

## PART 5

### CLASSIFICATION AND DEFINITION OF RECEIPT ACCOUNTS

#### ACCOUNTING FOR RECEIPTS

##### RECEIPT ACCOUNTS

Each receipt account can be identified with the fund in which it must be recorded by reviewing the master chart of receipt accounts in this part. Proper accounting for receipts on prescribed School Form Number 508, Fund Ledger and Ledger of Receipts, may be attained by following these procedures.

##### PREPARATION OF LEDGER

Prepare a ledger account on Form Number 508 for each receipt account in which activity is anticipated during the year. Each receipt account must be identified with a fund; therefore, the accounts in the Ledger of Receipts are prepared on the same prescribed form as those for the Fund Ledger and they are placed in the binder or file in account number sequence immediately following the ledger account for the fund with which they are identified. This will provide a ledger of receipts by source within each fund.

##### RECORDING RECEIPTS

The source document for posting to the Ledger of Receipts is the duplicate receipt (carbon copy of Form Number 517). Each duplicate receipt is posted individually to the Ledger of Receipts and the "Balance" column used to accumulate the total receipts to date for that source or account number. The total of the receipts for each fund is posted to that fund account for each day's posting run. The total of all receipts written shall also be posted to the All Funds-Control account.

Similarly, each duplicate receipt is posted individually to the proper receipt account for the fund with which it is identified. It is posted in an accumulated total with other receipts of the same fund to the fund account; and, in an accumulated total with receipts for all other funds to the All Funds-Control account. Total and foot the receipts column of each of these accounts monthly. A sum of the monthly footings of any individual receipt account must agree with the cumulative total as shown in the balance column of that account. A summary total of the monthly footings in the receipts column of each fund account will provide a total of the receipts to date for that fund. A summary total of the monthly footings in the receipts column of the All Funds-Control account will provide an overall total of the receipts to date for all school corporation funds.

The total of all receipts must also be entered each day in the Treasurer's Daily Balance of Cash, Depositories and Investments record in order to maintain a current record.

##### PROOF OF POSTING

For proof of accuracy in posting receipts, follow these steps:

1. Total the receipts in the Ledger of Receipts by fund and prove to the total of the receipts column of the fund account.
2. Total the receipts of all of the funds in the Fund Ledger and prove to the total of the receipts column of the All Funds - Control account.

3. Prove the balance of the All Funds - Control account to the closing balance on the Treasurer's Daily Balance of Cash and Depositories.

The Ledger of Receipts should be maintained on a fiscal year (school year) basis beginning on July 1 and ending on June 30 of the following calendar year.

### DEPOSITING RECEIPTS

All school corporation money must be deposited in accordance with IC 5-13-6-1.

### CLASSIFICATION OF RECEIPT ACCOUNTS

An account is a descriptive heading under which are recorded financial transactions that are similar in terms of a given frame of reference such as source, object or purpose. In the Master Chart of Receipt Accounts in this manual, the Receipt Accounts are classified as Revenue Receipts, Nonrevenue Receipts and Incoming Transfers. The account numbers in the 1000 through 4000 series designate Revenue Receipts, those in the 5000 through 6000 series designated Other Financing Sources.

The Revenue Receipts are further classified as Revenue From Local Sources, Revenue From Intermediate Sources, Revenue From State Sources and Revenue From Federal Sources. These classifications are basically in accordance with the pattern of account titles and numbers used by the U.S. Department of Education.

### DEFINITION OF RECEIPT ACCOUNTS

Receipt Accounts are defined within each classification dependent on the source from which they are derived. These are identified by account title comparable to those in Handbook II revised and designated by account numbers divisible by one thousand to identify the source generally, with more specific identity provided by the hundreds and still greater detail identified by numbers divisible by ten and individual digits position. Still further separation and identity may be obtained by numbers following the decimal point to establish "point" designations, (3111.1) etc. More numbers may be added to these point designations to provide as much detailed identity as the local school administration desires.

