce/wages programs, specifically state funds.

68000 Scholarships and Waivers

Charge this account for all scholarship payments to students. Do not include payments to students for loans or for services rendered.

Do not include awards to students when the donor reserves the right to designate the person to receive the award. In these cases, the funds should be credited to the proper student fee account in the Current Funds or should be charged to Account 21100, Deposits Held in Custody for Others, in the Agency Funds.

Under certain conditions, a student's fees may be waived. All student fees should be reported as income, however, even though they may not be collected. When fees are waived, the proper income account(s) should be credited and this account should be debited, thus reflecting the gross income and the expense to the college. (please see Waiver/Exemption Examples and Definitions at the end of this section)

68001 Scholarships

As defined for G/L Code 68000, specifically for student scholarships.

68002 Fundable Fee Waivers

As defined for G/L Code 68000, specifically for student fee waivers funded by the state. Refer to Section 14 *Accounting Treatments* for additional information on Fundable Fee Waivers and Exemptions

68003 Textbooks, Materials and Supplies Scholarships

As defined for G/L Code 68000, specifically for student textbooks, materials and supplies scholarships.

68004 Scholarship - Recoveries

This account is used to record the scholarships recovered due to non-acceptance or reimbursement for overpayment. It will reflect a credit balance when used.

68005 Nonfundable Fee Waivers

As defined for G/L Code 68000, specifically for student fee waivers approved by the Board of Trustees, but not funded by the state. Refer to Section 14 *Accounting Treatments* for additional information on Fee Waivers and Exemptions.

68006 Student Stipends

As defined for G/L Code 68000, specifically for student stipends.

68007 Training and Related Fees

This account is used to record the cost of services provided to Workforce/Wages clients, specifically training and related fees for clients.

68099 Scholarship Contra Account

This account is used for elimination entries for reporting purposes in compliance with Governmental Accounting Standard 35.

68500 Interest on Debt

This account is used to record interest costs of retiring debt. This is sub accounted to include 68520 Non-Capital Financing Interest on Debt, and 68530 Capital Financing Interest on Debt. Refer to Section 14 *Accounting Treatments* for additional information on Payment of Principal and Interest on Debt (SBE Bonds Issued).

69000 Payments on Debt Principal

This account is to be charged for all payments made to retire loan-term debts of the college except loans/lease purchases which are repaid during the same year in which they were made.

This account should be charged for the amount of SBE Bonds retired each year as reported by the State Board of Administration, and the off-setting credit would be to Revenue Account 42210, License Tag Fees Appropriation.

At the end of each year, in all funds except the Retirement of Indebtedness Fund, account 69000 will be credited and account 26200 will be debited for the amount of Loans and Lease-Purchase debts paid. In the Retirement of Indebtedness Fund, Account 69000 will be credited and Account 31100, Fund Balance - College, will be debited for the for the amount of bonds retired. (also see G/L Code 26100). Refer to Section 14 *Accounting Treatments* for additional information on Payment of Principal and Interest on Debt (SBE Bonds Issued).

69001 Loan Principal Canceled (LPCD) - 10% Prior to 7/72

This account is used to record appropriate loan principle reductions for Student Loans. Appropriate loan cancellation entries should be recorded to G/L Codes 69002 through 69012.

69110 Mandatory Transfers - Out

Accounts 691XX are used to record transfer of funds between funds (interfund transfers). G/L Codes 691XX are used to record the mandatory transfer out of a fund to a specific fund and requires a corresponding entry to G/L Code 491XX in the receiving fund.

Mandatory transfers are fixed by a binding legal agreement such as a bond indenture, debt service or are required to match outside gifts or grants such as work-study salaries or Title VI grants. Refer to Section 14 *Accounting Treatments* for additional information on Matching Funds.

Transfers are not classified as expenses. They are other deductions to a fund and should be reported so on the Statement of Current Funds Revenues, Expenditures and Other Changes.

The transfers distinguish both fund and function. The fourth digit of the G/L Code 691 (or 2) XX denotes the fund being transferred to. The fifth digit 691 (or 2)XX denotes the function for which the transfer is required when transferring from Current Funds - Unrestricted or Restricted to any fund except the Agency Funds. The fifth digit will correspond with:

1. Instruction
2. Research
3. Public Service
4. Academic Support
5. Student Support
6. Institutional Support
7. Physical Plant Operations/Maintenance
8. Student Financial Aid
9. Transfers Out from any fund except Current Funds - Unrestricted or Restricted

Example: Mandatory transfer to retire lease purchase debt, one-half of the amount for instructional equipment and one-half for



administrative equipment.

\$ X,XXX.XX 69181 (Instructional)  
\$ X,XXX.XX 69186 (Administrative)

#### 69210 Non-Mandatory Transfers - Out

Other transfers of a non-mandatory nature are allocations of unrestricted resources between fund groups which are not required either by terms of loans or by other agreements with outside persons or agencies. Accounts 692XX are used to record the transfer of funds out of the fund to a specific fund and require a corresponding entry to G/L Code 492XX in the receiving fund.

#### 69400 Depreciation Expense

Include in these accounts depreciation / amortization expense on capital assets/leases which cost \$5,000 or more. Refer to Section 14 *Accounting Treatments* for additional information on Capital Leases and Depreciation.

#### 69500 Other Expenses

Charge these accounts with any expenses not otherwise classified. It is recommended that these accounts not be used and a specific G/L Code be incorporated or created and assigned for use. This process will be determined by the materiality of each other expense entry.

#### 69501 Bad Debt Expense

This account is used to record bad debt expense based upon estimated uncollectible loans and accounts receivable. G/L Code 130XX, Allowance for Uncollectible Accounts, should be credited when G/L Code 695XX, Bad Debt Expense is debited.

#### 69502 Inventory Losses/Write Offs

This account is used to record the value of losses in inventory derived from completing an inventory and identifying losses, spoilage or obsolete stock.

#### 69503 Unemployment Compensation

This account is used to record the cost of unemployment compensation charges.

#### 69504 Uninsured Losses

This account is used to record the cost incurred in indemnifying uninsured losses or deductibles.

#### 69506 Impairment of Capital Assets

This account is used to record the cost incurred in indemnifying impairment of fixed assets. Refer to Section 14 *Accounting Treatments* for additional information on Impairment of Capital Assets

#### 69600 Prior Year Corrections

These accounts are used to record corrections to expenditures which were originally recorded in a prior fiscal year. These accounts may be used when the prior year expenditure corrections will have a material affect on the cost of programs though shall be treated like Account 49600 - Prior Year Correction in the community college's financial statements. When practical and/or having immaterial program cost effect, Account 49600 should be used for both revenue and expenditure prior year corrections.

#### 69900 Current Expense Contingency (Budget Only)

These accounts are used to record the budget for Current Expense Contingencies only and will not be used to record actual expenditures. Budgeted contingency funds would have to be transferred to an active G/L Code to be available for expenditures.

### Capital Outlay

#### 70110 - 70139 Minor Equipment for Risk Management Consortium

These accounts are restricted to use by the Risk Management Consortium

#### 70500 Minor Equipment - Non Capitalized Non-Inventoried (Optional Account see also 66506)

Charge to this account all equipment classified as Minor Equipment - Non-Capitalized Non-Inventoried. The College has the authority to make its inventory threshold for minor equipment. The expenses should not be transferred to the Invested in Plant Fund. When preparing the Annual Cost Analysis Report, they should be included as if they were Current Expenses.

#### 70600 Minor Equipment - Non Capitalized

Charge to this account all equipment classified as Minor Equipment -Non-Capitalized Inventoried. The College has the authority to make its inventory threshold for minor equipment. The expenses should not be transferred to the Invested in Plant Fund. When preparing the Annual Cost Analysis Report, they should be included as if they were Current Expenses.

#### 71000 Furniture and Equipment - greater than or equal to \$5,000

This account is used for all furniture and equipment purchases greater than or equal to \$5,000 which are to be capitalized. This will include all educational and classroom equipment, office furniture and equipment, maintenance equipment, tractors, vehicles, etc. Items classified in the 71000 series have been eliminated in accordance with GASB 34 & 35 requirements. Refer to the new control accounts established for this type of acquisition. Refer to Section 14 *Accounting Treatments* for additional information on Purchase of Capital Assets.

#### 71010 Control Account for 3-Year Capital Asset Class - greater than or equal to \$5,000

These accounts have been established to provide a control balances for 3 year class of equipment. These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

#### 71011 Computer Equipment 3-Year Capital Asset Class - greater than or equal to \$5,000

These accounts have been established to provide a control balances for computer equipment. These accounts are established for budget and expenditure control purposes and will not be reported as

expenditures on the financial statements but carried to the proper asset classification.

71020 Control Account for 5-Year Capital Asset Class - greater than or equal to \$5,000

These accounts have been established to provide a control balances for 5 year class of equipment.

These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

71021 Vehicles 5-Year Asset Class - greater than or equal to \$5,000

These accounts have been established to provide a control balances for vehicles.

These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

71022 Office Equipment 5-Year Asset Class - greater than or equal to \$5,000

These accounts have been established to provide a control balances for 5 year office equipment.

These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

71023 Educational Equipment 5-Year Asset Class - greater than or equal to \$5,000

These accounts have been established to provide a control balances for 5 year educational equipment.

These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

71024 Athletic Equipment - greater than or equal to \$5,000

These accounts have been established to provide a control balances for 5 year athletic equipment.

These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

71025 Maintenance Equipment - greater than or equal to \$5,000

These accounts have been established to provide a control balances for 5 year maintenance equipment.

These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

71030 Control Account for 7-Year Capital Asset Class - greater than or equal to \$5,000

These accounts have been established to provide a control balances for 7 year class of equipment.

These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

71031 Office Equipment 7-Year Capital Asset Class - greater than or equal to \$5,000

These accounts have been established to provide a control balances for 7 year office equipment.

These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

71032 Educational Furniture and Equipment 7-Year Capital Asset Class - greater than or equal to \$5,000

These accounts have been established to provide a control balances for 7 year educational equipment.

These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

71040 Control Account for 10-Year Capital Asset Class - greater than or equal to \$5,000

These accounts have been established to provide a control balances for 10 year class of equipment.

These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

71041 Educational Furniture and Equipment 10-Year Capital Asset Class - greater than or equal to \$5,000

These accounts have been established to provide a control balances for 10 year educational equipment.

These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

This account would including portable buildings and building additions.

72000 Data Software

These accounts have been established to provide a control balances for owned data software. Software to be capitalized must meet all of the following criteria: absolute useful life of one year or more; must be owned, not licensed; must have a value of \$XXXXXXX or more; must be practically markable for inventory purposes.

These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification. Sub account this section by using 72001 for Educational Software and 72002 for Administrative Software.

73050 Artwork for Collection

Charge this account all costs of acquiring collectible artwork. This collectible artwork is not depreciable.

75000 Building and Fixed Equipment

Charge this account all costs of acquiring buildings. Architect fees, drawings, blueprints, postage, long distance telephone charges, construction contracts and any other costs incurred in the constructing of buildings should be charged here.

Major repairs or renovations of buildings is properly charged to this account even if they do not lead to an addition to the Invested in Plant Fund. The installation of any equipment which is permanently attached to a building such as an elevator or a central air conditioning system is charged to this account. Window air conditioners and water coolers would not be included here.

75001 Architect - Master Planning

As defined for G/L Code 75000, specifically for architectural costs in master planning.

75002 Architect/Engineer - Basic Services

As defined for G/L Code 75000, specifically for architect/engineer - basic services which are those general services as defined by the contract with the architect/engineer.

75003 Architect/Engineer - Extra Services

As defined for G/L Code 75000, specifically for architect/engineer - extra services which are defined by the contract. These may include special consultants and special services not available with the architect/engineering firm.

75004 Architect/Engineer - Reimbursable

As defined for G/L Code 75000, specifically for cost incurred by the architect/engineer which are normally charged directly to the college. They may include testing, borings and other limited services.

75005 Construction Manager - Basic Services

As defined for G/L Code 75000 and 75003, specifically for contracted construction management - basic services.

75006 Construction Manager - Extra Services

As defined for G/L Code 75000 and 75003, specifically for contracted construction management - extra services.

75007 Construction Manager - Reimbursable

As defined for G/L Code 75000 and 75004, specifically for contracted construction management - reimbursable expenses.

75008 Job Office

As defined for G/L Code 75000, specifically to be the cost of renting/leasing and operating a portable construction office or trailer.

75009 Institutional Administration

As defined for G/L Code 75000, specifically the prorated cost of direct facilities construction administration by college employees. This account is debited and appropriate salary G/L Code is credited if the college elects not to record direct salary expenses in the project account.

75010 Blueprinting/Duplicating/Advertising

As defined for G/L Code 75000, specifically for blueprinting, duplicating and legal advertising costs.

75011 Insurance

As defined for G/L Code 75000, specifically for the cost of temporary construction insurance.

75012 Survey/Test Borings

As defined for G/L Code 75000, specifically for surveying and test borings.

75013 Permits/Fees

As defined for G/L Code 75000, specifically for permits and fees.

75014 Building Acquisition

As defined for G/L Code 75000, specifically for the acquisition of existing structures.

75015 Demolition

As defined for G/L Code 75000, specifically for the demolition of structures.

75016 Legal Fees

As defined for G/L Code 75000, specifically for legal fees required or incurred due to construction.

75017 Site Preparation

As defined for G/L Code 75000, specifically for site preparation.

75018 Materials Testing/Inspection

As defined for G/L Code 75000, specifically for testing materials and inspecting construction.

75019 Foundations/Structures

As defined for G/L Code 75000, specifically for the construction of the foundation and basic structure.

75020 Elevator

As defined for G/L Code 75000, specifically for the cost of elevator(s).

75021 HVAC (Heating, Ventilation and Air Conditioning)

As defined for G/L Code 75000, specifically for HVAC costs.

75022 Plumbing

As defined for G/L Code 75000, specifically for plumbing costs.

75023 Electrical

As defined for G/L Code 75000, specifically for electrical costs.

75024 General Construction

As defined for G/L Code 75000, specifically for general construction costs where specific construction G/L Codes can not be identified.

75025 General Conditions

As defined for G/L Code 75000, specifically for general condition costs to include site fencing, temporary utilities, equipment rented for general contractor use, etc.

75026 HVAC Automation

As defined for G/L Code 75000, specifically for equipment acquired to control and operate HVAC systems.

75027 Test and Balance

As defined for G/L Code 75000, specifically for testing and balancing the HVAC systems.

75028 Construction Materials

As defined for G/L Code 75000, specifically for purchasing major construction materials which will be capitalized as a part of the construction project.

75029 Fixed Equipment

As defined for G/L Code 75000, specifically for fixed equipment attached or affixed to the permanent structure.

75030 Resident Inspection

As defined for G/L Code 75000, specifically for resident inspection costs. A college employee assigned to the project, such as a clerk of the works would be classified as G/L Code 75030.

75031 Renovation and Remodeling

As defined for G/L Code 75000, specifically for capitalized renovation costs.

75032 Initial Supplies

As defined for G/L Code 75000, specifically for initial supplies required to occupy a facility. These may include filled fuel tanks, spare parts, special housekeeping materials and other consumables.

75033 Telephone Installation

As defined for G/L Code 75000, specifically for telephone installation costs.

75098 Miscellaneous

As defined for GL code 75000, specifically for construction costs not otherwise classified and being immaterial in nature.

75099 Buildings and Fixed Equipment

For use by colleges who do not wish to record individual components of building construction

76000 Non-Capitalized Repairs, Maintenance, Remodeling, and Renovation, and Other Structures and Improvements

This account is used to record non-capitalized repairs and maintenance costs.

77000 Land

Charge to this account only the original cost of land plus acquisition costs. Do not charge site development costs.

78000 Leasehold greater than \$25,000 per project

Charge this account only the original cost of the leasehold. Useful life is 10 years, unless life of the lease is less than 10 years. Otherwise, capitalize at life of lease.

79000 Other Structures and Land Improvements

Charge this account with the costs of site development, parking lots, sidewalks, outdoor lighting systems, utility systems, flagpoles, fences and other improvements Useful life 10 years. Items recorded in the 79000 expenditure series have been eliminated in accordance with GASB 34 & 35 requirements. Refer to the specific GLCs for each type of acquisition under this category. Refer to Section 14 Accounting Treatments for additional information on Other Structures and Land Improvements.

79001 Other Structures

Charge to this account only other structure improvements with a cost of greater than the Level III bid threshold defined in Florida Statute 287.017.

79002 Land Improvements

Charge to this account only land improvements with a cost of greater than the Level III bid threshold defined in Florida Statute 287.017. Do not charge site development costs.

79003 Infrastructure with a cost equal to or greater than 5% of total net assets

Charge to this account only infrastructure with a cost equal to or great than 5% of total net assets (college-wide). Infrastructure includes

things like street, roads, driveways, walkways, sewer systems, drainage systems and retention ponds. (Refer to GASB 34, paragraph 19)

79800 Capitalized Expenditures from borrowed funds (contra expense)

Credit this account in an amount equal to the amount capitalized at year-end from borrowed funds expensed in the Unexpended Plant Fund and capitalized in the Invested in Plant Fund. This contra expense will provide a clearer reflection of funds expended (gross) prior to and should be closed into fund balance at year-end.

79900 Capital Outlay Contingency (Budget Only)

These accounts are used to record the budget for Capital Outlay Contingencies only and will not be used to record actual expenditures. Budgeted contingency funds would have to be transferred to an active G/L Code to be available for expenditures.

**Personnel Data Base - Classification Codes/Occupational Activity Code**

<u>Code</u>	<u>Title</u>
01	- Executive
02	- Instructional
03	- Instructional Support
04	- Librarian/Counselor
05	- Teaching Assistant/Associate
06	- Professional Support
07	- Clerical/Secretarial
08	- Technical/Paraprofessional
09	- Skilled Crafts
10	- Service/Maintenance
11	- Student Employment

<u>G/L CODE</u>	<u>PDB CODE</u>	<u>COMMENT</u>
51000	- 01	
51100	- 03	
51200	- 06	
51400	- 01	(if position is normally 51000)
51400	- 03	(if position is normally 51100)
51400	- 06	(if position is normally 51200)
51500	- 01	(if position is normally 51000)
51500	- 03	(if position is normally 51100)
51500	- 06	(if position is normally 51200)
52000	- 02	
52001	- 02	
52002	- 04	
52003	- 04	
52004	- 06	
52005	- 02,03	
52100	- 02	(overload)
52200	- 02	(part-time)
52300	- 05	
52400	- 02	
52500	- 02,05	
53000	- 06	
53100	- 06	(part-time)
53200	- 06	(part-time)
53300	- 07,08	
53500	- 06	
54000	- 07	(clerical/secretarial)
54000	- 08	(technical)
54000	- 09	(skilled craft)
54000	- 10	(service/maintenance)
54100	- 07,08,09, or 10	(part-time)
54500	- 07,08,09, or 10	(part-time)
55000	- 01,03, or 06	(part-time, as corresponds with full-time code)
56000	- 02	(part-time)
56001	- 02	(part-time)
56002	- 04	(part-time)
56003	- 04	(part-time)
56004	- 06	(part-time)
56005	- 03	(part-time)
56006	- 05,08	(part-time)
56100	- 02	(part-time)
56500	- 06 or 07	(part-time, as corresponds with full-time code)
57000	- 07,08,09, or 10	(part-time, as corresponds with full-time code)
58000	- N/A	
58100	- N/A	
58200	- 11	(student employment)
58300	- 11	(student employment)

58400 - N/A  
58500 - N/A

Clarification of Terminal Sick Leave Payout (Refer to FDOE Memorandum \$04-12 dtd 3/31/03 (see Section 18 of this Manual)

Since the duties of certain administrative employees vary significantly depending upon the size and organizational structure of the college, it is difficult to identify a particular title or even a class of employment that would always be considered staff other than instructional or educational support employees. When this section of the statute was first implemented, the college business officers discussed how to comply and generally agreed that employees paid out of the 510XX general ledger codes should always be considered staff other than instructional or educational support employees for purposes of compliance, but that the colleges, at the discretion of their local boards of trustees, could identify additional codes to be included as long as all employees paid from that code were treated consistently.

NOTE: the above clarification from Division FDOE was adopted by the Council of Business Affairs Steering Committee in February 2004 and the Council of Business Affairs in June 2004.

PDB Employee Classification Definitions

01 - Executive - These accounts are used to record gross salary payments to persons who exercise primary college-wide responsibility for the management of an institution. Assignments must require the performance of work directly related to management policies and require the incumbent to customarily and to regularly exercise discretion, independent judgment, and to direct the work of major divisions of college employees and functions. Examples of positions included in this category are: president, executive vice president, vice president, provost or campus president (if college-wide authority), and dean (if college-wide authority and if levels between dean and president do not exist).

02 - Instructional Staff - All persons whose specific assignments customarily are made for the purpose of conducting instruction, academic research, curriculum development or public service as a principal activity (or activities), and who may hold academic-rank titles of professor, associate professor, assistant professor, instructor, adjunct instructor, lecturer or the equivalent of any one of these academic ranks.

Instructional personnel on sabbatical leave will be included at their regular salary; replacement for these personnel should not be reported. Instructional personnel on leave without pay should not be reported; full-time replacement for these should be included.

03 - Instructional Support - This personnel category includes those persons who provide direct managerial support to instructional departments or divisions while devoting a smaller portion of their time (from 0% to less than 50%) to instructional/teaching duties. If instructional duties comprise 50% or more of their work schedule, they should be classified under the Instructional Staff category. If less than 50% they should be prorated at 10% of the position and salary to Instructional Staff per course taught, per year.

04 - Librarian/Counselor - If instructional duties comprise 50% or more of their work schedule, they should be classified under the Instructional Staff category. Otherwise, prorate 10% of their position and salary to Instructional Staff per course taught, per year.

05 - Teaching Assistant/Associate - Teaching Assistant/Associate assists department chairperson, faculty or other professional staff members in the college performing any combination of the following duties: develops teaching materials such as syllabi and visual aids; prepares and gives examinations; assists in student conferences; and/or grades examinations and papers.

06 - Professional Support - these accounts are used to record gross salary payments to individuals employed for the purpose of performing academic support, student services, and institutional support activities. Includes employees such as department heads, coordinators, accountants, student services professionals, systems analysts, programmers, coaches lawyers, dietitians, and pharmacists. Also includes management of the institution but may assist the EAM staff. Excludes supervisors who have executive or college-wide responsibilities in these specialist/support areas; they are reported as executive, administrative, and managerial staff.

07 - Clerical and Secretarial - Includes those persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paper work required in an office, such as bookkeepers, stenographers, clerk typists, office machine operators, statistical clerks, payroll clerks, etc. Also include sales clerks such as those employed full-time in the bookstore and library clerks who are not recognized as librarians.

08 - Technical and Paraprofessionals - Includes those persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work such as is offered in many two-year technical institutes, junior/community colleges or through equivalent on-the-job training. Include computer operators, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, dietitians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and similar occupational-activity categories but which are institutionally defined as technical assignments.

Includes persons who perform some of the duties of a professional or technician in a supportive role which usually requires less formal training and/or experience than normally required for professional or technical status.

09 - Skilled Crafts - Includes those persons whose assignments typically require special manual skills and a thorough or comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or their formal training programs. Include mechanics and repairers, electricians, stationary engineers, skilled machinists, carpenters, compositors and typesetters.

10 - Service/Maintenance - Includes those persons whose assignments typically consist of janitorial, custodial, grounds, transportation, and other semi-skilled or unskilled labor activities.

Part-Time/Full-Time Conversion

Part-Time Instructional Personnel are calculated to equal 1 FTE by dividing the total credit hour equivalents taught per year by 30 credit hours.

Part-Time Non-Instructional Personnel are calculated to equal 1 FTE by dividing the total hours worked per year to 2,000 hours (50 weeks x 40 hours per week).

Full-Time Employees may be counted as less than 1 FTE if their position/salary is prorated between two or more classification codes.

Full-Time Instructional Personnel are calculated to equal 1 FTE by dividing the total credit hour equivalents taught per year by 30 hours. This will properly result in overloads, extra terms, etc. calculating additional FTE or percents of FTE for each instructor.

Full-Time Non-Instructional Personnel who teach one or more classes per year are prorated to "Instructional Staff" at the rate of 10% or their position/salary per course taught per year.

Data Reporting/Collection Frequency

This data shall be provided based upon:

1. Data based on estimated FTE positions, salaries, titles, etc. at the beginning of each fiscal year.
2. Data based on actual FTE positions, salaries, titles, etc. At the end of each fiscal year.

Definitions - Fee Waivers/Fee Exemptions

Fee Waivers\* - Student fee that are charged but not collected per Florida Statutes or Board of Trustees action. These Fees shall be recorded as income and offset by the appropriate 680XX Waiver Expense G/L Code. These may be fundable or non-fundable enrollments.

Fee Exemptions\* - Student fees that are not charged as these fees have been exempted by Florida Statute. These fees are not recorded as income/expense and only appear on the Student Data Base for enrollment reporting purposes.

\*NOTE: While these definitions segregate waivers and exemptions into two distinct types, both Florida Statutes and State Board of Education use the term interchangeably. Therefore, the following list of fee waivers and fee exemptions is presented to identify the name, recording requirements, fundable status and statutory reference.

<u>Waiver/ Exemption Name</u>	<u>Recording Requirement</u>	<u>Fundable Status</u>	<u>Statutory Reference</u>
1. Dual Enrollment	No	Yes	F.S. 240.116(2)(a), 239.117(1)(c), and 240.35(3)
2. 5% Fundable Vocational Fee Waivers	Yes	Yes	F.S. 239.117(3), and 6A-14.054(17)(c)(4)
3. Non-Fundable Fee Waivers	Yes	No	F.S. 239.117(3) and 240.35(4)(b)
4. Project Independence Fee Exemptions	No	Yes	F.S. 409.029 and 240.35(3)
5. National Guard Fee Waivers	No	Yes	F.S. 250.10(6) and 240.35(4)(a)
6. Special Disabled Adults and Adult Education Exemptions	No	Yes	F.S. 239.301, 239.301(6), 240.359(1)(d)
7. Homeless Fee Exemptions	No	Yes	F.S. 239.117(2)(g)
8. Apprenticeship Exemptions	No	Yes	F.S. 446.021 and 239.117(2)(d)
9. Foster Care Board Payment Exemptions	No	Yes	F.S. 409.145(3), 239.117(2)(e) and 240.35(2)(a)
10. 40 FTE Exemptions	No	Yes	F.S. 240.35(14)
11. Spouses of Deceased State Employees Exemptions	No	Yes	F.S.440.16 and 6A-14.054(17)(c)(2)
12. Children of Law Enforcement Officers killed in the Line of Duty Exemptions	No	Yes	F.S.112.19 and 6A-14.054(17)(c)(2)
13. Children of Firefighters killed in the Line of Duty Exemptions	No	Yes	F.S.112.191 and 6A-14.054(17)(c)(3)
14. Children adopted from Dept. of Children and Families after 12/31/97	No	Yes	F.S.240.35(5)(a)
15. Linkage Institute	No	Yes	F.S.288.8175



**Section 13**

**Assignment of General**

**Ledger Codes**

**ASSIGNMENT OF GENERAL LEDGER CODES**

**Unassigned** G/L Codes may be utilized by the colleges to identify G/L classification unique to their institution. Some unassigned codes may become **Required** in use upon assignment by the Division for the Florida College System or through recommendation from the *Accounting* Committee. **Reserved** G/L Codes may be assigned **Required** use status where the creation of a new object code is logical and necessary. The college requesting a "new" **Required** code will contact the Division for the Florida College System and request the G/L establishment. If appropriate, and the need for establishing is concurred, the Division for the Florida College System and the *Accounting* Committee will take proper measures to seek formal State approval and update the Accounting Manual for distribution.

**Reserved** codes may be assigned to **Required** or **Unassigned** categories through the same process. The intent of this process is to ensure uniformity, timeliness and to remain abreast of future revisions to national fund accounting standards.

**Bold** codes marked with an asterisk (\*) are mandated for Financial Data Base data submission purposes, Fund I only.

## **Section 14**

# **Accounting Treatments**

---

## Section 14

### Accounting Treatments

The Accounting Manual for Florida's Public Colleges is not intended to be a textbook. Its purpose is to provide uniform terminology and classifications in order that there is comparability between the various colleges within the State with respect to financial reporting. There are, however, always instances in which it is beneficial, even to the most experienced accountant, to have textbook examples of certain accounting entries. This section is devoted to such examples and the definition of certain accounting concepts and terminology as required by the Governmental Accounting Standards Board (GASB).

## Table of Contents

---

<b>ASSETS</b> .....	<b>- 4 -</b>
<b>Cash and Cash Equivalents</b> .....	<b>- 4 -</b>
1.    Cash Receipts and Cash Payments on the Statement of Cash Flows:.....	- 4 -
2.    Cash, and Cash Equivalents – Unexpended Plant Fund .....	- 4 -
<b>Capital Assets</b> .....	<b>- 4 -</b>
1.    Capital Asset Types .....	- 5 -
2.    Recording Capital Assets.....	- 5 -
3.    Donations of capital assets.....	- 5 -
4.    Building Additions.....	- 5 -
5.    Sale of Capital Asset – Example Journal Entries.....	- 6 -
6.    Recognizing Capital Asset Impairment .....	- 6 -
7.    Capital Leases .....	- 7 -
8.    Other Structures and Improvements .....	- 8 -
9.    Intangible Assets.....	- 8 -
<b>DEFERRED OUTFLOWS</b> .....	<b>- 9 -</b>
<b>LIABILITIES</b> .....	<b>- 9 -</b>
<b>Long-Term Debt</b> .....	<b>- 9 -</b>
1.    Notes, Loans, or Bonds Payable.....	- 9 -
2.    SBE Bonds.....	- 10 -
10.   Capital Improvement Revenue Bonds Issued (Premium or Discount) .....	- 12 -
11.   Compensated Absences .....	- 13 -
12.   Other Post Employment Benefits (OPEB).....	- 14 -
13.   Early Retirement/Separation Plans .....	- 17 -
<b>DEFERRED INFLOWS</b> .....	<b>- 17 -</b>
<b>FUND BALANCE</b> .....	<b>- 17 -</b>
<b>REVENUES</b> .....	<b>- 17 -</b>
<b>Indirect Cost Revenues</b> .....	<b>- 17 -</b>
1.    Indirect Costs .....	- 17 -
<b>Fee Waivers/Exemptions</b> .....	<b>- 18 -</b>
1.    Fee Waivers and Exemptions – Definitions.....	- 18 -
2.    Journal Entries .....	- 19 -
<b>EXPENDITURES</b> .....	<b>- 19 -</b>
<b>Indirect Cost Expenses – See Indirect Cost Revenues</b> .....	<b>- 19 -</b>
<b>Depreciation</b> .....	<b>- 19 -</b>

<b>Energy Consortium .....</b>	<b>- 19 -</b>
<b>Yearend Elimination Entries.....</b>	<b>- 20 -</b>
1. Indirect Cost.....	- 20 -
2. Interfund/Department Sales .....	- 20 -
3. Due To/Due From.....	- 20 -
4. Transfers- Mandatory and Mandatory .....	- 20 -
5. Scholarships Discounts and Allowances.....	- 20 -
 <b>OTHER .....</b>	 <b>- 21 -</b>
 <b>Matching Funds.....</b>	 <b>- 21 -</b>
 <b>Service Concession Arrangement.....</b>	 <b>- 22 -</b>



## Assets

### Cash and Cash Equivalents

1. **Cash Receipts and Cash Payments on the Statement of Cash Flows:** For the purposes of the cash flow statement, cash and cash equivalents are defined as short-term, highly liquid investments that are both (a) readily convertible to known amounts of cash; (b) So near their maturity that they present insignificant risk of changes in value because of changes in interest rates. Generally, only investments with original maturities of three months or less meet this definition. (GASB 9, Page 4, Line 9)
  - a. **Operating Activities** generally result from providing services and producing and delivering goods, and include all transactions and other events that are not defined as capital and related financing, noncapital financing or investing activities. Cash flows from operating activities generally are the cash effects of transactions and other events that enter into the determination of operating income. (GASB 9, Page 6, Line 16)
  - b. **Noncapital financing activities** include borrowing money for purposes other than to acquire, construct, or improve capital assets and repaying those amounts borrowed, including interest. This category includes proceeds from all borrowings (such as revenue anticipation notes) not clearly attributable to acquisition, construction, or improvement of capital assets, regardless of the form of the borrowing. Also included are certain other interfund and intergovernmental receipts and payments. (GASB 9, Page 7, Line 20)
  - c. **Capital and Related Financing Activities** (a) acquiring and disposing of capital assets used in providing services or producing goods, (b) borrowing money for acquiring, constructing or improving capital assets and repaying the amounts borrowed, including inters, and (c) paying for capital assets obtained for vendors on credit. (GASB 9, Page 9, Line 23).
  - d. **Investing activities** include making and collecting loans (except program loans, as discussed in paragraph 19, page 7) and acquiring and disposing of debt or equity instruments. (GASB 9, Page 9, Line 26).
  - e. Distinguishing between Capital and Noncapital Financing Borrowings for capital purposes generally are readily distinguishable from borrowings for other purposes. For example, mortgages, capital improvement bonds, and time pay arrangements for purchasing equipment are clearly for capital purposes. (GASB 9, Page 10, Line 29).
  
