

Accounting Manual: All chapters and sections

- References to the No Child Left Behind Act are removed and replaced with Every Student Succeeds Act throughout the Accounting Manual.
- Agency Fund references are replaced with Custodial Fund.

CHAPTER 3 – Accounting Guidelines

- Near page 3-54, interfund transfer guidance is modified to highlight the school board resolution requirement. The first sentence in the following paragraph is added to the guidance.

Interfund Transfers

A properly executed board resolution authorizing an interfund transfer is required. The district's board adopted budget resolution, if it accurately reflects the desired transfer, may serve as the required resolution. The board resolution authorizing an interfund transfer may be executed in increments. The amount and frequency of transfers may be determined by the district so long as the total transfer authority within the resolution is not exceeded. A budgeted transfer amount not previously credited into the receiving fund may be rescinded in accordance with the same requirements which were met to initially authorize the transfer.

CHAPTER 5 – Revenues and Other Financing Sources

- Near **page 5-54**, the title of *Resource Code 9900–Transfers* is modified to *Resource Code 9900–Transfers–Redirection of Apportionment*. The narrative description is modified to this distinction.

9900 Transfers – Redirection of Apportionment

Applicable Fund: (GFS, DSF, CPF, TVF)

Record the receipt of nonreciprocal redirections of apportionment from the General Fund to another fund. For guidance on nonreciprocal interfund transfers, refer to Chapter 3 and the section titled Interfund Activities.

- Near **page 5-54**, a new *Resource Code 9901–Transfers–Other Resources* is added as a new other financing source code in the subsidiary ledger to GL 965.

9901 Transfers – Other Resources

Applicable Fund: (GFL, DSF, CPF, TVF)

Record the receipt of nonreciprocal local resources from one fund to another. For guidance on nonreciprocal interfund transfers, refer to Chapter 3 and the section titled Interfund Activities.

CHAPTER 6 – General Fund Expenditure Accounts

- The title for Chapter 6, Expenditure Accounts, is renamed: General Fund Expenditure Accounts.
- Beginning on page 6-1, the INTRODUCTION section to Chapter 6 is edited, removing references to other Funds. New guidance is added describing the various account code segments. The new guidance for the INTRODUCTION section of Chapter 6 is included in this Bulletin as **Attachment B**.
- Near page 6-20, the guidance for Program 88 Child Care has been expanded. The complete guidance for Program 88 is contained in **Attachment C** of this Bulletin.
- Beginning near page 6-39, the section on Object Expenditure Codes guidance is expanded. Three-digit National Center for Education Statistics (NCES) Object Codes are incorporated into the Object Code segment. The complete guidance for this section of Chapter 6 is contained in **Attachment D** of this Bulletin.
- The Program Expenditure Matrices have been removed from Chapter 6 and placed in a new Appendix A; created specifically for the matrices in the back of the *Accounting Manual*. Except for placement, the matrices are not modified.
- Near the end of Chapter 6, expenditure information unique to other funds has been moved into new chapters specifically dedicated to the other Fund types.

CHAPTER 9 – Information Unique to Each Fund (2018–19)

- This Chapter is segregated into new chapters specific to each Fund type. The user will find information on other funds by referring to the new chapters dedicated to the Capital Projects and Transportation Vehicle Funds, the Debt Service Fund, the Associated Student Body Fund, and Fiduciary Activities.

CHAPTER 9 – Federal Grants Management (2019–20)

- This Chapter was formerly Chapter 10; it has been renumbered Chapter 9.
- Beginning near page 9-13, the obligation of funds in federal awards is dependent upon several factors that affect timing of the obligation. New guidance is added to the chapter section to distinguish the conditions.

Obligation

The date on which a school district may begin to obligate funds depends on the type of award. There are two types of awards: formula and discretionary.

If the authorizing statute for a program requires the state to make subgrants on the basis of a formula, the state may not authorize a school district to obligate funds until the latter of the following two dates:

- The date the state may begin to obligate funds (typically July 1); or
- The date the school district submits its application to the state in substantially approvable status (SAS).

Reimbursement for obligations is subject to final approval of the application.