The Master Chart of Receipt Accounts on the following pages provides a detailed outline of the receipt accounts and indicates by an "X" (in the fund column) the proper fund in which each may be recorded. For example, Receipt Account 1110 "Local Property Taxes" shall be receipted to the Debt Service Fund, Operations Fund, and certain Special Funds according to the amount of revenue generated by the tax levy for each fund; however, Receipt Account 3111 "State Tuition Support" shall be receipted to the Education Fund only.

PART 5

DESCRIPTION OF RECEIPT ACCOUNTS

Revenue from Local Sources – Generally, from the students or patrons of the school corporation.

Taxes. Compulsory charges levied by the school corporation to finance services performed for the common benefit.

1110 Local Property Taxes. Taxes levied by a school corporation on the assessed value of real and personal property located within the school corporation that, within legal limits, is the final amount to be raised for school purposes.

1130 Local Income Taxes. Taxes assessed by the school corporation and measured by net income-that is, by gross income less certain deductions permitted by law. These taxes can be levied on individuals, corporations, or unincorporated businesses where the income is taxed distinctively from individual income.

1190 Other Taxes. Other forms of taxes the school corporation levies/assesses, such as licenses and permits.

Revenue From Local Government Units Other Than School Corporations. The school corporation is not the final authority in determining the amount of money to be received.

1211 License Excise Tax. Distributions for the benefit of each fund with a tax levy.

1212 Commercial Vehicle Excise Tax. Distributions in accordance with IC 6-6-5.5.

1231 Financial Institutions Tax. Distributions in accordance with IC 6-5.5-8.

1233 Local Income Taxes – County Surplus. Distributions in accordance with IC 6-3.6-9-17.

1280 Revenue in Lieu of Taxes. Payments made out by a local governmental unit to the school district in lieu of taxes it would have had to pay had its property or other tax base been subject to taxation by the school district on the same basis as privately owned property.

1290 Other Taxes. Other forms of taxes by a local governmental unit other than a school corporation, such as licenses and permits.

Transfer Tuition and Other Payments. Revenue from individuals, welfare agencies, private sources, and other school corporations and government sources for education provided by the school corporation.

1310 Transfer Tuition From Individuals

Transfer Tuition From Other Government Sources Within The State

1321 Transfer Tuition From Other School Corporations Within The State

1322 Payments by Joint School Members. Amounts received by the administering school corporation from other school corporations participating in a joint school, for current operating expenses, debt services, construction, etc.

1323 Payments by Area Vocational School Members. Amounts received by the administering school corporation from other school corporations for vocational instruction of students in accordance with the agreement for such service.

1324 Joint Services and Supply. Amounts received by the administering school corporation from each of the participating school corporations included in a joint project in accordance with the written agreement.

1325 Payments by School Corporations to Charter Schools. Amounts received from school corporations by charter schools only.

1326 State Transfer Tuition. Amount received from the State in payment of tuition for children of state employees living on certain state owned properties. State payments for children residing in state mental hospitals.

1327 Other (Specify) Amounts Received From Other Governmental Agencies. Amounts received from other governmental agencies not specifically categorized elsewhere. Appropriate subaccounts may be established and properly titled to identify the nature and source of such receipts.

Transfer Tuition From Other Government Sources Outside The State

1331 Transfer Tuition From School Corporations Outside The State

1340 Transfer Tuition From Other Private Sources

1350 Transfer Tuition For Voucher Program Students

Transportation Fees. Revenue from individuals, private sources, or other school corporations and government sources for transporting students to and from school and school activities.

1410 Transportation Fees From Individuals.

1421 Transportation Fees From Other School Corporations Within The State.

1431 Transportation Fees From Other School Corporations Outside The State.

1440 Transportation Fees From Other Private Sources.

Investment Income. Amounts received as the result of an investment of school corporation

funds.

1510 Interest on Investments. Interest revenue on investments authorized by IC 5-13-9.

1520 Dividends on Investments. Revenue from dividends on donated stocks.

Food Services. Amounts received for School Lunch Fund from the food service program when maintained as a school corporation account.

Daily Sales – Reimbursable Programs. Revenue from students for the sale of breakfasts, lunches, and milk that are considered reimbursable by the United States Department of Agriculture. Federal and State reimbursements are not entered here.

