

Guide for Classification of Revenue and Expenditure Accounts

This guide provides information for the proper classification of Living
University revenues and expenditures.

SIXTH EDITION
JANUARY 27, 2015

Published by the President's Office. Living University, 2301 Crown Centre Drive, Suite A,
Charlotte, North Carolina 28227-7705. Third Edition. April 7, 2013.

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Overview

The purpose of this manual is to provide a guide for the creation of necessary revenue and expenditure accounts for the operation of the University. It does not deal with general ledger accounts as such are the domain of the Financial Controller's Office.

Defined revenue and expenditure accounts are critical to a successful business entity. A university is a business enterprise even though, as in the case of Living University, it is a not-for-profit tax exempt entity. Such accounts become part of the necessary framework for effective budgetary planning and administration. They also are important in strategic long-range planning.

This manual is for all University faculty and staff. We all consume resources and in a sense we all raise funds on behalf of the institution. As you develop sensitivity to the whole structure of University financial accounting it should ease your task in these regards. The mystery will be gone.

If you would like clarification or elaboration on any topic in this manual please share your concern with the Director of Business Affairs. This manual can be easily expanded to make these matters as simple as possible.

REVENUE AND EXPENDITURE ACCOUNTS

Living University uses a ten digit account numbers in the form of a five digit Object Code followed by a five digit Cost Center code in the form XXXXX. Details for each of these groups are set forth in this manual.

The Director of Business Affairs has responsibility for all revenue accounts and the planning responsibility associated with them in budget development and administration. For purposes of illustration the University uses following revenue accounts based on the definitions in this manual.

LU Account Number	Category	Explanation
40001-00000	Tuition Charges (General)	Record gross revenues for general tuition charged to students for registration in a course.
40110-00000	Tuition Refunds	This account is debited for all tuition refunded to students.
40121-00000	Promotional Tuition Waivers	Includes the cost of adjusted tuition made for limited promotional purposes.
40122-00000	International Tuition Waivers	Includes the cost of adjusted tuition for delivery of instruction to countries outside the United States and Canada.
40123-00000	Other Tuition Waivers	Includes the cost of adjusted tuition as authorized by the President.
40305-00000	Application Fees	This account is used to charge prospective students an application fee when they apply for admission. These fees shall be credited to this account and is for the educational and general support activities of the University.
40310-00000	Information Technology Fee	This fee is assessed every semester or other term for each for-credit or auditing student. There are no waivers of LU scholarships to offset this fee. The revenue from this fee shall be used to support and enhance information technology resources for students and faculty.
40330-61312	Student Activity Fees	A mandatory fee assessed each Charlotte onsite matriculated student each semester for student welfare and activity funds including the operating expenses of the Associated Student Body.
40340-00000	Graduation Fees	This account is used to charge a graduation fee. Fees shall be credited to this account and used to finance the educational and general support activities of the University. Graduation fees are assessed during the term the student expects to graduate.
40435-00000	Student Health Fees	Fees charged to students to support university provided health services, health insurance and accident insurance.
40440-00000	Transcript Fees	Fees charged for copies of transcripts shall be credited to this account and used in the same manner as graduation fees.

There are several other established revenue accounts used by the University. As new accounts are needed Business Affairs makes the determination.

Guide for Classification of Revenue and Expenditure Accounts

On the expenditure side, an illustration would be some of the accounts used by the Theology Department shown below. Department managers are responsible for planning and administering their unit budgets. As new accounts are needed Business Affairs makes the determination.

LU Account Number	Category	Explanation
61060-19001	Faculty Salaries (Part Time)	Includes all salaries for part-time faculty.
61070-19001	Faculty Salaries (Full Time)	Includes all salaries for full-time faculty.
61130-19001	Support Staff Salaries (Full-Time) [Non-Exempt]	Compensation paid to full-time staff members whose job is classified as Non-Exempt from Federal and State wage and hour rules. Generally, the employee works a set amount of hours per job shift or work week and earns an overtime rate for excess hours worked.
61131-19001	Support Staff Salaries (Part-Time) [Non-Exempt]	Compensation paid to part-time staff members whose job is classified as Non-Exempt from Federal and State wage and hour rules.
61180-19001	Wages & Salaries - Students	This account includes only wages for students who are employed through the Institutional Work-study program which offer a limited number of part-time student work-study positions to help undergraduate students to pay for a portion of their room, board and tuition charges by working on-campus.
61200-19001	Salary Allocation Cost (LCG In-kind Services)	This account is used to record the cost of personal services as faculty members (administrative or teaching faculty), professional staff or support staff, donated to the University by the Living Church of God. Treat these as in-kind services donated to LU and recorded here as cost allocations (even though possibly listed in the University Catalog as faculty and staff for another purpose). Do not record LCG donated services by a classification of part-time, full-time, faculty, staff and the like.
62020-19001	Social Security (FICA Expense)	This account is used for the employer's portion of FICA payroll deduction.
62030-19001	Retirement Plan (Employer's Share)	This account is used to record the employer's portion of any retirement plan payroll deduction.
63190-19001	Medical, dental, vision and life Insurance Plans (Employer's Share)	Employer contribution to health, dental and life insurance plans
71190-19001	Other Contracted Services	Payments for other professional services not otherwise described in Contracted Services. This includes transcript fees for acquiring faculty transcripts.
71290-19001	Dues & Memberships	Professional dues and membership in the name of individuals, i.e., faculty, staff and other approved individuals.
71310-19001	Subscriptions & Periodicals	Includes magazine, periodical and external data bases subscriptions and periodicals for departments as well as for the library.
71933-19001	Reference Materials	Includes books for departmental use, and publications as pamphlets, reprints, etc. but not the library
71935-19001	Small Equipment, Furniture and Tools	Items shall have a unit cost less than \$1,000 or a useful life of less than two years. Such items are expensed not capitalized.

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71940-19001	Instructional Supplies	Expenditures for consumable instructional supplies, e.g., chalk, chemicals, paper, pencils, performance supplies, art supplies, scenery, music supplies, lighting/sound supplies, pre-printed forms, etc.
71942-19001	Audiovisual Supplies	Expenditures for the purchase of video and audio tapes, CDs, DVDs, cameras, film, etc.
71950-19001	Office Supplies	This major object includes payments for supplies and materials used in the operation of institutional offices and in performance of clerical duties. It includes costs of readily expendable items, such as paper, pencils, folders, and paper clips and costs of minor equipment items, such as scissors, staplers, and rulers, normally requiring expenditures of less than \$25 per item. Also, it includes costs of institutional forms, letterheads, envelopes, checks, library cards, and duplication supplies.
71960-19001	Other Supplies	Supply items for which there is no other supply category. Used only as a last resort. Usage must be kept to a minimum.
72100-19001	Business Meals	Cost of meals where there is a substantial and bona fide business discussion during, directly preceding or directly following the meal. The primary purpose of the meal must be business.
72110-19001	Meals (Travel)	Includes all meal expenses associated with approved employee travel.
72120-19001	Travel (Air Travel)	Includes all travel expenses for airline transportation.
72125-19001	Travel (Ground Transportation)	Includes all overnight travel expenses for ground transportation, including use of personal vehicles (mileage).
72130-19001	Travel (Lodging)	Includes all lodging expenses.
72133-19001	Travel (Parking)	Includes all parking expenses.
72136-19001	Travel (Rental Car)	Includes all travel expenses incurred by employees for rental and leased vehicles.
72150-85007	(Travel) Festival Related Expenses	Travel expenses above and beyond the festival allotment for faculty ministers. This usually involves University marketing activities at festival sites.
72160-19001	Travel (Employee Mileage)	Includes mileage reimbursements, for the use of a personal vehicle incurred by employees in job-related activities (non-overnight travel).
72165-19001	Travel (Miscellaneous)	Includes all miscellaneous travel expenses.

