

# HARRIS COUNTY DEPARTMENT OF EDUCATION Coding Structure Guide



In reviewing the monthly financial reports, the following information may be useful in understanding accounting codes, procurement requirements, investment requirements, fund balance, taxes, and state funding.



## CODE STRUCTURE SAMPLE

|      |    |      |     |      |     |        |      |
|------|----|------|-----|------|-----|--------|------|
| 199  | 8  | 11   | 608 | 99   | 971 | 6112   | 0000 |
| FUND | FY | FUNC | LOC | PROG | BM  | OBJECT | SUB  |

## OBJECT CODE

### REVENUES

- 5700 Local and Intermediate Sources
- 5800 State Program Revenues
- 5900 Federal Program Revenues

### FUNCTION CODE - EXP.

- 11 Instruction
- 12 Instructional Resources and Media Serv
- 13 Curriculum Dev. & Instructional Staff Dev.
- 21 Instructional Leadership
- 23 School Leadership
- 31 Guidance, Counseling and Eval Serv
- 32 Social Work Services
- 33 Health Services
- 35 Food Services
- 41 General Administration
- 51 Facility Maintenance and Operations
- 52 Security and Monitoring Services
- 53 Data Processing Services
- 61 Community Services
- 71 Debt Service
- 81 Facilities Acquisition & Construction
- 93 Payments to Fiscal Agent
- 99 Other Intergovernmental Charges

### LOCATION CODES

- 071 Admin Building
- 089 North Post Oak
- 601 AB School - East
- 602 AB School - West
- 607 Highpoint East
- 608 Highpoint North
- 089 North Post Oak
- 672 Adult Ed

### PROGRAM CODES

- 00 Undistributed-use with revenue codes
- 99 Distributed-use with exp codes

### OBJECT CODE - EXP.

- 6100 Payroll
- 6200 Contracted Services
- 6300 Supplies
- 6400 Misc Operating Costs
- 6500 Debt Service
- 6600 Capital Outlay
- 7000 Other Operating sources
- 8000 Other Operating Uses

### BUDGET MANAGER CODE

This is a specific code for each campus and division. (i.e.)

- 971 Highpoint North
- 501 Special Schools
- 111 Therapy Services
- 090 Technology
- 030 Human Resources
- 131 AB School - East

### TAX RATES (Max is \$.01) For tax year 2016

Taxes are authorized by the Tax Code and there are two tax rates:

|  |            |                     |
|--|------------|---------------------|
| Maintenance and Operation Rate - General Fund -199 | \$0.005200 | per \$100 valuation |
| Interest and Sinking Rate Debt Service Fund - 599  | 0          | per \$100 valuation |
|  | \$0.005200 | Total               |

### TAX LEVY

This is the total values times the tax rates  
**\$21,752,256**

### TAX COLLECTIONS

**99.99%** Current Collections are collected by the Harris County Tax Assessor Collector  
**w/ 100%+** Delinquent collections are collected by

### BOND RATINGS

HCDE has an "A" Bond Rating.  
HCDE has issued Lease Revenue Bonds, QZAB Bonds and Maintenance Tax Notes.  
Principal Outstanding as of July 31, 2017 is: **\$20,219,082**

### TYPES OF FUNDS

#### Governmental Funds

- Yes -199 1. THE GENERAL FUND – resources except those required to be accounted for in another fund.
- Yes -200-400 2. SPECIAL REVENUE FUNDS – Grants
- Yes - 600 3. CAPITAL PROJECTS FUNDS –for the acquisition or construction of major capital facilities
- Yes- 599 4. DEBT SERVICE FUNDS – payment of general long-term debt principal and interest.
- N/A 5. PERMANENT FUNDS – to report resources legally restricted so earnings, but not principal

#### Proprietary Funds

- 711 6. ENTERPRISE FUNDS – activity for which a fee is charged to external users for goods or services.
- 799 7. INTERNAL SERVICE FUNDS – activity that provides goods or services to other funds, dept. or agencies of the district

#### Fiduciary Funds

To account for assets held by a governmental unit in a trustee capacity

- N/A 8. Pension trust funds- resources to be held in trust for the members and beneficiaries of pensions
- N/A 9. Investment trust funds - to report the external portion of investment pools reported by the sponsoring govt.
- N/A 10. Private-purpose trust funds, such as a fund used to report escheat property
- Yes -800 11. Agency funds should be used to report resources held by the reporting government in a purely custodial capacity

### ENCUMBRANCE ACCOUNTING

Encumbrances represent commitments related to contracts not yet performed and are used to control expenditures for the year and to enhance cash management. HCDE uses purchase orders to account for encumbrances.

### INVESTMENT LAW

Investments are handled according to CH 2256 of the Government Code (Public Funds Investment Act) Section 45.205 of the Texas Education Code requires that depository contracts for each ISD be renewed every 2 years.

Investments as of July 31, 2017 are:  
**\$43,965,082**

### ACCOUNTING - GASB # 54

Fund Balance are reporting in the following categories:

- Unspendable Legally restricted by contract
- Restricted Restrictions imposed by law or creditors
- Committed Board restricted
- Assigned Board or Supt. restricted
- Unassigned Available for Use

### Accounting GASB #68

Accounting and financial reporting for pension which applies to state and local governmental employees and is effective FY 2015.

### ACCOUNTING - GASB # 34

Accordingly, in June 1999, GASB introduced the new financial reporting model in Statement No. 34, Basic Financial Statements and Management's Discussion and Analysis - for State and Local Governments ("GASB 34"). The Statement integrates the traditional focus of government fund financial statements, relating to fiscal accountability and the modified accrual basis of accounting, with new forms of reporting to meet users' needs for longer-term financial information, and to ensure that the operational accountability objective of governments is fulfilled.

### PURCHASING LAW

Texas Education Code 44.031 (a) states that all contracts, except for the purchase of produce or vehicle fuel, valued at \$50,000 or more in the aggregate, for each 12-month period are to be made by the method that provides the best value to the district. Methods include:

- Competitive bidding
- Competitive sealed proposals
- Request for proposals, for services other than construction services
- Interlocal contracts
- Design-build contracts
- Contract to construct, rehabilitate, alter, or repair facilities that involves using a construction manager; or
- Job order contract for the minor construction, repair, rehabilitation, or alternation of a facility
- The reverse auction procedure as defined by Section 2155.062(d), Government Code
- The formation of a political subdivision corporation under Section 304.001, Local Government Code

### TAX VALUES

Values are provided by the Harris County Appraisal District  
Values are one year behind the Fiscal Year:

**Certified As of July 31, 2017 \$418,312,612,350**

### STATE FUNDING

HCDE receives foundation funds from TEA for employee insurance. The amount is estimated at \$900 per year.

**\$500,000 FY17 Budget**