1611 School Lunch Program. Revenue from students for the sale of reimbursable lunches as part of the National School Lunch Program.

1612 School Breakfast Program. Revenue from students for the sale of reimbursable breakfasts as part of the School Breakfast Program.

1613 Special Milk Program. Revenue from students for the sale of reimbursable milk as part of the Special Milk Program.

1614 After School Programs. Revenue from students from the sale of reimbursable costs from after-school programs.

Daily Sales – Non-Reimbursable Programs. Revenue from students or adults for the sale of non-reimbursable breakfasts, lunches, and milk.

1621 Adult Sales

1622 Second Type A Students – Extra breakfast or lunch meals purchased by students.

1623 Ala Carte

1630 Special Functions. Money received from other local sources which concern the school lunch program. Some examples are potlucks, Parent-Teacher Association (PTA)/Parent-Teacher Organization (PTO)-sponsored functions, and athletic banquets.

1650 Daily Sales – Summer Food Program. Revenue from students from the sale of reimbursable costs from summer programs.

School Corporation Activities. Revenue resulting from co-curricular and extracurricular activities controlled and administered by the school district. Student activity revenues should be reported here as well, but school districts should have methods internally to track student activity revenue separately.

Fees – Student and Adult. Revenue from students for fees such as locker fees, towel fees, and equipment fees. Tuition fees are recorded under the appropriate account in the 1300 series. Transportation fees are recorded under the appropriate account in the 1400 series.

1741 Student and Adult. Revenue from students for fees such as locker fees, towel fees, and equipment fees.

1742 Other Fees. Revenue from fees not accounted for elsewhere.

1750 Revenue From Enterprise Activities. Revenue (gross) from vending machines, school stores, soft drink machines, and so on, not related to the regular food service program. These revenues are normally associated with activities at the campus level that generate incremental local revenues for campus use, but may include revenue that benefits the general operations of the district.

1760 Receipts From Extracurricular Accounts. Reimbursement for expenses handled through the school corporation system.

1800 Revenue From Community Services Activities. Revenue from community services activities operated by a school corporation. For example, revenue received from operation of a performing arts center by a school corporation as a community service would be recorded here. Facility rentals should be recorded under 1910.

Other Revenue from Local Sources. Other revenue from local sources not classified above.

1910 Rentals. Revenue from the rental of either real or personal property owned by the school corporation.

1920 Contributions and Donations From Private Sources. Revenue associated with contributions and donations made by private sources. These organizations include, but are not limited to, educational foundations, PTA/PTO organizations, campus booster clubs, and private individuals. This code should be used to record on-behalf payments made by private organizations to school district personnel (e.g., stipends paid to teachers or other school district staff).

Curricular Materials Sales and Rentals. Revenue from the rental or sale of curricular materials.

1941 Curricular Materials Sales. Revenue from the sale of curricular materials.

1942 Curricular Materials Rentals. Revenue from the rental of curricular materials.

Miscellaneous Revenue From Other School Corporation. Revenue from services provided other than for tuition and student transportation services. These services could include data processing, purchasing, maintenance, cleaning, consulting, and guidance.

1951 Miscellaneous Revenue From Other School Corporations Within The State. Amounts received from other Indiana school corporations for services provided.

1952 Miscellaneous Revenue From Other School Corporations Outside The State. Amounts received from other school corporations located outside Indiana for services provided per contractual arrangement.

Miscellaneous Revenues From Other Local Governmental Units. Revenue from services provided to other local governmental units, including the state. These services could include nonstudent transportation, data processing, purchasing, maintenance, cleaning, cash management, and consulting.

1961 Interest From County on Late Undistributed Payments

1962 Vocational Education Revenue From County

Self-Insurance. This account is only used with internal services funds.

1971 Amounts forwarded to Self-Insurance Fund. Amounts received as authorized expenditures from individual funds for the payment of self-insurance claims.

1980 Refund of Prior Year's Expenditures. Expenditures that occurred last year that are refunded during the current year.

Miscellaneous. Revenue from local sources not provided for elsewhere, including services provided to individuals.