FUND GROUPS

Some colleges and universities use fund accounting. The University's auditors recommended that Living University establish only one fund. Therefore, there is only a single fund (the general operating fund) at this time. The fund code is 01. Two numerical characters are used so that the University can easily expand to additional funds if needed.

FUNCTIONAL CLASSIFICATION

The organizational units of each fund are grouped together according to the function they perform to aid in the classification and analysis of financial information. The functional classifications listed below have been brought forward from the previous editions of FARM and (originally) from the old *College and University Business Administration*, and have been updated by the NACUBO Accounting Principles Council, except that Libraries has been separated from Academic Support.

Two numerical characters are used to identify functional classification of the University's primary and support programs.

REVENUES BY FUNCTION

REVENUE ACCOUNTS.

- Tuition and Fees (4000)
 - Tuition
 - Tuition Charges (40001)
 - Tuition Refunds and Waivers (40100)—contra-revenue
 - Fees
 - Student Fees [Qualified for Federal Aid] (40300)
 - Student Fees [Not Qualified for Federal Aid] (40400)
 - Special Program Fees (40500)
 - Other Fees (40600)
 - Fee Refunds and Waivers (40700) —contra-revenue
 - Allotment for Doubtful Revenue (40750)—contra-revenue
 - Scholarship Allowances (41400)—contra-revenue
- Federal Grants and Contracts (4300) Federal Grant Revenue
 - Federal Contracts
 - Federal Contract Revenue
- State Grants and Contracts (4400)
 - State Contract Revenue
 - State Grant Revenue
- Private Gifts, Grants and Contracts (4500)
 - Subsidy from the Living Church of God (45010)
 - Other Private Gifts, Grants and Contracts (45100)
- Interest and Investment Income ((4600)
- Sales and Services of Educational Activities (4700)
- Sales and Services of Auxiliary Enterprises (4800)
 - Rent and Room Charges (47100)
 - Food Services (47200)
 - University Bookstore (47300)
 - Other Auxiliary Services 4700)
- Other Revenues (4900)
 - Other Revenues [Athletics] (49010)
 - Other Revenues [Memberships] (49065)
 - Other Revenues [Miscellaneous] (49165)

EXPENSES BY FUNCTION

The major changes enacted by the NACUBO Accounting Principles Council concerning functional expense classifications relate to information technology, student financial aid, auxiliary enterprises, special session and safety and security. These changes are summarized as follows:

- Previously, information technology (IT) expenses for formally organized and/or budgeted activities that provide computing support to the three primary programs (Instruction, Research, and Public Service) were assigned to academic support or, in the case of expenses that provide support for institution-wide administrative functions, institutional support. Since many institutions separately budget and account for IT in all applicable functional classifications, and the term computing support no longer adequately describes the full spectrum of activity related to IT within institutions, the University shall assign such costs to other functional expense classifications if the costs are separately budgeted and accounted for by the University. As Living University does not separately budget and expense information technology resources, the costs associated with the three primary programs will be applied to academic support and the remainder to institutional support.
- The University shall report all tuition and fee revenue net of scholarship discounts and allowances. Amounts provided to students as financial aid shall be recorded as scholarship allowances (netted against revenues) in amounts up to those owed by the students. Amounts paid to the students in excess of amounts owed (e.g., for living expenses) should be recorded as student financial aid expense. Tuition remission benefits for employees and their dependents should be accounted for as compensation expense since the tuition remission benefit was given in exchange for services rendered by the employee.
- A new subcategory titled Auxiliary Enterprise—Other should include expenses for auxiliary enterprise activities primarily intended to furnish goods and services that are related to the higher education mission. Customers for these goods and services, however, generally are not students, faculty, or staff. Examples of such an entity would be a drug testing center or a university press department.
- The Special Session instruction expense subcategory under instruction expenses is eliminated and the costs are assigned either to general academic instruction or vocational technical instruction depending on the nature of the costs and courses.
- Safety and Security expenses were previously classified as Institutional Support. While it is recognized that safety and security are institutional in nature, a better classification that is consistent with other regulatory pronouncements, is under Operations and Maintenance of Plant.

FUNCTIONAL CODES AND GROUPS

Expenditures by functional expense categories in their general-purpose financial statements fall into the following functional expense classifications:

- Instruction
- Research
- Public Service
- Academic Support
- Learning Resources
- Student Services
- Institutional Support
- Operation and Maintenance of Plant
- Scholarships and Fellowships

- Auxiliary Enterprises
- Hospitals
- Independent Operations

FUNCTION 01 - INSTRUCTION

All instructional organizational units of the University which provide academic instruction should be grouped within this function. At Living University these consist of four divisions: Arts and Sciences, Business and Information Technology, Health and Human Ecology and Theology. Expenses for credit and noncredit courses; academic, vocational, and technical instruction; remedial and tutorial instruction; and regular, special, and extension sessions should be included. Expenses for departmental research and public service that are not separately budgeted should be included in this classification. This category excludes expenses for those academic personnel whose primary activity is administration—for example, academic deans.

FUNCTION 02 – RESEARCH

All expenditures for activities specifically organized to produce research outcomes. This includes individual and project research. Expenses for departmental research that are separately budgeted are included in this category. However, the research category does not include expenses for departmental research that are not separately budgeted. Such expenses are included in the instructional category.

FUNCTION 03 – PUBLIC SERVICE

All organizational units and any expenditure for activities established to primarily provide non-instructional services beneficial to individuals and groups external to the University. Included in this category are conferences, institutes, general advisory services, reference bureaus, radio and television, consulting, and similar non-instructional services to particular sectors of the community.

FUNCTION 04 – ACADEMIC SUPPORT

All organizational units which provide support services for the University's primary missions (instruction, research, public service) except Learning Resources such as demonstration schools associated with a department, school, or college of education; media such as audio-visual services and technology such as computing support; academic administration (including academic deans or vice presidents but not department or division chairpersons) and personnel development providing administration support and management direction to the three primary missions; and separately budgeted support for course and curriculum development. This includes: Academic Affairs, Accreditation & Licensure, Faculty Development, Instructional Media Services and Information Technology Support.

FUNCTION 05 – LEARNING RESOURCES

All organizational units, which provide for storage, distribution, and use of educational materials throughout the entire University, should be grouped under this function. It includes the retention, preservation, and display of learning resources, such as libraries, museums, and galleries.