2. **Cash, and Cash Equivalents – Unexpended Plant Fund**  
 Cash and cash equivalents should be reported as Noncurrent Cash and Cash Equivalents, net of the cash to cover current liabilities for the Unexpended Plant Fund. The amount of cash in the Unexpended Plant Fund to cover current liabilities should be reported in the current classification as Restricted Cash and Cash Equivalents (current liabilities and current cash for the Unexpended Plant Fund should equal).

GL Account	Description	Dr.	Cr.
	Assets: Current Assets		
101XX	Restricted Cash and Cash Equivalents	XXXXXX	
101XX	Cash and Cash Equivalents		XXXXXX
	<i>To record cash in the Unexpended Plant Fund to cover current Unexpended Plant Fund Liabilities.</i>		
	Assets: Noncurrent Assets		
101XX	Restricted Cash and Cash Equivalents	XXXXXX	
101XX	Cash and Cash Equivalents		XXXXXX
	<i>To record cash in the Unexpended Plant Fund to cover cash and cash equivalents less current liabilities.</i>		

### Capital Assets

1. **Capital Asset Types** - The following is a table of the general capital asset expense general ledger (GL) accounts along with the corresponding GL asset types that a College will typically have. A College may have additional asset classifications or sub-classifications as necessary to accurately represent the capital assets owned. Useful lives may vary accordingly.

75XXX	192XX	Buildings	40 years
79XXX	193XX	Other Structures and Improvements	10 years
71XXX	194XX	Furniture, Machinery & Equipment	
		3 year Capital Assets: computers and related items	3
		5 year Capital Assets: vehicles, office machinery, educational equipment	5
		7 year Capital Assets: office furniture and fixtures, educational furniture	7
		10 year Capital Assets: portables	10
72000	195XX	Other Assets - Depreciable	Variable
73050	196XX	Other Assets - Non Depreciable	Perpetual
75XXX, 79XXX	198XX	Construction in Progress	Temporary Status

2. **Recording Capital Assets** – Purchased capital assets should be recorded with the following two generalized journal entries.

GL	GL Description	Dr	Cr
	<u>Unrestricted Current Fund 1, Restricted Current Fund 2, Auxiliary Fund 3, Unexpended Plant Fund 7</u>		
7XXXX	Capital Asset Expense	XXXX	
101XX	Cash		XXXX
	<i>Record Capital Asset Expense where it is paid from.</i>		
	<u>Investment in Plant Fund 9</u>		
19XXX	Corresponding Capital Asset Type in Fund 9	XXXX	
7XXXX	Capital Asset Expense		XXXX
	<i>To eliminate Capital Asset Expenses and to record capital assets.</i>		

3. **Donations of capital assets** - Assets donated to the institution are referred to as nonreciprocal transfers because they are transfers in one direction. When assets are acquired in this manner they should be recorded as an asset and donated capital.

GL	GL Description	Dr	Cr
	<u>Investment in Plant Fund 9</u>		
19XXX	Capital Asset Type for Donation in Fund 9	XXXX	
44242	Donated Gifts		XXXX
	<i>To record donated Capital Assets.</i>		

4. **Building Additions**

Defined as adding 3 of the 4 walls. Add to the cost to the original building. Do not start depreciation time in general. I.E. Building Z is 10 years with a 40-year life. Addition is completed in year 10; add the cost of the addition to the building and depreciate total for 30 years. This may have to be adjusted depending on the age of the building and the size and cost of the addition.



a. BUILDINGS - NOT FULLY DEPRECIATED: Depreciate down to its estimated economic value prior to the renovation; add the renovation cost, re-start the 40-year depreciation schedule.

b. BUILDINGS - FULLY DEPRECIATED: Remove the cost and associated depreciation of old building; renovation cost would be cost of the new building; useful life would begin again at 40 years.

5. Sale of Capital Asset – Example Journal Entries

GL	GL Description	Dr	Cr
	<b>Current Unrestricted Fund 1</b>		
101XX	Cash	XXXX	
495XX	Proceeds from Sale of Property		XXXX
	<i>To record the cash proceeds from the Surplus property or other sale (No Gain or Loss).</i>		
	<b>Investment in Plant Fund 9</b>		
495XX	Proceeds from Sale of Property		\$ 1,000
49505	Gain (loss) on Sale of Property		44,000
194X9	Accumulated Depreciation		5,000
194XX	Furniture, Machinery and Equipment	\$ 50,000	
	<i>To remove the asset and the associated depreciation from the books and record the sale along with associated loss.</i>		

**Note:** the GLC 49505 should be used to record both the loss and a gain on the sale of fixed assets.

GL	GL Description	Dr	Cr
	<b>Investment in Plant Fund 9</b>		
495XX	Proceeds from Sale of Property		\$ 1,500
49505	Gain (loss) on Sale of Property		500
194X9	Accumulated Depreciation		48,000
194XX	Furniture, Machinery and Equipment	\$ 50,000	
	<i>To record the gain on the sale of property and to remove the asset and the associated depreciation from the records..</i>		

6. Recognizing Capital Asset Impairment

When an asset's ability to provide service is significantly reduced in a way that could not have been anticipated, that event should be recognized in the financial statements as an impairment loss. GASB Statement 42 requires that the loss be recognized immediately rather than spreading the impact over the asset's remaining useful life. The service utility decline must be **both** significant and unexpected. Temporary impairments should not be recognized.

GL	GL Description	Dr	Cr
	<b><u>Investment in Plant Fund 9</u></b>		
69506	Impairment of Capital Asset	XXXX	
19XXX	Capital Asset		XXXX
	<i>To record the loss and write down the value of the impaired capital asset.</i>		
	<b><u>Unexpended Plant Fund 7</u></b>		
101XX	Cash	XXXX	
69506	Impairment of Capital Asset		XXXX
	<i>To record the receipt of insurance proceeds received in the same year.</i>		
101XX	Cash	XXXX	
49520	Insurance Recovery		XXXX
	<i>To record the receipt of insurance proceeds received in a subsequent year.</i>		

Impairment losses should be reported on the Statement of Revenues, Expenses and Changes in Net Assets either as operating expenses, special items, or extraordinary items based on the specific facts and circumstances. Related insurance recoveries in subsequent years should be reported as program revenues, non-operating revenues or extraordinary items, consistent with the manner of reporting the loss.

Restoration or replacement of the impaired asset should be recorded separately from the impairment loss.

#### 7. Capital Leases

GASB 62, paragraphs 211/281 is the general guideline for the reporting of lease agreements. Plant assets leased through long-term capital leases (including multi-year lease purchase agreements) are recorded to an asset account, "Assets Under Capital Leases" and a corresponding liability account "Obligations Under Capital Lease Agreements" in the Investment in Plant Fund. The assets are generally recorded at the lesser of the present value of the minimum lease payments or the fair value of the leased property. The amount of the lease payments computed as interest payable in future years is not recorded but is disclosed in the Notes to Financial Statements.

GL	GL Description	Dr	Cr
	<b><u>Investment in Plant Fund 9</u></b>		
190XX	Asset under Capital Leases	XXXX	
264X0	Capital Lease Agreements		XXXX
	<i>To record plant assets under capital leases.</i>		

The amount of the asset, "Assets Under Capital Lease" is to be amortized on a straight line basis over the life of the lease. That amortization is to be presented separately from the related assets in the Notes to the Financial Statement:

GL	GL Description	Dr	Cr
	<b><u>Investment in Plant Fund 9</u></b>		
694XX	Depreciation/Amortization of Lease	XXXX	
190X9	Amortization of Assets under Capital Lease		XXXX
	<i>To record depreciation/amortization of assets under capital lease.</i>		

Upon completion of the lease term, if the College retains the leased asset (exercises the bargain purchase option, etc), and the asset(s) being lease exceed the established capitalization threshold for similar assets, the asset and related amortization are to be closed to the related Asset and Accumulated Depreciation account. If the asset does not meet the established capitalization threshold, the "Asset Under Capital Lease" and related Amortization are to be closed. If the lease price of the asset(s) meet the established

threshold for tagging and established by the College's Board, the item should be recorded in the College's property records.

8. Other Structures and Improvements

a. Definition

Infrastructure assets are long lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Portables may be classified as either OSI or tangible personal property. The classification will depend on how portable the modular dwelling is and this can vary.

b. Initial Recording – Composite Grouping

Other Structures and Improvements (OSI) for many Colleges were capitalized from the prior ten years worth of expenditures on OSI gleaned from the past ten audit reports at the time of implementation of GASB 35 (FYE 2002 was the first year GASB 35 was implemented). Since OSI capitalized in this manner might not have been specifically identified, Colleges may adopt procedures to dispose of property identified and depreciated as a composite grouping. Currently, there are about 20 years of capitalized expenditures in the gross OSI records. Since OSI generally has a ten year expected life and the amounts are sitting in the gross amounts for OSI, the longer a College goes without disposing of OSI, the College will have larger gross amounts of OSI and accumulated depreciation on OSI. Disposing of the older, fully depreciated OSI composite grouping will not change the amount reported as OSI but will streamline the records to support the gross amounts in the accounting system.

c. Capitalization Threshold and Useful Life

If the cost for an OSI item or project is greater than the Level III bid threshold defined in FS 287.017 and has a useful life of 10 years or greater, record cost using GLC 790XX and record asset in GLC 193XX.. Colleges may define OSI assets or asset groups to have lives other than ten years as long as the useful life reflects the expected tenure of the asset or asset group..

If the cost for an OSI item or project does not meet criteria for capitalization, use GLC 76000 or 66000.

9. Intangible Assets

a. Background

GASB 51 was effective for fiscal years beginning after June 15, 2009 (fiscal year 2009-10) for the State of Florida and its component units. GASB 51, Accounting for Intangible Assets, in reference to data software indicates that the cost of implementation should be capitalized and amortized. This assumes that the systems are **material**. Statement 51 provides for capitalization of systems back to 1980 (only if they are still in operation and material). The capitalization of the cost of perpetual licenses is optional with the implementation of GASB 51. Perpetual licenses, if recognized, are not amortizable while the capitalized costs of implementation are amortizable over the useful life of the initial implementation.

b. Useful Life of Intangible Assets

The useful life of an intangible asset will vary and will be dependent upon the facts supporting the asset under consideration.

c. Journal Entries related to GASB 51

GLC	GL Description	Debit	Credit
	<b>Fund 9</b>		
19620	Data Software License - Perpetual	#####	
31200	Invested in Plant		#####
	<i>To record perpetual licenses as Data Software in accordance with GASB 51.</i>		
19500	Data Software - Capitalized Costs of Implementation (amortizable)	#####	
19599	Accumulated Depreciation		#####
31200	Invested in Plant		#####
	<i>To record the costs of Data Software Implementations at June 30, 2012 to initially recognize costs in accordance with GASB 51.</i>		
69400	Amortization Expense	#####	
19599	Accumulated Depreciation		#####
	<i>To record amortization expense for Capitalized Implementations for the FYE June 30, 20XX.</i>		
	<i>(Would need to do closing entry just like Depreciation Expense at year-end.)</i>		
19801	Data Software - In progress	#####	
31200	Invested in Plant		#####
	<i>To record costs of Implementation that are capitalizable for Data Software in Progress.</i>		

## Deferred Outflows

---

## Liabilities

---

### Long-Term Debt

---

1. **Notes, Loans, or Bonds Payable** - Funds borrowed under long-term financing arrangements to finance plant acquisitions are recorded as a liability of the Investment of Plant Fund. Proceeds from the financing arrangement are debited to Cash in the Unexpended Plant Fund and credited to a liability account. The particular liability account credited depends on the nature of the instrument used for the financing arrangement (for example, Notes, Loan, or Bonds Payable).

GL	GL Description	Dr	Cr
	<b>Unexpended Plant Fund</b>		
101XX	Cash	XXXX	
262X0	Note/Loan/Bond Payable		XXXX
	<i>To record proceeds from long term notes to finance plant acquisition.</i>		

As the proceeds of the indebtedness are expended, the expended amounts and the related liabilities are transferred to the Investment in Plant Fund. The amounts should not be recorded as expenditures of the Unexpended Plant Fund but should be recorded as a reduction to the liability by debiting the appropriate liability account and crediting cash as the disbursements are made.

GL	GL Description	Dr	Cr
	<b>Unexpended Plant Fund</b>		
262X0	Note/Loan/Bond Payable	XXXX	
101XX	Cash		XXXX
	<i>To record the purchase of plant assets from proceeds of financing arrangements.</i>		
	<b>Investment in Plant Fund</b>		
194XX	Furniture, Machinery and Equipment	XXXX	
262X0	Note/Loan/Bond Payable		XXXX
	<i>To record the purchase of plant assets from proceeds of financing arrangement.(Could be any capital asset type being financed.)</i>		

Plant assets purchased through long-term installment purchase agreements are recorded in the Investment in Plant Fund as fixed assets with a corresponding liability in the amount of the principal payable. The interest payable in future years is not recorded but is disclosed in the Notes to Financial Statements

GL	GL Description	Dr	Cr
194XX	Furniture, Machinery and Equipment	XXXX	
264X0	Contracts Installment Purchase Payable		XXXX
	<i>To record acquisition of plant assets through installment purchase agreements in the amount of the purchase price - principal.</i>		

## 2. SBE Bonds

**Journal Entry upon the issuance of SBE Bonds**, a summary distribution memorandum will be forwarded to each participating college from the FDOE, Department of Educational Facilities Budgeting. The resulting entry is as follows:

	<b>Unexpended Plant Fund</b>		
101XX	Cash	XXXX	
26100	Bonds payable		XXXX
48100	Bond premium*		XXXX
	<i>To record Bond Proceeds, Bond issuance costs and Bonds Payable.</i>		
	*Example is for Bonds sold at a premium. If Bonds are sold at a discount net against Bonds Payable 26100.		
64506	SBE Bonds Administration Expense	XXXX	
101XX	Cash		XXXX
	<i>To immediately expense debt issuance costs per GASB 65.</i>		

### **Recording of SBE Bonds Sinking Funds**

Upon the rule of SBE Bonds, a summary distribution memorandum will be forwarded to each participating college from the FDOE, Department of Educational Facilities Budgeting. The resulting entry is as follows:

GL	GL Description	Dr	Cr
	<b>Retirement of Indebtedness Fund</b>		
16400	Investments - SBA	XXXX	
26100	Bonds payable		XXXX
26300	Interest Payable*		XXXX
	<i>To record the Bond Sinking Fund associated with SBE Bond Series.</i>		
	*Direct Cost of Issuance		

**Payment of Principal and Interest on Debt**

To the extent Current Fund resources are used to fund the payment of principal and interest on long-term debt, cash equal to the amounts of the principal and interest payments should be recorded as a Mandatory Transfers - Out in the appropriate Current Fund and as a Mandatory Transfers - In the Retirement of Indebtedness Fund. The payment of principal and interest on long-term debt (including Bonds Payable, Notes Payable, Obligations Under Installment Purchase Agreements, and Obligations Under Capital Lease Agreements) is recorded as an expenditure of the Retirement of Indebtedness Fund. At the time the payment of principal on debt is disbursed from the Retirement of Indebtedness Fund, an entry is made in the Investment in Plant Fund to reduce (debit) the appropriate liability account and offset the amount of the principal payment.

GL	GL Description	Dr	Cr
	<b><u>Current Funds - Unrestricted or Restricted</u></b>		
69180	Mandatory Transfers - Out to Retirement of Indebtedness Fund	XXXX	
101XX	Cash		XXXX
	<i>To record the transfer for cash from Current Funds to the Retirement of Indebtedness Fund for the payment of principal and interest.</i>		
	<b><u>Retirement of Indebtedness Fund</u></b>		
101XX	Cash	XXXX	
69110 or 69120	Mandatory transfers -In from Current Funds unrestricted or Restricted		XXXX
	<i>To record the transfer of cash from Current Funds to the Retirement of Indebtedness Fund for the payment of principal and interest.</i>		
69000	Payment on Debt Principal	XXXX	
685X0	Payment on Debt Interest	XXXX	
101XX	Cash		XXXX
	<i>To record payment of principal and interest on debt.</i>		
	<b><u>Investment in Plant Fund</u></b>		
261X0	Bonds Payable	XXXX	
262X0	Notes Payable	XXXX	
264X0	Installment Purchase Payable	XXXX	
264X0	Capital Lease Payable	XXXX	
69000	Payment on Debt Principal		XXXX
	<i>To reduce long-term liabilities and offset the net investment in plant by the amount of principal payments on debt paid from the Retirement of Indebtedness Fund</i>		

**Gain on Bond Refunding**

When callable bonds are refunded resulting in a reduced liability, the gain on refunding should be recorded as follows:

GL	GL Description	Dr	Cr
	<b>Investment in Plant Fund</b>		
261X0	Bonds Payable	XXXX	
49506	Gain on Refunding of Bonds		XXXX
	<i>To reduce the amount of Bonds Payable outstanding and reognize the gain on refunding callable bonds.</i>		

10. Capital Improvement Revenue Bonds Issued (Premium or Discount)

a. Background

Pursuant to Florida Statute 1009.23(11)(b) Colleges upon the District Board of Trustees resolution may pledge Capital Improvement Fees for Bonds issued by the Division of Bond Finance (See section 16 Legal and Authoritative References). The Division of Bond Finance will provide the College with all the information detailing the sales transaction. The resulting entry is as follows upon receipt of delivery of the proceeds:

GL	GL Description	Dr	Cr
	<b>Plant Funds</b>		
101XX or 102XX	Cash or Investments	XXXX	
64515	CI Bond Adminisitrative Expenses*	XXXX	
15300	Deposits Receivable-Bond Trustee	XXXX	
261XX	Bonds Payable		XXXX
481XX	Bonds Premium and Interest Earnings		XXXX
	<i>To record the receipt of the bond issue proceeds.</i>		
	*Expenses include such items as cost of issuance, underwriters discount, insurance and bond issued at a discount.		

b. Payment of Principal and Interest

To the extent that the pledged capital improvement fees are used to fund the payment of principal and interest on this long-term debt the remittances can be recorded in the Investment in Plant Fund. Should an institution want to record all debt payments in the Retirement of Indebtedness fund refer to accounting treatment 7. Plant Funds

GL	GL Description	Dr	Cr
	<b>Plant Funds</b>		
261XX	Payment on Debt Principal Reduction of Bond Payable	XXXX	
68530 or 236XX	Payment on Debt Interest or Interest Payable	XXXX	
64515	CI Bond Administrative Expenses	XXXX	
15300	Deposits Receivable-Bond Trustee		XXXX
101XX	Bonds Premium and Interest Earnings		XXXX
	<i>To reduce the long-term bond payable liability by the principal payment and record the interest and administrative expenses due.</i>		

c. Rebatable Arbitrage

In some cases, arbitrage can result for Capital Improvement Revenue Bonds, if the investment of the proceeds from the sale of the bonds yields a higher rate resulting in income in excess of interest costs. Colleges are required to fund a rebate account at the State Board of Administration if such income from the earnings exceeds the effective yield on the related tax-exempt debt issued. If a college is required to fund a rebate account, the Division of Bond Finance will annually notify the college of the amount to be remitted. The accounting treatment for funding the arbitrage rebate account is as follows (this example assumes the college already has an account set up through the State Board of Administration specifically for arbitrage rebate liabilities):

GL	GL Description	Dr	Cr
	<b><u>Plant Funds</u></b>		
102XX	Restricted Investments - SBA	XXXX	
101XX	Restricted Cash		XXXX
	<i>To record the payment to fund the arbitrage rebate liability account.</i>		
64515	CI Bond Administrative Expense	XXXX	
22820	Arbitrage Payable - Noncurrent		XXXX
	<i>To recognize the estimated arbitrage payable for the capital improvement revenue bonds account rebate deficit.</i>		

When annual statements are received in subsequent years, and the rebate liability needs additional funding, interest income should be recorded and the additional liability should be adjusted as follows:

GL	GL Description	Dr	Cr
	<b><u>Plant Funds</u></b>		
102XX	Restricted Investments - SBA	XXXX	
481XX	Interest Income		XXXX
	<i>To record interest earned on the SBA investment account-related to the arbitrage rebate account.</i>		
102XX	Restricted Investments	XXXX	
101XX	Restricted Cash		XXXX
64515	CI Bond Administrative Expense	XXXX	
22820	Arbitrage Payable - Noncurrent		XXXX
	<i>To record the payment to fund the arbitrage rebate liability account.</i>		

If the rebate liability account requires a decrease based upon the annual statement received from the Division of Bond Finance, the excess will be transferred to the sinking fund to be applied to the next debt service payment on the bonds:

Arbitrage Payable-Noncurrent (22820) XXXX  
 Restricted Investments-SBA (102XX) XXXX

Since the Federal rule related to payment of the arbitrage requires payment every five years, at maturity of the debt, or upon completion of the project (as stated in the bond documents), whichever is earliest, the following entry would be done for the satisfaction of the arbitrage liability (assumes all interest is already recorded and the liability is now classified as a current liability in 22810, and any excess money in the rebate account is sent to the sinking fund). Note: For financial statement presentation you may need to adjust between current/non-current arbitrage payable depending on when payment is due and financial year end dates:

**Plant Funds**  
 Arbitrage Payable-Current (22810) XXXX  
 Restricted Investments-SBA (102XX) XXXX

## 11. Compensated Absences

- a. GASB 16 requires employers to accrue a liability for employees' rights to receive compensation for future absences when certain conditions are met. Such liability is normally reflected as obligations of an institution's assets. However, since Florida Colleges are primarily State supported institutions, we consider the liability for compensated absences an obligation of the State and record an offsetting reserve of fund balances. This will result in a "negative" balance for this "Amounts to be Financed in Future Years" reserve account and in the total fund balances, unless unallocated fund balances exceeds the negative reserve. This reserve amount should equal the liability amount.



- b. GASB 16 provides **two methods for valuing the compensated leave liability**. The two methods are the termination payments method and the vesting method. For consistency, when GASB 16 was first effective the former Office of the Comptroller, Department of Banking and Finance, Bureau of Accounting prescribed that component units of the State of Florida should use the “vesting” method. Under the vesting method, a governmental entity should estimate its accrued sick leave liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments as well as other employees who are expected to become eligible in the future to receive such payments. To calculate the liability, these accumulations should be reduced to the maximum amount allowed as a termination payment. GASB 16 further indicates the following when calculating the Compensated Absence Liability:
- (1) The liability should be calculated based on the pay rates in effect at the balance sheet date unless the employer pays employees at other than their pay rates like a lump sum or as established by contract, regulation or policy.
  - (2) The liability calculation should include salary-related payments associated with payment of the compensated absences, using the rates in effect at the balance sheet date. (Retirement, federal taxes, etc.) (Paragraph 11) A College may wish to calculate and document its own vesting methodology rather than utilizing the former State agency mandated methodology..
- c. In budgeting for the annual change in compensated leave, it may be difficult to determine whether compensated leave will increase (due to additional leave being earned during the year) or will decrease (due to use of leave, retirements, terminations, etc.). Therefore, the recommended budgeting procedure is that of budgeting an assumed increase in compensated leave, equal to an estimated value the maximum leave entitled to be earned, assuming no use of leave. This budget may then be amended to a lesser amount or reversed to a negative budget (reduced accrual), as appropriate, at year end.
- d. Entries to record the liability are as follows.

GL	GL Description	Dr	Cr
	<b><u>Recording the Liability and Expense</u></b>		
593XX	Accrued Compensated Leave	XXXXXX	
227XX	Accrued Compensated Leave Payable		XXXXXX
	<i>To record the change in accrued compensated leave. The entry will be reversed when leave payable is reduced. The signs may be reversed if in fact the accrued leave liability is less than the previous June 30.</i>		
	<b><u>Closing Entry</u></b>		
31100	Fund Balance - College	XXXXXX	
593XX	Accrued Leave Expense		XXXXXX
	<i>This entry may be automatic as a function of "closing" the revenue and expense accounts at year-end.</i>		
	<b><u>Adjusting Entry</u></b>		
30800	Amount Expected to be Financed in Future Years	XXXXXX	
31100	Fund Balance - College		XXXXXX
	<i>This entry creates or amends the "negative" reserve of fund balance entitled "Amount Expected to be Financed in Future Years"</i>		

## 12. Other Post Employment Benefits (OPEB)

### a. Background

GASB 45 requires employers to accrue a liability for employees’ rights to receive Other Post-Employment Benefits (OPEB) when certain conditions are met. Such liability is normally reflected as obligations of an institution’s assets. However, since Florida Colleges are primarily State supported institutions, we consider the liability for OPEB an obligation of the State and record an offsetting reserve of fund balances. This will result in a “negative” balance for this “Amounts to be Financed in Future Years” reserve account sand in the total fund balances, unless unallocated fund balances exceeds the negative reserve. This reserve amount should equal the liability amount. If the college elects to “fund” the reserve, the unallocated fund balances exceed the negative reserve. This reserve amount should equal

the liability amount. If the college elects to “fund” the reserve, the unallocated fund balances may never be negative.

b. **Annual Journal Entry**

The Colleges’ annual OPEB cost (expense) is calculated based on the annual required contribution (ARC), an amount actuarially determined in accordance with parameters of Governmental Accounting Standards Board Statement No. 45. The ARC represents a level of funding that if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities over a period not to exceed 30 years. The following represent the journal entries that need to be made annually to record the changes to the ARC.

<b>Recognition of Annual Required Contribution (ARC)</b>			
596XX	Health & Life Insurance Expense	59,173	
227XX	OPEB Liability		59,173
<i>To recognize the ARC for Year beginning 7/1/2010.</i>			
227XX	OPEB liability	29,664	
596XX	Health & Life Insurance Expense		29,664
<i>To recognize that part of current expenses that are attributable to part of the accrued OPEB.</i>			
685XX	Interest on unfunded OPEB	1,665	
227XX	OPEB liability		1,665
<i>To recognize the interest/service cost associated with the Unfunded OPEB liability.</i>			
227XX	OPEB liability	1,905	
685XX	Interest on unfunded OPEB		1,905
<i>To recognize the interest/service cost credit for previously accrued liability.</i>			
<i>Closing Entry</i>			
31100	Fund Balance	29,269	
596XX	Health & Life Insurance Expense		29,269
<i>Adjusting Entry</i>			
308XX	Amount Expected to be financed in Future Years	29,269	
31100	Fund Balance		29,269

In a year when a valuation is done, the journal entry needs to be updated with the new valuation results. For every other year when a valuation is not performed, the entry needs to be calculated based upon the last valuation results. The following table demonstrates how to calculate the change in valuation. This may or may not be done for you depending upon the actuary. Columns 2 and 7 contain information from the actuary’s report and the remainder is a calculation that assumes a 3% discount rate.

	1	2	3	4	5	6	7	8	9
		*	1 x 3.00%	1/5		2+3-4	*	6-7	1+8
	Net OPEB Balance (BOY)	ARC	on Net OPEB Obligation	ARC Adjustment	Amortization Factor	OPEB Cost	Employer contribution	Change in Net OPEB Balance	Net OPEB Balance (EOY)
7/1/2007	-	64,617	-	-	30	64,617	34,486	30,131	30,131
7/1/2008	30,131	64,617	904	1,004	30	64,517	39,164	25,353	55,484
7/1/2009	55,484	59,173	1,665	1,905	30	58,933	29,664	29,269	84,753
7/1/2010	84,753	59,173	2,543	2,825	30	58,891	36,448	22,443	107,196
7/1/2011	107,196	59,173	3,216	3,573	30	58,816	31,526	27,290	134,485
7/1/2012	134,485	59,173	4,035	4,483	30	58,725	29,947	28,778	163,263
7/1/2013	163,263	59,173	4,898	5,442	30	58,629	34,850	23,779	187,042
7/1/2014	187,042	59,173	5,611	6,235	30	58,550	38,798	19,752	206,793
7/1/2015	206,793	59,173	6,204	6,893	30	58,484	54,300	4,184	210,977
7/1/2016	210,977	59,173	6,329	7,033	30	58,470	47,855	10,615	221,592
7/1/2017	221,592	59,173	6,648	7,386	30	58,434	48,561	9,873	231,465
7/1/2018	231,465	59,173	6,944	7,716	30	58,401	53,675	4,726	236,192
7/1/2019	236,192	59,173	7,086	7,873	30	58,386	49,686	8,700	244,891
	* From Actuarial Valuation Report								

c. OPEB Note Disclosure

Disclosure of Other Post-Employment Benefits (OPEB) in the Notes to the Financial Statements should include paragraphs describing the following subjects related to the long-term liability.

- Plan Description
- Funding Policy
- Annual OPEB Cost and Net OPEB Obligation
- Funding Status and Funding Progress
- Actuarial Methods and Assumptions

The information should come from the College's actuarial calculation that is done at least once every two years. To remain in compliance with GASB Statement #57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plan*, Colleges participating in an insurance consortium should obtain new actuarial valuations at least as frequently as required by the consortium and all entities in such multiple-employer OPEB plans should obtain their actuarial valuations as of the same actuarial valuation date.

In addition, a Schedule of Funding Progress should be included in the Required Supplementary Information to the Financial Statements. Reasons for significant changes in liability calculations should be disclosed in a paragraph in addition to the Schedule of Funding Progress. A schedule of funding progress is represented below with reasons for the calculation differences identified.

Example Note Disclosure

SCHEDULE OF FUNDING PROGRESS – POSTEMPLOYMENT HEALTH CARE BENEFITS						
Actuarial Valuation Date (1)	Actuarial Value of Assets (a)	Actuarial Liability (AAL) - Entry Age (b) (2)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll [(b-a)/c]
7/1/2007	\$ -	\$ 537,140	\$ 537,140	0%	\$ 17,151,444	3.1%
T 7/1/2009	\$ -	\$ 498,262	\$ 498,262	0%	\$ 18,000,000	2.8%

Notes: (1) The initial OPEB actuarial calculation was performed as of July 1, 2007 for the College as it implemented the provisions of GASB 45.