1991 Refund of Insurance (Premiums Paid)

1992 Refund School Building Holding Companies – Overpayment. Balance returned by a public holding company resulting from failure to stop lease rental payments on time.

1993 Refund School Building Holding Companies – Reimbursement. Reimbursement amounts refunded to a school corporation for costs incurred by the school corporation during initial construction.

1994 Other Overpayments And Reimbursements. Receipt here any refunds of overpayments regardless of the type of overpayment or the purpose for which it was made.

1995 Transportation – Migrant Children. Receipt to this account any refunds from federal projects for transportation costs paid from the Operation Fund to transport children participating in the migrant program.

1996 Refund of Tax Paid On Gasoline. Refund of sales tax paid on gasoline purchases through metered pumps. Refunds to special funds permissible only if original payments were made by a federal grant, etc.

1997 Indirect Costs Received.

1999 Other. Revenue from local sources not otherwise classified. Specify the identity of each.

Revenue From Intermediate Sources.

2100 Unrestricted Grant-In-Aid. Revenue recorded as grants by the school corporation from an intermediate unit that can be used for any legal purpose desired by the school corporation.

2200 Restricted Grants in Aid. Revenue recorded as grants by the school corporation from an intermediate unit that can be used for a categorical or specific purpose.

2800 Revenue In Lieu of Taxes. Commitments or payments made out of general revenues by an intermediate governmental unit to the school corporation in lieu of taxes it would have had to pay had its property or other tax base been subject to taxation by the school corporation on the same basis as privately owned property or other tax base.

Revenue For/On Behalf of The School Corporation. Payments made by an intermediate governmental jurisdiction for the benefit of the school corporation.

2910 Educational License Plate Fees. Distributions according to IC 9-18.5-15.

2920 Congressional Interest. Distribution from the County for Congressional Township

Fund according to IC 20-42-2-7.

- 2930 Riverboat Distribution. Only receipt Riverboat Distributions your school corporation is authorized by statute to receive. You should receive the written opinion from the school corporation attorney with specific references to the applicable statute.
- 2940 Local Service Fees. Fees levied by another governmental unit that is passed on to the school corporation.
- 2950 Business Personal Property Exemption Local Service Fees. Distribution from the County for Local Service Fees established according to IC 6-1.1-3-7.3.
- 2990 Other (Specify). Revenue from intermediate sources not otherwise classified.

#### Revenue From State Sources

Unrestricted Grants In Aid. Revenue recorded as grants by the school corporation from state funds that can be used for any legal purpose desired by the school corporation without restriction.

- 3101 Innovation Network Charter School-State Grant. State tuition support passed through to Innovation Network Charter Schools.
- 3102 Innovation Network School-State Grant. State tuition support passed through to Innovation Network Schools.

Minimum Foundation Program. Amounts received from the state to meet the minimum foundation support program for school corporations.

- 3111 State Tuition Support. Revenues provided the school corporation in fulfilling the school funding formula for state tuition support.
- 3112 Veterans' Memorial Funds Withheld. The exact amount withheld from the basic grant distribution for repayment of advancement from the Veterans' Memorial Fund. The amount for repayment would be included on the annual budget in the Debt Service Fund, receipted to the Debt Service Fund when collected and paid to this account in the Education Fund at the same time the net amount of the tuition support distribution from the Auditor of State is receipted to 3111.
- 3113 Common School Funds Withheld. The exact amount withheld from the basic grant distribution for repayment of an advancement from the Common School Fund. The amount for repayment would be included on the annual budget in the Debt Service Fund, receipted to the Debt Service Fund when collected and paid to this account in the Education Fund at the same time the net amount of the basic grant distribution from the Auditor of State is receipted to 3111.
- 3114 Summer School. Receipt of the amount distributed for state support of summer school classes.
- 3115 Evening and Part-Time Schools. Receipt of the amount distributed for state support of evening and part-time classes.
- 3116 Adult Learners. Receipt of the amount distributed for state support of adult learning programs.
- 3117 Secured School Safety Grant. Receipt of the amount awarded by the Indiana



School Safety Board for grant per IC 10-21-2-4.