FUNCTION 06 - STUDENT SERVICES

All organizational units, which are primarily concerned with providing services for students, should be grouped under this function. The student services category includes expenses incurred for offices of admissions and the

registrar and activities with the primary purpose of contributing to students' emotional and physical well-being and intellectual, cultural, and social development outside the context of the formal instruction program. It includes expenses for student activities, commencement exercises, cultural events, student newspapers, intramural athletics, student organizations, intercollegiate athletics (if the program is not operated as an essentially self-supporting activity), counseling and career guidance (excluding informal academic counseling by the faculty), student financial aid administration, and student health service (if not operated as an essentially self-supporting activity). Enrollment Management expenses are best categorized in student services.

FUNCTION 07 – INSTITUTIONAL SUPPORT

All expenditures of the University Board of Regents, executive management (the president, chief business officer and chief institutional advancement officer), as they serve the entire University, should be included in this function. Administrative expenditures chargeable directly (prorated) to auxiliary enterprises should be excluded or deducted from the total included under this function. The institutional support category includes expenses for central, executive-level activities concerned with management and long-range planning for the entire institution, such as the University Board of Regents, planning and programming operations, and legal services; fiscal operations, including the investment office; administrative data processing; space management; employee personnel and records; logistical activities that provide procurement, storerooms, printing; transportation services to the institution; support services to faculty and staff that are not operated as auxiliary enterprises; and activities concerned with community and alumni relations, including development and fund raising. Appropriate allocations of institutional support should be made to auxiliary enterprises, hospitals, and any other activities not directly related to the primary program categories or the related support categories.

NOTE: Bad debt expense arising from student loans is recorded in this subcategory [Cost Center 900 (Business Affairs)]. However, bad debts arising from student and other accounts receivables are recorded as a reduction of the specific revenue source (e.g., tuition, auxiliary fees) rather than as an expense. See Object Code 40751 (Doubtful Revenue).

FUNCTION 08 – OPERATION AND MAINTENANCE OF PLANT

All organizational units, which are responsible for the operation and maintenance of the University's physical facilities, should be grouped under this function. The operation and maintenance of plant category includes all expenses for the administration, supervision, operation, maintenance, preservation, and protection of the institution's physical plant. They include expenses normally incurred for such items as janitorial and utility services; repairs and ordinary or normal alterations of buildings, furniture, and equipment; care of grounds; maintenance and operation of buildings and other plant facilities; security; earthquake and disaster preparedness; safety; hazardous waste disposal; property, liability and all other insurance relating to property; space and capital leasing; facility planning and management; and central receiving. It does not include interest expense on capital related debt. This category may be allocated to the other functional categories based on an acceptable allocation methodology such as square footage of buildings.

At Living University depreciation expense shall be calculated in accordance with the University's capitalization and depreciation policies and allocated only to plant operation and maintenance expenses.

NOTE: Depreciation expense is considered both a functional and natural expense classification under GASB Statements 34 and 35. In addition, when functional expenses are reported in the Statement of Revenues, Expenses and Changes in Net Assets, depreciation expense can be allocated to other functions such as instruction, research and student services, or allocated only to plant operation and maintenance expenses, or reported separately. When depreciation expense is reported as a functional expense, depreciation for all activities (educational and

general, auxiliary enterprises and hospitals) may be combined and reported as one amount in the Statement of Revenues, Expenses and Changes in Net Assets, or it may be segregated between these activities if the Statement shows separate columns or other means to delineate expenses between these activities. The allocation methodology may be either a simple or complex one such as a multiple allocation approach. Generally, depreciation expense for buildings may be allocated based on the usage of the buildings. This is accomplished by a periodic inventory of the usage of the space in each building. Depreciation expense on equipment may be allocated to other functions based upon the location of the equipment and the use of that space. This is also accomplished through a periodic inventory of the equipment.

FUNCTION 09 – SCHOLARSHIPS AND FELLOWSHIPS

All expenditures for scholarships and fellowships awarded in the form of grants to students, resulting either from selection by the University or from an entitlement program.

NOTE: Universities following adoption of GASB Statements 34 and 35 should report tuition discounts and allowances and scholarships generally as reductions of tuition and fees revenues. Certain amounts of such items should still be reported as expenses in general-purpose financial statements. Institutional resources provided to students as financial aid should be recorded as scholarship allowances in amounts up to and equal to amounts owed by students to the institution. Institutional resources provided in excess of amounts owed by the students to the institution and refunded to students should be recorded as expenses. Institutions, in applying this guidance on allocating financial aid between revenue discounts and expenses, will generally initially record all aid as an expense and then determine the amount of aid that should be reported as a reduction of revenues. Accordingly, it is still advisable to maintain expense accounts for aid granted.

The scholarships and fellowships category includes expenses for scholarships and fellowships—from restricted or unrestricted funds—in the form of grants to students, resulting from selection by the institution or from an entitlement program. The category also includes trainee stipends, prizes, and awards. Trainee stipends awarded to individuals who are not enrolled in formal course work should be charged to instruction, research, or public service. Recipients of grants are not required to perform service to the institution as consideration for the grant, nor are they expected to repay the amount of the grant to the funding source. When services are required in exchange for financial assistance, as in the College Work-Study program, charges should be classified as expenses of the department or organizational unit to which the service is rendered. Aid to students in the form of tuition or fee remissions also should be included in this category. However, remission of tuition or fees granted because of faculty or staff status, or family relationship of students to faculty or staff, should be recorded as staff benefits expenses in the appropriate functional expense category.

FUNCTION 10 – AUXILIARY ENTERPRISES

Includes expenditures for activities primarily intended to furnish services to students, i.e., University Bookstore, Student Housing Services, but also includes activities intended to provide a service to the faculty and/or staff. Intercollegiate activities are only included as Auxiliary Enterprises when operated in accordance with the definition of an auxiliary enterprise (essentially self-supporting). An Auxiliary Enterprise exists to furnish goods or services to students, faculty, staff, other institutional departments, or incidentally to the general public, and charges a fee directly related to, although not necessarily equal to, the cost of the goods or services.

NOTE 1: The distinguishing characteristic of an auxiliary enterprise is that it is managed as an essentially self-supporting activity. Examples are residence halls, food services, intercollegiate athletics (only if essentially self-supporting), university stores, faculty clubs, parking, and faculty housing. Student health services, when operated

as an auxiliary enterprise, also are included. Hospitals, although they may serve students, faculty, or staff, are classified separately because of their financial significance.

The auxiliary enterprise category includes all expenses relating to the operation of auxiliary enterprises, including expenses for operation and maintenance of plant, depreciation (if allocated to functional expense categories) and administration. Also included are other direct and indirect costs, whether charged directly as expenses or allocated as a proportionate share of costs of other departments or units. To ensure that data regarding individual auxiliary enterprises are complete and adequate for management decisions, cost data should be prepared using full costing methods. Full costing means that the costs attributed to each enterprise includes a portion of indirect costs related to that enterprise, as well as the costs directly attributable to its operation.

NOTE 2: Other Self-Supporting Enterprises is a subcategory for activities that were established primarily to provide goods and services to other internal units on a fee for service basis. The following characteristics assist in identifying these units:

- They are self-supporting units that operate on a break-even basis for those goods and services offered to other units.
- They could provide, to a lesser extent, the same goods and services to faculty, staff, students, and related entities.
- The goods and services are provided at an institutional level. This characteristic excludes enterprises that only serve units within the same department. For example, a telecommunications department that services the entire institution would be considered other self-supporting while the chemistry stores department that only services other chemistry units would be reported net within academic support under functional expense reporting.
- This classification does not preclude the current reporting practices for entities included in other functional categories.
- Expenses incurred under the subcategory Other Self-Supporting Enterprises should be netted against revenues since the predominance of transactions is internal.

