

Quick Budget Code Reference Sheet

Budget Code Structure

Example: the way you enter it for a requisition in eFinancePlus

ACCOUNT NUMBER	Account	PROJECT	Account	Percentage	Amount
199841P270199	6399			1.00	77.51

What are the numbers?

Fund/Group	Year End	Function	Local Option	Organization/Campus/ Department	Program Intent		Object code
199	8	41	P2	701	99		6399

(Complete Budget Lists are posted on MidwayISD.org Staff/Finance/Financial documents)

FUND/GROUPS most used at campus

- 199 – General Fund
- 200 – 429 Special Revenue either Federally or State Funded
- 461 – Campus Activity Fund
- 865 – Student Activity Fund

YEAR END - this number changes each year for the 2018-2019 school year it will be a 9

FUNCTIONS: are grouped according to related activities in major areas/classes

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| <ul style="list-style-type: none"> 11 – Instruction 12 – Instructional Resources & Media Services (Library) 13 – Staff Development (Instructional Staff & Curriculum) 21 – Instructional Leadership 23 – School Leadership (& office staff) | <ul style="list-style-type: none"> 31 – Guidance/Counseling 33 – Health Services 36 – Extracurricular Activities 41 – General Administration (non-campuses) 51 – Facilities Maint. & Operations |
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OBJECT CODES expense categories (often used)

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| <ul style="list-style-type: none"> 6239 – Education Service Center services 6249 – Contracted Maint. & Repair 6269 – Rentals (includes space in buildings) 6319 – Supplies for Maint. & Operations 6321 – Textbooks 6329 – Reading Materials for magazine subscriptions and newspaper subscriptions, reference books & other reading materials that are placed in classrooms, offices or libraries that are not text books or workbooks. 6399 – General Supplies (includes workbooks), field trips, & software under \$5000. per unit. 6399 – 20 Furniture & Equipment less than \$5000.00 6411 – Employee Travel 6412 – Student travel for school sponsored event | <ul style="list-style-type: none"> 6495 – Dues –to clubs/organizations Example TASA, TASP, TASB, TMEA, local chambers of commerce. Professional memberships (Not registration fees associated with attending conference/trainings) 6496 – Advertising 6497 - Awards 6499 – Misc. Operating Cost graduation expenses, food/refreshments for school related meetings, fees not associated with travel or dues 6639 – Capital outlay with a unit cost of \$5,000. Or more <p>Purchase of site licenses, single use software, network fees, annual agreement etc. (Object 6399 if less than \$5,000, or 6639 if over)</p> |
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