3118 Charter and Innovation Network School Grant. Receipt of the amount awarded by the Indiana State Board of Education for grant per IC 20-24-13.

Other State Distributions. Amounts received from the state for purposes other than for tuition.

3120 Choice Savings Distribution. Receipt distribution from Indiana Department of Education according to IC 20-51-4.

3121 Transportation. State distributions for transportation of children made in accordance with the transportation formula adopted by the State Board of Education.

3122 Social Security Obligations. Amounts received from the State for Social Security obligations.

3140 Vocational Education. Amounts received from the distribution of state funds provided as matching funds to obtain federal support.

State Matching Funds. Amounts received from the distribution of state funds provided as matching funds to obtain federal support.

3151 School Lunch. Distribution of state funds provided as matching funds to obtain federal support for the school lunch program.

3190 Other (Specify). Unrestricted grants-in-aid received from state sources not otherwise classified. Specify the identity of each.

3198 Formative Assessment Grant. Receipt of the grant amount provided by the Indiana Department of Education.

3199 Remediation/Preventive Remediation Programs. Receipt of the amount reimbursed by the state for required remediation.

Restricted Grants In Aid. Revenue recorded as grants by the school corporation from state funds that must be used for a categorical or specific purpose.

3211 Alternative Education. State grant amounts received to fund the Alternative Programs, Fund 3300-3349.

3212 School Library. To account for amounts received in accordance with P.L. 260, 1997, and other library grants provided by the state.

3213 School SAFE Haven. To account for grant amounts received under IC 5-2-10.1-2, Fund 3350-3399.

3214 Early Intervention/Reading Recovery. To account for grant amounts received for Fund 3400-3499.

3217 Technology Grants. Amounts received to actively implement various state technology grants.

3219 School Intervention and Counseling. Receipt amounts received for state intervention and counseling grants. Also, the portion of the Educational License Plates Fee, which is administered through the Department of

Education, IC 9-18-31.

- 3220 Computer Consortium Advancements. Amount of advancement received for purchase of computer hardware and software.
- 3230 High Ability. Amount received for the gifted and talented program.
- 3250 Medicaid Reimbursement – State. State payments received for reimbursements as a Medicaid provider.
  - 3256 Indiana Special Education Grants. State grants received for funding various special education initiatives.
  - 3271 STEM Grants – Science, Technology, Engineering, Math. State grants received for various STEM grants.
- 3280 Professional Development. To account for grants received under IC 20-19-2, such as for travel and seminars.
  - 3286 Early Childhood Education. State grants received for early childhood education grants.
- Other Grants In Aid - Restricted. Amounts received not otherwise classified.
  - 3291 Non-English Speaking Programs. State grants received to support non-English speaking education.
  - 3292 Arts Grants. To account for those state grants restricted for "Arts" and cultural activities.
  - 3293 Performance Based Awards. Amounts received from the State for this program to reward schools for educational achievements.
  - 3298 Drug Free Communities. To account for the Drug Free Communities Program.
  - 3299 School Academic Improvement. Originally Twenty-First Century School Program concerning school restructuring.
  - 3310 Turnaround Support. To receipt for state distributions for turnaround schools.
- 3800 Revenue In Lieu of Taxes. Commitments or payments made out of general revenues by the state to the school corporation in lieu of taxes.
  - Revenue For/On Behalf of The School Corporation. Commitments or payments made by the state for the benefit of the school corporation or contributions of equipment or supplies.
    - 3910 Curricular Materials Distribution. Amounts received from the State Per IC 20-40-22.
    - 3920 Congressional Interest. Distribution from the State for Congressional Township Fund according to IC 20-42-2-4.5.
    - 3990 Other (Specify).

Revenue From Federal Sources.

4100 Unrestricted Grants In Aid Direct From The Federal Government. Revenue direct from the federal government as grants to the school corporation that can be used for any legal purpose desired by the school corporation without restriction.

Unrestricted Grants In Aid From The Federal Government – Through The State.