FUNCTION 11 – HOSPITALS

The hospital category includes all expenses associated with the patient care operations of a hospital, including nursing and other professional services, general services, administrative services, fiscal services, depreciation (if allocated to functional expense categories) and charges for physical plant operations. Also included are other direct and indirect costs, whether charged directly as expenses or allocated as a proportionate share of costs of other departments and units. Expenses for activities that take place within the hospital, but that are categorized more appropriately as instruction or research, are excluded from this category and accounted for in the appropriate categories.

FUNCTION 12 – INDEPENDENT OPERATIONS

The independent operations category includes expenses independent of or unrelated to, but that may enhance the primary missions of, an institution. This category generally is limited to expenses associated with major federally funded research laboratories. Excluded are expenses associated with property owned and managed as investments of the institution's endowment funds. Activities operated as auxiliary enterprises (i.e., those established to provide a service to students, faculty, or staff and charging a fee related to the cost of the service) are excluded from this subcategory. Operations with commercial aspects that primarily support instruction, research, and/or public service (for example, hospitals and ancillary support activities) are excluded. Also excluded are activities operated as part of the institution's endowment funds.

COST CENTERS

Functional units are cost centers which may or may not be actual departments.

Cost Center Number	Cost Center/Department	Cost Center Number	Cost Center/ Department
10001	Arts and Sciences	66006	Financial Aid
12501	Business and Information Technology	72506	Commencement Exercises
15001	Health, Education and Human Ecology	75007	Institutional Memberships
19001	Theology	81007	Board of Regents
20002	Research	81507	Executive Management (President's Office)
30003	Public Service	82007	Institutional Effectiveness and Planning
40004	Academic Affairs	82507	Legal Affairs and Risk Management
40504	Faculty Development	83007	Institutional Advancement
41004	Accreditation and Licensure	85007	University Relations
42004	Instructional Media Services	85112	Living University Alumni Association
45004	Information Technology Support	89008	Facilities Management
50005	Library Services	90007	Business Affairs
60006	Student Affairs	91007	Financial Controller
61006	Student Life Activities	92007	Human Resources
61112	Men's Clubs	93007	Purchasing Services
61212	Women's Clubs	94007	Property Management
61312	Associated Student Body	95010	University Bookstore
61412	Young Adults Forum	95110	Food Service
62009	Scholarships and Fellowships	95210	University Housing Services
65006	Enrollment Management	95310	Faculty Dining

OBJECT CODES

Perhaps the most confusing aspect of formulating an expenditure account is the object code designation. This five character code refines the nature of an expenditure. There will always be some revenue or expenditure which does not fit the defined system. What we do not want is for anyone to simply dispatch an item to a wrong object code to get rid of a problem. Is it not better to simply come up with a new one? When one is needed or a hard call is necessary then simply contact the Director of Business Affairs for a ruling.

In the last century there were elaborate attempts by school business officers to distinguish between supplies and equipment. Today it is a bit simpler. At the University a supply item is any article or material which meets any *one* or more of the following conditions:

1. It is consumed in use.
2. It loses its original shape or appearance with use.
3. It is expendable, that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to replace it with an entirely new unit rather than repair it (which is not true of equipment).
4. Small equipment is an inexpensive item, having characteristics of equipment, whose small unit cost makes it inadvisable to capitalize the item.
5. It loses its identity through incorporation into a different or more complex unit or substance.

You will have to make a call on whether or not an item is small equipment.

OBJECT CODES FOR REVENUES

Object Code

Object

Definition

TUITION AND FEES

The tuition and fees category includes all tuition and fees (net of refunds, bad debt estimates, and any discounts recognized) assessed for educational purposes. Tuition and fees that are levied for academic terms that fall entirely within one fiscal year are recognized as revenue in that fiscal year. Care should be taken to ensure that prepaid tuition is deferred and that unpaid tuition is accrued at the end of the fiscal year.

TUITION

40000 TUITION

Tuition is a charge collected in payment for instruction.

40001 Tuition Charges (General)

Record gross revenues for general tuition charged to students for registration in a course.

40100 TUITION REFUNDS AND WAIVERS

Tuition Refunds and Waivers functions as a contra-revenue account, with the normal amount being booked into Tuition as a credit and the waiver amount booked into Tuition Waivers as a

debit. The President is authorized to adjust tuition rates and general student fees for limited promotional purposes, delivery of instruction to countries outside the United States and Canada, and in other circumstances as the President feels warranted. The amount of the waiver is the difference between the general tuition charge and the approved reduced charge. Board Statute §11.1.3.

40110	Tuition Refunds	This account is debited for all tuition refunded to students.
40121	Promotional Tuition Waiver	Includes the cost of adjusted tuition made for limited promotional purposes.
40122	International Tuition Waiver	Includes the cost of adjusted tuition for delivery of instruction to countries outside the United States and Canada.
40123	Other Tuition Waiver	Includes the cost of adjusted tuition as authorized by the President.

FEES

Student fees include all student fees assessed (net of fee refunds) against students for current operating purposes. Student fees include those prescribed charges that must be paid by the student as a condition for (1) applying for admission to the University, (2) enrolling in the University, (3) enrolling in specific courses, (4) graduating from the University, and other student fees. All charges required as a precondition for enrollment shall be recorded within the structure of this Chart of Accounts.

Revenue charges to this category include off-campus study fees, off-campus correspondence fees, applied music instruction fees, laboratory fees, comprehensive fees, and student fees for any academic term such as the summer session. These fees should be deposited in this category if they are not a component of tuition revenue.

Charges for transcripts, equipment damage or breakage, fines, and the like, are not to be classified as Student Fees but as Other Fees. Charges for room, board, and other services rendered by auxiliary enterprises are not included in this category but should be classified as Sales and Services of Auxiliary Enterprises. Revenues deposited in this category are part of other operating funds rather than tuition.

40300

STUDENT FEES-QUALIFIED FOR FEDERAL AID

40305	Application Fee	This account is used to charge prospective students an application fee when they apply for admission. These fees shall be credited to this account and will be used to finance the educational and general support activities of the University.
40310	Information Technology Fee	This fee is assessed every semester or other term for each for-credit or auditing student. There are no waivers of LU scholarships to

40325	Applied Music Instruction Fee	offset this fee. The revenue from this fee shall be used to support and enhance information technology resources for students and faculty.
40330	Student Activity Fee	Fees charged to students receiving individual music instruction.
40340	Graduation Fee	Fees assessed to students to support out-of-class activities are credited to this revenue account. This account will normally be used in the Agency Fund. A mandatory fee assessed each Charlotte onsite matriculated student each semester for student welfare and activity funds including the operating expenses of the Associated Student Body.
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40400	STUDENT FEES-NONQUALIFIED FOR FEDERAL AID	
40435	Student Health Fees	Fees charged to students to support university provided health services, health insurance and accident insurance.
40440	Transcript Fees	Fees charged for copies of transcripts shall be credited to this account and used in the same manner as graduation fees.
40450	Student Athletic Fees	Fees charged to students to support intercollegiate athletic programs.
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40500	SPECIAL PROGRAM FEES	
40510	Conference Fees (Sales Taxable)	
40520	Conference Fees (No Sales Tax)	
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40600	OTHER FEES	
40610	Library Fines	Fees charged students and patrons for overdue library materials.
40615	Library Replacement Fee	Used to post the revenue generated from charges to students and patrons for lost and damaged library materials.
40620	Lost Key Fines	Fees charged students and patrons for overdue library materials.