J (2) The College's OPEB actuarial valuation used the projected unit credit actuarial method to estimate the unfunded actuarial liabilities.

ulAs of July 1, 2009, the unfunded actuarial liability of \$498,262 was 7% lower than the July 1, 2007 liability of \$537,140 as a result of only 95% of the pre-65 population is participating in the College's health insurance plan. In addition, the increase in contributions has been greater than the increase in claims. This can be attributed to health plan changes to keep insurance affordable. As well, the average age of active participants increased from 48.87 to 50 years while the average age of inactive participants decreased from 69 to 68.7 years. Further, the total of all participants in the plan decreased from 337 to 333 participants.

### 13. Early Retirement/Separation Plans

Like Compensated Absences, the college shall accrue a liability for the employees' elected and irrevocable acceptance of a long term, early retirement/separation plan. Such liability is normally reflected as obligations of an institution's assets. However, since Florida Colleges are primarily State supported institutions, we consider the liability for these plans as an obligation of the State and record an offsetting reserve of fund balances. This will result in a "negative" balance for this "Amounts to be Financed in Future Years" reserve account and in the total fund balances, unless unallocated fund balances exceeds the negative reserve. This reserve amount should equal the liability amount. If the college elects to "fund" the reserve, the unallocated fund balances may never be negative.

GL	GL Description	Dr	Cr
595XX	Deferred Compensation	XXXX	
26500	Special Termination Benefits Payable		XXXX
	<i>To record the Liability and Expense associated with an Early Retirement/Separation Plan.</i>		
31100	Fund Balance - College	XXXX	
595XX	Deferred Compensation		XXXX
	<i>Closing Entry - This entry maybe "automatic" as a function of closing the revenue and expense accounts at year-end.</i>		
30800	Amount Expected to be Financed in Future Years	XXXX	
31100	Fund Balance - College		XXXX
	<i>This entry creates or amends the "negative" reserve of fund balance entitled "Amount Expected to be Financed in Future Years"</i>		

## Deferred Inflows

---

## Fund Balance

---

## Revenues

---

### Indirect Cost Revenues

---

#### 1. Indirect Costs

Indirect costs are those that have been incurred for purposes common to a number of specific projects, programs or activities of an institution, but which cannot be identified and charged directly to such projects, programs or activities relatively easily with a reasonable degree of accuracy and without an inordinate amount of accounting. Examples include utilities, custodial and administrative services. There are numerous methods of calculating indirect costs and such methods have been the subject of considerable debate over the

past 40 years. This manual will not address such calculations. The following entries show how the costs should be recorded, regardless of the method used to determine the amount.

GL	GL Description	Dr	Cr
	<b><u>Unrestricted Current Fund 1</u></b>		
182XX	Due from Current funds - Unrestricted Fund	XXXX	
439XX/429XX	Indirect Costs Recovered		XXXX
	<b><u>Restricted Current Fund 2</u></b>		
676XX	Indirect Costs Expense	XXXX	
281XX	Due to Current Funds - Restricted		XXXX
	<i>To record the appropriate amount of indirect cost to be charged to the specific project account and recognize the associated revenue.</i>		

The above entry should be recorded in the specific restricted fund account for the project at the time the indirect cost amount is determined. The cash entry may be delayed in exchange for a receivable depending upon whether the cash is on hand in a holding account. The following entries should be made in the specific account and in the Current Funds - Unrestricted, respectively, to record the transfer of the amount to unrestricted funds.

GL	GL Description	Dr	Cr
	<b><u>Unrestricted Current Fund 1</u></b>		
101XX	Cash	XXXX	
182XX	Due from Current Funds - Unrestricted		XXXX
	<i>To record indirect cost transfers.</i>		
182XX	Due from Current Funds - Restricted Funds	XXXX	
4XXXX	Indirect Cost Recovery - Grants & Contracts		XXXX
	<i>To record indirect Costs Recovery in Current Funds - Unrestricted.</i>		
	<b><u>Restricted Current Fund 2</u></b>		
281XX	Due to Current Funds - Restricted	XXXX	
101XX	Cash		XXXX
	<i>To transfer indirect costs to unrestricted funds.</i>		
676XX	Indirect Cost Expense	XXXX	
281XX	Due to Current Funds - Restricted		XXXX
	<i>To record Indirect Cost - Restricted Funds</i>		
13XXX	AR - Due From Governmental Agencies	XXXX	
4XXXX	Revenue - Grants and Contracts		XXXX
	<i>To record Restricted Fund Revenue resulting from Indirect Cost.</i>		

## Fee Waivers/Exemptions

### 1. Fee Waivers and Exemptions – Definitions

#### a. Fee Waiver:

An appropriate fee is assessed and the collection of the fee is waived. Fundable waivers are those authorized by the legislature specifically as “fundable.” All other Board of Trustees waivers are non-fundable.

#### b. Fee Exemption:

No fee is assessed and recording is not required (i.e., eligible Adult Basic Education, Adult High and Dual Enrollment registrants). Fee exemptions are generally legislatively authorized and are generally fundable enrollments.

2. Journal Entries

GL	GL Description	Dr	Cr
	<b>Current Funds - Unrestricted</b>		
68002	Fundable Fee Waivers	XXXX	
40XXX	Matriculation and Fees		XXXX
	<i>To record the fundable matriculation, tuition and/or fees waived and authorized by law.</i>		
68005	Nonfundable Fee Waivers	XXXX	
40XXX	Matriculation and Fees		XXXX
	<i>To record the nonfundable matriculation, tuition and/or fees waived by the Board of Trustees approval.</i>		
	<b>Fee Exemptions (Fundable and Nonfundable) - not required to record entry</b>		
	OR		
40XXX	Matriculation and Fees	XXXX	
101XX/ 13XXX	Accounts Receivable		XXXX
	<i>This entry reverses the recording of fees earned if the College's automated registration system requires some entry to be generated.</i>		
	OR		
40XXX	Contra - Matriculation and Fees	XXXX	
68005	Nonfundable Fee Waivers		XXXX
	<i>This entry establishes a contra revenue account that provides a total of the fee exemption waived when a college establishes different GL codes for each exemption and tuition type.. This effectively "unrecords" the revenue for a fee exemption and provides totals for the Student Fee Exemptions and Waivers Report. It assumes that fee exemptions are setup like fee waivers above.</i>		

## Expenditures

---

Indirect Cost Expenses – See Indirect Cost Revenues

### Depreciation

---

GASB 62, paragraph 95 indicates that disclosures of accounting policies should identify and describe the method or methods used in computing depreciation with respect to major classes of depreciable assets. Generally, most Colleges are using straight line depreciation as their depreciation method. Any depreciation method that is GAAP is acceptable for a College to use. GASB 34, paragraph 21 indicates that assets should be depreciated over their estimated useful lives. Useful lives are defined for each of the general asset types that Colleges have in the Capital Asset Type chart. The following is the entry to record annual depreciation by asset class.

GL	GL Description	Dr	Cr
	<b>Investment in Plant Fund 9</b>		
69400	Depreciation Expense	XXXX	
19XX9	Accumulated Depreciation by Asset Class		XXXX
	<i>To record annual depreciation by asset class.</i>		

### Energy Consortium

---

Several colleges have elected to participate in the Energy Consortium, which requires certain matching funds and specific reporting requirements. To accommodate these requirements, the following entries are provided:

It is recommended that these funds be recorded in the Unexpended Plant Fund, Account Number 73XXXX-XX.

a. **Matching (Deposited) Funds - (Member Colleges)**

Transferring of matching funds, from member colleges (from any fund source they so designate) to the Unexpended Plant Fund, then to the Consortium fiscal agent.

Mandatory Transfers – Out (69170)	XXXX	
Cash (10100)	XXXX	

Cash (10100)	XXXX	
Mandatory Transfers – In (491XX)		XXXX

**Disbursement to Fiscal Agent**

Deposits Refundable - Energy Consortium (151XX)	XXXX	
Cash (10100)	XXXX	

b. **Receipt of Energy Grant Funds (drawn first)**

Cash (10100)	XXXX	
Energy Consortium Grant Funds (4256X)		XXXX

c. **Receipt of Matched Funds (drawn first)**

**Redistributed member matching funds and interest**

Cash (10100)	XXXX	
Accumulative Deposits Refunded-Energy Consortium (152XX)	XXXX	

d. **Recording of Interest Earned by Fiscal Agent**

Deposits Refundable - Energy Consortium (151XX)	XXXX	
Interest Income (481XX)		XXXX

These basic entries are recommended to record Energy Grant funds, matching funds and interest income. It is intended that the use of 151XX and 152XX will serve to preserve the accumulative value of matched funds and redistributed matched funds.

Yearend Elimination Entries

In order to prevent the double counting of revenues and expenses by simply adding all revenues and expenses together, elimination entries to eliminate inter-fund revenues and expenses are necessary to report the actual activity on the SRECNA. The following eliminations are typical at a College.

1. Indirect Cost
2. Interfund/Department Sales
3. Due To/Due From
4. Transfers- Mandatory and Mandatory
5. Scholarships Discounts and Allowances

a. **Definition**

A scholarship allowance is the difference between the stated charge and services provided by the College and the amount that is actually paid by the student and/or third parties making payments on behalf of the student

- b. .A review of the NACUBO Advisory Report 2000-05, which deals with Accounting and Reporting Scholarship Discounts and Allowance issues, the following are examples of how a College can handle the accounting treatment. Use of contra revenue in the Current Unrestricted Fund 1 is a common element to all of these issues. For those schools that own their own bookstores a contra account will be needed in the Auxiliary Fund 3 as well. There is an alternative that is described in c. below.

- (1) Accounts Receivables generated by contract billing to an outside company:

Accounts Receivable Fund 1 (13XXX)	XXXX	
Revenue Fund 1 (4XXXX)		XXXX

- (2) Grants from the DOE, FDLE, etc. handled through Fund 2:

Scholarship Expenditure Fund 2 (68XXX)	XXXX	
Cash Fund 2 (10100)		XXXX

Accounts Receivable Fund 2 (13XXX)	XXXX
Revenue Fund 2 (4XXXX)	XXXX
Student Accounts Receivable Fund 1 (131XX)	XXXX
Tuition Revenue (4XXXX)	XXXX
Cash Fund 1 (10100)	XXXX
Student A/R Fund1 (131XX)	XXXX
Contra Revenue Account Fund 1 (4XXXX)	XXXX
Contra Expense Account Fund 1 (6XXXX)	XXXX

- (3) Miscellaneous Scholarships from individuals and organizations where they determine the recipient:
- If billing to the organization is required, handle the same as Item #1. Accounts Receivable.
  - When the sponsoring agency provides the funds in advance, handle in a fiduciary capacity in Trust and Agency Fund 6

- (4) Institutional Scholarships funded by Scholarship/ Financial Aid Fees, post in Fund 5 with the following entries:

Scholarship Expense Fund 5 (68XXX)	XXXX	
Cash Fund 5 (10100)		XXXX
Cash Fund 1 (10100)	XXXX	
Tuition Revenue Fund 1 (4XXXX)		XXXX
Contra Revenue Fund 1 (4XXXX)	XXXX	
Contra Expense Fund (6XXXX)		XXXX

- (5) SEOG, Pell, State of Florida Bright Futures and Component unit foundations: post in Fund 5 with the following entries.

Scholarship Expenditure Fund 5 (68XXX)	XXXX	
Cash Fund 5 (10100)		XXXX
Accounts Receivable Fund 5 (13XXX)	XXXX	
Revenue Fund 5 (4XXXX)		XXXX
Cash Fund 1 (10100)	XXXX	
Tuition Revenue (4XXXX)		XXXX
Contra Revenue Account Fund 1 (4XXXX)	XXXX	
Contra Expense Account Fund 1 (6XXXX)		XXXX

- As an alternative to doing the actual entries described in b above, a College can create a report of all scholarship payments that pay institutional tuition charges (would need to include book charges only if the institution self-operated its bookstore).. This amount will reflect the scholarship allowances that would have been recorded using the above entries without the additional exposure to error in the additional lines of accounting entries. When an institution uses such a report the amount of calculated scholarship allowance will not actually be recorded in the accounting system but will become a financial statement adjustment to tuition and fees and scholarships (auxiliary revenue if the College self operates a bookstore).

## Other

---

### Matching Funds

---

Matching funds are those institutional funds required as a share of the total expenditures of a specific project by the terms of a grant or contract. Since Restricted Current Funds Revenue is recognized only to the extent funds are expended, it is not appropriate to transfer Matching Funds to Restricted Current Funds in advance. Matching Funds transfers should be recorded at the time that the restricted revenue is recognized. The proper entries to the Current Funds - Unrestricted and the specific project account respectively are as follows:



GL	GL Description	Dr	Cr
	<b><u>Unrestricted Current Fund 1</u></b>		
691XX	Mandatory Transfers - Out	XXXX	
101XX	Cash		XXXX
	<i>To record the transfer of matching funds for specific project.</i>		
	<b><u>Restricted Current Fund 2</u></b>		
101XX	Cash	XXXX	
491XX	Mandatory Transfers - In		XXXX
	<i>To record the transfer of matching funds for specific project.</i>		

## Service Concession Arrangement

GASB 60, Accounting and Reporting for Service Concession Arrangements goes into effect for FYE June 2013. The pronouncement addresses service concession arrangements (SCAs) which are a type of public-private or public-public partnerships.. The terms of a SCA may include payments from the operator to the College for the right to build, operate and collect user fees on infrastructure or other public assets and may provide for revenue sharing between the government and the operator during the term of the arrangement. For an SCA to be recognized in the financial statements, it should be material.

- A. Type of public-private or public-public partnership which include
  - a. Service arrangements
  - b. Management arrangements
  - c. Type of Lease
- B. All the following criteria must be met to recognize a SCA
  - a. Transferor conveys to an operator the right and related obligation to provide services to the public through the use and operation of a capital asset (“facility”) in exchange for significant consideration
  - b. Operator collects and is compensated by fees from third parties
  - c. Transferor is entitled to significant residual interest in the service utility of the facility at the end of the arrangement. Note that the capital asset that is the subject of the SCA should not be capitalized by the operator (college) if the arrangement requires the operator to return the asset to the transferor in its original or enhanced condition.
  - d. Transferor determines or has the ability to modify or approve
    - i. What services the operator is required to provide
    - ii. To whom the services will be provided
    - iii. The prices or rates that will be charged
- C. Examples of Service Concession Arrangements
  - a. Parking Garage
  - b. Bookstore Contracts
  - c. Cafeteria Contracts
- D. Transferor (College) reports
  - a. An upfront payment or the present value of installment payments as an asset
  - b. Any contractual obligations as liabilities
  - c. Corresponding deferred inflow of resources equal to the difference between a and b
- E. The following information should be disclosed in the notes to the financial statements
  - a. A general description of the arrangement in effect during the reporting period, including management’s objectives for entering into it and, if applicable, the status of the project during the construction period.
  - b. Any guarantees or commitments
  - c. Renewal and termination options

- d. The nature and amounts of assets, liabilities, and deferred inflows of resources related to an SCA that are recognized in the financial statements
- e. The nature and extent of rights retained by the transferor or granted to the governmental operator under the arrangement.

**ACCOUNTING MANUAL  
ADDENDUM**

# **Section 15**

## **State Annual Reports**

(Manual Revision 06/2011)

## STATE ANNUAL REPORTS

This section contains a list of all the Annual State Financial report required for submission to the Division – Florida’s College System. **The forms coinciding with each of the following reports identified are issued and approved by Council of Business Affairs and the Division – Florida’s College System.**

- 15.1 **Annual Financial Report (AFR)**
  - Exhibit A Balance Sheet
  - Exhibit B Statement of Changes in Fund Balance
  - Exhibit C Statement of Current Funds, Revenues, Expenditures and Other Changes
  - Schedule 1 Summary of Accounts by General Ledger Code
  - Schedule 2 Summary of Expenditures by Function
  - Schedule 3 Report of Student Fee Exemptions Granted
  - Schedule 4 Summary of Student Fee Exemptions and Waivers (*during academic year*)
  - Schedule 5 Report of Capital Improvement Fees
  - Schedule 6 Schedule of Expenditures of Federal Awards
  - Schedule 7 Distance Learning Course User Fee Report
  - Schedule 8 Report of Upper Level Resources of Funds and Planned Expenditures
  - Attachment 1 Notes to Financial Statements
  - Attachment 2 Management’s Discussion and Analysis
  - CU Forms Discretely Presented Component Unit Forms (*DFS Forms*)
  - Instructions Annual Financial Report
  
- 15.2 **Annual Operating Budget**
  - Exhibit A Budget Summary
  - Exhibit B Student Fee Rates
  - Exhibit C Budget Worksheet (Student Fees and Enrollment Plan)
  - Exhibit D Schedule of Budgeted Revenues, Expenditures and Estimated Fund Balance by GLC
  - Exhibit E Summary of Budgeted Expenditures by Function (unrestricted)
  - Exhibit F *Only for Colleges that submit an unencumbered fund balance below 5%*
  - Exhibit G Baccalaureate Program

Budget Amendment Report
  
- 15.3 **Cost Analysis** – *Purpose: identify those revenues that are received by the college and used to support the delivery of instruction and specific functions on which these funds are expended.*
  - CA-1 Analysis of Revenues for General Operations
  - CA-2 Cost Analysis
  - CA-2W Cost Analysis Worksheets
  
- 15.4 **Financial Data Base**
  
- 15.5 **Technology Expenditures Analysis (TEA)** – *The purpose of the TEA report is to identify technology expenditures by Colleges that support the delivery of instruction and show the specific functions/categories for which they are expended.*
  
- 15.6 **Students with Disabilities Report** – *The purpose of this report is used to evaluate amounts expended for students with disabilities and for categorization of expenditures by job functions, learning device or aid, and miscellaneous expenditures.*
  
- 15.7 **Financial Aid Fee Report** – *This report is to comply with the requirements of Section 1009.23(8)(a-d) Florida Statutes.*
  
- 15.8 **First Generation Matching Grant (FGMG) Program Report** – *The purpose of this report is to comply with the Florida Legislature created in Section 1009.701, Florida Statutes, the First Generation Matching Grant Program. FGMG is a need-based program providing financial aid to Florida undergraduate residents who demonstrate financial need and whos parents have not earned a baccalaureate degree.*

- 15.9 **Dr. Philip Matching Grant (FGMG) Program Report** – *The purpose of this financial report is to account for revenue/expenditures per s.1011.85, Florida Statutes which created the Dr. Philip Benjamin Matching Grant Program for Florida Colleges as a single matching gifts program that encompasses the goals originally set out in the Academic Improvement Program, the Scholarship Matching Program, and the Health Care Education Quality Enhancement Challenge Grant.*
- 15.10 **Facility Enhancement Challenge Grant Matching Report** – *The purpose of this report is to comply with 1011.32 Florida’s College System Facility Enhancement Challenge Grant Program, s. 1011.21, Florida Statutes, for the purpose of assisting the Florida’s College System in building high priority instructional and community-related capital facilities consistent with s.1004.65, including common areas connecting such facilities.*
- 15.11 **Distance Learning Fee Revenue Report** – *The purpose of this report is to comply with s. 1009.23, Florida Statutes, as it relates to a distance learning course user fee by reporting the total amount of revenue generated by this user fee for the prior fiscal year and how the revenue was expended.*
- 15.12 **Operating Cost of New Facilities (OCNF)** - *The purpose of this report is to comply with s. 1011.84, Florida Statutes, as it relates to reporting OCNF Revenue/Expense.*

## **Section 16**

# **Capital Financing**

## Capital Financing

Florida Community Colleges derive funding for capital purposes from multiple sources. This section outlines the major sources of capital financing for the colleges:

***I. CIF-- Capital Improvement Fee***

***II. CO&DS--Capital Outlay and Debt Service***

***III. PECO--Public Education Capital Outlay***

***IV. Matching and Local Funds***

<b><i>I. CIF--Capital Improvement Fee</i></b>		
	<b>CIF Local</b>	<b>CIF Bonded</b>
<b>Administered by:</b>	College pursuant to approval of District Board of Trustees (DBoT).	College upon DBoT resolution; Florida Department of Management Services, Division of Bond Finance.
<b>Purpose:</b>	According to Florida Statute (F.S.) 1009.23(11)(a), "capital improvement, technology enhancements, or equipping student buildings."	
		Projects may be bonded for the purpose of "financing or refinancing new construction and equipment, renovation, or remodeling of educational facilities."
<b>Authority:</b>	F.S. 1009.23(11)(a), (e).	F.S. 1009.23(11)(b),(c), (d).
<b>Fund Source:</b>	Student Capital Improvement Fee (CIF), established by DBoT and/or by debt financing of not more than 7 years secured by the pledge of the CIF by the DBoT.	Proceeds from bond issues, not to exceed 20 years, by the Division of Bond Finance and secured by the pledge of CIF's by the DBoT.
<b>Allocation method:</b>	As budgeted in college's Unexpended Plant Fund (Fund 7) by college's rules and procedures.	Bond capacity calculated by Division of Bond Finance; DBoT resolution to pledge fees for repayment.
<b>Distribution:</b>	By college's fee collections.	Bond proceeds by Division of Bond Finance.
<b>Expenditure provisions:</b>	"...expended only to construct and equip, maintain, improve, or enhance the educational facilities of the community college."	"Projects...shall meet the survey and construction requirements of chapter 1013" (FS), and be included in the college's Capital Improvement Plan (CIP) per FS 216.0158.
<b>Funds Reversion:</b>	None.	Per bond issue.
<b>Documentation:</b>	Consistent with good accounting practices and auditable.	Consistent with good accounting practices and auditable; as required by bond issue.
<b>Web reference(s):</b>	<a href="#">Statutes &amp; Constitution :View Statutes :-&gt;2007-&gt;Ch1009-&gt;Section 23 : flsenate.gov</a>	
	See paragraph 11. (Note: This link is to 2007 statutes. In subsequent years, there may be changes to the statute so it will be necessary to change the link to the current year.)	



<b>II. CO&amp;DS--Capital Outlay and Debt Service</b>		
<b>CO&amp;DS "Flow Through" Funds</b>	<b>COBI--Capital Outlay Bond Issue</b>	
<b>Administered by:</b>	<b>State Board of Education</b>	
<b>Purpose:</b>	"...acquiring, building, constructing, altering, remodeling, improving, enlarging, furnishing, equipping, maintaining, renovating, or repairing of capital outlay projects..." per s. (5) of amendment.	
<b>Authority:</b>	Florida Constitution Article XII, Section 9, Subsection (d) as amended.	
<b>Fund Source:</b>	State revenue from motor vehicle licensing ("first proceeds" ..."to extent necessary" to fund provisions of the amendment).	
<b>Allocation method:</b>	Formula based on the number of instructional units (FTE's) in each school district and community college district in each year computed.	
	Balance of allocation after bond expenses, i.e., "flow through".	Bonding capacity calculated by Office of Educational Facilities, DoE; resolution of the DBoT to fund project with proceeds.
<b>Distribution:</b>	Automatically: Late fall -- 80% of entitlement based on estimated FTE less year's debt service, and late spring-adjusted to actual FTE. Interest earnings distributed after spring disbursement.	Wired to participating districts after bond issue.
<b>Expenditure provisions:</b>	Must be spent in order of priority of need (A, B, C) per approved Project Priority List (PPL) developed from projects recommended in the Educational Plant Survey. Exceptions for the schedule of priorities may be obtained. If all capital needs are met, may apply for approval to use for other purposes.	Must be expended on the capital outlay projects listed on the DBoT bond resolution (from the college's PPL) in the order of priority listed. After the sale of the bonds, the college may request an amendment to the project list.
<b>Funds Reversion:</b>	No.	Per bond issue.
<b>Documentation:</b>	Consistent with good accounting practices and auditable.	DBoT bond resolution in format provided by OEF. Form OEF-216 for project amendment requests.
<b>Web reference(s): Constitutional provision-go to (d) Educational Plant Survey:</b>	<a href="http://www.flsenate.gov/Statutes/index.cfm?Mode=Constitution&amp;Submenu=3&amp;Tab=statutes&amp;CFID=8989283&amp;CFTOKEN=48962547#A12S09">http://www.flsenate.gov/Statutes/index.cfm?Mode=Constitution&amp;Submenu=3&amp;Tab=statutes&amp;CFID=8989283&amp;CFTOKEN=48962547#A12S09</a>  <a href="#">Statutes &amp; Constitution :View Statutes :-&gt;2007-&gt;Ch1013-&gt;Section 31 : flsenate.gov</a>  (Note: This link is to 2007 statutes. In subsequent years, there may be changes to the statute so it will be necessary to change the link to the current year.) Also see FS 1011.84(2), (3)(d); FS 1010.58; SBE 6A14-0764.	

<b>III. PECO--Public Education Capital Outlay</b>	
<b>PECO SYD (Sum of the Years Digits)</b>	<b>PECO</b>
<b>Administered by:</b>	State Board of Education/Commissioner of Education through DoE
<b>Purpose:</b>	"...to finance or refinance capital projects theretofore authorized by the legislature, and any purposes appurtenant or incidental thereto..."
<b>Authority:</b>	Florida Constitution Article XII, Section 9, Subsection (a). F.S. 1013.65.
<b>Fund Source:</b>	State revenue from gross receipts taxes. State bond issues up to 30 years duration pledging not more than 90% of amounts available for debt service.
<b>Allocation method:</b>	Sum of the Years Digits method used to allocate to individual colleges. PECO annual Capital Improvements Plan used to allocate legislative appropriation to individual colleges.
<b>Distribution:</b>	An encumbrance and disbursement systems used to authorize and disburse funds. An encumbrance authorization must be issued before funds are disbursed. Disbursements made 10-11 months of the year with none in July (maybe August).
<b>Expenditure provisions:</b>	For maintenance and repairs; at least 10% to correct unsafe, unhealthy and unsanitary conditions. Consistent with survey recommendations and project as included on Capital Improvement Plan.
<b>Funds Reversion:</b>	Yes, if project not under contract (encumbered) within 31 months of appropriation. None on land acquisition funding.
<b>Documentation:</b>	OEF-352--Encumbrance Authorization Request; OEF-442--Cash Disbursement Request
<b>Web reference(s): Constitutional provision-go to (a)</b>	<a href="http://www.flsenate.gov/Statutes/index.cfm?Mode=Constitution&amp;Submenu=3&amp;Tab=statutes#A12S09">http://www.flsenate.gov/Statutes/index.cfm?Mode=Constitution&amp;Submenu=3&amp;Tab=statutes#A12S09</a>
<b>Florida Statute</b>	<a href="http://www.flsenate.gov/Statutes/ViewStatutes.aspx?Year=2007&amp;Chapter=1013&amp;Section=65">Statutes &amp; Constitution :View Statutes :-&gt;2007-&gt;Ch1013-&gt;Section 65 : flsenate.gov</a>  (Note: This link is to 2007 statutes. In subsequent years, there may be changes to the statute so it will be necessary to change the link to the current year.)

<b>IV. Matching &amp; Local</b>		
	<b>Community College Facility Enhancement Challenge Grant Program (State Matching)</b>	<b>Other "Local"</b>
<b>Administered by:</b>	State Board of Education/Commissioner of Education through DOE.	District Board of Trustees through College Administration.
<b>Purpose:</b>	"...assisting the community colleges in building high priority instructional and community-related facilities..."	Any capital project, as determined by the College and included in funds budgeted by the District Board of Trustees.
<b>Authority:</b>	F. .S 1011.32.	District Board of Trustees.
<b>Fund Source:</b>	State appropriated funds to match private contributions received through the College's direct support organization. Match is 50/50. State sources determined by legislative appropriation; may not include PECO Private sources shall not include federal or state government funds.	Various.
<b>Allocation method:</b>	Legislative action on annual budget request of the State Board of Education based on eligible matching funds certified by the College and its direct support organization. May be appropriated in one or more fiscal years.	College through District Board of Trustees.
<b>Distribution:</b>	Varies, depending on Legislative funding source.	Internal provisions/as determined by funding source.
<b>Expenditure provisions:</b>	Projects must be survey recommended and included in the College's 5 year Capital Improvement Plan per F.S. 1013.31.	Depends on funding source.
<b>Funds Reversion:</b>	After project completed, unexpended funds revert to direct support organization facilities matching funds account and the State General Revenue Fund in matching proportions.	Internal provisions/as determined by funding source.
<b>Documentation:</b>	As required by State Board of Education through DoE.	Consistent with good accounting practices and auditable/as required by funding source.
<b>Web reference(s):</b>	<a href="#">Statutes &amp; Constitution :View Statutes :-&gt;2007-&gt;Ch1011-&gt;Section 32 : flsenate.gov</a> (Note: This link is to 2007 statutes. In subsequent years, there may be changes to the statute so it will be necessary to change the link to the current year.)	None

## LEGAL AND AUTHORITATIVE REFERENCES

Revised May, 2008

**Accounting Standards** – Designates the “Accounting Manual for Florida’s Public Community Colleges, 2001” as the standard for financial record keeping. FS 1010.02; SBE 6A-14.72(1).

**Auxiliary Funds** – Provides that a portion of Auxiliary funds may be used for the benefit of the college at the discretion of the President and according to the rules of the District Board of Trustees. SBE 6A-14.077. Also see **Business Hospitality**.

**Budget Preparation, Approval and Amendments (Current Unrestricted Fund)** – Prescribes requirements for State submission and approval; provides for amendments. SBE 6A-14.0716(1), (2), (3).

**Budget and Recordkeeping (Unexpended Plant Fund)**. Requires DBoT adoption of Capital Outlay budget; prescribes outline for budget and recordkeeping by project. SBE 6A-14.0716(4).

**Business Hospitality** – Describes purpose and expenditures limitation. SBE 6A-14.077(1)(a).

**Capital financing** – See below for matrix on the various financing options.

**Capital Improvement Fees** – Authorizes the DBoT to establish a fee for “capital improvement, technology enhancement, or equipping student buildings”; provides for the fee rate and the parameters for use of the fee. FS 1009.23(11) and cross referenced FS 1001.64(10).

**Contingency reserve** – Authorizes reserve in general current fund. SBE 6A-14.0716(1).

**CO & DS Funds** – Describes Capital Outlay and Debt Service funds computation, distribution and use. FS 1011.84(2), (3)(d) and FS 1010.58; SBE 6A-14.0764.

**Credit and debit cards** – Authorizes DBoT to allow use for fee payments. FS 1001.64(28).

**Deferment of Fees** – Permits fee payments to be deferred in certain circumstances. SBE 6A-14.054 (8), (9), (10), (11).

**Delinquent/Uncollectible Accounts** – Requires collection effort; permits write offs and certain collection procedures. FS 1010.03.

**Depositories and Withdrawals of Public Funds** – Provides that public funds be deposited in banking institutions qualified as public depositories; describes recordkeeping and processes for receipts and withdrawals. FS 136.01 and 280.02; SBE 6A-14.075. Also see **Deposits, Direct Support Organizations**.

**Deposits, Direct Support Organizations** – Permits separate deposit of certain receipts by a college’s DSO. SBE 6A-14.075(2), see last sentence.

**Direct Support Organizations** – Describes college and statewide DSO’s. FS 1004.70 and FS 1004.71.

**Educational Facilities** – FS Chapter 1013. (See section below for descriptions of Capital Financing sources.) “Educational facilities” defined, FS 1013.01(6).

**Fee Exemptions** - Prohibits assessment of fees under certain circumstances. FS 1009.25(1), (2). Authorizes college to exempt fees on up to 40 FTE. FS 1009.25(3).

**Fee Waivers** - Permits waivers under certain circumstances. FS 1009.26(1). Requires waivers for certain members of Florida National Guard, FS 1009.26(8); and for certain recipients of combat decorations, FS 1009.26(9). Requires documentation. SBE 6A-14.054(13).