4211 Home Economics, Agriculture and Industrial. Amounts received from federal sources through the state agency for these purposes.

4213 Area Vocational Schools. Amounts received from federal sources through a state agency for an area vocational school. These are preliminary receipts to fund area schools.

4214 Prevocational Education (Handicapped). Amounts received from federal sources through a state agency for prevocational education programs.

4223 Public Law 101-476 IDEA. Funds received for educating handicapped.

4260 Adult Education. Grant amounts received from the distribution of federal funds through a state agency for financing adult education classes.

4270 Disaster Grants-Unrestricted. Grant amounts of federal funds received through state agencies for no specific purpose resulting from emergencies created by declared disaster conditions.

Other (Specify). These accounts may be used and appropriately titled for other receipts of federal funds through state agencies not specifically categorized elsewhere.

4291 School Lunch Reimbursement. Receipt to this account the federal reimbursement for school lunch meals served.

4292 School Breakfast Reimbursement. Receipt reimbursements for the School Breakfast meals served.

4293 Special Milk Reimbursement. Receipts for Federal reimbursements for the special program.

4294 Summer Food Service Program for Children. Receipts for federal reimbursements for the summer food service program.

4296 Child and Adult Care Food Program. Receipts for federal reimbursements for the child and adult care food program

4297 After School Snack Reimbursement. Accounts for reimbursements for the snack program.

4298 Fresh Fruits and Vegetables. Receipts for federal reimbursements for the fresh fruits and vegetables program.

4299 Other

Restricted Grants-In-Aid Direct From The Federal Government. Amount of federal aid received direct from the federal agency; the use of which is restricted to a specific purpose.

- 4310 Disaster Grants-Restricted. Grant amounts of federal funds received directly from the federal agency for the specific purpose of restoring property damaged or destroyed by the disaster.
- 4330 Technology. To account for federal grants to be used for technology projects.
- 4390 Other (Specify). Amounts of grants-in-aid received direct from the federal agency for restricted purposes not specifically categorized elsewhere.

Restricted Grants-In-Aid From The Federal Government Through The State. Revenues from the federal government through the state as grants to the school corporation that must be used for a categorical or specific purpose.

Public Law 97-35 – Improving America’s Schools Act of 1994

- 4514 Title I. Grant amounts received to fund Title I projects approved by the state agency.
- 4515 Title V. Grant amounts received to fund Title VI projects approved by the state agency.
- 4516 Title I – Migrant. Grant amounts received to fund Title I Migrant Program approved by the state agency.
- 4520 Non-Food Assistance. Federal assistance through the Division of School Lunch for equipping a new kitchen facility.
- 4540 Medicaid Reimbursement – Federal. Federal payments passed through the state agency for reimbursements as a Medicaid provider.
- 4550 Title IV. Federal funds received for Title IV program, such as student aid..
  - 4591 Career Awareness. Grant amounts received to fund Career Awareness programs.
  - 4592 Title II. Federal funds received for Title II program, such as that that support recruiting, preparing, and training educators.
  - 4595 Step Ahead. Grant amounts received to fund Step Ahead programs.
  - 4597 Homeless Assistance Grants. Federal funds received to assist in educating homeless students.
- 4700 Grants-In-Aid From The Federal Government Through Other Intermediate Agencies. Revenues from the federal government through an intermediate agency.
- 4800 Revenue In Lieu of Taxes. Commitments or payments made out of general revenues by the federal government to the school corporation in lieu of taxes.
- 4900 Revenue For/On Behalf of The School Corporation. Commitments or payments made by the federal government for the benefit of the school corporation.
- 4990 Other (Specify). Amounts received for federal projects not separately identified.

Other Financing Sources

Issuance of Bonds. Used to record the face amount of the bonds that are issued.