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40635	Returned Check Fees	This account is used to charges fees assessed for return of a check is from the bank unpaid for any reason.
40650	Parking and Vehicle Registration Fees	Includes fees charged to students for parking services and/or vehicle registration purposes
40654	Parking Fines	Includes fees charged to students for on-campus parking violations.
40656	Student Transportation Fees	Fees charged to students to support campus-based transportation systems.
40675	Testing Fees	Fees and charges assessed to students for administering various test instruments.
40680	Material and Supply Fees	Fees charged to students for materials and supplies such as in chemistry.
40699	Miscellaneous Fees	Any student fees not included in account codes above shall be credited to this revenue account.

40700

FEE REFUNDS AND WAIVERS

Includes the cost of fees refunded or waived. Fee Waivers functions as a contra-revenue account, with the normal fee amount being booked into Fee Waivers as a debit.

40710	Fee Refund	This account is debited for all fees refunded to students.
40720	Fee Waivers (Parking/Vehicle Registration)	Includes the cost of fees waived for Parking/Vehicle Registration. This is a contra-revenue account.
40725	Fee Waivers (Student Activity Fees)	Includes the cost of fees waived for Student Activity Fees. This is a contra-revenue account.
40730	Fee Waivers (Student Athletic Fees)	Includes the cost of fees waived for Student Athletic Fees. This is a contra-revenue account.
40735	Fee Waivers (Student Health Fees)	Includes the cost of fees waived for Student Health Fees. This is a contra-revenue account.
40740	Fee Waivers (Student Transportation Fees)	Includes the cost of fees waived for Student Transportation Fees. This is a contra-revenue account.

ALLOWANCE FOR DOUBTFUL REVENUE (TUITION AND FEES)

The funding source (contra-revenue) used to fund the reserve for uncollectible accounts associated with Tuition and Fees. Money set aside to compensate for a potential increase in debt that might possibly not be paid back. The reserve is created by simultaneously debiting the bad debt expense and by creating a contra-asset by crediting reserves for the bad debt.

For example, a university that provides loans to its students will likely be unable to collect all of the outstanding loans, since some students will experience difficulty in repaying all of their debt. The university would create a reserve for bad debt to ensure that an increase in bad debt does not eat into other funds.

- Revenues should be reported net of discounts and allowances with the discount amount parenthetically disclosed on the face of the statement or in the notes to the financial statements. Alternatively, revenues may be reported gross with the related discounts and allowances reported directly beneath the revenue amount.
- Provision must be made for bad debt estimates each year. Tuition and fees should be reported net of allowances and discounts. As such, increases in allowances for bad debts are recorded as a reduction in revenues rather than an expense.

With regard to the presentation of the provision for bad debt estimates taken as a reduction of tuition and fee revenue, this should be deducted from the gross tuition and fee line item and should not be separately displayed on the face of the statement. This treatment is different than scholarship allowances which are required to be disclosed either on the face or in the notes to the financial statements.

40751	Doubtful Revenue	Allowances for bad debts for tuition and fees are recorded as a reduction in revenue rather than as an expense. With respect to student loans use expense account 71530 Bad Debt Expense (Students) and Cost Center]
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SCHOLARSHIP ALLOWANCES

These accounts are contra accounts used to post a “scholarship allowance” amount that eliminates the double counting of certain revenues. With adoption of GASB Statements 34 and 35, the University reports tuition discounts and allowances and scholarships generally as reductions of tuition and fees revenues.

41495	Institutional Scholarships	Scholarships made by the University from its own funds as approved by executive management. May cover tuition and fees.
41496	Leadership Program Tuition Waiver	
41497	TW Bible Study Course THL 135 Tuition Waiver	
41498	Senior Citizen Tuition Waiver	
41499	Regents Scholarships (Elders, Deacons, Deaconesses)	
41500	Regents Scholarships (LCG Assistance Fund Contributors-3rd Tithe Year)	Record tuition scholarships for persons contributing to the LCG Assistance Fund. The

“contributing to the LCG Assistance Fund” is understood to mean that the period of giving is intended to be not less than one year.

- 41501 Regents Scholarship Allowance (LU and LGG full-time employees)
- 41502 Regents Scholarship Allowance (LU and LGG part-time employees)
- 41503 TW Bible Study Course THL 110AB Tuition Waiver (discount)
- 41504 Flat Tuition Fee Discount

FEDERAL GRANTS & CONTRACTS

- 43010 Federal Grant Revenue
- 43020 Federal Contracts
- 43030 Federal Contract Revenue

STATE GRANTS AND CONTRACTS

- 44080 State Contract Revenue
- 44090 State Grant Revenue

PRIVATE GIFTS, GRANTS & CONTRACTS

SUBSIDY FROM LIVING CHURCH OF GOD

- 45011 Operating Expense Subsidy
- 45012 Equipment Expense Subsidy
- 45014 Other Capital Outlay Subsidy
- 45016 In-Kind Gifts (Allocations)

OTHER PRIVATE GIFTS, GRANTS AND CONTRACTS

This category includes bequests.

- 45111 Annual Fund Gifts
- 45112 Annual Scholarship Gifts
- 45113 Nonrecurring Gifts
- 45114 Church Scholarship Gifts
- 45119 Uncollectible Contributions Receivable
- 45125 In-Kind Gifts - Other
- 45135 Revenue from Donor Pledges
- 45160 Private Contract Revenue

These are monetary contributions for general operating expense.
This category includes both general contributions for student scholarships as well as donor restricted gifts for scholarships.

- 45190 Private Grant Revenue
- 45200 Private Grants and Contracts-Misc.
- 45205 Administrative Reimbursement (Fed. Aid)
- 45209 Fundraising-Other
- 45300 Inc. & Net Real/Unreal Invest Gains

INTEREST AND INVESTMENT INCOME

These profit centers include all revenue earned through investment of Current Unrestricted Funds.