**FTE, CCPF (Community College Program Fund)** – Defines computation of FTE for CCPF. SBE 6A-14.076.

**Financial Aid Fee** – Prescribes amount and usage. FS 1009.23(8).

**Fund Balance, Operating Budget** – Requires notification to SBE of budgeted fund balance below 5% of funds available. FS 1011.84(3)(e).

**Investment of Funds** – SBE 6A-14.0765 with cross references to FS's by fund type.

**Real Property** – Authorizes DBoT to adopt rules, procedures and policies regarding college property, FS 1001.64(4)(b); establishes DBoT responsibility for control of college owned property, FS 1001.64(5); authorizes DBoT to acquire and dispose of real property, FS 1001.64(37); requires certain procedures by DBoT in purchasing real property, FS 1013.14; permits DBoT to dispose of real property determined to be unnecessary, FS 1013.28(1)(a).

**Lease/Lease Purchase - Educational facilities and sites.** Provides authority to DBoT; provides for requirements. FS 1001.64(36); FS 1013.15.

**Lease Purchases – Other.** Provides authority to DBoT for lease purchases for particular purposes. FS 1001.64(38).

**Overdrafts** - Prohibits in any fund. SBE 6A-14.0716(3)(c).

**Parking fines** – Requires use of collections for financial aid purposes. FS 1001.64(24).

**Promotion and Public Relations Funds** – See Auxiliary Funds and Business Hospitality.

**Purchasing (Procurement) Requirements** – Prescribes thresholds, procedures and exceptions. SBE 6A-14.0734.

**Registration fees** – Provides definition. SBE 6A-14.054(12).

**Staff and Program Development (SPD)** – Requires budget pursuant to DBoT policy; defines SPD. SBE 6A-14.029(1); 6A-14.029(2).

**Student Activity and Services Fee** – Prescribes amount and usage. FS 1009.23(7). Requires certain budget and expenditure procedures. SBE 6A-14.057.

**Student Fees** – FS 1009.23. (Also see SPECIAL NOTE in links below for the 2007-C amendment to this statute.)

**Tangible Personal Property** – Authorizes DBoT to adopt rules, procedures and policies regarding college property, FS 1001.64(4)(b); establishes DBoT responsibility for control of college owned

property, FS 1001.64(5); requires DBoT to dispose of tangible personal property according to procedures in FS 274, FS 1013.28(2)(a) and FS 274.05, 274.06.

**Technology Fee** – Prescribes amount and usage. FS 1009.23(10).

**Transfers, Interfund** – Prohibits transfers from Debt Service Fund; and from Unexpended Plant Fund except under certain circumstances. SBE 6A-14.0715. Permits transfer to Scholarship Fund from Current Unrestricted Fund on a limited basis. FS 1009.23(8)(a). Provides that “transfers from general current funds shall not handicap current operations”. SBE 6A-14.0716(1).

**Travel expense** – Describes a uniform State procedure for payment of travel expenses. FS 112.061.

**Tuition and Out-of-State Fees** – Prescribes ranges of fees authorized to be charged to students. FS 1009.23(4) (See the SPECIAL NOTE in links below for the 2007-C session amendment to this statute.). Defines computation procedure for determining “cost of education”. SBE 6A-14.054. Provides for negotiated tuition fees under certain circumstances; resulting FTE not reportable for funding purposes. SBE 6A-14.054(7).

**Web references** – for Florida’s Community Colleges:

**Florida Statutes**

(Note: Select “Florida Statutes” and then select most current year.)

<http://www.flsenate.gov/Statutes/index.cfm?submenu=-1&Tab=statutes>

**Florida Statutes, K-20 Education Code, including Community Colleges**

(Note: 1) Select most current year. 2) There are specific Chapters within this Section that apply to CC’s and others that apply to all of K-20. A review of the entire Section is advisable. Also note that there are other statutes that apply to CC’s; these are sometimes referenced within this section.)

[http://www.flsenate.gov/Statutes/index.cfm?App\\_mode=Display\\_Index&Title\\_Request=XLVIII#TitleXLVIII](http://www.flsenate.gov/Statutes/index.cfm?App_mode=Display_Index&Title_Request=XLVIII#TitleXLVIII) (Scroll down to Title XLVIII, K-20 Education Code, for index to Chapters.)

**SPECIAL NOTE:** The amendment to FS 1009.23 (and 1009.22) enacted by special session C of the 2007 legislature is found at the following link:

[http://election.dos.state.fl.us/laws/07laws/ch\\_2007-329.pdf](http://election.dos.state.fl.us/laws/07laws/ch_2007-329.pdf)

**State Board of Education Administrative Rules, Community Colleges**

[6A-14 : COMMUNITY COLLEGES - Florida Administrative Rules, Law, Code, Register – FAC, FAW, eRulemaking](#) (The link is to the Index of all 6A-14. Click on each 6A-14 rule; then the Word icon to go to the text.)

**State Board of Education, Administrative Rules, Educational Facilities**

[6A-2 : EDUCATIONAL FACILITIES - Florida Administrative Rules, Law, Code, Register – FAC, FAW, eRulemaking](#) (Click on 6A-2 link; then the Word icon to go to text.)

[Office of Educational Facilities](#) (OEF home page—see link to current/current draft of SREF.)

**Florida Community Colleges and Workforce Education, Home Page**

<http://www.fldoe.org/cc/>

**Florida Community Colleges and Workforce Education, Guidelines and Procedures**

<http://www.fldoe.org/CC/policy/POLINDEX.asp>

(Note first paragraph reference the nature of this document.)

**Florida Community Colleges Council of Business Affairs, Home Page**

(Maintained by DBCC; Accounting Manual maintained here)

<http://www.dbcc.cc.fl.us/cba/index.htm>

## **Section 17**

# **Miscellaneous Documents**



# FLORIDA DEPARTMENT OF EDUCATION



JIM HORNE  
Commissioner of Education



## Memorandum Number 04-12

March 31, 2004

### MEMORANDUM

**TO:** Community College Presidents  
**FROM:** J. David Armstrong, Jr.  
**SUBJECT:** Terminal Pay

---

Section 1012.865(2), Florida Statutes, authorizes boards of trustees of community colleges to provide for terminal pay for accumulated unused sick leave to be paid to any full-time employee of a community college. Section 1012.865(2)(d) provides for terminal pay for instructional staff and educational support employees. Section 1012.865(2)(e) provides for terminal pay for employees "other than instructional staff and educational support employees." The maximum allowable amount to be paid to employees under Section 1012.865(2)(e) is significantly less than the amount allowed under Section 1012.865(2)(d). Because the statutes do not clearly define which non-instructional employees are "educational support employees" and which are employees "other than instructional staff and educational support employees," there has been some confusion, and colleges have been left to interpret the applicability of the statutes at the local level.

In several recent operational audits, the Office of the Auditor General questioned the basis used by the colleges for not including certain positions as staff "other than instructional or educational support employees" for purposes of calculating terminal pay for accumulated sick leave. The auditors recommended that the colleges seek clarification from the Division of Community Colleges regarding the staff positions and guidelines to be used by the College to calculate terminal pay for accumulated sick leave to ensure that terminal pay is being paid in conformity with Section 1012.865, Florida Statutes.

J. DAVID ARMSTRONG, JR.  
*Chancellor, Community Colleges and Workforce Education*

---

325 W. GAINES STREET • SUITE 1314 • TALLAHASSEE, FL 32399-0400 • (850) 245-0407 • [www.fldoe.org/cc](http://www.fldoe.org/cc)

**FLORIDA COMMUNITY COLLEGES & WORKFORCE EDUCATION**

**PUTTING MINDS TO WORK**

Memorandum Number 04-12  
Page Two  
March 31, 2004

The purpose of this memo is to provide such clarification.

Section 1012.865(1)(a), Florida Statutes, defines an educational support employee as, “. . . any person employed by a community college as an education administrative paraprofessional; a member of the operations, maintenance, or comparable department; or a secretary, clerical, or comparable level support employee.” Every college in the system is unique in its mission and organizational structure. It is difficult to always tell what responsibilities a position has simply by its title. A dean at one institution might have a fairly narrow academic focus, while a dean at another institution might have broad college-wide administrative responsibilities. For this reason, the Division of Community Colleges has maintained that the local college is in the best position to determine which employees fall into the category of “educational support employees” and which fall into the category of employees “other than instructional staff and educational support employees.” However, in light of the recent audit criticism, I directed my staff to work with the Council of Business Affairs to develop clarifying language that can be added to the *Accounting Manual* as guidance for the colleges to provide some consistency in classification.

My staff worked with the Council of Business Affairs to develop the following language as guidance for such terminal pay classification. The Council approved the language at its February 2004 meeting, with a recommendation that the *Accounting Manual* be amended to reflect such guidance. The approved language was:

Since the duties of certain administrative employees vary significantly depending upon the size and organizational structure of the college, it is difficult to identify a particular title or even a class of employment that would always be considered staff other than instructional or educational support employees. When this section of the statute was first implemented, the college business officers discussed how to comply and generally agreed that employees paid out of the 510XX general ledger codes should always be considered staff other than instructional or educational support employees for purposes of compliance, but that the colleges, at the discretion of their local boards of trustees, could identify additional codes to be included as long as all employees paid from that code were treated consistently.

Language consistent with the above will be incorporated into the 2004 version of the *Accounting Manual* which will be submitted to the Council of Presidents at its first meeting following the June Council of Business Affairs meeting.

The Division of Community Colleges believes that this guidance will provide the consistency in classifying employees “other than instructional staff and educational support employees” contemplated by the statute while leaving the colleges some discretion in determining which additional employees should fall into that classification.

Please work with your business officers and human resource officers to ensure that your institution’s classification policies are consistent with this guidance. Any questions related to this memorandum should be directed to Gary Yancey at (850) 245-9390, SUNCOM 205-9390 or Carolyn McGriff Webb at (850) 245-9385, SUNCOM 205-9385.

JDA/gyl



SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS  
**COMMISSION ON COLLEGES**

1866 Southern Lane • Decatur, Georgia 30033-4097

Telephone 404/679-4500 Fax 404/679-4558

[www.sacscoc.org](http://www.sacscoc.org)

November 22, 2004

Carol F. Probstfeld  
Chair, Accounting Committee  
Florida Community College Council of Business Affairs  
Manatee Community College  
P.O. Box 1849  
Bradenton, FL 34206

Dear Ms. Probstfeld;

Thank you for your November 2, 2004 letter to Dr. Rogers, our Executive Director. As your correspondence dealt with a financial issue, he asked that I respond. My position is that of Associate Executive Director for Finance, so your letter was of particular interest to me.

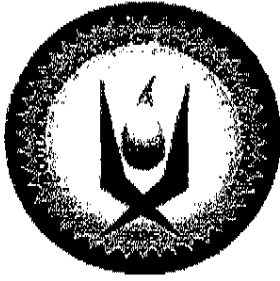
Thank you also for supporting the change to the *Principles of Accreditation* allowing the statement of unrestricted net assets to be produced by the institution. This change was indeed enacted in December 2003 and the schedule does not require auditor preparation. An updated version of the Principles of Accreditation, including this change, can be found at [www.sacscoc.org](http://www.sacscoc.org). You may order a printed version or print out the text from the site. The revised text is on page 17, under Core Requirement 2.11, section (b). Hopefully this change will better meet the needs of the institutions in your organization.

Your interest and involvement in the accreditation process is appreciated. It truly is a peer-driven process. Please continue to provide input and feedback. It is through the involvement of professionals such as yourself that the process improves for all. My best wishes for your continued success.

Sincerely,

A handwritten signature in cursive script that reads "Donna Barrett".

Donna Barrett  
Associate Executive Director, Finance  
Commission on Colleges  
Southern Association of Colleges and Schools



# Commission on Colleges

## Southern Association of Colleges and Schools

# Principles of Accreditation:

## Foundations for Quality Enhancement

Commission on Colleges  
Southern Association of Colleges and Schools  
1866 Southern Lane  
Decatur, Georgia 30033-4097  
404-679-4501  
404-679-4558 (Fax)  
www.sacscoc.org  
Approved by the College Delegate Assembly  
December 2001  
First Edition  
First Printing

## ACCREDITING STANDARDS

### ■ SECTION 2:

## Core Requirements

Core Requirements are basic qualifications that an institution must meet to be accredited with the Commission on Colleges.

2.11 The institution has a sound financial base, demonstrated financial stability, and adequate physical resources to support the mission of the institution and the scope of its programs and services. The member institution provides the following financial statements: (a) an institutional audit (or Standard Review Report issued in accordance with Statements on Standards for Accounting and Review Services issued by the AICPA for those institutions audited as part of a systemwide or statewide audit) and written institutional management letter for the most recent fiscal year prepared by an independent certified public accountant and/or an appropriate governmental auditing agency employing the appropriate audit (or Standard Review Report) guide; (b) a statement of financial position of unrestricted net assets, exclusive of plant assets and plant-related debt, which represents the change in unrestricted net assets attributable to operations for the most recent year; and (c) an annual budget that is preceded by sound planning, is subject to sound fiscal procedures, and is approved by the governing board. Audit requirements for applicant institutions may be found in the Commission policy entitled "Accreditation Procedures for Applicant Institutions." (Resources)\*

# Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties

October 2003

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
AUTHORITY		AUTHORITY	AUTHORITY
<p>The president is the chief executive officer of the community college, shall be corporate secretary of the community college board of trustees, and is responsible for the operation and administration of the community college.</p> <p>Each community college president shall<sup>1</sup>:</p>	<p>See also: <b>1001.61(5)</b> <i>"A community college president shall serve as the executive officer and corporate secretary of the board of trustees and shall be responsible to the board of trustees for setting the agenda for meetings of the board of trustees in consultation with the chair. The president also serves as the chief administrative officer of the community college, and all the components of the institution and all aspects of its operation are responsible to the board of trustees through the president"</i></p> <p><b>1001.63 Community college board of trustees; board of trustees to constitute a corporation.--</b><i>Each community college board of trustees is constituted a body corporate by the name of "The District Board of Trustees of (name of community college), Florida" with all the powers and duties of a body corporate<sup>2</sup>, including the power to adopt a corporate seal, to contract and be contracted with, to sue or be sued, to plead and be impleaded in all courts of law or equity, and to give and receive donations. In all suits against a board of trustees, service of process shall be made</i></p>	<p>(1) The boards of trustees shall be responsible for cost-effective policy decisions appropriate to the community college's mission, the implementation and maintenance of high-quality education programs within law and rules of the State Board of Education, the measurement of performance, the reporting of information, and the provision of input regarding state policy, budgeting, and education standards.</p> <p>(2) Each board of trustees is vested with the responsibility to govern its respective community college and with such necessary authority as is needed for the proper operation and improvement thereof in accordance with rules of the State Board of Education.</p> <p>(3) A board of trustees shall have the power to take action without a recommendation from the president and shall have the power to require the president to deliver to the board of trustees all data and information required by the board of trustees in the performance of its duties.<sup>3</sup></p> <p>(13) Each board of trustees is responsible for the uses for the proceeds of academic improvement trust funds pursuant to s. 1011.85.</p> <p>(35) Each board of trustees may exercise the right of eminent domain pursuant to the provisions of chapter 1013.</p> <p>(39) Each board of trustees shall prescribe conditions</p>	<p><b>SBOE:</b> <b>1001.02 General powers of State Board of Education.--</b> (1) The State Board of Education is the chief implementing and coordinating body of public education in Florida, and it shall focus on high-level policy decisions. It has authority to adopt rules pursuant to ss. 120.536(1) and 120.54 to implement the provisions of law conferring duties upon it for the improvement of the state system of K-20 public education. Except as otherwise provided herein, it may, as it finds appropriate, delegate its general powers to the Commissioner of Education or the directors of the divisions of the department.</p> <p><b>COE:</b> <b>1001.10 Commissioner of Education; general powers and duties.--</b>The Commissioner of Education is the chief educational officer of the state, and is responsible for giving full assistance to the State Board of Education in enforcing compliance with the mission and goals of the seamless K-20 education system.</p> <p><b>1001.11 Commissioner of Education; other duties.--</b> (1) The Commissioner of Education must independently perform the following duties:  ... (d) Integrally work with the boards of trustees of</p>

<sup>1</sup> The inclusion of the word "shall" in the prefatory language of s.1001(65) appears to make each listed presidential duty mandatory, which may be awkward for s. 1001.65(8) and (14).

<sup>2</sup> See s. 607.0302, F.S. regarding powers and duties of body corporate.

<sup>3</sup> S. 1001.64(3), granting the DBOT the power to act without recommendation of the president appears to contradict s. 1001.64(4)(a) with regard to rulemaking, which occurs only after recommendation from the president.

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p><i>on the chair of the board of trustees or, in the absence of the chair, the corporate secretary or designee of the chair.</i></p> <p><b>1004.67 Community colleges; legislative intent.--</b><i>It is the legislative intent that community colleges, constituted as political subdivisions of the state, continue to be operated by community college boards of trustees as provided in s. 1001.63 and that no department, bureau, division, agency, or subdivision of the state exercise any responsibility and authority to operate any community college of the state except as specifically provided by law or rules of the State Board of Education.</i></p> <p><b>1010.09 Direct-support organizations.--</b><i>School district, community college, and university direct-support organizations shall be organized and conducted under the provisions of ss. 1001.453, 1004.28, and 1004.70 and rules of the State Board of Education, as applicable.</i></p> <p><b>1013.25 When university or community college board of trustees may exercise power of eminent domain.--</b><i>Whenever it becomes necessary for the welfare and convenience of any of its institutions or divisions to acquire private property for</i></p>	<p>for direct-support organizations to be certified and to use community college property and services. Conditions relating to certification must provide for audit review and oversight by the board of trustees.</p> <p>(43) Each board of trustees has responsibility for compliance with state and federal laws, rules, regulations, and requirements.</p>	<p>the state universities and community colleges.</p> <p>(e) Monitor the activities of the State Board of Education and provide information related to current and pending policies to the members of the boards of trustees of the community colleges and state universities. ...</p> <p><b>DOE:</b></p> <p><b>1001.20 Department under direction of state board.--</b></p> <p>(1) The Department of Education shall be organized consistently with the requirements of s. 20.15, and shall act as an administrative and supervisory agency under the implementation direction of the State Board of Education.</p> <p>(2) The department is to be located in the offices of the Commissioner of Education and shall assist in providing professional leadership and guidance and in carrying out the policies, procedures, and duties authorized by law or by the State Board of Education or found necessary by it to attain the purposes and objectives of this code. ...</p> <p>See also: <b>1000.03 Function, mission, and goals of the Florida K-20 education system.--</b></p> <p>(1) Florida's K-20 education system shall be a decentralized system without excess layers of</p>

<sup>4</sup> The local authority of DBOTs is legislatively mandated in s. 1000.03(1) which states the clear legislative intent for Florida public education to be a “decentralized system without excess layers of bureaucracy.”

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Muldowney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p><i>the use of such institutions, and this cannot be acquired by agreement satisfactory to a university or community college board of trustees and the parties interested in, or the owners of, the private property, the board of trustees may exercise the power of eminent domain after receiving approval therefor from the State Board of Education and may then proceed to condemn the property in the manner provided by chapter 73 or chapter 74.</i></p> <p><b>6A-14.024 Composition of Boards of Trustees.</b></p> <p><b>6A-14.0243 Meetings of Boards of Trustees.</b></p> <p><b>6A-14.0247 Powers and Duties of Boards of Trustees.</b></p> <p><b>6A-14.026 Employment of a President.</b></p> <p><b>6A-14.0261 General Powers of the President.</b></p> <p><b>6A-14.0262 Duties and Responsibilities of the President.</b></p> <p><b>G&amp;P 25. Procedures for Reviewing Community Colleges Direct Support Organizations Audit Reports</b></p>		<p>bureaucracy.<sup>4</sup> The State Board of Education may appoint on an ad hoc basis a committee or committees to assist it on any and all issues within the K-20 education system. Florida's K-20 education system shall maintain a systemwide technology plan based on a common set of data definitions.</p> <p>(2)(a) The Legislature shall establish education policy, enact education laws, and appropriate and allocate education resources. ...</p> <p>... (3) Public education is a cooperative function of the state and local educational authorities. The state retains responsibility for establishing a system of public education through laws, standards, and rules to assure efficient operation of a K-20 system of public education and adequate educational opportunities for all individuals. Local educational authorities have a duty to fully and faithfully comply with state laws, standards, and rules and to efficiently use the resources available to them to assist the state in allowing adequate educational opportunities. ...</p>

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullowney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
RULEMAKING		RULEMAKING	RULEMAKING
<p>(1) Recommend the adoption of rules, as appropriate, to the community college board of trustees to implement provisions of law governing the operation and administration of the community college, which shall include the specific powers and duties enumerated in this section. Such rules shall be consistent with law, the mission of the community college and the rules and policies of the State Board of Education.</p>	<p>General Duty</p> <p>Appears to mandate the promulgation of rules implementing specific powers/duties of presidents.</p> <p><i>See Also:</i> <b>120.74 Agency review, revision, and report.--</b></p> <p><i>(1) Each agency shall review and revise its rules as often as necessary to ensure that its rules are correct and comply with statutory requirements. Additionally, each agency shall perform a formal review of its rules every 2 years<sup>5</sup>. In the review, each agency must:</i></p> <p><i>(a) Identify and correct deficiencies in its rules;</i></p> <p><i>(b) Clarify and simplify its rules;</i></p> <p><i>(c) Delete obsolete or unnecessary rules;</i></p> <p><i>(d) Delete rules that are redundant of statutes;</i></p>	<p>(4)(a) The board of trustees, after considering recommendations submitted by the community college president, may adopt rules pursuant to ss. 120.536(1) and 120.54 to implement the provisions of law conferring duties upon it. These rules may supplement those prescribed by the State Board of Education if they will contribute to the more orderly and efficient operation of community colleges<sup>6</sup>.</p> <p>(4)(b) Each board of trustees is specifically authorized to adopt rules, procedures, and policies, consistent with law and rules of the State Board of Education, related to its mission and responsibilities as set forth in s. 1004.65, its governance, personnel, budget and finance, administration, programs, curriculum and instruction, buildings and grounds, travel and purchasing, technology, students, contracts and grants, or college property.<sup>7</sup></p> <p>(8) Each board of trustees has authority for policies related to students, enrollment of students, student records, student activities, financial assistance, and other student services.</p> <p>(24) Each board of trustees shall provide rules governing parking and the direction and flow of traffic within campus boundaries<sup>8</sup>. Except for sworn law</p>	<p><b>SBOE:</b> <b>1001.02 General powers of State Board of Education.--</b></p> <p>... (2) The State Board of Education has the following duties:</p> <p>...</p> <p>(n) To adopt cohesive rules pursuant to ss. 120.536(1) and 120.54, within statutory authority, for education systemwide issues.</p> <p>...( 9) The State Board of Education shall prescribe minimum standards, definitions, and guidelines for community colleges and state universities that will ensure the quality of education, coordination among the community colleges and state universities, and efficient progress toward accomplishing the community college and state university mission.<sup>9</sup> At a minimum, these rules must address:<sup>10</sup></p> <p>(a) Personnel.</p> <p>(b) Contracting.</p> <p>(c) Program offerings and classification, including college-level communication and computation skills associated with successful performance in college and with tests and other assessment procedures that measure student achievement of those skills. The performance measures must provide that students moving from one level of education to the next acquire the necessary competencies for that level.</p>

<sup>5</sup> Ensure that the rules report, as required by s. 120.74, is submitted in a timely manner.

<sup>6</sup> S. 1001.64(4)(a) is a key provision authorizing supplementary rules, providing DBOTs with local control and clarifying rulemaking authority.

<sup>7</sup> S. 1001.64(4)(b) is the first of several subsections which exist with the intention of supplying community colleges with sufficient specific legislative rulemaking authority as required by s. 120.536, F.S. Please note that in this and other sections, the appropriate language probably should be "is specifically authorized to adopt rules...". Numerous references to DBOTs' authority for "procedures" and "policies" may be redundant at best and otherwise not cognizant of the role of DBOTs (generally, DBOTs operate at a strategic policy level, not an administrative/operational procedural level. Other subsections reflecting this possible issue include s. 1001.64 (5), (8), (23), (24), (40), (44), and (45).

<sup>8</sup> Ensure that DBOT has rules, in accordance with s. 1001.64(24), governing parking and the direction and flow of traffic within campus boundaries.



# Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties

October 2003

*Prepared by Bill Mallowney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p><i>(e) Seek to improve efficiency, reduce paperwork, or decrease costs to government and the private sector; and</i></p> <p><i>(f) Contact agencies that have concurrent or overlapping jurisdiction to determine whether their rules can be coordinated to promote efficiency, reduce paperwork, or decrease costs to government and the private sector.</i></p> <p><i>(2) Beginning October 1, 1997, and by October 1 of every other year thereafter, the head of each agency shall file a report with the President of the Senate and the Speaker of the House of Representatives, with a copy to each appropriate standing committee of the Legislature, which certifies that the agency has complied with the requirements of this subsection. The report must specify any changes made to its rules as a result of the review and, when appropriate, recommend statutory changes that will promote efficiency, reduce paperwork, or decrease costs to government and the private sector.</i></p> <p><b>120.542 Variances and waivers.—</b>  <i>“(1) ... A public employee is not a person subject to regulation under this section for the purpose of petitioning for</i></p>	<p>enforcement personnel, persons employed to enforce campus parking rules have no authority to arrest or issue citations for moving traffic violations. The board of trustees may adopt a uniform code of appropriate penalties for violations. Such penalties, unless otherwise provided by law, may include the levying of fines, the withholding of diplomas or transcripts pending compliance with rules or payment of fines, and the imposition of probation, suspension, or dismissal. Moneys collected from parking rule infractions shall be deposited in appropriate funds at each community college for student financial aid purposes.</p> <p>(40) Each board of trustees may adopt policies pursuant to s. 1010.02 that provide procedures for transferring to the direct-support organization of that community college for administration by such organization contributions made to the community college.</p> <p>(44) Each board of trustees may adopt rules, procedures, and policies related to institutional governance, administration, and management in order to promote orderly and efficient operation, including, but not limited to, financial management, budget management, physical plant management, and property management.</p> <p>(45) Each board of trustees may adopt rules and procedures related to data or technology, including, but not limited to, information systems, communications systems, computer hardware and software, and</p>	<p>(d) Provisions for curriculum development, graduation requirements, college calendars, and program service areas. These provisions must include rules that:</p> <ol style="list-style-type: none"> <li>1. Provide for the award of an associate in arts degree to a student who successfully completes 60 semester credit hours at the community college.</li> <li>2. Require all of the credits accepted for the associate in arts degree to be in the statewide course numbering system as credits toward a baccalaureate degree offered by a state university.</li> <li>3. Require no more than 36 semester credit hours in general education courses in the subject areas of communication, mathematics, social sciences, humanities, and natural sciences.</li> </ol> <p>The rules should encourage community colleges to enter into agreements with state universities that allow community college students to complete upper-division-level courses at a community college. An agreement may provide for concurrent enrollment at the community college and the state university and may authorize the community college to offer an upper-division-level course or distance learning.</p> <p>(e) Student admissions, conduct and discipline, nonclassroom activities, and fees.</p> <p>(f) Budgeting.</p> <p>(g) Business and financial matters.</p> <p>(h) Student services.</p> <p>(i) Reports, surveys, and information systems, including forms and dates of submission.</p> <p>See also:</p>

<sup>9</sup> With regard to SBOE rulemaking, in addition to the requirement of specific legislative authority (s. 120.536, F.S.), s. 1001.02(9) sets forth additional parameters for SBOE rulemaking by requiring that SBOE rules ensure the quality of education, coordination among the community colleges and state universities, and efficient progress toward accomplishing the community college and state university mission.

<sup>10</sup> Currently, the COP is finalizing recommendations, to be transmitted to the SBOE, for major revisions to SBOE rules related to community colleges.

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Muldowney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p><i>a variance or waiver to a rule that affects that public employee in his or her capacity as a public employee. ... "</i></p> <p><b>120.81 Exceptions and special requirements; general areas.--</b> <b>(1) EDUCATIONAL UNITS.--</b> ... <i>(b) The preparation or modification of curricula by an educational unit is not a rule as defined by this chapter.</i> ... <i>(d) Notwithstanding any other provision of this chapter, educational units shall not be required to include the full text of the rule or rule amendment in notices relating to rules and need not publish these or other notices in the Florida Administrative Weekly, but notice shall be made:</i> 1. <i>By publication in a newspaper of general circulation in the affected area;</i> 2. <i>By mail to all persons who have made requests of the educational unit for advance notice of its proceedings and to organizations representing persons affected by the proposed rule; and</i> 3. <i>By posting in appropriate places so that those particular classes of persons to whom the intended action is directed may be duly notified.</i> <i>(e) Educational units, other than the state universities and the Florida School for the Deaf and the Blind, shall not be required to make filings with the committee of the documents required to be filed by s. 120.54 or s. 120.55(1)(a)4.</i> <i>(f) Notwithstanding s. 120.57(1)(a), hearings which involve student</i></p>	<p>networks</p>	<p><b>1000.05(5)</b> The State Board of Education shall adopt rules to implement this section. (Florida Equity Act Rules contained in 6A-19, FAC.)</p>

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mallowney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p><i>disciplinary suspensions or expulsions may be conducted by educational units. (g) Sections 120.569 and 120.57 do not apply to any proceeding in which the substantial interests of a student are determined by a state university or a community college.</i></p> <p><i>(h) Notwithstanding ss. 120.569 and 120.57, in a hearing involving a student disciplinary suspension or expulsion conducted by an educational unit, the 14-day notice of hearing requirement may be waived by the agency head or the hearing officer without the consent of parties. ..."</i></p> <p><b>1004.68 Community college; degrees and certificates; tests for certain skills.--</b> <i>"(1) Each community college board of trustees shall adopt rules establishing student performance standards for the award of degrees and certificates...."</i></p> <p><b>1010.03 Delinquent accounts.--</b><i>District school boards, community college boards of trustees, and university boards of trustees: ... (4) May adopt rules, as necessary, to implement the provisions of this section, including setoff procedures, payroll deductions, and restrictions on release of transcripts, awarding of diplomas, and access to other resources and services of the school district, community college, or university.</i></p>		

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
BUDGET/FINANCE		BUDGET/FINANCE	BUDGET/FINANCE
<p>(2) Prepare a budget request and an operating budget pursuant to s. 1011.30 for approval by the community college board of trustees at such time and in such format as the State Board of Education may prescribe.</p>	<p><i>Specific Duty</i> <i>See Also:</i> <b>1010.22 Cost accounting and reporting for workforce education.</b> <b>1010.23 Cost accounting and reporting for community colleges</b> <b>1010.58 Procedure for determining number of instruction units for community colleges</b> <b>1011, Parts I, III, and IV.</b> <b>1011.01 Budget system established.--</b></p> <p><i>(1) The State Board of Education shall prepare and submit a coordinated K-20 education annual legislative budget request to the Governor and the Legislature on or before the date provided by the Governor and the Legislature. The board's legislative budget request must clearly define the needs of school districts, community colleges, universities, other institutions, organizations, programs, and activities under the supervision of the board and that are assigned by law or the General Appropriations Act to the Department of Education.</i></p> <p><i>(2) There shall be established in each school district, community college, and university a budget system as prescribed by law and rules of the State Board of</i></p>	<p>(11) Each board of trustees shall submit an institutional budget request, including a request for fixed capital outlay, and an operating budget to the State Board of Education for approval in accordance with guidelines established by the State Board of Education<sup>11</sup>.</p> <p>(12) Each board of trustees shall account for expenditures of all state, local, federal and other funds in the manner described by the Department of Education.</p>	<p><b>SBOE:</b> <b>1001.02 General powers of State Board of Education.--</b> ... (2) The State Board of Education has the following duties: ... (e) To adopt and submit to the Governor and Legislature, on or before September 1 of each year, a coordinated K-20 education budget that estimates the expenditure requirements for the State Board of Education, including the Department of Education, the Commissioner of Education, and all of the boards, institutions, agencies, and services under the general supervision of the State Board of Education for the ensuing fiscal year. Any program recommended by the State Board of Education which will require increases in state funding for more than 1 year must be presented in a multiyear budget plan. ... (8) The State Board of Education is responsible for reviewing and administering the state program of support for the community colleges and, subject to existing law, shall establish the tuition and out-of-state fees for college-preparatory instruction and for credit instruction that may be counted toward an associate in arts degree, an associate in applied science degree, or an associate in science degree. ... ... (9) The State Board of Education shall prescribe minimum standards, definitions, and guidelines for community colleges ... At a minimum, these rules must address: ... (f) Budgeting.</p>

<sup>11</sup> In accordance with 1001.64(11), do colleges submit a budget request to the SBOE as required? Also, this section states that the SBOE approves the college operating budgets, while s. 1011.01(3) states that the Commissioner of Education reviews college annual operating budgets, while s. 1011.30 states that the college budgets are to be transmitted to the Department of Education for review and approval. This apparent ambiguity should be resolved by respecting the local authority of the DBOTs.