- 5110 Bond Principal and Bank Loan Principal. Receipt of the proceeds from the sale of general obligation bonds, amount of principal only. Receipt such amount to this account in the Construction Fund of the school corporation. Also receipt pension bond proceeds to Fund 620 by using Account 5110.
- 5120 Premium and Accrued Interest on the Issuance of Bonds. If any premium and/or accrued interest is received from the sale of general obligation bonds, it must be receipted to this account in the Debt Service Fund of the school corporation.
- 5130 Tax Anticipation Warrant Premiums. Premiums received regarding tax anticipation warrants.
- 5140 Bond Anticipation Notes. Receipt to this account in the Construction Fund of the school corporation any money advanced for school building construction. Also receipt any amounts advanced for pension bonds to Fund 620.
- 5200 Transfers From One Fund to Another. Receipt to this account all authorized transfers from one fund to another for specific purposes not provided in receipt accounts 5201 to 5207.
- 5201 Transfers From Operations Fund to Education Fund.
- 5202 Transfers From Operations Fund to Rainy Day Fund.
- 5203 Transfers From Education Fund to Operations Fund.
- 5204 Transfers From Education Fund to Rainy Day Fund.
- 5205 Transfers From Rainy Day Fund to Operations Fund.
- 5206 Transfers From Rainy Day Fund to Education Fund.
- 5207 Transfers From Medicaid Reimbursement Fund to Education Fund.
- 5210 Social Security Transfers – Co-ops. Amounts received from the State requiring transfer to other funds or to co-ops.
- 5310 Disposal of Real Property. Any money received from the sale of real estate and buildings.
- 5320 Disposal of Personal Property. Any money received from the sale of equipment, supplies, school buses and other items considered personal property.
- 5390 Other (Specify). Receipt to this account the money received not specifically categorized elsewhere.

#### Loan Proceeds

- 5410 Veterans' Memorial Fund Advance. Receipt to this account any money advanced by the state from the Veterans' Memorial Fund for school building construction.
- 5420 Common School Fund Advances. Receipt to this account any money advanced by the state from the Common School Fund for school building construction.
- 5430 Temporary Loan Principal. Receipt to this account the money received from a loan

obtained to pay current expenses prior to the receipt of revenue from taxes levied for that purpose. These loans, sometimes designated tax anticipation warrants, must be repaid from the next semiannual distribution of local property taxes levied for such fund.

- 5440 Emergency Loan Principal. Receipt to this account the money received from a loan obtained in the Fund for emergency expenditures which were not included in the existing budget and tax levy. Repayment must be included in the annual budget for the next year to repay the loan and interest.
- 5450 Loans From One Fund to Another. Receipt to this account any money temporarily transferred from one fund to a depleted fund for use in paying current operating expenses. Such advancement shall not be made for a period extending beyond the budget year unless the appropriate emergency steps are taken from IC 36-1-8-4.
- 5460 School Bus Loans. Receipt to this account the money obtained from a banking or lending institution for the purpose of purchasing school buses.
- 5470 Grant Anticipation. Receipt to this account any amounts received by way of borrowing against approved federal or state grants.
- 5480 Energy Savings. Loans under IC 36-1-12.5.
- 5500 Capital Lease Proceeds. Receipt to this account the money received from the School Corporation entering into a capital lease agreement for some of its real or personal property.
- 5600 Other Long-Term Debt Proceeds. Receipt to this account the money received by issuing debt that is not categorized elsewhere.

#### Other Items

- 6010 Return of Petty Cash. Receipt petty cash when the Petty Cash Fund is closed out and returned to the issuing Fund.
- 6020 Return of Cash Change. Receipt cash change whenever the cash change fund is closed out, or there is a change in custodians or whenever required for periodic monitoring.

Extra Ordinary Items. Included are transactions or events that are outside the control of school corporation administration and are both unusual in nature and infrequent in occurrence. For some corporations, these include insurance proceeds to cover significant costs related to a natural disaster caused by fire, flood, tornado, hurricane, or hail storm; insurance proceeds to cover costs related to an environmental disaster.

- 6410 Insurance (Claims for Losses). Receipt to this account the money received as a result of claims filed for losses of insured property.

#### Sale of Securities

- 6510 Securities. Receipt to this account the principal of any investments when they are sold.
- 6550 Withholdings. Receipts for payroll withholdings, employee benefits and other clearing accounts.
- 6600 Other (Specify). Receipt to this account the money received not specifically categorized elsewhere.