- 46010 Interest Income
- 46020 Dividends Income
- 46030 Investment Income
- 46040 Realized/Unrealized Investment Gains
- 46050 Loss on Disposition of Asset
- 46060 Endowment Income Distribution
- 46070 Matured Split Interest Revenue
- 46110 Realized Gains (Loss)
- 46120 Unrealized Gains (Loss)
- 46200 Rental Income-Investments
- 46300 Management Fees & Expenses
- 46400 Change in Value of SIA

SALES & SERVICES OF AUXILIARY ENTERPRISES

RENT & ROOM CHARGES

- 47110 Residential- Dorm Rent
- 47175 Special Programs - Rent
- 47180 Lease Income

FOOD SERVICES

- 47205 Catering Rebates
- 47210 Grill Rebates
- 47215 Meal Plans
- 47230 Meal Charges Taxable Special Programs
- 47235 Meal Charges Non-Tax Special Programs
- 47270 Meal Charges Sports Camps

UNIVERSITY BOOKSTORE REVENUE

- 47301 Book Sales (Non-Taxable)
- 47302 Book Sales (Taxable)
- 47309 Merchandise Sales (Non-taxable Sales)
- 47310 Merchandise Sales (Taxable Sales)
- 47395 Discounts Earned

OTHER AUXILIARY SERVICES

- 47405 Interdepartmental Auxiliary Revenues
- 47450 Mailroom Revenue
- 47475 Student Phone Charges
- 47491 Vending Copy Machines
- 47492 Vending Laundry
- 47493 Vending Food

OTHER REVENUES

OTHER REVENUES-ATHLETICS

- 49015 Athletics Income

OTHER REVENUES-MEMBERSHIPS

- 49070 Membership Fees - Special Programs
- 49075 Membership Dues
- 49080 Membership Initiation Fees

OTHER REVENUES-MISCELLANEOUS

Includes all revenue received for educational and general purposes not reported elsewhere.

- 49170 Administrative Fees
- 49180 Administrative Reimbursements (Fed. Aid)
- 49205 Discounts Earned (Misc.)
- 49209 Fundraising-Other
- 49210 Assets for Resale (Gain/Loss)
- 49211 Asset Disposal (Gain/Loss)
- 49215 Inter-departmental Other Revenues
- 49225 Interest Income
- 49230 Inter-Library Loan Revenue
- 49235 Miscellaneous Income (No Sales Tax)
- 49240 Miscellaneous Income (Sales Taxable)
- 49243 Motor Vehicle Fleet Revenue
- 49244 Student ID Card Revenue
- 49245 Miscellaneous Income
- 49260 Sponsorships
- 49274 Facilities Rental Taxable
- 49275 Facilities Rental Nontaxable
- 49290 SP-Rent Other

OBJECT CODES FOR EXPENDITURES

This section is under development.

<i>Object Code</i>	<i>Object</i>	<i>Definition</i>
COMPENSATION		
61010	SALARIES	
61020	Administrative Salaries (Full-time Exempt)	This account is used to record salaries of the chief executive officer and the full-time senior level administrative team (chief fiscal, academic, student affairs and institutional advancement officers).
61030	Administrative Overload	
61040	Administrative Salaries (Part-time)	This account is used to record the salaries of the chief executive officer's part-time administrative team.
61045	Administrative Vacation Expense	
61046	Administrative Festival Expense	Consists solely of taxable portion of ministerial festival expense (per diem expenses are classified under Travel).
61060	Faculty Salaries (Part-time)	Includes all salaries for part-time faculty.
61065	Faculty Awards & Prizes	
61070	Faculty Salaries (Full-time)	Includes all salaries for full-time faculty including professional librarians and counselors.
61100	Faculty Overload	Includes all overload pay for faculty.
61105	Faculty Vacation Expense	
61120	Professional Staff Salaries (Exempt)	Salaries paid to full-time staff members who meet the professional classification requirements specified in University Administrative Regulations. These individuals are exempt from the Federal and State rules covering hours worked and the payment of overtime.
61121	Professional Staff Salaries (Part-time)	
61125	Professional Staff Vacation Expense	
61130	Support Staff Salaries (Non-Exempt)	Compensation paid to full-time staff members whose job is classified as Non-Exempt from Federal and State wage and hour rules. Generally, the employee works a set amount of hours per job shift or work week and earns an overtime rate for excess hours worked.
61135	Staff Awards & Prizes	
61150	Support Staff Over-Time	Includes all overtime payments to staff employees.

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61155	Staff Vacation Expense	
61180	Student (LU Wk program)	This account includes only wages for students who are employed through the Institutional Work-study program which offer a limited number of part-time student work-study positions to help undergraduate students to pay for a portion of their room, board and tuition charges by working on-campus.
61190	Student (Federal Wk-Study Program)	This account record includes only wages for students who are employed through the federal government's Work study program.
61200	Salary Allocation Cost	This account is used to record the cost of personal services as faculty members (administrative or teaching faculty), professional staff or support staff, donated to the University by the Living Church of God. Treat these as in-kind services donated to LU and recorded here as cost allocations (even though possibly listed in the <i>University Catalog</i> as faculty and staff for another purpose). Do not record LCG donated services by a classification of part-time, full-time, faculty, staff and the like.

FRINGE BENEFITS

62020	Social Security (FICA Expense)	This account is used for the employer's portion of FICA payroll deduction.
62030	Social Security (Medicare Expense)	Used to record the employer matching costs (expense) associated with FICA-Medicare taxes.
62030	Retirement Plan (Employer's Share)	This account is used to record the employer's portion of any retirement plan payroll deduction.
62040	Unemployment Tax Expense	Includes payments made to Department of Labor either as contributory or reimbursable.
62050	Tuition Benefits (Faculty)	Grants-in-aid for the payment of tuition and associated course fees charged to a faculty member's unit of employment. These benefits apply to regular academic courses offered by the University either on campus or other courses and programs which may be approved by the chief academic officer. Board Statute §5.2.5.5.2.
63190	Medical, Dental, Visual & Life Insurance	Employer contribution to health, dental and life insurance plans
63191	Allocated Medical, Dental, Visual & Life Insurance	Note: paid by LCG and charged to LU through allocation (no cash subsidy)
63250	Workers Compensation	This account is used for the amount of charges for worker's compensation.

EDUCATIONAL & GENERAL EXPENSE

71040	ADVERTISING EXPENSE	
71050	Advertising (General)	Payments for advertisements and announcements. It includes costs of legal notices and legal advertisements.
71060	Advertising (Fund Raising)	
71070	CONTRACTED SERVICES	
71080	Accounting & Auditing Fees	Payments to accounting and audit firms.
71110	Bank Service Charges	Charges assessed by a bank for services provided.
71160	Honoraria & Speaker Fees	Payments to speakers or visitors who perform brief services for the University, usually speeches.
71180	Legal Fees	Payments made to outside law firms.
71181	Consultant Fees	Payments to independent individuals or firms who provide specific consulting assignments for the University, usually under a contract arrangement.
71185	OCLC Services and Fees	OCLC services such as cataloging and Worldshare services.
71190	Other Contracted Services	Payments for other professional services not described above.
71250	DEPRECIATION & AMORTIZATION	
71260	Amortization-Operating	
71270	Depreciation Expense (Operating)	
71271	Depreciation Expense (Buildings)	
71272	Depreciation Expense (Land & Improvements)	
71273	Depreciation Expense (Equipment)	
71274	Depreciation Expense (Library Materials & Collections)	
71280	DUES, MEMBERSHIPS & SUBSCRIPTIONS	
71290	Dues & Memberships	Professional dues and membership in the name of individuals, i.e., faculty, staff and other approved individuals.
71300	Institutional Memberships	Memberships in the name of the University, e.g., SACS, DETC, ALA)
71305	Institutional Contributions	Contributions by the University to governmental, charitable, or non-profit organizations.
71307	License Fees	Includes fees for individuals and the University
71308	State Filing and Registration Fees	This account is for fees related to state charges for charitable solicitation registration and for licensure to offer instruction or degrees within a state or other jurisdiction.