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Muldowney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p><i>Education.</i></p> <p><i>(3) Each district school board, each community college board of trustees, and each state university board of trustees shall prepare, adopt, and submit to the Commissioner of Education for review an annual operating budget. Operating budgets shall be prepared and submitted in accordance with the provisions of law, rules of the State Board of Education, the General Appropriations Act..."</i></p> <p><b>1011.30 Budgets for community colleges.--</b><i>Each community college president shall recommend to the community college board of trustees a budget of income and expenditures at such time and in such form as the State Board of Education may prescribe. Upon approval of a budget by the community college board of trustees, such budget shall be transmitted to the Department of Education for review and approval. Rules of the State Board of Education shall prescribe procedures for effecting budget amendments subsequent to the final approval of a budget for a given year.</i></p> <p><b>6A-14.0715 Transfer of Funds.</b> <b>6A-14.0716 Community College Budgets.</b> <b>6A-14.072 Financial Records and Reports.</b> <b>6A-14.073 Expenditures.</b> <b>6A-14.0732 Travel.</b> <b>6A-14.0735 Petty Cash Fund.</b> <b>6A-14.075 Receipt and Deposit of</b></p>		<p>(g) Business and financial matters.</p> <p>...</p> <p>(i) Reports, surveys, and information systems, including forms and dates of submission.</p>

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mallowney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p>Funds. 6A-14.0751 Bank Depository. 6A-14.0752 Depository Transactions. 6A-14.076 FTE Calculation for the Community College Program Fund. 6A-14.0764 Capital Outlay and Debt Service. 6A-14.0765 Investment of Funds. 6A-14.077 Auxiliary Enterprises. 6A-14.0771 Use of Auxiliary Enterprise Funds and Undesignated Gifts. 6A-14.0772 Auxiliary Funds and Funds Received in Trust.</p> <p>G&amp;P 4. Salary Guidelines G&amp;P 5. Travel Guidelines G&amp;P 16. Procedures for Reviewing Audit Reports G&amp;P 17. Guidelines for the Determination of Operating Cost of New Facilities within the Legislative Budget Request G&amp;P 18. Procedures for Student FTE (Full-time Equivalent) Estimates and Projections</p>		

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
EMPLOYMENT/PERSONNEL		EMPLOYMENT/PERSONNEL	EMPLOYMENT/PERSONNEL
<p>(3) Establish and implement policies and procedures to recruit, appoint, transfer, promote, compensate, evaluate, reward, demote, discipline, and remove personnel, within law and rules of the State Board of Education and in accordance with rules or policies approved by the community college board of trustees.</p>	<p>What are respective roles of Presidents and DBOTs in personnel matters?<sup>12</sup></p> <p><b>1012.855 Employment of community college personnel; discrimination in granting salary prohibited.--</b></p> <p><i>(1)(a) Employment of all personnel in each community college shall be upon recommendation of the president, subject to rejection for cause by the community college board of trustees; to the rules of the State Board of Education relative to certification, tenure, leaves of absence of all types, including sabbaticals, remuneration, and such other conditions of employment as the State Board of Education deems necessary and proper; and to policies of the community college board of trustees not inconsistent with law.</i></p> <p><i>(b) Any internal auditor employed by a community college shall be hired by the community college board of trustees and shall report directly to the board.</i></p> <p><i>(2) Each community college board of trustees shall undertake a program to eradicate any discrimination on the basis of gender, race, or physical handicap in the granting of salaries to employees.</i></p>	<p>(18) Each board of trustees shall establish the personnel program for all employees of the community college, including the president, pursuant to the provisions of chapter 1012 and rules and guidelines of the State Board of Education, including: compensation and other conditions of employment; recruitment and selection; nonreappointment; standards for performance and conduct; evaluation; benefits and hours of work; leave policies; recognition; inventions and work products; travel; learning opportunities; exchange programs; academic freedom and responsibility; promotion; assignment; demotion; transfer; ethical obligations and conflict of interest; restrictive covenants; disciplinary actions; complaints; appeals and grievance procedures; and separation and termination from employment.</p> <p>(20) Each board of trustees is authorized to enter into contracts to provide a State Community College System Optional Retirement Program pursuant to s. 1012.875 and to enter into consortia with other boards of trustees for this purpose.</p> <p>(21) Each board of trustees is authorized to purchase annuities for its community college personnel who have 25 or more years of creditable service and who have reached age 55 and have applied for retirement under the Florida Retirement System pursuant to the provisions of s. 1012.87.</p> <p>(22) A board of trustees may defray all costs of defending civil actions against officers, employees, or agents of the board of trustees pursuant to s. 1012.85.</p>	<p><b>SBOE:</b> <b>1001.02 General powers of State Board of Education.--</b></p> <p>... (2) The State Board of Education has the following duties:</p> <p>...</p> <p>(n) To adopt cohesive rules pursuant to ss. 120.536(1) and 120.54, within statutory authority, for education systemwide issues.</p> <p>... ( 9) The State Board of Education shall prescribe minimum standards, definitions, and guidelines for community colleges ... At a minimum, these rules must address:</p> <p>(a) Personnel.</p>

<sup>12</sup> Community college personnel laws, post-code rewrite, are in need of an overall review and assessment with regard to the respective roles of DBOTs and presidents in personnel matters. A comparison of the language in s.1001.64(18), s.1001.65(3), and s.1012.855(1)(a-b), as set forth above, demonstrates some ambiguity. A working group of college attorneys, business officers, and HR professionals could perform this review.

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties  
October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p>1012.82 Teaching faculty; minimum teaching hours per week.—</p> <p>1012.83 Contracts with administrative and instructional staff.--<i>Each person employed in an administrative or instructional capacity in a community college shall be entitled to a contract as provided by rules of the State Board of Education.</i></p> <p>1012.85 Payment of costs of civil actions against officers, employees, or agents of community college board of trustees</p> <p>112.313 Standards of conduct for public officers, employees of agencies, and local government attorneys.</p> <p>Contains restrictions including:</p> <p>“...(3) DOING BUSINESS WITH ONE'S AGENCY.--No employee of an agency acting in his or her official capacity as a purchasing agent, or public officer acting in his or her official capacity, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for his or her own agency from any business entity of which the officer or employee or the officer's or employee's spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a</p>	<p>(46) Each board of trustees may consider the past actions of any person applying for employment and may deny employment to a person because of misconduct if determined to be in the best interest of the community college.</p>	



**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p>material interest. Nor shall a public officer or employee, acting in a private capacity, rent, lease, or sell any realty, goods, or services to the officer's or employee's own agency, if he or she is a state officer or employee, or to any political subdivision or any agency thereof, if he or she is serving as an officer or employee of that political subdivision. ...."</p> <p>"...(7) CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP.--</p> <p>(a) No public officer or employee of an agency shall have or hold any employment or contractual relationship with any business entity or any agency which is subject to the regulation of, or is doing business with, an agency of which he or she is an officer or employee, excluding those organizations and their officers who, when acting in their official capacity, enter into or negotiate a collective bargaining contract with the state or any municipality, county, or other political subdivision of the state; nor shall an officer or employee of an agency have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his or her private interests and the performance of his or her public duties or that would impede the full and faithful discharge of his or her public duties. ...."</p> <p><b>6A-14.029 Staff and Program</b></p>		

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties  
October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p>Development. 6A-14.041 Personnel Contracts. 6A-14.0411 Issuance of Continuing Contracts. 6A-14.0412 Annual Contracts under Certain Conditions. 6A-14.0432 Military Leave. 6A-14.047 Personnel Records.</p> <p>G&amp;P 8. Faculty Office Hours G&amp;P 9. Community College Personnel Contracts G&amp;P 22. Guidelines for Vacation Leave for Community Colleges</p>		
<b>ADMISSION OF STUDENTS</b>		<b>ADMISSION OF STUDENTS</b>	<b>ADMISSION OF STUDENTS</b>
<p>(4) Govern admissions, subject to law and rules or policies of the community college board of trustees and the State Board of Education.</p>	<p>Interesting that both president and DBOT govern admissions...</p> <p>(8)(a) language regarding past conduct may be used to address sex offender notifications...</p> <p>See also:</p> <p><b>1007.263 Community colleges; admissions of students.</b>—"Each community college board of trustees is authorized to adopt rules governing admissions of students subject to this section and rules of the State Board of Education. These rules shall include the</p>	<p>(8) (a) Each board of trustees shall govern admission of students pursuant to s. 1007.263 and rules of the State Board of Education. A board of trustees may establish additional admissions criteria, which shall be included in the district interinstitutional articulation agreement developed according to s. 1007.235, to ensure student readiness for postsecondary instruction. Each board of trustees may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment to an applicant because of misconduct if determined to be in the best interest of the community college<sup>13</sup>.</p> <p>(8)(g) Each board of trustees pursuant to s. 1006.53 shall adopt a policy in accordance with rules of the State Board of Education that reasonably accommodates the religious observance, practice, and belief of individual students in regard to admissions,</p>	<p>SBOE: <b>1001.02 General powers of State Board of Education.--</b> ... (2) The State Board of Education has the following duties:</p> <p>...( 9) The State Board of Education shall prescribe minimum standards, definitions, and guidelines for community colleges ... At a minimum, these rules must address: ... (e) Student admissions, conduct and discipline, nonclassroom activities, and fees. ... (h) Student services. ...</p> <p>see also: <b>1000.05 Discrimination against students and employees in the Florida K-20 public education</b></p>

<sup>13</sup> The language in s.1001.64(8)(a) allowing DBOTs to consider past actions of students in admission/enrollment decisions affords colleges deference in making decisions in the best interests of the college. (Similar language applicable to employees is contained in s.1001.64(46).

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p>following: ...”</p> <p><b>1006.53 Religious observances.</b>--<i>Each public postsecondary educational institution shall adopt a policy in accordance with rules of the State Board of Education which reasonably accommodates the religious observance, practice, and belief of individual students in regard to admissions, class attendance, and the scheduling of examinations and work assignments. Each policy shall include a grievance procedure by which a student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practices may seek redress. Such policy shall be made known to faculty and students annually in inclusion in the institution's handbook, manual, or other similar document regularly provided to faculty and students.</i></p> <p><b>G&amp;P 15. Residency Guidelines for Regular Admissions/Reclassification</b></p>	<p>class attendance, and the scheduling of examinations and work assignments.<sup>14</sup></p>	<p><b>system prohibited; equality of access required.--</b></p> <p>(1) This section may be cited as the "Florida Educational Equity Act."</p> <p>...</p> <p>(b) The criteria for admission to a program or course shall not have the effect of restricting access by persons of a particular race, ethnicity, national origin, gender, disability, or marital status.</p>
<b>CONTRACTS/TRANSACTIONS</b>		<b>CONTRACTS/TRANSACTIONS</b>	<b>CONTRACTS/TRANSACTIONS</b>
<p>(5) Approve, execute, and administer contracts for and on behalf of the community college board of trustees for licenses; the acquisition or provision of commodities, goods, equipment, and services; leases of real and personal property; and planning and construction to be rendered to or by the community college, provided such contracts are within law and guidelines of the State Board of Education and in conformance with policies of the community college</p>	<p>Power</p> <p>Delegation of authority from DBOT to president – president delegates authority in turn to subordinates pursuant to 1001.65(25).</p> <p>See also: <b>1001.63 Community college board of</b></p>	<p>(25) Each board of trustees constitutes the contracting agent of the community college. It may when acting as a body make contracts, sue, and be sued in the name of the board of trustees. In any suit, a change in personnel of the board of trustees shall not abate the suit, which shall proceed as if such change had not taken place.</p> <p>(26) Each board of trustees is authorized to contract for the purchase, sale, lease, license, or acquisition in any</p>	<p><b>SBOE:</b> <b>1001.02 General powers of State Board of Education.--</b></p> <p>... (2) The State Board of Education has the following duties:</p> <p>...</p> <p>(n) To adopt cohesive rules pursuant to ss. 120.536(1) and 120.54, within statutory authority, for education systemwide issues.</p>

<sup>14</sup> Pursuant to s.1001.64(8)(g), ensure that DBOT has rule on accommodation of religious observance.

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
<p>board of trustees, and are for the implementation of approved programs of the community college.<sup>15</sup></p>	<p><b>trustees; board of trustees to constitute a corporation.--</b><i>Each community college board of trustees is constituted a body corporate by the name of "The District Board of Trustees of (name of community college), Florida" with all the powers and duties of a body corporate, including the power to adopt a corporate seal, to contract and be contracted with, to sue or be sued, to plead and be impleaded in all courts of law or equity, and to give and receive donations. In all suits against a board of trustees, service of process shall be made on the chair of the board of trustees or, in the absence of the chair, the corporate secretary or designee of the chair.</i></p> <p><b>212.08 Sales, rental, use, consumption, distribution, and storage tax; specified exemptions.--</b><i>The sale at retail, the rental, the use, the consumption, the distribution, and the storage to be used or consumed in this state of the following are hereby specifically exempt from the tax imposed by this chapter. ...</i></p> <p><i>(o) Schools, colleges, and universities.-- Also exempt from the tax imposed by this chapter are sales or leases to state tax-supported schools, colleges, or universities.</i></p> <p><i>(p) Section 501(c)(3) organizations.--</i></p>	<p>manner (including purchase by installment or lease-purchase contract which may provide for the payment of interest on the unpaid portion of the purchase price and for the granting of a security interest in the items purchased) of goods, materials, equipment, and services required by the community college. The board of trustees may choose to consolidate equipment contracts under master equipment financing agreements made pursuant to s. 287.064.</p> <p>(28) Each board of trustees is authorized to enter into agreements for, and accept, credit card, charge card, and debit card payments as compensation for goods, services, tuition, and fees. Each community college is further authorized to establish accounts in credit card, charge card, and debit card banks for the deposit of sales invoices.</p> <p>(37) Each board of trustees may purchase, acquire, receive, hold, own, manage, lease, sell, dispose of, and convey title to real property, in the best interests of the community college.</p>	<p>...( 9) The State Board of Education shall prescribe minimum standards, definitions, and guidelines for community colleges ... At a minimum, these rules must address:</p> <p>...</p> <p>(b) Contracting.</p>

<sup>15</sup> College should have contract management policies and procedures, with provisions for signature authority and tracking, to implement s.1001.65 (5) and ss. 1001.64 (25), (26), (28), and (37).

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p><i>Also exempt from the tax imposed by this chapter are sales or leases to organizations determined by the Internal Revenue Service to be currently exempt from federal income tax pursuant to s. 501(c)(3) of the Internal Revenue Code of 1986, as amended, when such leases or purchases are used in carrying on their customary nonprofit activities.</i></p> <p><b>287.055 Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services; definitions; procedures; contingent fees prohibited; penalties.</b></p> <p><b>287.064 Consolidated financing of deferred-payment purchases.--</b>  <i>"(1) The Division of Bond Finance of the State Board of Administration and the Comptroller shall plan and coordinate deferred-payment purchases made by or on behalf of the state or its agencies or by or on behalf of state community colleges participating under this section pursuant to s. 1001.64(26).                      ..."</i></p> <p><i>See also, Chapter 119, Public Records and 286.011 Public meetings and records; public inspection; criminal and civil penalties.--</i></p> <p><b>6A-14.0734 Bidding Requirements.</b></p>		

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties  
October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
<b>COLLEGE PROPERTY/RESOURCES</b>		<b>COLLEGE PROPERTY/RESOURCES</b>	<b>COLLEGE PROPERTY/RESOURCES</b>
<p>(6) Act for the community college board of trustees as custodian of all community college property and financial resources. The authority vested in the community college president under this subsection includes the authority to prioritize the use of community college space, property, equipment, and resources and the authority to impose charges for the use of those items.</p>	<p>Power</p> <p>Delegation of authority</p> <p><i>See also:</i> <b>1004.726 Trademarks, copyrights, or patents.</b>—<i>“Each community college board of trustees may develop and produce work products relating to educational endeavors that are subject to trademark, copyright, or patent statutes. To this end, the board of trustees shall consider the relative contribution by the personnel employed in the development of such work products and shall enter into binding agreements with such personnel, organizations, corporations, or government entities, which agreements shall establish the percentage of ownership of such trademarks, copyrights, or patents. ....”</i><sup>16</sup></p> <p><b>1004.725 Expenditures for self-insurance services; special account.--</b> <i>“(1) The community college boards of trustees, singly or collectively, are authorized to contract with an administrator or service company approved by the Department of Insurance pursuant to chapter 626 to provide self-insurance services, including, but not limited to, the</i></p>	<p>(5) Each board of trustees shall have responsibility for the use, maintenance, protection, and control of community college owned or community college controlled buildings and grounds, property and equipment, name, trademarks and other proprietary marks, and the financial and other resources of the community college. Such authority may include placing restrictions on activities and on access to facilities, firearms, food, tobacco, alcoholic beverages, distribution of printed materials, commercial solicitation, animals, and sound.</p> <p>(23) Each board of trustees has authority for risk management, safety, security, and law enforcement operations. Each board of trustees is authorized to employ personnel, including police officers pursuant to s. 1012.88, to carry out the duties imposed by this subsection.</p> <p>(27) Each board of trustees shall be responsible for managing and protecting real and personal property acquired or held in trust for use by and for the benefit of such community college. To that end, any board of trustees is authorized to be self-insured, to enter into risk management programs, or to purchase insurance for whatever coverage it may choose, or to have any combination thereof, in anticipation of any loss, damage, or destruction. A board of trustees may contract for self-insurance services pursuant to s. 1004.725.</p> <p>(33) Each board of trustees is authorized to develop</p>	

<sup>16</sup> S.1004.726, F.S. sets key parameters for college intellectual property policies.

<sup>17</sup> See s.705.18,F.S., **Disposal of personal property lost or abandoned on university or community college campuses or certain public-use airports; disposition of proceeds from sale thereof.** See also s. 274.05, F.S., **Surplus property.**

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p><i>evaluation, settlement, and payment of self-insurance claims on behalf of the board of trustees or a consortium of boards of trustees. ..."</i></p> <p><b>1006.65 Safety issues in courses offered by public postsecondary educational institutions.</b>—(1) <i>The State Board of Education shall adopt rules to ensure that policies and procedures are in place to protect the health and safety of students, instructional personnel, and visitors who participate in courses offered by a public postsecondary educational institution.</i></p> <p>(2) <i>Such policies and procedures shall be guided by industry standards for practices in the course content area and shall conform with all related and relevant state and federal health and safety requirements.</i></p> <p><b>1006.67 Report of campus crime statistics.</b>—</p> <p><b>1010.03 Delinquent accounts.</b>—<i>District school boards, community college boards of trustees, and university boards of trustees:</i></p> <p>(1) <i>Shall exert every effort to collect all delinquent accounts.</i></p> <p>(2) <i>May charge off or settle such accounts as may prove uncollectible.</i></p> <p>(3) <i>May employ the services of a</i></p>	<p>and produce work products relating to educational endeavors that are subject to trademark, copyright, or patent statutes pursuant to chapter 1004.</p> <p>(34) Each board of trustees shall administer the facilities program pursuant to chapter 1013, including but not limited to: the construction of public educational and ancillary plants; the acquisition and disposal of property<sup>17</sup>; compliance with building and life safety codes; submission of data and information relating to facilities and construction; use of buildings and grounds; establishment of safety and sanitation programs for the protection of building occupants; and site planning and selection.</p> <p>(41) The board of trustees shall exert every effort to collect all delinquent accounts pursuant to s. 1010.03.</p>	

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p><i>collection agency when deemed advisable in collecting delinquent accounts.</i></p> <p><i>(4) May adopt rules, as necessary, to implement the provisions of this section, including setoff procedures, payroll deductions, and restrictions on release of transcripts, awarding of diplomas, and access to other resources and services of the school district, community college, or university.</i></p> <p><b>1012.88 Community college police.--</b></p> <p>"(1) Each community college is permitted and empowered to employ police officers for the community college, who must be designated community college police. ...."</p> <p><b>1013.28 Disposal of property.--</b></p> <p>(1) REAL PROPERTY.--Subject to rules of the State Board of Education, a board may dispose of any land or real property that is, by resolution of the board, determined to be unnecessary for educational purposes as recommended in an educational plant survey. A board shall take diligent measures to dispose of educational property only in the best interests of the public. However, appraisals may be obtained by the board prior to or simultaneously with the receipt of bids.</p>		



**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties  
October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p>(2) TANGIBLE PERSONAL PROPERTY.--Tangible personal property which has been properly classified as surplus by a district school board or community college board of trustees shall be disposed of in accordance with the procedure established by chapter 274 and by a university board of trustees by chapter 273. ...</p> <p><b>1013.36 Site planning and selection.--</b></p> <p>(1) Before acquiring property for sites, each district school board and community college board of trustees shall determine the location of proposed educational centers or campuses. ...</p> <p>(3) ... As provided in s. <u>333.03</u>, the site must not be located within any path of flight approach of any airport. Insofar as is practicable, the site must not adjoin a right-of-way of any railroad or through highway and must not be adjacent to any factory or other property from which noise, odors, or other disturbances, or at which conditions, would be likely to interfere with the educational program. ...</p> <p>(4) ... It shall also be the responsibility of the board to review annually traffic control and safety device needs and to request all necessary changes indicated</p>		

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	by such review.  6A-14.078 Delinquent Accounts.  G&P 11. Joint-Use Facility Needs Assessment G&P 20. Guidelines to Request Campus, Center, Special Purpose Center and Instructional Site Designations		
<b>ACADEMIC CALENDAR</b>			
(7) Establish the internal academic calendar of the community college within general guidelines of the State Board of Education.	Specific duty  <i>See Also:</i> 6A-14.004 Calendar.		
<b>ATHLETICS</b>			<b>ATHLETICS</b>
(8) Administer the community college's program of intercollegiate athletics. <sup>18</sup>	Power/Duty <i>See Also:</i> 6A-14.058 Athletics.  1006.70 Sponsorship of athletic activities similar to those for which scholarships offered; rulemaking.--  (1) If a district school board sponsors an athletic activity or sport that is similar to a sport for which a community college or state university offers an athletic scholarship, it must sponsor the athletic activity or sport for which a scholarship is offered. This section does		See: 1000.05 (3)(a) No person shall, on the basis of gender, be excluded from participating in, be denied the benefits of, or be treated differently from another person or otherwise be discriminated against in any interscholastic, intercollegiate, club, or intramural athletics offered by a public K-20 educational institution; and no public K-20 educational institution shall provide athletics separately on such basis. (b) Notwithstanding the requirements of paragraph (a), a public K-20 educational institution may operate or sponsor separate teams for members of each gender if the selection for such teams is based upon competitive skill or the activity involved is a bodily contact sport. However, when a public K-20 educational institution

<sup>18</sup> S.1001.65(8) is not universally applicable. Not all colleges have intercollegiate athletic programs, so requiring the president to administer one makes little sense. Beyond that, this task of administration is universally delegated to the Athletic Director. In addition, s.1006.71(1)(a) presents a similar issue.

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p><i>not affect academic requirements for participation or prevent the districts or community colleges from sponsoring activities in addition to those for which scholarships are provided.</i></p> <p><i>(2) If a community college sponsors an athletic activity or sport that is similar to a sport for which a state university offers an athletic scholarship, it must sponsor the athletic activity or sport for which a scholarship is offered. ..."</i></p> <p><b>1006.71 Gender equity in intercollegiate athletics.--</b></p> <p><b>"(1) GENDER EQUITY PLAN.--</b></p> <p><i>(a) Each community college and state university shall develop a gender equity plan pursuant to s. 1000.05. ..."</i></p>		<p>operates or sponsors a team in a particular sport for members of one gender but does not operate or sponsor such a team for members of the other gender, and athletic opportunities for that gender have previously been limited, members of the excluded gender must be allowed to try out for the team offered.</p> <p>(c) This subsection does not prohibit the grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to gender. However, when use of a single standard of measuring skill or progress in a physical education class has an adverse effect on members of one gender, the educational institution shall use appropriate standards which do not have such effect.</p> <p>(d) A public K-20 educational institution which operates or sponsors interscholastic, intercollegiate, club, or intramural athletics shall provide equal athletic opportunity for members of both genders. In determining whether equal opportunities are available, the Commissioner of Education shall consider, among other factors:</p> <p>...</p> <p>Unequal aggregate expenditures for members of each gender or unequal expenditures for male and female teams if a public K-20 educational institution operates or sponsors separate teams do not constitute nonimplementation of this subsection, but the Commissioner of Education shall consider the failure to provide necessary funds for teams for one gender in assessing equality of opportunity for members of each gender. ...</p>

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Muldowney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
<b>ACADEMIC PROGRAMS</b>		<b>ACADEMIC PROGRAMS</b>	<b>ACADEMIC PROGRAMS</b>
<p>(9) Recommend to the board of trustees the establishment and termination of programs within the approved role and scope of the community college.</p>	<p>Power/Duty</p> <p><i>See Also:</i></p> <p><b>6A-14.030 Instruction and Awards in Community Colleges.</b></p> <p><b>6A-14.0301 Withdrawal and Forgiveness.</b></p> <p><b>6A-14.031 Acceleration Mechanisms for Program Completion.</b></p> <p><b>6A-14.0341 Responsibilities of Community Colleges for Vocational Education.</b></p> <p><b>6A-14.039 Drug Abuse Education.</b></p> <p><b>G&amp;P 6. Out-of-District Instruction Guidelines/International Education Mission Statement</b></p> <p><b>G&amp;P 7. Statewide or Regional Center or Program Designation</b></p> <p><b>G&amp;P 13. Guidelines for Off-Campus Registrations</b></p> <p><b>G&amp;P 14. Guidelines for Length of Community College Courses</b></p> <p><b>G&amp;P 21. Guidelines for Effective Use of Part-Time Faculty</b></p> <p><b>G&amp;P 23. Guidelines for Establishing Extenuating Circumstances - Withdrawal/Forgiveness Rule</b></p> <p><b>G&amp;P 24. Guidelines for Out-of-District Distance Learning Policy</b></p>	<p>(6) Each board of trustees has responsibility for the establishment and discontinuance of program and course offerings in accordance with law and rule; provision for instructional and noninstructional community services, location of classes, and services provided; and dissemination of information concerning such programs and services. New programs must be approved pursuant to s. 1004.03.</p> <p>(7) Each board of trustees has responsibility for: ensuring that students have access to general education courses as identified in rule; requiring no more than 60 semester hours of degree program coursework, including 36 semester hours of general education coursework, for an associate in arts degree; notifying students that earned hours in excess of 60 semester hours may not be accepted by state universities; notifying students of unique program prerequisites; and ensuring that degree program coursework beyond general education coursework is consistent with degree program prerequisite requirements adopted pursuant to s. 1007.25(5).</p> <p>(8)(d) Boards of trustees shall identify their core curricula, which shall include courses required by the State Board of Education, pursuant to the provisions of s. 1007.25(6).</p> <p>(17) Each board of trustees is accountable for performance in certificate career education and diploma programs pursuant to s. 1008.44. <b>GLITCH - THERE IS NO 1008.44!</b><sup>19</sup></p>	<p><b>SBOE:</b></p> <p><b>1001.02 General powers of State Board of Education.--</b></p> <p>... (2) The State Board of Education has the following duties: ...</p> <p>(c) To exercise general supervision over the divisions of the Department of Education as necessary to ensure coordination of educational plans and programs and resolve controversies and to minimize problems of articulation and student transfers, to ensure that students moving from one level of education to the next have acquired competencies necessary for satisfactory performance at that level, and to ensure maximum utilization of facilities.</p> <p>(d) To adopt for state universities and community colleges, and from time to time modify, minimum and uniform standards of college-level communication and computation skills generally associated with successful performance and progression through the baccalaureate level and to identify college-preparatory high school coursework and postsecondary-level coursework that prepares students with the academic skills necessary to succeed in postsecondary education.</p> <p>... (6) The State Board of Education shall coordinate the programs with the Council for Education Policy Research and Improvement, including doctoral programs. The programs shall be reviewed every 5 years or whenever the state board determines that the effectiveness or efficiency of a program is jeopardized.</p>

<sup>19</sup> S.1001.64(17) refers to a "s.1008.44" - which does not exist. This appears to be a harmless glitch.

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
			<p>The State Board of Education shall define the indicators of quality and the criteria for program review for every program. Such indicators include need, student demand, industry-driven competencies for advanced technology and related programs, and resources available to support continuation. The results of the program reviews must be tied to the university and community college budget requests. ...</p> <p><b>1001.03 Specific powers of State Board of Education.—</b></p> <p>... (13) <b>CYCLIC REVIEW OF POSTSECONDARY ACADEMIC PROGRAMS.</b>--The State Board of Education shall provide for the cyclic review of all academic programs in community colleges and state universities at least every 7 years. Program reviews shall document how individual academic programs are achieving stated student learning and program objectives within the context of the institution's mission. The results of the program reviews shall inform strategic planning, program development, and budgeting decisions at the institutional level.</p>
<b>AWARD OF DEGREES</b>		<b>AWARD OF DEGREES</b>	
(10) Award degrees.	<p>Power</p> <p>Delegation of authority? Does the DBOT award degrees?</p> <p>See Also:</p> <p><b>1004.68 Community college; degrees and certificates; tests for certain skills.--</b></p> <p><i>(1) Each community college board of trustees shall adopt rules establishing student performance standards for the award of degrees and certificates.</i></p> <p><i>(2) Each community college board of</i></p>	(8)(b) Each board of trustees shall adopt rules establishing student performance standards for the award of degrees and certificates pursuant to s. 1004.68.	