Formula Programs include, but are not limited to:

- Title I, Part A
- Title I, Part C
- Title II, Part A
- Title III LEP
- Title IV, Part A
- Title V, Part A
- Title VI, Part B Rural, Low-Income Schools
- Perkins
- IDEA

If the authorizing statute for a program gives the state discretion to select subgrantees, the state may not authorize an applicant for a subgrant to obligate funds until ***the subgrant is awarded.***

CHAPTER 10 – Capital Projects and Transportation Vehicle Fund Accounting

- This Chapter is created from guidance contained in old chapter 9. Guidance from Chapters 6 and 7, specific to CPF and TVF accounting, is incorporated into the new chapter.
- All guidance in the new chapter is included in previous editions of the Accounting Manual.

CHAPTER 11 – Debt Service Fund Accounting

- This Chapter is created from guidance contained in old chapter 9. Guidance from Chapters 6 and 7, specific to DSF accounting is incorporated into the new chapter.
- All guidance in the new chapter is included in previous editions of the Accounting Manual.

CHAPTER 12 – Associated Student Body Fund Accounting

- The Chapter is created from guidance contained in old chapter 9.
- Beginning near page 12-3, the chapter section titled *Trust Moneys and Nonpublic Moneys* is edited to better define procedures in this area. The revised guidance is below.

Trust Moneys and Nonpublic Moneys

Subject to board policy, the board of directors may permit students to conduct fund-raising activities and solicitation of donations in their private capacities.

Nonassociated student body (non-ASB) program fund moneys generated and received by students for private purposes to use for scholarship, student exchange, or charitable purposes shall be held in trust and be disbursed for such purposes as the student group conducting the fund-raising activity shall determine; RCW 28A.325.030(2). An associated student body that receives both public and private moneys must maintain two separate sets of accounts in such a manner that there is a complete segregation of ASB and non-ASB activities in the accounting records (WAC 392-138-017). If the non-ASB amount is “immaterial” (less than 5 percent of the ASB Fund total revenue) it can be accounted for in the ASB Fund, as long as the private money is easily identifiable within the accounting records. If non-ASB amounts becomes material, the district should report them in a Custodial Fund on their Annual Financial Statements (F-196).

Another type of private donation is the InvestED fund. InvestED distributes monies to public and private secondary schools so that school personnel, using their discretion, can identify and immediately respond to individual student needs. Because school districts have administrative discretion on how InvestEd monies can be allocated, these resources are appropriately accounted for in the ASB Fund.

CHAPTER 13 – Fiduciary Activity

- The Chapter has been created from guidance contained in old chapter 9.
- GASB Statement 84 guidance is effective in 2019–20, requiring material edits to the previous guidance contained in the Accounting Manual.
- The complete chapter is included in **Attachment E**.

Appendix A – Glossary (2018–19)

- The Glossary is removed from the School District Accounting Manual.
- It has been inserted into the *Administrative, Budgeting, and Financial Reporting Handbook (ABFR Handbook)*. The ABFR Handbook can be accessed online by selecting “Instructions,” “ABFR Handbook,” and “2018–19” from the SAFS website at <http://www.k12.wa.us/safs/INS/ABF/1819/hb.asp>.

Appendix A – Program Expenditure Matrices (2019–20)

- Appendix A is titled Program Expenditure Matrices.
- The matrices were moved here, from Chapter 6.
- No changes were made to the matrices.

Appendix B – Suggested Notes to the Financial Statements (2018–19)

- Appendix B, describing note presentation is removed from the Accounting Manual.
- The guidance describing note presentation, is included in Chapter 8–Financial Reporting.

Appendix B – Additional Accounting Guidance (2019–20)

- Appendix B is titled Additional Accounting Guidance;
- Additional Accounting Guidance was formerly Appendix E.
- Selected guidance from the old Appendix C was added to this appendix.
- All guidance in the new Appendix B is included in previous editions of the Accounting Manual.

Appendix C – Selected Pronouncements of the Governmental Accounting Standards Board (2018–19)

- Selected GASB pronouncements are removed from this publication.
- GASB statements are available online at www.gasb.org.
- A GASB Statements – Summary Synopsis will be incorporated into the ABFR Handbook as a reference.

Appendix C – Reference Materials (2019–20)

- Reference Materials were formerly listed as Appendix D.
- This Appendix is the final section of the 2019–20 School District Accounting Manual.

Appendix E – Additional Accounting Guidance (2018–19)

- Appendix E is renamed Appendix B.

Appendix F – Federal Stimulus Account Codes (2018–19)

- Appendix F is no longer applicable guidance and is removed from the School District Accounting Manual.