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71310 Subscriptions & Periodicals Includes subscriptions and periodicals for departments as well as for the library.

71312

EMPLOYEE RELATIONS & RECOGNITION

71313 Meals & Entertainment
 71315 Gifts & other Appreciation
 71317 Service Awards Includes amounts for employee awards.

71320

FOOD SERVICES

71330 Catering Services
 71335 Food Expense (Miscellaneous)
 71340 Meal Plans (Residential)
 71350 Meals (Special Programs)

71360

INSURANCE EXPENSE

71370 Insurance (Athletics)
 71380 Insurance (Property & Liability) This includes insurance on the University Motor Vehicle fleet.
 71390 Insurance (Students)
 71400 Insurance (Workers Comp)
 71410 Insurance (Other)

71420

INTEREST EXPENSE-OPERATING

71430 Interest Expense (Line of Credit)
 71440 Interest Expense (Other)
 71445 Interest Expense (Tax Settlement)

71500

OTHER EXPENSES

71510 Appropriated Expenses (LCG Allocations) Non salary items
 71515 Summer Camps Expenses
 71530 Bad Debt Expense (Students) If tuition and fees, then charge to doubtful revenue not here.
 71531 Bad Debt Expense (Other)
 71535 Cancellation Loan P & I
 71540 Cash Over/Short
 71550 Contributed Services
 71555 Endowment Funded Awards
 71556 Endowment Support (Operating Expenses)
 71560 Fundraising Expense
 71580 Library Book Replacement Expense
 71590 Miscellaneous Expense

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71600	Overhead Reimbursement	
71610	Purchases for Resale	This major object includes payments for goods and services offered for sale or rental by institutional operations. It includes costs of books, food, stores, tickets, and other items..
71612	Reclassify to Fund Balance (C&PC)	

71664

BINDING, PRINTING & COPYING

71665	Binding Expense (library materials)	Limited to binding of library books and periodicals.
71666	University Catalogs	Includes all production costs, e.g. photo royalties, printing, binding and the like.
71667	Schedule of Classes	Includes all production costs, e.g. photo royalties, printing, binding and the like.
71668	Duplicating Expense	Copying and duplicating on Xerox or other copy equipment.
71669	Printing and Binding Expense (Other)	Includes payments for other printing, production, layout templates, reproduction, and binding of books, bulletins, leaflets, pamphlets, manuals, monographs, drawings, pictures, diplomas, publications not for library collections. The services may be performed by commercial firms or intra-institutional divisions. It includes costs of non-library book repair materials, duplication services, and type-setting services.

71670

PROFESSIONAL DEVELOPMENT & TRAINING

71680	Conference & Meeting Fees	Registration Fees (but not travel expenses) paid for sending faculty or staff to conferences, meetings, or conventions conducted by other organizations.
71690	Faculty Development	Includes payments for tuition, administrative fees and laboratory fees for graduate study by faculty members. Charges for tuition shall be made to the Faculty Development account. All other approved charges including travel shall be made against the faculty member's departmental budget. Board Statute §5.2.5.5.
71700	Professional Development (Faculty)	Includes faculty professional development activities which do not involve conferences and meetings nor academic tuition and fees, e.g., workshops, seminars and the like, but not travel.
71710	Professional Development (Staff)	Includes all professional development expenses except any related travel expenses.
71720	Professional Development (Students)	

71723

PUBLIC RELATIONS & SPECIAL EVENTS

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71724	Complimentary Admission Tickets	To record the cost of admission tickets to University events, distributed on a promotional basis.
71725	Advertising & Marketing Expense	
71726	Promotional Activities	Includes meals and entertainment related to donor cultivation or other fundraising purposes and dues, fees, and memberships for social and civic organizations, societies and clubs.
71727	Food, Beverage and Related Supplies Cost	Cost of providing food for an activity.
71728	Gifts & Awards	
71729	Tickets & Event Fees	
71730	Flowers and Memorials	Cost of flowers or other memorials to honor deceased members of the University community or other friends of the University

71740

RECRUITING AND MOVING EXPENSE (STAFF/FACULTY)

71740	Advertising (Position Vacancies)	Payments for advertisements and announcements inviting qualified persons to apply for employment positions.
71750	Search, Travel & Interview Expense	
71760	Moving and Relocation Expense—Faculty	This minor object includes costs of moving employees from one duty station to another duty station and expenses offered to new teaching faculty and full-time exempt administrative faculty.
71761	Moving and Relocation Expense—Staff	This minor object includes costs of moving employees from one duty station to another duty station and expenses offered to new staff (this may be a taxable item to a new employee)

71763

RECRUITING EXPENSE-STUDENTS

71764	Advertising (Student Recruiting)	Payments for advertisements and announcements for student recruiting.
71768	Promotional Materials	Includes flyers, view books and videos.

71770

RENTAL & LEASE EXPENSE

71780	Equipment Rental	This major object includes payments for the limited-term use, or right to possession and use, of equipment. It includes costs of leasing postage meter machines, computers, reproduction equipment, duplication equipment, motor vehicles, furniture, and furnishings. Excludes travel rentals and lease expenses listed below in this category.
71785	Cap & Gown Rentals	
71790	Film Rentals	
71800	Lease Expense (Buildings)	This major object includes payments for lease or

rental of realty. It includes costs of renting land, buildings, offices, rooms, conference rooms, convention halls, auditoriums, residences, mobile and relocatable facilities, roadways, and sidewalks.

- 71810 Lease Expense (Equipment)
- 71820 Lease Expense (Fleet Vehicles)
- 71830 Rent Expense (Other)
- 71835 Facilities Allocation (Buildings)

71840

REPAIRS & MAINTENANCE

- 71841 Building Envelope Repairs
- 71842 Mechanical System Repairs
- 71843 Space Improvements
- 71844 Code Repairs
- 71849 Unplanned Repairs
- 71850 Motor Vehicle Fleet Expense

- 71870 Equipment Maintenance & Repair
- 71880 Facilities Damage
- 71900 Renewals & Replacements
- 71908 Professional Fees
- 71910 Contract Repairs
- 71915 Vandalism & Complex Damages

Includes expenses for fuel, service, repair or other costs of vehicles owned and operated by the institution. Also includes required maintenance service or repair of University leased vehicles.

71920

OPERATING SUPPLIES & EXPENSE

This object class includes payments for purchases of supplies, materials, and commodities consumable within one year or less, consumed by physical units, or whose use results in a significant impairment of physical condition or appearance. It includes all articles and substances in a natural or manufactured state used for current operating purposes. This object class excludes purchases of tangible items capitalized in the fixed asset system.