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

<p><b>1001.65 Community college presidents; powers and duties.</b></p>	<p align="center"><b>Comments/ Other Statutory, Rule and Guideline Language</b></p>	<p><b>1001.64 Community college boards of trustees; powers and duties.--</b></p>	<p><b>State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)</b></p>
	<p><i>trustees shall require the use of scores on tests for college-level communication and computation skills provided in s. 1008.345(8) as a condition for graduation with an associate in arts degree.</i></p>		
<p align="center"><b>STUDENT FEES</b></p>		<p align="center"><b>STUDENT FEES</b></p>	<p align="center"><b>STUDENT FEES</b></p>
<p>(11) Recommend to the board of trustees a schedule of tuition and fees to be charged by the community college, within law and rules of the State Board of Education.</p>	<p>Specific duty</p> <p><i>See Also:</i></p> <p><b>1009.21 Determination of resident status for tuition purposes.</b>  <b>1009.22 Workforce development postsecondary student fees.</b>  <b>1009.23 Community college student fees.</b>  <b>1009.25 Fee exemptions.</b>  <b>1009.26 Fee waivers.</b>  <b>1009.265 State employee fee waivers.</b>  <b>1009.27 Deferral of fees.</b>  <b>1009.28 Fees for repeated enrollment in college-preparatory classes.</b>  <b>1009.285 Fees for repeated enrollment in college-credit courses.</b>  <b>1009.29 Increased fees for funding financial aid program.</b></p> <p><b>6A-14.054 Student Fees.</b>  <b>6A-14.0541 Student Fee Refunds.</b></p> <p><b>G&amp;P 27. Student Activity and Service Fee Budget Development</b></p>	<p>(10) Each board of trustees shall establish fees pursuant to ss. 1009.22, 1009.23, 1009.25, 1009.26, and 1009.27.</p>	<p><b>SBOE:</b>  <b>1001.02 General powers of State Board of Education.--</b>          ... (8) The State Board of Education is responsible for reviewing and administering the state program of support for the community colleges and, subject to existing law, shall establish the tuition and out-of-state fees for college-preparatory instruction and for credit instruction that may be counted toward an associate in arts degree, an associate in applied science degree, or an associate in science degree. ...</p>
<p align="center"><b>ADMINISTRATION</b></p>		<p align="center"><b>GOVERNANCE</b></p>	<p align="center"><b>GOVERNANCE/ADMINISTRATION</b></p>
<p>(12) Organize the community college to efficiently and effectively achieve the goals of the community college.</p>	<p>General duty</p>	<p>(44) Each board of trustees may adopt rules, procedures, and policies related to institutional governance, administration, and management in order to promote orderly and efficient operation, including, but not limited to, financial management, budget</p>	<p><b>SBOE:</b>  <b>1001.02 General powers of State Board of Education.--</b>          ... (7) The State Board of Education shall:          (a) Provide for each community college to offer</p>

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p><b>768.28</b> <b>Waiver of sovereign immunity in tort actions; recovery limits; limitation on attorney fees; statute of limitations; exclusions; indemnification; risk management programs.--</b></p> <p>"... (5) The state and its agencies and subdivisions shall be liable for tort claims in the same manner and to the same extent as a private individual under like circumstances, but liability shall not include punitive damages or interest for the period before judgment. Neither the state nor its agencies or subdivisions shall be liable to pay a claim or a judgment by any one person which exceeds the sum of \$100,000 or any claim or judgment, or portions thereof, which, when totaled with all other claims or judgments paid by the state or its agencies or subdivisions arising out of the same incident or occurrence, exceeds the sum of \$200,000. ..."</p> <p>".... (9)(a) No officer, employee, or agent of the state or of any of its subdivisions shall be held personally liable in tort or named as a party defendant in any action for any injury or damage suffered as a result of any act, event, or omission of action in the scope of her or his employment or function, unless such officer, employee, or agent acted in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property. ... The state or its subdivisions shall not be liable in tort for the acts or omissions of an officer, employee, or agent committed while</p>	<p>management, physical plant management, and property management.</p>	<p>educational training and service programs designed to meet the needs of both students and the communities served.</p> <p>(b) Specify, by rule, procedures to be used by the boards of trustees in the annual evaluations of presidents and review the evaluations of presidents by the boards of trustees.</p> <p>(c) Establish an effective information system that will provide composite data concerning the community colleges and state universities and ensure that special analyses and studies concerning the institutions are conducted, as necessary, for provision of accurate and cost-effective information concerning the institutions.</p> <p>(d) Establish criteria for making recommendations for modifying district boundary lines for community colleges.</p> <p>(e) Establish criteria for making recommendations concerning all proposals for the establishment of additional centers or campuses for community colleges and state universities.</p> <p>(f) Examine the annual administrative review of each community college and state university.</p> <p>(g) Specify, by rule, the degree program courses that may be taken by students concurrently enrolled in college-preparatory instruction.</p> <p>(h) Adopt and submit to the Legislature a 3-year list of priorities for fixed-capital-outlay projects. ...</p> <p><b>COE:</b> <b>1001.10</b> <b>Commissioner of Education; general powers and duties.--</b> ...The commissioner's office shall operate all statewide functions necessary to support the State Board of Education and the K-20 education system, including strategic planning and budget development, general administration, and assessment and accountability.</p> <p><b>DOE:</b> <b>1001.20</b> <b>Department under direction of state</b></p>

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	acting outside the course and scope of her or his employment or committed in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property. ..."		board.--  (1) The Department of Education shall be organized consistently with the requirements of s. 20.15, and shall act as an administrative and supervisory agency under the implementation direction of the State Board of Education.  (2) The department is to be located in the offices of the Commissioner of Education and shall assist in providing professional leadership and guidance and in carrying out the policies, procedures, and duties authorized by law or by the State Board of Education or found necessary by it to attain the purposes and objectives of this code. ...
<b>STRATEGIC PLANNING</b>		<b>STRATEGIC PLANNING</b>	<b>STRATEGIC PLANNING</b>
(13) Review periodically the operations of the community college in order to determine how effectively and efficiently the community college is being administered and whether it is meeting the goals of its strategic plan adopted by the State Board of Education. <sup>20</sup>	Specific duty  Do presidents currently determine whether their colleges are "meeting the goals of its strategic plan adopted by the State Board of Education?"  This wording is awkward at best, and looks like a mistake – "SBOE" probably should be "DBOT".	(14) Each board of trustees shall develop a strategic plan specifying institutional goals and objectives for the community college for recommendation to the State Board of Education. <sup>21</sup>	<b>SBOE:</b> <b>1001.02 General powers of State Board of Education.--</b> ... (2) The State Board of Education has the following duties: ... (u) To adopt criteria and implementation plans for future growth issues, such as new colleges and universities and campus mergers, and to provide for cooperative agreements between and within public and private education sectors. (v) To develop, and periodically review for adjustment, a coordinated 5-year plan for postsecondary enrollment and annually submit the plan

<sup>20</sup> S.1001.65(13) appears to be in error - presidents currently do not determine whether their colleges are "meeting the goals of its strategic plan adopted by the State Board of Education." This wording is awkward at best, and looks like a mistake – "SBOE" probably should be "DBOT".

<sup>21</sup> In accordance with s.1001.64(14), do DBOTs recommend college strategic plans to the SBOE? What is the purpose of this recommendation? Are college strategic plans to be somehow included in the SBOE strategic plan? The relationship between individual community college strategic plans and the SBOE strategic plan is ambiguous.



**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
			<p>to the Legislature. ...</p> <p>... (5)(a) The State Board of Education shall adopt a systemwide strategic plan that specifies goals and objectives for the state universities and community colleges. In developing this plan, the State Board of Education shall consider the role of individual public and independent institutions within the state. The plan shall provide for the roles of the universities and community colleges to be coordinated to best meet state needs and reflect cost-effective use of state resources. The strategic plan must clarify mission statements and identify degree programs to be offered at each university and community college in accordance with the objectives provided in this subsection. The systemwide strategic plan must cover a period of 5 years, with modification of the program lists after 2 years. Development of each 5-year plan must be coordinated with and initiated after completion of the master plan. The systemwide and university and community college strategic plans must specifically include programs and procedures for responding to the educational needs of teachers and students in the public schools of this state. The state board shall submit a report to the President of the Senate and the Speaker of the House of Representatives upon modification of the system plan.</p>
<b>STUDENT EXCHANGE</b>		<b>STUDENT EXCHANGE</b>	
(14) Enter into agreements for student exchange programs that involve students at the community college and students in other institutions of higher learning. <sup>22</sup>	<p>Specific duty</p> <p>This appears to mandate programs that may not exist everywhere (shall...enter...).</p>	(8)(c) Boards of trustees are authorized to establish intrainstitutional and interinstitutional programs to maximize articulation pursuant to s. 1007.22.	

<sup>22</sup> S.1001.65(14) appears to mandate student exchange programs that do not exist at many colleges. This ambiguity has not been an issue to date.

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Muldowney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
<b>STUDENT GOVERNMENT</b>			
(15) Approve the internal procedures of student government organizations and provide purchasing, contracting, and budgetary review processes for these organizations. <sup>23</sup>	Specific duty  Is this being done?		
<b>COMPLIANCE</b>		<b>COMPLIANCE</b>	
(16) Ensure compliance with federal and state laws, rules, regulations, and other requirements that are applicable to the community college.	General duty	(43) Each board of trustees has responsibility for compliance with state and federal laws, rules, regulations, and requirements.	<p><b>SBOE:</b>  <b>1001.02 General powers of State Board of Education.--</b>                      ... (2) The State Board of Education has the following duties:                      ... (r) To enforce systemwide education goals and policies. ...</p> <p><b>1001.03 Specific powers of State Board of Education.--</b>                      ... (8) <b>SYSTEMWIDE ENFORCEMENT.--</b>The State Board of Education shall enforce compliance with law and state board rule by all school districts and public postsecondary educational institutions, in accordance with the provisions of s. 1008.32. ...</p> <p><b>See also: 1000.03 Function, mission, and goals of the Florida K-20 education system.--</b></p> <p>... (2)... (b) The State Board of Education shall oversee the enforcement of all laws and rules, and the timely provision of direction, resources, assistance, intervention when needed, and strong incentives and disincentives to force accountability for results.                      (c) The Commissioner of Education shall serve as chief executive officer of the K-20 education system. The commissioner shall be responsible for enforcing compliance with the mission and goals of the K-20 education system. The commissioner's office shall</p>

<sup>23</sup> S.1001.65(15) requires presidents (or designees) to approve internal procedures of student governments. Is this being done?

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
			<p>operate all statewide functions necessary to support the State Board of Education and the K-20 education system.</p> <p><b>DOE:</b>  <b>1001.20 Department under direction of state board.--</b>                      ... (4) The Department of Education shall establish the following offices within the Office of the Commissioner of Education which shall coordinate their activities with all other divisions and offices:                      ... (e) <i>Office of Inspector General.</i><sup>24</sup>-Organized using existing resources and funds and responsible for promoting accountability, efficiency, and effectiveness and detecting fraud and abuse within school districts, community colleges, and state universities in Florida. If the Commissioner of Education determines that a district school board or public postsecondary educational institution board is unwilling or unable to address substantiated allegations made by any person relating to waste, fraud, or financial mismanagement, the office shall conduct, coordinate, or request investigations into substantiated allegations made by any person relating to waste, fraud, or financial mismanagement within school districts, community colleges, and state universities in Florida. The office shall have access to all information and personnel necessary to perform its duties and shall have all of its current powers, duties, and responsibilities authorized in s. 20.055.</p>

<sup>24</sup> S.1001.20(4)(e), with regard to the role of the Office of the Inspector General of DOE, requires a prior determination by the Commissioner that a DBOT is unable or unwilling to address certain substantiated allegations before the Inspector General conducts, coordinates, or requests investigations into such substantiated allegations. This provision was specifically worked out with the legislature and the DOE to respect the local authority of DBOTs and give colleges a fair opportunity to address complaints.

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties  
October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
ACCOUNTABILITY		ACCOUNTABILITY	ACCOUNTABILITY
<p>(17) Maintain all data and information pertaining to the operation of the community college, and report on the attainment by the community college of institutional and statewide performance accountability goals.</p>	<p>Duty.</p> <p>See Also: <b>1008.45 Community college accountability process.--</b> <i>"(1) It is the intent of the Legislature that a management and accountability process be implemented which provides for the systematic, ongoing improvement and assessment of the improvement of the quality and efficiency of the Florida community colleges. Accordingly, the State Board of Education and the community college boards of trustees shall develop and implement an accountability plan to improve and evaluate the instructional and administrative efficiency and effectiveness of the Florida Community College System. This plan shall be designed in consultation with staff of the Governor and the Legislature and must address the following issues: ..."</i><sup>25</sup></p> <p><b>1010.30 Audits required.--</b><i>School districts, community colleges, universities, and other institutions and agencies under the supervision of the State Board of Education are subject to the audit provisions under ss. 11.45 and 218.39.</i></p> <p><b>1010.33 Financial and performance audits.--</b><i>Each district school board and community college board of trustees, and university board of trustees is authorized</i></p>	<p>(15) Each board of trustees shall develop an accountability plan pursuant to s. 1008.45.</p> <p>(19) Each board of trustees shall appoint, suspend, or remove the president of the community college. The board of trustees may appoint a search committee. The board of trustees shall conduct annual evaluations of the president in accordance with rules of the State Board of Education and submit such evaluations to the State Board of Education for review. The evaluation must address the achievement of the performance goals established by the accountability process implemented pursuant to s. 1008.45 and the performance of the president in achieving the annual and long-term goals and objectives established in the community college's employment accountability program implemented pursuant to s. 1012.86.</p>	<p><b>SBOE:</b> <b>1001.02 General powers of State Board of Education.--</b> ... (2) The State Board of Education has the following duties: ... (t) To establish accountability standards for existing legislative performance goals, standards, and measures, and order the development of mechanisms to implement new legislative goals, standards, and measures. ...</p> <p><b>COE:</b> <b>1001.11 Commissioner of Education; general powers and duties.—</b> ...Additionally, the commissioner has the following general powers and duties: ...(11) To implement a program of school improvement and education accountability designed to provide all students the opportunity to make adequate learning gains in each year of school as provided by statute and State Board of Education rule based upon the achievement of the state education goals, recognizing the following: (a) The State Board of Education is the body corporate responsible for the supervision of the system of public education. ... (d) The community college board of trustees is responsible for community college performance and student performance. ...</p>

<sup>25</sup> Is the state accountability plan being developed with DBOTs involvement in accordance with s.1008.45?

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p><i>to have an audit of their accounts and records by an independent certified public accountant retained by them and paid from their public funds. These audits are in addition to those required by ss. 11.45 and 218.39.</i></p> <p><b>6A-14.060 Accountability Standards.</b> <b>6A-14.063 Accreditation.</b></p> <p><b>G&amp;P 1. Program Review System</b> <b>G&amp;P 12. Procedure for Enrollment Audits at Community Colleges</b></p>		
<b>PECO</b>			<b>PECO</b>
<p>(18) Certify to the department a project's compliance with the requirements for expenditure of PECO funds prior to release of funds pursuant to the provisions of chapter 1013.</p>	<p>Specific duty</p> <p>See Also: <b>1013.64 Funds for comprehensive educational plant needs; construction cost maximums for school district capital projects.</b> <b>1013.65 Educational and ancillary plant construction funds; Public Education Capital Outlay and Debt Service Trust Fund; allocation of funds.--</b></p>		<p><b>COE:</b></p> <p><b>1001.11 Commissioner of Education; other duties.--</b></p> <p>(1) The Commissioner of Education must independently perform the following duties:</p> <p>... (3) Notwithstanding any other provision of law to the contrary, the Commissioner of Education, in conjunction with the Legislature, must recommend funding priorities for the distribution of capital outlay funds for public postsecondary educational institutions, based on priorities that include, but are not limited to, the following criteria:</p> <p>(a) Growth at the institutions. (b) Need for specific skills statewide. (c) Need for maintaining and repairing existing facilities. ...</p>

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
<b>FIRE SAFETY/SECURITY</b>			
<p>(19) Provide to the law enforcement agency and fire department that has jurisdiction over the community college a copy of the floor plans and other relevant documents for each educational facility as defined in s. 1013.01(6). After the initial submission of the floor plans and other relevant documents, the community college president shall submit, by October 1 of each year, revised floor plans and other relevant documents for each educational facility that was modified during the preceding year.<sup>26</sup></p>	<p>Specific duty</p> <p>Date sensitive task... <b>Is this being done?</b></p> <p><i>See Also:</i>  <b>1013.13 Coordination of school safety information; construction design documents.--</b>  <i>"... (2) Each community college president must provide to the law enforcement agency and fire department that has jurisdiction over the community college a copy of the floor plans and other relevant documents for each educational facility as defined in s. 1013.01. After the initial submission of the floor plans and other relevant documents, the community college president shall submit, by October 1 of each year, revised floor plans and other relevant documents for each educational facility that was modified during the preceding year."</i></p> <p><b>1013.11 Postsecondary institutions assessment of physical plant safety.--</b>  <i>The president of each postsecondary institution shall conduct or cause to be conducted an annual assessment of physical plant safety.<sup>27</sup> An annual report shall incorporate the findings obtained</i></p>		

<sup>26</sup> Ensure that floor plans/other documents are submitted by October 1<sup>st</sup> of each year, in accordance with s.1001.65(19) and s.1013.13 (which is almost identical to the language in s.1001.65(19)).

<sup>27</sup> Ensure that an annual assessment of physical plant safety is conducted in accordance with s. 1013.11 and a report filed by January 1<sup>st</sup> of each year. Where is such report filed?

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullowney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p><i>through such assessment and recommendations for the improvement of safety on each campus. The annual report shall be submitted to the respective governing or licensing board of jurisdiction no later than January 1 of each year. Each board shall compile the individual institutional reports and convey the aggregate institutional reports to the Commissioner of Education. The Commissioner of Education shall convey these reports and the reports required in s. 1008.48 to the President of the Senate and the Speaker of the House of Representatives no later than March 1 of each year.</i></p> <p>...Is this being done?</p>		
<b>CLAST WAIVERS</b>			
(20) Establish a committee to consider requests for waivers from the provisions of s. 1008.29 and approve or disapprove the committee's recommendations.	<p>Specific duty</p> <p><i>See Also:</i>  <b>1007.264 Impaired and learning disabled persons; admission and graduation, substitute requirements; rules.--</b>  <b>1008.29 College-level communication and mathematics skills examination (CLAST).--</b></p>		
<b>ARTICULATION/K-20</b>		<b>ARTICULATION/K-20</b>	
(21) Develop and implement jointly with school superintendents a comprehensive articulated acceleration program, including a comprehensive interinstitutional articulation agreement, for the students enrolled in their respective school districts	<p>Specific Duty</p> <p><b>1007.22 Articulation; postsecondary institution coordination and collaboration.--</b></p>	(9) A board of trustees may contract with the board of trustees of a state university for the community college to provide college-preparatory instruction on the state university campus.	<p>SBOE:  <b>1001.03 Specific powers of State Board of Education.--</b>                  ... (7) <b>ARTICULATION ACCOUNTABILITY.--</b>The State Board of Education shall develop articulation</p>

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

<b>1001.65 Community college presidents; powers and duties.</b>	<b>Comments/ Other Statutory, Rule and Guideline Language</b>	<b>1001.64 Community college boards of trustees; powers and duties.--</b>	<b>State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)</b>
and service areas pursuant to the provisions of s. 1007.235.	<b>G&amp;P 26. Guidelines for Concurrent-Use Articulation Agreements</b>	(8)(c) Boards of trustees are authorized to establish intrainstitutional and interinstitutional programs to maximize articulation pursuant to s. 1007.22.  (42) Each board of trustees shall implement a plan, in accordance with guidelines of the State Board of Education, for working on a regular basis with the other community college boards of trustees, representatives of the university boards of trustees, and representatives of the district school boards to achieve the goals of the seamless education system. <sup>28</sup>	accountability measures that assess the status of systemwide articulation processes, and shall establish an articulation accountability process in accordance with the provisions of chapter 1008.
<b>STUDENTS/ STUDENT CONDUCT</b>		<b>STUDENTS/ STUDENT CONDUCT</b>	<b>STUDENTS/ STUDENT CONDUCT</b>
(22) Have authority, after notice to the student of the charges and after a hearing thereon, to expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the State Board of Education or of the board of trustees of the community college pursuant to the provisions of s. 1006.62.	This authority is usually delegated by the president to others at the college.  <i>See Also:1006.60. Codes of conduct; disciplinary measures; rulemaking authority.—“(1) Each community college and state university may adopt, by rule, codes of conduct and appropriate penalties for violations of rules by students, to be administered by the institution. Such penalties, unless otherwise provided by law, may include: reprimand; restitution; fines; withholding of diplomas or transcripts pending compliance with rules, completion of any student judicial</i>	(8)(f) Each board of trustees may establish a uniform code of conduct and appropriate penalties for violation of its rules by students and student organizations, including rules governing student academic honesty. Such penalties, unless otherwise provided by law, may include fines, the withholding of diplomas or transcripts pending compliance with rules or payment of fines, and the imposition of probation, suspension, or dismissal.  (8)(e) Each board of trustees must adopt a written anti-hazing policy, provide a program for the enforcement of such rules, and adopt appropriate penalties for violations of such rules pursuant to the provisions of s. 1006.63(1)-(3).	

<sup>28</sup> Ensure that DBOTs, in accordance with s.1001.64(42), implements the articulation/cooperation plan as required.

<sup>29</sup> Each community college must provide its students with an up-to-date student handbook that includes student rights and responsibilities, appeals processes available to students, contact persons available to help students, student conduct code, and information regarding HIV and AIDS, in accordance with the provisions of s.1002.21(5) and s. 1006.50.

<sup>30</sup> Each community college must maintain a student ombudsman office and established procedures for students to appeal to the office regarding decisions about the student's access to courses and credit granted toward the student's degree, in accordance with the provisions of s.1002.21(6) and s. 1006.51.



**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p><i>process or sanction, or payment of fines; restrictions on the use of or removal from campus facilities; community service; educational requirements; and the imposition of probation, suspension, dismissal, or expulsion. ..."</i></p> <p><b>1006.61 Participation by students in disruptive activities at public postsecondary educational institution; penalties.--</b>  <i>"(1) Any person who accepts the privilege extended by the laws of this state of attendance at any public postsecondary educational institution shall, by attending such institution, be deemed to have given his or her consent to the policies of that institution, the State Board of Education, and the laws of this state. Such policies shall include prohibition against disruptive activities at public postsecondary educational institutions. ..."</i></p> <p><b>1006.62 Expulsion and discipline of students of community colleges and state universities.--</b>  <i>"(1) Each student in a community college or state university is subject to federal and state law, respective county and municipal ordinances, and all rules and regulations of the State Board of Education or board of trustees of the institution.                      (2) Violation of these published laws, ordinances, or rules and regulations may subject the violator to appropriate action by the institution's authorities. ..."</i></p> <p><b>1002.21 Postsecondary student and parent rights</b></p>		

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mullooney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p>1006.50 Student handbooks.--<sup>29</sup>                      1006.51 Student ombudsman office<sup>30</sup>                      1006.63 Hazing prohibited.--                      1006.68 HIV and AIDS policy.--                      1006.69 Vaccination against meningococcal meningitis and hepatitis B.--</p> <p>G&amp;P 10. Guidelines for Aids Policy in the Community College System</p>		
EQUAL OPPORTUNITY		EQUAL OPPORTUNITY	EQUAL OPPORTUNITY
<p>(23) Submit an annual employment accountability plan to the Department of Education pursuant to the provisions of s. 1012.86.</p>	<p>Specific duty</p> <p><b>1012.86 Community college employment equity accountability program.--</b>                      "...<i>(2)(a) On or before May 1 of each year, each community college president shall submit an annual employment accountability plan to the Commissioner of Education and the State Board of Education. The accountability plan must show faculty and administrator employment data according to requirements specified on the federal Equal Employment Opportunity (EE0-6) report. ...</i>"<sup>31</sup></p>		<p>See:  <b>1000.05 Discrimination against students and employees in the Florida K-20 public education system prohibited; equality of access required.--</b>                      (1) This section may be cited as the "Florida Educational Equity Act."                      (2)(a) Discrimination on the basis of race, ethnicity, national origin, gender, disability, or marital status against a student or an employee in the state system of public K-20 education is prohibited. No person in this state shall, on the basis of race, ethnicity, national origin, gender, disability, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any public K-20 education program or activity, or in any employment conditions or practices, conducted by a public educational institution that receives or benefits from federal or state financial assistance.                      (b) The criteria for admission to a program or course shall not have the effect of restricting access by persons of a particular race, ethnicity, national origin, gender, disability, or marital status.                      (c) All public K-20 education classes shall be available to all students without regard to race, ethnicity, national origin, gender, disability, or marital status; however, this is not intended to eliminate the</p>

<sup>31</sup> Ensure that the Equity Accountability Report is submitted on or before May 1<sup>st</sup> of each year in accordance with s.1012.86 and s.1001.65(23).

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Muldowney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
			<p>provision of programs designed to meet the needs of students with limited proficiency in English, gifted students, or students with disabilities or programs tailored to students with specialized talents or skills. ...</p> <p>... (4) Educational institutions within the state public K-20 education system shall develop and implement methods and strategies to increase the participation of students of a particular race, ethnicity, national origin, gender, disability, or marital status in programs and courses in which students of that particular race, ethnicity, national origin, gender, disability, or marital status have been traditionally underrepresented, including, but not limited to, mathematics, science, computer technology, electronics, communications technology, engineering, and career and technical education.</p> <p><b>DOE:</b> 1000.05</p> <p>... (6) The functions of the Office of Equal Educational Opportunity of the Department of Education shall include, but are not limited to:</p> <p>(a) Requiring all district school boards, community college boards of trustees, and state university boards of trustees to develop and submit plans for the implementation of this section to the Department of Education.</p> <p>(b) Conducting periodic reviews of public K-20 educational agencies to determine compliance with this section and, after a finding that an educational agency is not in compliance with this section, notifying the agency of the steps that it must take to attain compliance and performing followup monitoring. ...</p>
(24) Annually evaluate, or have a designee annually evaluate, each department chairperson, dean, provost, and vice president in achieving the annual and long-	Specific duty  Is this being done?	(19) Each board of trustees shall appoint, suspend, or remove the president of the community college. The board of trustees may appoint a search committee. The	

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mallowney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
term goals and objectives of the community college's employment accountability plan. <sup>32</sup>		board of trustees shall conduct annual evaluations of the president in accordance with rules of the State Board of Education and submit such evaluations to the State Board of Education for review. The evaluation must address the achievement of the performance goals established by the accountability process implemented pursuant to s. 1008.45 and the performance of the president in achieving the annual and long-term goals and objectives established in the community college's employment accountability program implemented pursuant to s. 1012.86.	
<b>DELEGATION OF AUTHORITY</b>			<b>DELEGATION OF AUTHORITY</b>
(25) Have vested with the president or the president's designee the authority that is vested with the community college.	General delegation of authority  ...from DBOT to president and from president to staff...?		<b>SBOE:</b> <b>1001.02 General powers of State Board of Education.--</b> (1) The State Board of Education is the chief implementing and coordinating body of public education in Florida, and it shall focus on high-level policy decisions. ... Except as otherwise provided herein, it may, as it finds appropriate, delegate its general powers to the Commissioner of Education or the directors of the divisions of the department.
	<b>MISCELLANEOUS</b>	<b>MISCELLANEOUS</b>	<b>MISCELLANEOUS</b>
	No reference in the DBOT Powers to : <b>1004.77 Centers of technology innovation.--</b> (1) <i>The State Board of Education may designate centers of technology innovation at single community colleges, consortia of community colleges, or consortia of community colleges with other educational institutions. The state board shall adopt rules necessary to implement the provisions of this section.</i> ... It is unclear, after review of the Florida	(29) Each board of trustees may provide incubator facilities to eligible small business concerns pursuant to s. 1004.79. (30) Each board of trustees may establish a technology transfer center for the purpose of providing institutional support to local business and industry and governmental agencies in the application of new research in technology pursuant to the provisions of s. 1004.78. (31) Each board of trustees may establish economic development centers for the purpose of serving as liaisons between community colleges and the business sector pursuant to the provisions of s. 1004.80. (32) Each board of trustees may establish a child	<b>1000.06 Display of flags.--</b> Every public K-20 educational institution that is provided or authorized by the Constitution and laws of Florida shall display daily the flag of the United States and the official flag of Florida when the weather permits upon one building or on a suitable flagstaff upon the grounds of each public postsecondary educational institution and upon every district school board building or grounds except when the institution or school is closed for vacation, provided that, if two or more buildings are located on the same or on adjacent sites, one flag may be displayed for the entire group of buildings.

<sup>32</sup> Ensure that certain annual employee evaluations are conducted in accordance with s.1001.65(24).

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mallowney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p>Building Code as set forth in s. 553, F.S., if community colleges enjoy the following statutory exemption:</p> <p><b>1013.39 Building construction standards; exemptions.--Universities are exempt from local amendments to the Florida Building Code and the Florida Fire Prevention Code.</b></p> <p><b>1013.40 Planning and construction of community college facilities; property acquisition.--</b></p> <p>(1) The need for community college facilities shall be established by a survey conducted pursuant to this chapter. The facilities recommended by such survey must be approved by the State Board of Education, and the projects must be constructed according to the provisions of this chapter and State Board of Education rules.</p> <p>(2) No community college may expend public funds for the acquisition of additional property without the specific approval of the Legislature.</p> <p>(3) No facility may be acquired or constructed by a community college or its direct-support organization if such facility requires general revenue funds for operation or maintenance upon project completion or in subsequent years of operation, unless prior approval is received from the Legislature.</p> <p><b>255.0516 Bid protests by educational</b></p>	<p>development training center pursuant to s. 1004.81.</p> <p>(36) Each board of trustees may enter into lease-purchase arrangements with private individuals or corporations for necessary grounds and buildings for community college purposes, other than dormitories, or for buildings other than dormitories to be erected for community college purposes. Such arrangements shall be paid from capital outlay and debt service funds as provided by s. 1011.84(2), with terms not to exceed 30 years at a stipulated rate. The provisions of such contracts, including building plans, are subject to approval by the Department of Education, and no such contract may be entered into without such approval.</p> <p>(38) Each board of trustees is authorized to borrow funds and incur debt, including entering into lease-purchase agreements and the issuance of revenue bonds as specifically authorized and only for the purposes authorized in ss. 1009.22(6) and (9) and 1009.23(11) and (12). At the option of the board of trustees, bonds may be issued which are secured by a combination of revenues authorized to be pledged to bonds pursuant to ss. 1009.22(6) and 1009.23(11) or ss. 1009.22(9) and 1009.23(12). Lease-purchase agreements may be secured by a combination of revenues as specifically authorized pursuant to ss. 1009.22(7) and 1009.23(10).</p>	

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 2003**

*Prepared by Bill Mallowney, Valencia Community College*

1001.65 Community college presidents; powers and duties.	Comments/ Other Statutory, Rule and Guideline Language	1001.64 Community college boards of trustees; powers and duties.--	State Board of Education (SBOE) Commissioner of Education(COE) Department of Education (DOE)
	<p><i>boards.--With respect to state contracts and bids pursuant to competitive bidding, whether under chapter 1013, relating to educational facilities, or under this chapter, relating to public buildings, if a school board, a community college board of trustees, or a state university board of trustees uses procedures pursuant to chapter 120 for bid protests, the board may require the protestor to post a bond amounting to:</i></p> <p><i>(1) Twenty-five thousand dollars or 2 percent of the lowest accepted bid, whichever is greater, for projects valued over \$500,000; and</i></p> <p><i>(2) Five percent of the lowest accepted bid for all other projects, conditioned upon payment of all costs and fees which may be adjudged against the protestor in the administrative hearing. If at the hearing the agency prevails, it shall recover all costs and attorney's fees from the protestor; if the protestor prevails, the protestor shall recover from the agency all costs and attorney's fees.</i></p>		

**The Reference Chart: Purpose, Structure and Use**

As requested by the Chair of the Florida Community College Council of Presidents, the attached reference chart was created to provide a framework for trustees, presidents and college personnel to better know and understand the legal authority under which colleges operate, as well as the complex collection of laws, rules, and guidelines that affect our progress in achieving our college missions.

The reference chart was constructed primarily as a tool to facilitate comparison between the community college presidential powers/duties section of the Florida Statutes (Column One) and the community college District Board of Trustees (DBOT) powers/duties section (Column Three). Using the presidential statute as the base statute for analysis, its subsections were listed in order and assigned a subject matter heading. The DBOT statute was then reordered and listed to correspond to and line up with the subject matter order of the base statute. The subject matter headings include Authority, Rulemaking, Budget/Finance, Employment/Personnel, Contracts/Transactions, College Property/Resources, Academic Programs, Administration and Governance, Strategic Planning, Accountability, and several others.

To make this tool more useful, Column Two was added to overlay other relevant laws, rules, and guidelines which affect community colleges, reordered to fit within the designated subject areas. Then, Column Four was added to include state level statutory language (State Board of Education, Commissioner of Education, and Department of Education) affecting community colleges, again reordered to fit within the subject matter headings.

The reference chart is quite revealing in helping to sort out respective roles, powers, and duties in the governance and administration of community colleges. The list set forth below (*also directly included in the reference chart as footnotes – they are numbered in the order they appear as footnotes in the reference chart*) reflects some initial observations, analyses, and questions about statutory language affecting community colleges, and the interplay between sections of related laws. Also identified are most legislative mandates that require some specific action (reports, rules, etc.) on the part of the president/college.

**Observations and Analysis**

Footnote #	Footnote Text
4.	The local authority of DBOTs is legislatively mandated in s. 1000.03(1) which states the clear legislative intent for Florida public education to be a “decentralized system without excess layers of bureaucracy.” (p.2)
6.	S. 1001.64(4)(a) is a key provision authorizing supplementary rules, providing DBOTs with local control and clarifying rulemaking authority. (p.4)
7.	S. 1001.64(4)(b) is the first of several subsections which exist with the intention of supplying community colleges with sufficient specific legislative rulemaking authority as required by s. 120.536, F.S. Please note that in this and other sections, the appropriate language probably should be “is specifically authorized to adopt rules...”. Numerous references to DBOTs’ authority for “procedures” and “policies” may be redundant at best and otherwise not cognizant of the role of DBOTs (generally, DBOTs operate at a strategic policy level, not an administrative/operational procedural level. Other subsections reflecting this possible issue include s. 1001.64 (5), (8), (23), (24), (40), (44), and (45). (p.4)
9.	With regard to SBOE rulemaking, in addition to the requirement of specific legislative authority (s. 120.536, F.S.), s. 1001.02(9) sets forth additional parameters for SBOE rulemaking by requiring that SBOE rules ensure the quality of education, coordination among the community colleges and state universities, and efficient progress

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 30, 2003**

*Prepared by Bill Mullooney, Valencia*

10.	toward accomplishing the community college and state university mission. (p.4)  Currently, the COP is finalizing recommendations, to be transmitted to the SBOE, for major revisions to SBOE rules related to community colleges. (p.4)
12.	Community college personnel laws, post-code rewrite, are in need of an overall review and assessment with regard to the respective roles of DBOTs and presidents in personnel matters. A comparison of the language in s.1001.64(18), s.1001.65(3), and s.1012.855(1)(a-b), as set forth above, demonstrates some ambiguity. A working group of college attorneys, business officers, and HR professionals could perform this review. (p.10)
13.	The language in s.1001.64(8)(a) allowing DBOTs to consider past actions of students in admission/enrollment decisions affords colleges deference in making decisions in the best interests of the college. (Similar language applicable to employees is contained in s.1001.64(46). (p.12)
15.	College should have contract management policies and procedures, with provisions for signature authority and tracking, to implement s.1001.65 (5) and ss. 1001.64 (25), (26), (28), and (37). (p.14)
16.	S.1004.726, F.S. sets key parameters for college intellectual property policies.
24.	(p.16)  S.1001.20(4)(e), with regard to the role of the Office of the Inspector General of DOE, requires a prior determination by the Commissioner that a DBOT is unable or unwilling to address certain substantiated allegations before the Inspector General conducts, coordinates, or requests investigations into such substantiated allegations. This provision was specifically worked out with the legislature and the DOE to respect the local authority of DBOTs and give colleges a fair opportunity to address complaints. (p.29)

**Mandated Duties: The "To-Do List"**

Footnote #	Footnote Text
5.	Ensure that the rules report, as required by s. 120.74, is properly submitted in a timely manner. (p.4)
8.	Ensure that DBOT has rules, in accordance with s. 1001.64(24), governing parking and the direction and flow of traffic within campus boundaries. (p.4)
14.	Pursuant to s.1001.64(8)(g), ensure that DBOT has rule on accommodation of religious observance. (p.12)
23.	S.1001.65(15) requires presidents (or designees) to approve internal procedures of student governments. Is this being done? (p.28)
26.	Ensure that floor plans/other documents are submitted by October 1st of each year, in accordance with s.1001.65(19) and s.1013.13 (which is almost identical to the language in s.1001.65(19). (p.32)
27.	Ensure that an annual assessment of physical plant safety is conducted in accordance with s. 1013.11 and a report filed by January 1st of each year. Where is such report filed? (p.32)
28.	Ensure that DBOTs, in accordance with s.1001.64(42), implements the articulation/cooperation plan as required. (p.34)



**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

**October 30, 2003**

*Prepared by Bill Mullooney, Valencia*

29.	Each community college must provide its students with an up-to-date student handbook that includes student rights and responsibilities, appeals processes available to students, contact persons available to help students, student conduct code, and information regarding HIV and AIDS, in accordance with the provisions of s.1002.21(5) and s. 1006.50. (p.34)
30.	Each community college must maintain a student ombudsman office and established procedures for students to appeal to the office regarding decisions about the student's access to courses and credit granted toward the student's degree, in accordance with the provisions of s.1002.21(6) and s. 1006.51. (p.34)
31.	Ensure that the Equity Accountability Report is submitted on or before May 1st of each year in accordance with s.1012.86 and s.1001.65(23). (p.36)
32.	Ensure that certain annual employee evaluations are conducted in accordance with s.1001.65(24). (p.38)

**Questions to be Considered**

Footnote #	Footnote Text
11.	In accordance with 1001.64(11), do colleges submit a budget request to the SBOE as required? Also, this section states that the SBOE approves the college operating budgets, while s. 1011.01(3) states that the Commissioner of Education reviews college annual operating budgets, while s. 1011.30 states that the college budgets are to be transmitted to the Department of Education for review and approval. This apparent ambiguity should be resolved by respecting the local authority of the DBOTs. (p.8)
21.	In accordance with s.1001.64(14), do DBOTs recommend college strategic plans to the SBOE? What is the purpose of this recommendation? Are college strategic plans to be somehow included in the SBOE strategic plan? The relationship between individual community college strategic plans and the SBOE strategic plan is ambiguous. (p.26)
25.	Is the state accountability plan being developed with DBOTs involvement in accordance with s.1008.45? (p.30)

**"Harmless Error"**

Footnote #	Footnote Text
1.	The inclusion of the word "shall" in the prefatory language of s.1001(65) appears to make each listed presidential duty mandatory, which may be awkward for s. 1001.65(8) and (14). (p.1)
3.	S. 1001.64(3), granting the DBOT the power to act without recommendation of the president appears to contradict s. 1001.64(4)(a) with regard to rulemaking, which occurs only after recommendation from the president. (p.1)
18.	S.1001.65(8) is not universally applicable. Not all colleges have intercollegiate athletic programs, so requiring the president to administer one makes little sense. Beyond that, this task of administration is universally delegated to the Athletic Director. In addition, s.1006.71(1)(a) presents a similar issue. (p.20)
19.	S.1001.64(17) refers to a "s.1008.44" – which does not exist. This appears to be a harmless glitch. (p.22)
20.	S.1001.65(13) appears to be in error - presidents currently do not determine whether their colleges are "meeting the goals of its strategic plan adopted by the State Board of Education." This wording is awkward at best, and looks like a mistake --

**Community College Presidents/Boards/The State of Florida: Statutory Powers and Duties**

October 30, 2003

*Prepared by Bill Mallowney, Valencia*

22.	<p>“SBOE” probably should be “DBOT”. (p.26)</p> <p>S.1001.65(14) appears to mandate student exchange programs that do not exist at many colleges. This ambiguity has not been an issue to date. (p.27)</p>
<b>Other Relevant Laws</b>	
<b>Footnote #</b>	<b>Footnote Text</b>
2.	See s. 607.0302, F.S. regarding powers and duties of body corporate. (p.1)
17.	See s.705.18,F.S., Disposal of personal property lost or abandoned on university or community college campuses or certain public-use airports; disposition of proceeds from sale thereof. See also s. 274.05, F.S., Surplus property. (p.16)

**Quick Guide to some Statutory Mandates of Note to Community Colleges:**

**Mandated Rules/Policies**

- Parking and Campus Traffic
- Accommodation of Religious observances
- Prohibition against and discipline for disruptive activities
- Gender Equity Plan
- Aids/HIV
- Hazing
- Personnel program, with mandated policies

**Reports to DOE**

- Rules Revision Report
- Floor plans Report
- Physical Plant Safety Report
- Equity Accountability Report
- Campus crime statistics

**Administrative Requirements**

- Approve internal procedures of student governments
- Implement articulation/cooperation plan
- Provide a Student Handbook with required contents
- Maintain a student Ombudsman Office
- Conduct certain employee evaluations in accordance with Equity statute
- Provide to students information on meningitis and Hepatitis B

## The Reference Chart: Table of Contents

<u>Subject</u>	<u>Page</u>
Authority_____	1
Rulemaking_____	3
Budget/Finance_____	7
Employment/Personnel_____	10
Admission of Students_____	12
Contracts/Transactions_____	13
College Property/Resources_____	16
Academic Calendar_____	20
Athletics_____	20
Academic Programs_____	22
Award of Degrees_____	23
Student Fees_____	24
Administration/Governance_____	24
Strategic Planning_____	26
Student Exchange_____	27
Student Government_____	28
Compliance_____	28
Accountability_____	30
PECO_____	31
Fire Safety/Security_____	32
CLAST Waivers_____	33
Articulation/K-20_____	33
Students/Student Conduct_____	34
Equal Opportunity_____	36
Delegation of Authority_____	38
Miscellaneous_____	38

## **Section 18**

# **Florida College System Information Security Guidelines August 19, 2011**



# Florida College System

## Information Security Guidelines

### Final Document

B. Page Farmer, Jr.  
4137 Carmichael Rd  
Montgomery, AL 36106-3614  
farmerp@us.ibm.com  
(720) 396-6868

August 19, 2011

# Table of Contents

## Table of Contents

<b>Forward</b> .....	<b>3</b>
<b>1. Introduction</b> .....	<b>4</b>
Purpose of the Guidelines .....	4
Scope of the Guidelines.....	5
Limitation of the Guidelines .....	5
<b>2. Internal Control</b> .....	<b>6</b>
Internal IT Control and Management.....	6
Definition .....	7
Types of Internal Control .....	7
<b>3. Basic Principles for IT Security Controls</b> .....	<b>8</b>
Plan of Organization .....	8
Sound Practices of Administration.....	8
Quality of Personnel .....	9
<b>4. Objectives and Questionnaires</b> .....	<b>10</b>
Objectives and Questionnaires.....	10
Institutional Technology Security Services.....	10
Regulatory Compliance .....	11
Technical, Policy and Standards Compliance.....	12
Data Storage Protection .....	13
Access Control Services.....	14
Code of Conduct.....	15
Information Security Policy .....	16
Data Transaction Security .....	17
Enterprise Security Architecture.....	18
Security Risk Management .....	19
Internal Audit and Response .....	20
Asset Management.....	21
<b>5. The Role of Internal Auditing</b> .....	<b>23</b>

## Forward

---

The Florida College System Information Security Guidelines is designed to give assistance to community College information technology (IT) administrators in developing and maintaining proper controls in the IT operation of the Colleges. The recommendations in this guide are usually found in established standards such as the ISO/IEC 27002/17799:2005 or the ITSE National Education Technology Standards (NETS), but there is a great need for IT managers to use similar recommendations as a “self evaluator” of an IT operation to determine if the controls are properly “in place” and/or maintained during any operational year. By using the guide, IT managers may eliminate deficiencies before they appear in an audit report.

In response to findings found by the State of Florida Auditor General’s Office, the Florida College System (FCS), comprised of 28 Florida Colleges and the College Center for Library Automation (CCLA), engaged IBM in May, 2011, to assist with determining what the security posture was for each of the Colleges and the CCLA, establish goals against which audits can be performed for priority security areas, and to assist with the development of this guidelines document.

Through a cooperative effort, the Chief Information Officers for the participating Colleges and the CCLA established the minimum and goal security maturity postures for the FCS, and developed this guidelines document. In September, 2011, the Colleges formalized the resulting work effort and documentation to be presented for a state-wide adoption as guidelines for the Florida College System.

The recommendations in the guide are based on the following factors:

- Best practices as identified in the ISO/IEC 27002 international standard.
- Consistent minimum requirements for compliance with auditing requirements.
- Consistent goal requirements for operating a capable IT organization with a focus on achieving efficiencies where possible.
- Sound operating practices required for an IT organization.

## 1. Introduction

---

The concept of internal control has evolved gradually over the years, with the greatest period of development occurring during the decade beginning about 1940. Impetus for such development came from both management and auditors. Management has recognized internal control as a valuable tool in effectively carrying out its responsibilities, and auditors have pressed for improvement in internal control in their efforts to be of assistance to their clients, as well as to permit reductions in audit work made possible by the concomitant increase in the credibility of IT records and in IT operations. The effect on auditing has thus been to reduce the need for routine, mechanical verification of record keeping accuracy, permitting substitution of a less time consuming approach that involves reasoning and judgment and stresses such activities as review, analysis, evaluation and statistical sampling.

Most information needed by management in order to keep informed about IT operations comes from the reporting of individual IT operating departments. The information, to be of maximum value, must be reliable, complete, and available as quickly as possible. Also the protection of the resources of the business is important against a multitude of possible losses ranging from physical asset theft to lack of compliance with government and industry regulations.

Control is necessary to assure that management policies and directives are properly followed. Many times personnel assigned a major area of responsibility are far removed from the scene of operations and personal supervision of employees is impossible. As a substitute, management must rely on various control techniques to implement its decisions and goals. Control is necessary over a wide range of activities, such as maintaining accurate access control and authorization to protection of data during storage and transmission.

These brief comments emphasize that good internal control is a key factor in the effective management of any business enterprise. Internal control is also the means by which management can best discharge its primary responsibility, mentioned earlier, for the reporting of adequate and accurate compliance and operating information to all interested parties which in this case would be the taxpayers, College Boards of Trustees, College Presidents, etc.

### *Purpose of the Guidelines*

The purpose of these guidelines is to assist the Florida College System in developing adequate internal IT controls at the operating level of each College. A use of procedures will provide a system of checks and balances to safeguard the interests of the taxpayers, boards of trustees, administrative officers and employees of the College and is very important to the effective operation of any College in the Florida College System. The guide may be used by internal auditors of the individual Colleges, but the material is mainly directed to the College IT administrators for establishing and maintaining the proper controls needed for good IT management practices.

The guide includes an internal control questionnaire for each identified security area included in this study. From these materials, the school IT administrator can check the internal controls that are presently being used in the individual College and determine if and where improvements can be made.



## *Scope of the Guidelines*

The scope of the material presented covers several major areas and activities that relate directly to the IT operation of the College and recommends that the factors listed below be considered when developing the internal IT controls for the individual College:

- Principles of the controls
- Objectives of the controls
- Procedures for the controls

In addition to the above items, an internal control questionnaire is included for each IT activity discussed in the guide.

## *Limitation of the Guidelines*

It would be impossible to recommend internal IT controls that cover in detail all of the different situations which may be encountered in each College. Therefore, the user will find that the recommendations reflect minimum goal requirements for such controls that are needed for the major areas or activities that are common to the Colleges. Therefore, the IT administrator at each College will develop the necessary internal IT controls to fit the individual College requirements and such controls will be supplementary or complementary to the ones recommended in this material. This guide includes only internal IT controls and currently excludes auditing and administrative procedures.

In addition to the minimum goal requirements, desired goal requirements are provided to allow the IT administrator the ability to establish an IT operation that is capable and focuses on increasing efficiency over time.

## 2. Internal Control

---

### *Internal IT Control and Management*

Management has the responsibility for devising, installing and currently supervising a system of internal control adequate to:

- safeguard the assets of an organization;
- check the accuracy and reliability of reporting data;
- promote operations efficiency;
- encourage adherence to prescribed managerial policies, and

for these purposes for these purposes, to provide:

- an appropriate plan of organization;
- an adequate system of authorization and record procedures;
- sound practices; and
- lastly, personnel of appropriate number and capabilities.

Decisions reached as to the first three of the elements of internal control listed above lend themselves to orderly and effective recording. The broad design, considerations of detail, and the integration of the whole system of internal control demand careful planning. Such planning may be best accomplished by a flow chart design of the plan of internal control on paper in much the same manner as computer programs are conceived, designed, and tested before they are approved for use in an electronic data processing system.

Effective internal control is so pertinent to the question of regulatory compliance and the reliability of IT reporting data, and so fundamental to a proper discharge of management's total responsibility that it mandates management to be prepared to demonstrate the steps taken to attain it. A properly prepared procedures manual provides a standard with which the actual procedures in use may be compared to detect departures which may afford opportunities for irregularities. Detailed description in a procedures manual may be greatly simplified if management will develop and utilize a visual plan of organization and of the flow of transactions. Wholly apart from the day-to-day contribution which such procedures make to good management, well written manuals of IT policies and procedures, and organization and flow charts will greatly facilitate the school IT administrator's review of internal control and, by their orderliness, contribute materially to a higher quality of review.

It is impossible to devise any one system of internal control which will provide all the safeguards and meet the requirements of every College, regardless of size and type. Each College has its own peculiar problems, and what appears to be adequate in one instance will not suffice in another. It is very important to stress that controls, likewise, must be considered in the light of their economic utility. In instances where the cost of protection would far outweigh the possible losses, or where certain controls may retard operations to the point of adversely affecting production, management may decide that such controls are not feasible.

The responsibility of management does not end with the installation of control procedures initially deemed necessary. A system of internal control must be under constant surveillance to determine:

1. that prescribed policies are being interpreted properly and are being carried out;
2. that changes in operating conditions have not made the procedures cumbersome, obsolete or inadequate; and

3. that where breakdowns in the system appear, effective corrective measures are taken promptly.

Any system, regardless of its fundamental soundness, will deteriorate rapidly if not reviewed periodically. Laxity becomes contagious and if permitted to spread, will soon render any measures of control useless.

### ***Definition***

The Committee on Auditing Procedure of the American Institute of Certified Public Accountants has defined internal control as the following:

*Internal control comprises that plan of organization and all of the coordinate methods and measures adopted within a business to safeguard its assets, check the accuracy and reliability of its data, promote operational efficiency, and encourage adherence to prescribed managerial policies.*

This definition possibly is broader than the meaning sometimes attributed to the term. It recognizes that a system of internal control extends beyond those matters which relate directly to the functions of the IT organization. It also may be summarized by stating that internal control is the means by which management obtains the information, protection, and control that are vital to the efficient operation of any College.

### ***Types of Internal Control***

Internal control may be classified as administrative or IT controls. Administrative controls included the plan of organization and the methods and procedures that are concerned mainly with operational efficiency and adherence to managerial policies and usually relate only indirectly to IT records. Examples of such controls will include statistical analysis, time and motion studies, performance reports, employee training programs, and quality controls. Internal administrative controls are distinguishable from internal IT controls because they originate in and are usually conducted by operating departments other than the IT department. IT controls include the plan of organization and the methods and procedures that are concerned with, and related directly to, safeguarding of IT assets, compliance with government and industry regulations, and reliability of the status reporting. These controls will include the systems of authentication and authorization, separation of duties, physical controls over assets, and internal auditing.

### 3. Basic Principles for IT Security Controls

---

Each College should consider the principles recommended in this guide when it begins to establish the internal IT controls needed for the activities being maintained. These suggestions are not intended to be mandatory but they are recognized by College management, therefore, it is recommended that they be considered as necessary when developing internal IT controls after which should be adopted by each Board of Trustees.

The basic principles recommended in establishing and maintaining internal IT controls are as follows:

- A plan of organization would be established to provide appropriate segregation of functional responsibilities that are directly related to access controls including authentication and authorization.
- Sound practices should be required in performance of duties and functions of each of the organizational departments.
- Qualified personnel should be employed that will be commensurate with responsibilities assigned to them.

#### *Plan of Organization*

One of the first prerequisites for control in any College institution is that the responsibilities must be established. A clear understanding of departmental or individual responsibilities is necessary for a meaningful measurement of how well those responsibilities are being fulfilled. The areas of responsibilities should be reduced to a formal organization chart reflecting major divisions and subdivisions of the College institution. An important criterion as to the adequacy of any plan or organization is the extent to which it has organizational independence demonstrating separation of duties in such a way that no individual or team should control the authentication and access to records relating to its own operation. Although organizational independence requires this separation, it does not imply the creation of barriers preventing the coordination and cooperation between individuals or teams to improve the flow of work and increasing the overall efficiency of the operation.

The plan of organization from an internal control point of view is regarded as a system of checks and balances under which persons charged with responsibility for custody of assets and for operations would not be assigned the responsibility of providing access control, and those having responsibility for providing access control should not have any part in the custody of assets or the conduct of operations. Within the broad system, the duties of various individuals should be divided to provide a reasonable guard against irregularities and falsification of accounts by any one individual and to reduce the possibility of collusion to a practicable minimum.

#### *Sound Practices of Administration*

Many problems can be avoided and solved when the delegation of responsibility, procedures used, and policies established are reduced to writing. An organization chart is the usual means of formalizing the institution's organization and showing lines of responsibility. Written job descriptions should, in turn, support the organization chart, setting forth the duties and responsibilities of each College officer or employee. The division of duties and responsibilities should be established so that no one person will handle a transaction completely from the beginning to end. Finally, the

procedures manual, with flow charts, should show the steps necessary to carry out the duties connected with each job. Policies should also be set down in writing to assure consistent treatment and conformance with management planning.

### *Quality of Personnel*

The system is only as good as the people who operate it; the network administrator who lacks adequate training and ability would be unlikely to ensure compliance with government regulations. Prospective employees would be carefully screened and the work experience listed on the application forms should be verified with former employers. A blank period in an applicant's employment record may represent an attempt to conceal the fact that the person was discharged with cause from a job during the period. Adequate internal control from the viewpoint of the personnel employed requires the following steps:

1. Analyzing the job to reflect the qualifications needed.
2. Hiring personnel that meet the qualifications.
3. Training employees adequately for the job.
4. Establishing means of measuring the quality of performance on the job, such as:
  - Arranging duties so that the work of one employee is a check on that of another.
  - Reviewing the work by supervisors.
  - Instituting special control devices such as budgets, standard costs, internal audit staff, and, for some jobs, time and motion studies.

## 4. Objectives and Questionnaires

---

The preceding pages presented the basic essentials for a good system of internal IT control. In formulating an opinion of the effectiveness of the system, the following questions will ordinarily provide the business administrator the basis for his conclusions:

1. What procedures are currently established to accomplish effective internal control?
2. Are the procedures satisfactory?
3. Are the procedures actually being followed?

The following pages will present material to assist the College IT administrator in determining if proper controls are established and being maintained. The material will include recommended procedures and objectives and questionnaires for activities that are common to most Colleges. Each College IT administrator should develop the necessary controls to fit his/her requirements which will be supplementary or complementary to the ones recommended in this guidelines document.

The questionnaires have been designed to assist management in the determination of the adequacy or inadequacy of the institution's system of internal check and control. It is not intended to preclude the insertion of additional questions which may be pertinent in considering the methods of internal control employed by a particular institution. In the case of institutions that employ a small number of personnel, it may be found that considerable modification of the questionnaire is appropriate.

The pages of the questionnaire have been prepared with spaces to indicate affirmative or negative answers to questions listed on the form. Each question should be answered by a check-mark in the appropriate column. The questions have been devised so that an affirmative answer will indicate a satisfactory degree of internal control. The user of the questionnaire should complete a supplemental statement for each negative answer indicating what is needed for providing adequate controls. The completion of the questionnaire included in this guide will give the school business administrator the information needed to determine the adequacy or inadequacy of the internal IT controls for each institution.

### *Objectives and Questionnaires*

#### **Institutional Technology Security Services**

##### *Objectives:*

- To provide security advice to the IT security program of the College.
- To conduct research and development surrounding existing and emerging IT security issues.

*Questionnaire:*

**Minimum Requirements**

	Yes	No	N/A
1. Does the College have an advisory team formed from its internal IT Security team?	_____	_____	_____

**Goal Requirements**

	Yes	No	N/A
1. Does the advisory team meet on a regular, formalized basis?	_____	_____	_____
2. Does the advisory team have a line item in the budget?	_____	_____	_____
3. Has the advisory team's mission been formalized to include:			
• Defined roles and responsibilities?	_____	_____	_____
• Performing informal security reviews?	_____	_____	_____
• Providing input into setting of standards, risk assessments and awareness programs?	_____	_____	_____
• Conducting research and providing advice on existing and upcoming IT Security threats?	_____	_____	_____
• Conducting research and providing advice on practices, policies and products?	_____	_____	_____
• Coordinating security training?	_____	_____	_____
• Review and approve of processes to manage security issues and questions?	_____	_____	_____
• Review and approve standards for supplier-delivered services and products?	_____	_____	_____

**Regulatory Compliance**

*Objectives:*

- To understand the regulations pertaining to IT security with which the College must comply.

- To create and implement a program to ensure that compliance with regulations is achieved and maintained.

**Questionnaire:**

**Minimum/Goal Requirements**

	Yes	No	N/A
1. Has the College identified and documented the regulations to which it must comply?	_____	_____	_____
2. Has the College documented the impact of non-compliance with the identified regulations?	_____	_____	_____
3. Has the College identified and documented the areas of non-compliance that must be address to come into compliance?	_____	_____	_____
4. Has the College developed a formal compliance program to address the areas of non-compliance?	_____	_____	_____
5. Has the College performed an ad-hoc audit to measure compliance?	_____	_____	_____

**Technical, Policy and Standards Compliance**

**Objectives:**

- To create and implement a program for ensuring the College conforms and complies to documented security policies and standards.
- To identify and correct areas of non-compliance.

**Questionnaire:**

**Minimum Requirements**

	Yes	No	N/A
1. Has the College documented processes and procedures to achieve compliance with security policies and standards?	_____	_____	_____

**Goal Requirements**

	Yes	No	N/A
1. Has the College established a formal compliance program with: <ul style="list-style-type: none"> <li>• Formal roles and responsibilities?</li> </ul>	_____	_____	_____



<ul style="list-style-type: none"> <li>• Allocated funding?</li> <li>• Has a formal process for identifying gaps?</li> <li>• Has a formal process for establishing short term, best effort projects as needed?</li> <li>• Has a formal process for establishing long term projects as needed, which may require funding for technology and solutions?</li> <li>• Has a formal exception process for those areas that must remain out of compliance?</li> <li>• Has a formal process for establishing schedules for bringing out of compliance issues into compliance?</li> </ul>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>2. Is an audit team periodically engaged to perform independent reviews for identifying areas out of compliance?</p>	<p>_____</p>	<p>_____</p>	<p>_____</p>

## Data Storage Protection

### *Objectives:*

- To protect data at rest on mobile workstations, desktop workstations, servers and archived data.

### *Questionnaire:*

#### Minimum Requirements

	Yes	No	N/A
<p>1. Does the College have a data classification model defining what critical and sensitive data are?</p>	<p>_____</p>	<p>_____</p>	<p>_____</p>
<p>2. Has a data storage protection policy been defined?</p>	<p>_____</p>	<p>_____</p>	<p>_____</p>
<p>3. Does the data storage protection policy cover the storage and protection of physical media?</p>	<p>_____</p>	<p>_____</p>	<p>_____</p>
<p>4. Have high-profile devices requiring data storage protection been identified?</p>	<p>_____</p>	<p>_____</p>	<p>_____</p>

## Goal Requirements

	Yes	No	N/A
1. Does the College's standard include the protection of data stored on the identified priority platforms and systems, and also mobile devices?	_____	_____	_____
2. Does the College control the use of removable media?	_____	_____	_____
3. Is critical and sensitive data encrypted according to its data classification model?	_____	_____	_____
4. Are data storage protection and the data classification model included into the College's awareness training program?	_____	_____	_____

## Access Control Services

### *Objectives:*

- To protect identify and authenticate users.
- To determine whether users are allowed access to requested data.

### *Questionnaire:*

## Minimum Requirements

	Yes	No	N/A
1. Does the College log system access on all College-owned IT assets?	_____	_____	_____
2. Does the College have a data classification model?	_____	_____	_____
3. Are all user credentials encrypted while being stored and transported across the College's network infrastructure, and kept in secured physical storage with recorded on hard copy (paper) media?	_____	_____	_____

## Goal Requirements

	Yes	No	N/A
1. Has the College established centralized policies and standards for access control, authentication and authorization?	_____	_____	_____
2. Do the standards include provisions for strong passwords?	_____	_____	_____

3. Does the College have a centralized access control infrastructure for authentication and authorization?

_____	_____	_____
-------	-------	-------

4. Does the access control infrastructure include the ability to handle credentials through the use of credential lifecycle management system?

_____	_____	_____
-------	-------	-------

## Code of Conduct

### Objectives:

- To provide the framework and the tools to enable its employees, contractors, and third parties to protect the College's tangible and intangible assets, including people, operations, technology, information, reputation, information, morale and knowledge capital.

### Questionnaire:

#### Minimum Requirements

	Yes	No	N/A
1. Has the College developed a Code of Conduct policy, which provides general behavior and conduct guidance to its employees?	_____	_____	_____
2. Has the expectations of the Code of Conduct policy been incorporated into the Colleges' awareness training program?	_____	_____	_____
3. Are the participants of the awareness training program tracked?	_____	_____	_____

#### Goal Requirements

	Yes	No	N/A
1. Is a software licensing and usage tracking program implemented at the College?	_____	_____	_____
2. Is the Code of Conduct policy distributed to the College's employees?	_____	_____	_____
3. Does the Code of Conduct policy include a review and update cycle?	_____	_____	_____
4. Is the awareness training program repeated periodically?	_____	_____	_____
5. Are procedures documented for investigating Code of Conduct violations?	_____	_____	_____

## Information Security Policy

### *Objectives:*

- To guide security related decisions in the protection of information assets.

### *Questionnaire:*

#### Minimum Requirements

	Yes	No	N/A
1. Has an Information Security Policy (ISP) been developed and documented?			
• Is the ISP based on a recognized national or international standard?	_____	_____	_____
• Has the ISP been aligned with the Enterprise Security Architecture?	_____	_____	_____
• Does the ISP define an approach to translate policies into standards?	_____	_____	_____
• Have roles and responsibilities in the IT Security organization been defined?	_____	_____	_____
• Incorporate an incident response process for dealing with security incidents?	_____	_____	_____
• Include a review and update cycle?	_____	_____	_____
2. Do the awareness training programs incorporate the Information Security Policy and general awareness of policies?	_____	_____	_____
3. Does the College allocate annual budgets to implement and fund the development of policies?	_____	_____	_____

#### Goal Requirements

	Yes	No	N/A
1. Does the ISP include a remediation strategy to close gaps between new security standards and the current implementation?	_____	_____	_____
2. Has the ISP been ratified by the Colleges senior level management?	_____	_____	_____

- |   |       |       |       |
|---|-------|-------|-------|
|   | _____ | _____ | _____ |
| 3. Is there an executive reporting system for reporting on IT Security?   | _____ | _____ | _____ |
| 4. Have the current implementation of IT Security standards been re-aligned to the Information Security Policy? | _____ | _____ | _____ |
| 5. Have guides been developed specific to the various parts of the College, and distributed accordingly?        | _____ | _____ | _____ |
| 6. Does the ISP include a process for automating and integrating the deployment of security policies?           | _____ | _____ | _____ |

### Data Transaction Security

#### *Objectives:*

- To protect the integrity of the data in transit, processing, and storage.
- To detect and correct against malicious manipulation or accidental corruption.