- 71923 Computer Software Computer software that is not capital (less than \$500).
- 71925 Clothing Includes the costs of clothing, wearing apparel, and uniforms furnished to employees.
- 71930 Laundry Expense
- 71933 Reference Materials Includes books for departmental use, and publications as pamphlets, reprints, etc. but not the library
- 71935 Small Equipment, Furniture and Tools Items shall have a unit cost less than \$1,000 or a useful life of less than two years. Such items are expensed not capitalized.
- 71940 Instructional Supplies Expenditures for consumable instructional supplies, e.g., chalk, chemicals, paper, pencils,

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		performance supplies, art supplies, scenery, music supplies, lighting/sound supplies, pre-printed forms, etc.
71942	Audiovisual Supplies	
71945	Facilities Supplies	Supplies used by custodial service or custodial personnel such as toilet paper, paper towels, soap, air fresheners, cleaning supplies, etc.
71950	Office Supplies	This major object includes payments for supplies and materials used in the operation of institutional offices and in performance of clerical duties. It includes costs of readily expendable items, such as paper, pencils, folders, and paper clips and costs of minor equipment items, such as scissors, staplers, and rulers, normally requiring expenditures of less than \$25 per item. Also, it includes costs of institutional forms, letterheads, envelopes, checks, library cards, and duplication supplies.
71951	Gallery and Museum Display Items and Supplies	Items for display (pictures and art), display cases and related supplies for museum and/or gallery purposes. This includes accessorizing halls and offices when for museum or gallery purposes.
71960	Other Supplies	Supply items for which there is no other supply category. Used only as a last resort. Usage must be kept to a minimum.
71961	Maintenance Supplies	Supply items used to maintain physical facilities and equipment (including small equipment).
71963	Uniforms, Safety Equipment, & Supplies	Uniforms, safety equipment, and supplies purchased for use by University employees in the performance of their duties; i.e. jackets, uniforms, safety shoes, goggles, breathing masks, patches, etc.
71965	Supplies (ID Cards)	
71970	Supplies & Fuel-Vehicles	Includes payments for supplies and materials used in operation, maintenance, and repair of University-owned and leased motor vehicles. It includes costs of fuels, oils, lubricants, fluids, tires, batteries, belts, hose, etc., and minor accessories. Excludes expenses for to Facilities Operations vehicles.
71972	Facilities (Damage Recovery)	
71973	Facilities (Savings to Projects)	
71974	Facilities (Auxiliary Services)	
71977	Athletic and Intermural Uniforms & Team Equipment Expense	

71980	TAX EXPENSE	
72010	Assessments and Taxes	For governmental assessments, taxes, or voluntary payment in lieu of taxes.
72015	Sales Tax Audit Expense	

72020

TELEPHONE & COMMUNICATION EXPENSE

This major object includes payments for transmitting verbal, written, and recorded messages, correspondence, data, and information. It includes costs of telephone services, telegrams, postage, messenger and courier services, FAX transmissions, post office box rental, and charges by United Parcel Service (UPS) and Federal Express.

72030	Administrative Long Distance Chargeback	
72040	Allocated Telephone Charges	
72043	Cable TV	
72045	Internet Access Charges	
72050	Long Distance Charges	
72060	Telephone Expense	Monthly telephone and voice mail charges.
72065	Cell Telephone Expense	Cell phone services for University provided cell phones.
72071	Freight Expense	Shipping expenses such as UPS, FedEx, etc.
72072	Postage Expense	Mailing expenses.

72070

TRAVEL AND BUSINESS MEALS

This major object includes payments for business meals and legitimate expenses while in authorized travel status in service to the University. Travel expenses include transportation expenses, subsistence expenses, and other travel expenses.

72100	Business Meals	Cost of meals where there is a substantial and bona fide business discussion during, directly preceding or directly following the meal. The primary purpose of the meal must be business.
72101	Fieldtrip Meals	Meals for University-sanctioned student trips; includes faculty or staff traveling with students. "Fieldtrip" means a journey or excursion away from the university campus, whether or not in university vehicles, involving two or more persons, that is organized and/or sponsored by an operating unit of the university, or by a faculty member or other authorized employee of the university, for academic, research, or recreational purposes that are related to an approved program or activity of the university. "Fieldtrip" does not include travel by university athletic teams and related personnel pursuant to approved policies of the department of athletics.
72105	Fieldtrip (Other Expenses)	Expenses other than means for University-sanctioned student trips; includes faculty or staff traveling with students. "Fieldtrip" means a journey or excursion away from the university campus, whether or not in university vehicles, involving two or more persons, that is organized and/or sponsored by an operating unit of the university, or by a faculty member or other authorized employee of the university, for

		academic, research, or recreational purposes that are related to an approved program or activity of the university. "Fieldtrip" does not include travel by university athletic teams and related personnel pursuant to approved policies of the department of athletics.
72110	Travel (Meals)	Includes all meal expenses associated with approved employee travel.
72120	Travel (Air Travel)	Includes all travel expenses for airline transportation.
72125	Travel (Ground Transportation)	Includes all overnight travel expenses for ground transportation, including use of personal vehicles (mileage).
72130	Travel (Lodging)	Includes all lodging expenses.
72133	Travel (Parking)	Includes all parking expenses.
72136	Travel (Rental Car)	Includes all travel expenses incurred by employees for rental and leased vehicles.
72150	Travel (Festival Related Expenses)	Any travel expenses (per diem) to spring and fall festival for faculty ministers. This usually involves University marketing activities at festival sites.
72160	Travel (Employee Mileage)	Includes mileage reimbursements, for the use of a personal vehicle incurred by employees in job-related activities (non-overnight travel).
72165	Travel (Miscellaneous)	Includes all miscellaneous travel expenses.
72170	Athletic Recruiting Travel Expenses	
72173	Athletics Regular Season Travel	
72175	Athletics Post Season Travel	
72180	Travel for International studies	Includes all approved expenditures for international travel including meals, lodging, and airfare by University employees and students. May include telephone charges, supplies, baggage handling gratuities, and other appropriate items.
72190	Travel-Student Recruiting (includes Lodging & Meals)	

72310

UTILITIES-OPERATIONS

This major object includes payments for utility services, exclusive of telephone services, and includes the costs of electricity, water, natural gas, propane gas, diesel fuel, fuel oil, coal, fire wood, heat, light, power, and other fuels. It excludes costs of fuels and oils used in the operation of motor vehicles.

72320	Electricity (Operations)	Charges from utility companies for electric services.
72330	Gas and Fuel (Operations)	Oil, gas, and other fuel expenses.
72340	Refuse Removal (Operations)	Charges from a governmental agency or utility.
72350	Water (Operations)	Charges from a governmental agency or utility.

SCHOLARSHIPS & FELLOWSHIPS

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73001	John Ogwyn Academic Achievement Award	Cost of student award for outstanding academic contributions or performance or in recognition of merit.
73002	Herbert W. Armstrong Excellence Award	Cost of student award for outstanding academic contributions or performance or in recognition of merit.
73030	Federal Funded Grants (Advanced to Students)	
73060	Institutional Grant in Aid	
73070	International Scholarships	
73090	Outside Awards	
73095	PELL Grants	
73120	State Funded Grants	

AUXILIARY ENTERPRISES EXPENSE

74010 OTHER AUXILIARY EXPENSES

74040	Amortization Expense-Auxiliary
74050	Depreciation Expense-Auxiliary

74110 UTILITIES-AUXILIARY

74140	Electricity (Auxiliary)	
74150	Gas (Auxiliary)	
74160	Refuse Removal (Auxiliary)	
74170	Water (Auxiliary)	May include refuse removal and sewerage on a combined county or municipal fee.