#### *Questionnaire:*

#### Minimum Requirements

- |  | Yes   | No    | N/A   |
|--|-------|-------|-------|
| 1. Does the College have a system backup/archiving process that:                                     |       |       |       |
| • Provides adequate funded resources to perform on-going backups of critical and priority platforms? | _____ | _____ | _____ |
| • Is properly sized to perform on-going backups?   | _____ | _____ | _____ |
| • Incorporates a formal backup policy?   | _____ | _____ | _____ |

#### Goal Requirements

- |  | Yes   | No    | N/A   |
|--|-------|-------|-------|
| 1. Are database roll back and roll forward processes implemented on all database systems?  | _____ | _____ | _____ |
| 2. Is there a policy to implement data validation and verification in all application development to minimize data quality issues at data input? | _____ | _____ | _____ |
| 3. Do all servers implement random access memory (RAM) with error correcting capabilities?   | _____ | _____ | _____ |

- |   |       |       |       |
|---|-------|-------|-------|
| 4. Do all server and storage repositories implement a minimum of RAID-5 disk arrays?                              | _____ | _____ | _____ |
| 5. Is the backup process periodically reviewed to identify risks, such as technology reaching end-of-life?        | _____ | _____ | _____ |
| 6. Do all servers and storage repositories integrate into the College's System Management platform for reporting? | _____ | _____ | _____ |

## Enterprise Security Architecture

### *Objectives:*

- To provide an organization with a way to holistically approach architecting secure solutions.
- To provide an architectural framework with a common set of information security services that can be leveraged by many if not all of the other architectural domains (business, application, data, network, privacy, etc.)

### *Questionnaire:*

#### Minimum Requirements

- |   | Yes   | No    | N/A   |
|---|-------|-------|-------|
| 1. Does the College have a central repository for all security architecture related documentation?  | _____ | _____ | _____ |
| 2. Is there a security review process, formal or informal, for any IT design and architecture activities of organizational systems and solutions? | _____ | _____ | _____ |

#### Goal Requirements

- |  | Yes   | No    | N/A   |
|--|-------|-------|-------|
| 1. Has the College obtained executive sponsorship to have an Enterprise Security Architecture?                       | _____ | _____ | _____ |
| 2. Has the College defined and implemented roles and responsibilities for an Enterprise Security Architecture?       | _____ | _____ | _____ |
| 3. Has the College defined and implemented an Enterprise Security Architecture?                                      | _____ | _____ | _____ |
| 4. Is the Enterprise Security Architecture aligned with the organization's risk management and compliance processes? | _____ | _____ | _____ |

- |   |       |       |       |
|---|-------|-------|-------|
| 5. Is the Enterprise Security Architecture incorporated into an executive reporting system?       | _____ | _____ | _____ |
| 6. Is there a review process to ensure compliance with the Enterprise Security Architecture?      | _____ | _____ | _____ |
| 7. Does the College have an awareness program that includes the Enterprise Security Architecture? | _____ | _____ | _____ |

## Security Risk Management

### *Objectives:*

- To allow IT managers the ability to balance the operational and economic costs of protective measures and achieve gains in mission capability by protecting the IT systems and data that support their organizations' missions.
- To assesses and manages IT security risk.
- To promote good security practices to improve the effectiveness of Security Operations.
- To gain awareness and control of IT security threats and risks.

### *Questionnaire:*

#### Minimum Requirements

- |   | Yes   | No    | N/A   |
|---|-------|-------|-------|
| 1. Have any Security Risk Management strategies been developed anywhere within the College?   | _____ | _____ | _____ |
| 2. Have the College's enterprise security, risk strategy and risk principles been documented? | _____ | _____ | _____ |
| 3. Have outlines been developed for the College's:  |       |       |       |
| • Security risk management strategy and framework?  | _____ | _____ | _____ |
| • Information asset profiling framework?  | _____ | _____ | _____ |
| • Project risk assessment framework?  | _____ | _____ | _____ |
| • Threat risk assessment framework?   | _____ | _____ | _____ |
| 4. Established an executive sponsor for the College's security risk management program?       | _____ | _____ | _____ |

## Goal Requirements

	Yes	No	N/A
1. Has the College defined an enterprise-wide Security Risk Management strategy and program?	_____	_____	_____
2. Has the Security Risk Management strategy been approved / ratified by College executives?	_____	_____	_____
3. Does the Security Risk Management program have links to:			
• IT Security governance framework?	_____	_____	_____
• Project risk assessment framework?	_____	_____	_____
• Threat and risk assessment framework?	_____	_____	_____
• Information asset profiling?	_____	_____	_____
• Asset management?	_____	_____	_____
• Enterprise Security Architecture?	_____	_____	_____
• Information Security Policy?	_____	_____	_____

## Internal Audit and Response

### *Objectives:*

- To evaluate the compliance posture of the College.
- To identify gaps in practices and in processes that constitute hurdles to achieving compliance.
- To become the foundation for the organization's response to external audits.

### *Questionnaire:*

#### Minimum Requirements

	Yes	No	N/A
1. Has the College establish a base scope and periodicity for IT Security audits?	_____	_____	_____
2. Has a baseline IT Security audit been performed?	_____	_____	_____



## Goal Requirements

	Yes	No	N/A
1. Has a remediate program been established to address gaps in the baseline audit?	_____	_____	_____
2. Has the standardized IT Security audit and reporting program been implemented across the College?	_____	_____	_____
3. Has a communication program been developed to communicate the results of audits across the College, as appropriate?	_____	_____	_____
4. Does the audit program have a formal charter to identify gaps in IT Security policies?	_____	_____	_____
5. Does the audit program provide measures against the College's compliance policies and goals?	_____	_____	_____

## Asset Management

### *Objectives:*

- To maintain the appropriate protection of organizational assets.

### *Questionnaire:*

## Minimum Requirements

	Yes	No	N/A
1. Does an IT Asset Management program exist and is it documented?	_____	_____	_____
2. Does the program include re-inventory and inventory reconciliation processes?	_____	_____	_____
3. Does the program define how to safeguard IT assets?	_____	_____	_____
4. Are the assets identified, with the asset inventory maintained and audited?	_____	_____	_____
5. Have owners been identified for all the IT assets?	_____	_____	_____
6. Have values been assigned to all the IT assets?	_____	_____	_____

## Goal Requirements

	Yes	No	N/A
1. Is the IT Asset Management plan used by the College?	_____	_____	_____
2. Are rules established for the acceptable use of IT assets?	_____	_____	_____
3. Does the Asset Management plan include procedures for properly disposing of IT assets?	_____	_____	_____

## 5. The Role of Internal Auditing

---

Internal auditing is a staff or advisory function rather than a line or operating function and serves management by reviewing the IT, accounting, financial and other operations of the institution. The internal auditor does not exercise direct authority over other personnel in the school, whose work he reviews. The internal auditor should be free to review and appraise policies, plans, procedures, and records; but his review and appraisal does not in any way relieve other persons in the organization of the responsibilities assigned to them.

Independence is essential to the effectiveness of the internal auditing function. The organizational status of the internal auditor and the support accorded to him by management are major determinates of the range and value of the services which management will obtain from the internal auditing function. The internal auditing function should be responsible to an officer of sufficient rank in the College as will assure the broad scope of activities and adequate consideration of an effective action of the findings or recommendations made by him.

Many textbooks and business organizations recommended that the internal auditing function should be under the chief business officer who is usually immediately under the President, therefore, as a line position, the internal auditor should find it possible to remain free of any basic operating responsibilities. Other groups feel that maximum independence can be assured the internal auditor by having him to report to the College President or even to the Board of Trustees, but the possible increase in independence would more than be offset by the inability of the President and the Board to effectively supervise his work because of the preoccupation with matters of more general concern.

Since complete objectivity is essential to the audit function, internal auditors should not be allowed to develop and install procedures, prepare records, or engage in any other activities which they normally would be expected to review and appraise.

In 1941, a national organization of internal auditors was formed and was called the Institute of Internal Auditors. The Institute of Internal Auditors hold a relatively advanced concept of the internal auditor's function in business and the responsibilities associated with that function. In 1957, the following statements of the Institute were issued in connection with internal auditing:

**Nature of Internal Auditing:** Internal auditing is an independent appraisal activity within an organization for the review of [IT,] accounting, financial, and other operations as basis for service to management. It is a managerial control, which functions by measuring and evaluating the effectiveness of other controls.

**Objective and Scope of Internal Auditing:** The overall objective of internal auditing is to assist members of management in the effective discharge of their responsibilities by furnishing them with objective analyses, appraisals, recommendations, and pertinent comments concerning the activities reviewed. The internal auditor, therefore, should be concerned with any phase of business activity wherein he can be of service to management. The attainment of this overall objective of service to management should involve such activities as:

1. Reviewing and appraising the soundness, adequacy, and application of IT Security governance, privacy, application, physical, personnel, and operating controls
2. Ascertaining the extent of compliance with established policies, plans, and procedures

3. Ascertaining the extent to which company assets are accounted for and safeguarded from losses of all kinds
4. Ascertaining the reliability of data developed within the organization
5. Appraising the quality of performance in carrying out assigned responsibilities

In summary, the full scope of internal audit function is primarily concerned with evaluation, compliance, and verification. Because of the extended span of control charged to school administrators, more internal audit services are needed to assist them with the development, maintenance, and improving internal controls.

## **Section 19**

# **Florida College System Grants Administration**

## Grants Accounting

Every College should adopt its own procedures to for account for grants. Procedures for pre-proposal, considerations, proposal development, grant award and acceptance, grant administration, and closeout of projects will vary by College. Some common precepts are as follows:

1. The federal cost principles that are applicable to a College are 2 CFR 220 (formerly OMB Circular A-21). In August 2005, OMB moved the three cost principles circulars to Title 2 of the Code of Federal regulations.

Circular	Current Citation	Organization type to which the cost principles apply
A-21	2 CFR 220	college or university
A-87	2 CFR 225	state, local or Indian tribal government
A-122	2 CFR 230	nonprofit organization

2. OMB Circular A-133, *Audits of Institutions of Higher Education and Other Non-Profit Organizations*, establishes the single audit standards for the federal audit of higher education institutions and non-profit organizations. Annually a Compliance Supplement is released to assist auditors in performing required audits. Federal agencies are responsible to annually inform OMB of any updates needed to this Supplement. Grant personnel should review the supplement to ensure compliance with all required standards. The Compliance Supplement can be found at [whitehouse.gov](http://whitehouse.gov).
3. Grant costs should be reviewed to determine that they are allowable, allocable, reasonable and necessary.
  - a. An **allowable** cost is one that meets the criteria for authorized expenditures specified in the cost principles. To meet federal standards for allowability, a cost charged to an award must be:
    - i. Allocable to the award under the provision of the applicable cost principles;
    - ii. Necessary and reasonable for proper and efficient performance and administration of the grant or cooperative agreement;
    - iii. Treated consistently as a direct or indirect cost;
    - iv. Determined in accordance with generally accepted accounting principles (GAAP), except as otherwise stipulated in the applicable cost principles;
    - v. Net of all applicable credits;
    - vi. Not included as cost or used to meet the cost-sharing or matching requirements of another federal award, unless specifically permitted by federal law or regulation;
    - vii. Adequately documented;
    - viii. Authorized or not prohibited under state or local laws and regulations;
    - ix. In conformance with limits or exclusions on types or amounts of costs, as set forth In the applicable cost principles, federal laws, award terms and conditions, or other governing regulations; and

- x. Consistent with the recipient's policies, procedures and regulations that apply to both federal awards and other activities of the recipient.
- b. The following chart is a quick reference for determining allowability of selected items of cost under the various cost principles.

<b>The cost of:</b>	<b>is generally allowable under:</b>	<b>is conditionally allowable under:</b>	<b>is generally unallowable under:</b>
advertising & public relations		2CFR225, App. B ¶ 1 2CFR230, App. B ¶ 1 2CFR220, App. A §J, ¶ 1	
advisory councils	2CFR225, App. B ¶ 2 2CFR230, App. B ¶ 2 2CFR220, App. A § J, ¶2		
alcoholic beverages			2CFR225, App. B ¶ 3 2CFR230, App. B ¶ 2 2CFR220, App. A & J, ¶3
audit costs & related services	2CFR225, App. B ¶ 4 2CFR230, App. B ¶4 2CFR220, App. A §J, ¶5		
bad debts			2CFR225, App. B ¶ 5 2CFR230, App. B ¶ 5 2CFR220, App. A §J, ¶ 6
bonding	2CFR225, App. B ¶ 6 2CFR230, App. B ¶ 6 2CFR220, App. A §J, ¶7		
communications	2CFR225, App. B ¶7 2CFR230, App. B ¶7 2CFR220, App. A §J, ¶9		
contingency provisions			2CFR225, App. B ¶9 2CFR230, App. B ¶9 2CFR220, App. A §J, ¶11
Defense & prosecution of criminal & civil proceeding, claims, appeals, & patent infringement		2CFR225, App. B ¶10 2CFR220, App. A §J, ¶13	2CFR230, App. B ¶10
depreciation & use allowances		2CFR225, App. B ¶11 2CFR230, App. B ¶11 2CFR220, App. A §J, ¶14	
donations & contributions (to other entities)			2CFR225, App. B ¶12 2CFR230, App. B ¶12 2CFR220, App. A §J, ¶15

<b>The cost of:</b>	<b>is generally allowable under:</b>	<b>is conditionally allowable under:</b>	<b>is generally unallowable under:</b>
donated property		2CFR220, App. A §J, ¶15 2CFR225, App. B ¶11	2CFR230, App. B ¶12
donated services			2CFR225, App. B ¶12 2CFR230, App. B ¶12 2CFR220, App. A §J, ¶15
employee morale, health & welfare	2CFR225, App. B ¶13 2CFR230, App. B ¶13 2CFR220, App. A §J, ¶16		
entertainment			2CFR225, App. B ¶18 2CFR230, App. B ¶14 2CFR220, App. A §J, ¶17 ¶11
equipment & other capital expenditures		2CFR225, App. B ¶15 2CFR230, App. B ¶15 2CFR220, App. A §J, ¶18	
finances & penalties			2CFR225, App. B ¶16 2CFR230, App. B ¶16 2CFR220, App. A §J, ¶19
fund raising & investment management costs			2CFR225, App. B ¶17 2CFR230, App. B ¶17 2CFR220, App. A §J, ¶20
gains & losses on depreciable assets		2CFR225, App. B ¶18 2CFR230, App. B ¶18 2CFR220, App. A §J, ¶21	45CFR74, App. E, §IX.B, ¶29
goods or services for personal use			2CFR225, App. B ¶20 2CFR230, App. B ¶19 2CFR220, App. A §J, ¶22
housing & personal living expenses		2CFR230, App. B ¶20	2CFR220, App. A §J, ¶23
idle facilities & idle capacity		2CFR225, App. B ¶21 2CFR230, App. B ¶21 2CFR220, App. A §J, ¶24	
insurance & indemnification		2CFR225, App. B ¶22 2CFR230, App. B ¶22 2CFR220, App. A §J, ¶25	
interest		2CFR225, App. B ¶23 2CFR230, App. B ¶23 2CFR220, App. A §J, ¶26	
labor relations	2CFR230, App. B ¶24 2CFR220, App. A §J, ¶27		
lobbying			2CFR225, App. B ¶24 2CFR230, App. B ¶25 2CFR220, App. A §J, ¶28
Losses on other sponsored agreements or contracts			2CFR230, App. B ¶26 2CFR220, App. A §J, ¶29



<b>The cost of:</b>	<b>is generally allowable under:</b>	<b>is conditionally allowable under:</b>	<b>is generally unallowable under:</b>
maintenance & repairs		2CFR225, App. B ¶25 2CFR230, App. B ¶27 2CFR220, App. A §J, ¶30	
materials & supplies	2CFR225, App. B ¶26 2CFR230, App. B ¶28 2CFR220, App. A §J, ¶31		
meeting & conferences	2CFR225, App. B ¶27 2CFR230, App. B ¶29 2CFR 220, App. A §J, ¶16		
memberships, subscriptions, & professional activities		2CFR225, App. B ¶28 2CFR220, App. A §J, ¶33 2CFR230, App. B ¶30	
organization			2CFR230, App. B ¶31 45CFR74, App. E, §IX.B, ¶21 FAR 31.205-27
patents		2CFR225, App. B ¶29 2CFR230, App. B ¶34 2CFR220, App. A §J, ¶34	
plant & homeland security	2CFR225, App. B ¶30 2CFR230, App. B ¶35 2CFR220, App. A §J, ¶35		
Pre-agreement costs		2CFR225, App. B ¶31 2CFR230, App. B ¶36 2CFR220, App. A §J, ¶36	
professional services		2CFR225, App. B ¶32 2CFR230, App. B ¶37 2CFR220, App. A §J, ¶37	
proposals	2CFR225, App. B ¶33	2CFR220, App. A §J, ¶38	
publication & printing	2CFR225, App. B ¶34	2CFR230, App. B ¶¶32, 38 2CFR220, App. A §J, ¶39	
rearrangement & alterations		2CFR225, App. B ¶35 2CFR230, App. B ¶39 2CFR220, App. A §J, ¶40	
reconversion	2CFR225, App. B ¶36 2CFR230, App. B ¶40 2CFR220, App. A §J, ¶41		
recruiting		2CFR230, App. B ¶41 2CFR220, App. A §J, ¶42	
relocation		2CFR230, App. B ¶42 2CFR220, App. A §J, ¶42	
rental costs of buildings & equipment		2CFR225, App. B ¶37 2CFR230, App. B ¶43 2CFR220, App. A §J, ¶43	
proposals	2CFR225, App. B ¶33	2CFR220, App. A §J, ¶38	
publication & printing	2CFR225, App. B ¶34	2CFR230, App. B ¶¶32, 38 2CFR220, App. A §J, ¶39	
rearrangement & alterations		2CFR225, App. B ¶35 2CFR230, App. B ¶39 2CFR220, App. A §J, ¶40	

The cost of:	is generally allowable under:	is conditionally allowable under:	is generally unallowable under:
reconversion	2CFR225, App. B ¶136 2CFR230, App. B ¶140 2CFR220, App. A §J, ¶141		
recruiting		2CFR230, App. B ¶141 2CFR220, App. A §J, ¶142	
relocation		2CFR230, App. B ¶142 2CFR220, App. A §J, ¶142	
rental costs of buildings & equipment		2CFR225, App. B ¶137 2CFR230, App. B ¶143 2CFR220, App. A §J, ¶143	
royalties & other costs for patent & copyright use		2CFR225, App. B ¶138 2CFR230, App. B ¶144 2CFR220, App. A §J, ¶144	
selling & marketing		2CFR230, App. B ¶145	2CFR220, App. A §J, ¶146 2CFR225, App. B ¶139
severance pay		2CFR225, App. B ¶18 2CFR230, App. B ¶18 2CFR220, App. A §J, ¶110	
specialized service facilities		2CFR230, App. B ¶146 2CFR220, App. A §J, ¶147	
taxes		2CFR225, App. B ¶140 2CFR230, App. B ¶147 2CFR220, App. A §J, ¶149	
termination		2CFR225, App. B ¶141 2CFR230, App. B ¶148 2CFR220, App. A §J, ¶150	
training	2CFR225, App. B ¶142 2CFR220, App. A §J, ¶151	2CFR230, App. B ¶149	
transportation	2CFR230, App. B ¶150 2CFR220, App. A §J, ¶152		
travel		2CFR225, App. B ¶143 2CFR230, App. B ¶151 2CFR220, App. A §J, ¶153	
trustees	2CFR230, App. B ¶152 2CFR220, App. A §J, ¶154		

- c. To accumulate unallowable costs in funds other than grant funds, Colleges should identify organizations and general ledger codes that track typical unallowed costs that the College expects. This information is needed to prepare an indirect cost proposal when a College needs to negotiate a federally approved indirect cost rate.
- i. The following organizations are ones that generally accumulate unallowable activity costs that should be adjusted out of the base when calculating the College's indirect cost rate.
1. 16720000 – Community Relations
  2. 16730000 – Development (Fund Raising)
  3. 16XXXXXX- Legislative Lobbyist Costs

- ii. The following organizations and GLCs are ones that typically track unallowable costs that need to be adjusted out of the pool of costs to be recovered when preparing the College's indirect cost plan.
      - 1. 16341000 – Business Hospitality
      - 2. 16344000 – Graduation
      - 3. 64510 – Non required advertising (general marketing)
      - 4. 69501 – Bad Debt Expense
  - d. Costs that are paid to a College for costs that will not be paid until after a grant terminates but were accrued to the College as a direct result of grant activity may be charged to a grant prior to termination. Grant funds held to pay future liabilities should be kept in a fund restricted for that purpose until the accrued liability is paid.
  - e. A cost is **allocable** to an award if it is treated consistently with other costs incurred for the same purpose in like circumstances and if it meets one of the following criteria:
    - i. It is incurred specifically for the award;
    - ii. It benefits both the award and other work and can be distributed in reasonable proportion to the benefits received; or
    - iii. It is necessary to the overall operation of the organization, although a direct relationship to a particular cost objective cannot be shown.
  - f. A cost is considered **reasonable** if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
- 4. Generally, if a cost can be identified specifically with a particular cost objective, such as a grant or cooperative agreement, project service or other activity of a college, it is a **direct cost**. If a cost has been incurred for common or joint objectives of an organization and cannot be readily identified with a particular cost objective, it is an **indirect cost**. Given these definitions, there are a few exceptions stemming from the principle that items of cost should be consistently treated.
  - a. A cost may not be assigned to a federal award as a direct cost if another cost incurred for the same purpose, in similar circumstances, has been allocated to the award as an indirect cost. Likewise, a cost may not be assigned to a federal award as an indirect cost if another cost incurred for the same purpose, in similar circumstances, has been allocated to the award as a direct cost.
  - b. If treated consistently for all cost objectives, a direct cost of a minor amount may be treated as an indirect cost for reasons of practicality.
- 5. Since it is impractical to direct cost all items, most Colleges will likely want to seek a federally approved indirect cost rate if they have sufficient grants allowing indirect costs that justifies the time and effort involved in the development of an indirect cost rate proposal. Appendix A of 2 CFR 220 establishes the rules for how indirect cost proposals should be prepared.
- 6. All colleges receiving federal funds must comply with cost accounting standards for educational institutions as they are incorporated into Appendix A of 2 CFR 220. The goal of these standards is to protect the government's financial interests from the impact of estimating and accounting inconsistencies, and the effects of other undesirable accounting practices. The cost accounting standard applicable to educational institutions are as follows:

- a. consistency in estimating, accounting and reporting costs by educational institutions;
  - b. consistency in allocating costs incurred for the same purpose by educational institutions;
  - c. accounting for unallowable costs; and
  - d. cost accounting period for educational institutions.
7. Revenues should equal expenditures on grants except for performance based contracts where the recognition of revenue may vary from the timing of expenses. Over expenditures of grant awards should be moved to funds that can provide funding to cover for their expense. As a result, the overall fund balance within the Current-Restricted Funds (Fund 2) should never be negative.

## **Section 20**

# **Council of Business Affairs Position Summaries**

## Position Summary

### Reporting of School Board Dual Enrollment Payments Pursuant to SB1514

Chapter 2013-45 Laws of Florida (Senate Bill 1514) amended Section 1007.271 (4)(n), Florida Statutes to read:

"School districts shall pay the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program to the institution providing instruction when such instruction takes place on the postsecondary campus should share funding to cover instructional and support costs incurred by the postsecondary institution. When dual enrollment is provided on the high school site by postsecondary institution faculty, the school district shall reimburse the costs associated with the proportion of salary and benefits and other actual costs of the postsecondary institution to provide the instruction. When dual enrollment is provided on the high school site by school district faculty, the school district shall be responsible only for the postsecondary institution's actual costs associated with offering the program. A postsecondary institution may enter into an agreement with the school district to authorize teachers who teach dual enrollment courses at the high school site or the postsecondary institution. A school district may not deny a student access to dual enrollment unless the student is ineligible to participate in the program subject to provisions specifically outlined in this section."

The Accounting Committee, of the Council of Business Affairs, has been asked to determine the appropriate accounting treatment of the transaction so that all Florida Colleges are reporting consistently. Discussions of the subject proposed two alternative treatments. In order to determine the appropriate accounting treatment of the transaction it must first be determined what type of transaction ***the payment from the School Board to the College represents***. The two options considered include the following:

- Form of third party payment of tuition.
- Form of local government revenue.

#### **Third Party Payment of Tuition**

The discussion of this transaction as a form of third party fee payment stems from paragraph 100 of Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, as amended by GASB Statement No. 35, *Basic Financial Statements—and Management's Discussion and Analysis—for Public Colleges and Universities*. "The operating statement for proprietary funds is the Statement of Revenues, Expenses, and Changes in Fund Net Assets. Revenues should be reported by major source<sup>41</sup> and should identify revenues used as security for revenue bonds." Footnote 41 further states: "Revenues should be reported net of discounts and allowances with the discount or allowance amount parenthetically disclosed on the face of the statement or in a note to the financial statements. Alternatively, revenues may be reported gross with the related discounts and allowances reported directly beneath the revenue amount."

NACUBO Advisory Report 2000-05 was approved in July 2000 by the NACUBO Accounting Principles Council to define scholarships and allowances for purposes of accounting and reporting revenues net of discounts as required by paragraph 100 of GASB 34 as amended by GASB 35. The paper represents preferred industry practice, and in the absence of any guidance from the Financial Accounting Standards Board, the Governmental Accounting Standards Board, or the American Institute of Certified Public Accountants, this document should be followed by all higher education institutions.

Further, paragraph 102 of GASB 34 indicates that governments should establish a policy that defines operating revenues and expenses that are appropriate to the nature of the activity being reported, disclose it in the summary of significant accounting policies, and use it consistently from period to period.

Under this option the accounting for the funds received from the school district would be similar to other third party scholarships and would be included in the calculation of scholarship allowances as described in NACUBO Advisory Report 2000-05.

**Accounting and Reporting Scholarship Discounts and Allowances to Tuition and Other Fee Revenues by Public Institutions of Higher Education**  
**POSITION PAPER PREPARED BY NACUBO ACCOUNTING PRINCIPLES COUNCIL**

Paragraph 18 of the Report states that "Governmental grants and/or other programs intended to help students defray their educational expenses should be handled in accordance with guidance issued by GASB for public institutions. The current GASB standard is that Pell Grants meet the definition of current restricted grant revenue. Thus, in public institutions the amount of a Pell Grant used to satisfy a student's fees and charges is a scholarship allowance; any excess aid disbursed to the student would be a student aid expense." Public institutions will report all tuition and fee revenues net of any scholarship discounts and allowances. A scholarship allowance is defined as the difference between the stated charge for goods and services provided by the institution and the amount that is paid by the student and/or third parties making payments on behalf of the student. When applying scholarship allowance guidance, it should be understood that the tax treatment of scholarships does not apply to the accounting treatment of scholarship discounts and allowances and is not the basis for determinations expressed in this Advisory Report.

**Pass Through Government Revenue**

The other option discussed is that the transaction is local government revenue separate from tuition and fees. The initial genesis of this option is ***the mixed nature of the amounts paid in total and the provisions of Section 1007.271(2), Florida Statutes*** which states, in part,

"Any student enrolled as a dual enrollment student is exempt from the payment of registration, tuition, and laboratory fees."

Section 1007.271(4), FS includes language that, in addition to establishing a rate for reimbursement for courses taken on the college campus, creates a methodology for recovering costs for courses offered on the high school campuses that is not tied to a per credit calculation.

GASB Statement Number 33(7) states the following:

"In a nonexchange transaction, a government (including the federal government, as a provider) either gives value (benefit) to another party without directly receiving equal value in exchange or receives value (benefit) from another party without directly giving equal value in exchange." Nonexchange transactions are grouped into four classes: Derived Tax Revenues, Imposed nonexchange revenues, Government-mandated nonexchange transactions and Voluntary nonexchange transactions. Providers of resources in government-mandated or voluntary nonexchange transactions often establish eligibility requirements that are required to be met before a transaction can occur. Eligibility requirements are conditions established by enabling legislation or the provider in the underlying contract or agreement.

Eligibility requirements are established by enabling legislation or the provider and may be one or more of the following:

- Required characteristics of recipients - Specified by the provider for the recipient and any secondary recipients when applicable.
- Time requirements - Period when the resources are required to be used or when use is first permitted.
- Reimbursements - Provider offers resources on a reimbursement basis and the recipient has incurred allowable costs under the program.
- Contingencies - Offer of resources by the provider is contingent upon a specified action by the recipient and the specified action has occurred (this is only applicable to voluntary nonexchange transactions).

Paragraph 15 of the statement further describes reimbursements as they relate to government-mandated or voluntary nonexchange transactions as an eligibility requirement under the standard and not a purpose restriction. Paragraphs 19-20 describe the nature of government-mandated or voluntary nonexchange transactions and their eligibility requirements. Providers of resources (in this case the State of Florida) in these types of transactions establish eligibility requirements by enabling legislation. In this case, the enabling legislation established two of the four requirements by defining the required characteristics of the recipients as state college institutions as secondary recipients and provided the resources on a reimbursement basis by defining the allowable costs reimbursable under the program.

### **Conclusion:**

In considering both of these alternatives we consulted with the NACUBO Accounting Principles Council (APC), sharing both versions of the position summary and seeking their guidance. Their response included the observation by NACUBO's director of accounting policy and staff support to the APC that, "state provided dual enrollment programs are about accelerated access to a higher education and the credits earned by the student are higher education credits, and therefore not an educational activity that the college is performing for the high school." They further noted that Dual Enrollment (DE) is a state program. By statute, eligible students can attend a college that participates in the DE program. The participating public college is SUBSIDIZED by another level of government – the state (or perhaps the school district via the state). Therefore, the revenue is "non-exchange." And now the age old debate, is non-exchange operating or non-operating? GASB believes that non-exchange revenues are support subsidies and therefore non-operating. However, paragraph 102 of statement 34 states that the "governments should establish a policy that defines operating revenues and expenses that is appropriate to the nature of the activity being reported, disclose it in the summary of significant accounting policies, and use it consistently from period to period." This is the statement higher education relied on when Pell revenue was originally classified as operating. But, when the question was raised and the answer posted in the Comprehensive Implementation Guide, GASB ruled that non-exchange revenue is non-operating. The APC believes that GASB would say that this is a subsidy and therefore non-operating. (This non-exchange / subsidy / support issue was a predominant one raised at GASB's roundtables for BTAs several months ago.)

Based upon the above discussion and the guidance provided by the NACUBO Accounting Principles Council, it is the conclusion of the Accounting Committee that payments from district school boards pursuant to Senate Bill 1514 should be non-operating revenue recorded in General Ledger Code: **41620 - Grants & Contracts with Counties (Non-operating)**. The school district making these payments to the colleges from the Florida Education Finance Program (FEFP) funds are recording the revenue as non-operating state appropriations for financial reporting purposes and this recommendation for the accounting treatment of receipted funds from the School Boards is consistent with said reporting.