



# MEMORANDUM

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TO: Members, House Committee on K-12 Education Budget  
FROM: Scott Frank, Legislative Post Auditor  
DATE: March 14, 2017  
SUBJECT: Neutral Testimony Regarding House Bill 2379

**I appreciate the opportunity to provide neutral testimony on House Bill 2379**, which would amend the reporting requirements for K-12 school districts under the Kansas Uniform Financial Accounting and Reporting Act (K.S.A. 72-8254). Legislative Post Audit is neutral regarding the accounting and reporting requirements districts must follow, but wanted to take the opportunity to talk to the committee about a variety of issues we have looked at with regard to uniform accounting and reporting by school districts.

## **Should the state require uniform recording or uniform reporting of expenditures?**

Recording refers to how districts record the individual transactions in their accounting ledgers. Reporting refers to the type of information that is extracted from the accounting systems and reported to the state. Kansas does not require uniform recording, but it does require uniform reporting.

In a 2007 audit looking at centralized accounting practices for school districts, we surveyed 20 states that had a similar number of school districts as Kansas to find out what kind of accounting systems they use. Our results are summarized in Attachment A. We found that:

- All 20 states (including Kansas) had uniform systems for how school districts report their expenditures to the state.
- 14 of the 20 states also required school districts to record their transactions uniformly. Kansas is not one of these states.

*HB 2379 would not require uniform recording, but it would change the uniform reporting requirements by requiring school districts to use the full chart of accounts that is included in the Kansas Accounting Handbook. An excerpt from the accounting handbook is included as Attachment B. This excerpt lists the full set of function and object codes included in the chart of accounts. The codes marked with a star (\*) are included in the school district budget document which is submitted annually to the Department of Education. These more general codes are the*

*only codes districts are currently required to use in their reporting. HB 2370 would require districts to report using the full four-digit function codes and three-digit object codes.*

### **What level of detail should the state require districts to report?**

Districts currently report expenditure information to the Department of Education along with their budgets. Attachment C is printout from the department's website for the Sabetha school district provides an example of what they report. *(The printout is from 2008. The current version of the department's website shows the same information, though the format is different. For that matter, the Sabetha school district no longer exists, having consolidated with Axtell in 2010 to form the Prairie Hills school district.)*

In school districts' underlying accounting systems, there are far more detailed records of the expenditures. Attachment D shows printouts from the detailed records we obtained from Sabetha for two expenditure categories. These printouts illustrate the level of detail that is available at the district level. However, because each district uses its own accounting system, comparisons across districts at this level are extremely difficult.

*HB 2379 would require districts to report the more detailed transaction-level data to the Department of Education.*

### **Should districts be required to report building-level expenditure data?**

Districts currently report their expenditure data to the department at the district level. In other words, there is no way to break out expenditures by school building using this data. Attachment E summarizes information from the 20 states we surveyed in our 2007 audit regarding building-level accounting. As the figure shows, half of the states required school districts to report building-level expenditures to the state; the other half did not.

*HB 2379 would require districts to report expenditure data at the building level.*

### **What should be done to ensure the accuracy of the expenditure data?**

One consistent problem we have found over the years with school district expenditure data is that districts do not always categorize their expenditures the same way. In general, we believe that most expenditures are reported using the state chart of accounts in department's accounting handbook. However, in cases where expenditures are significantly miscategorized, it can distort comparisons between school districts.

Attachment F is an excerpt from our 2009 audit looking at school district efficiency, which summarizes some of the data issues we found. We have continued to find similar data issues in subsequent efficiency audits. In the original 2009 audit, we recommended the Legislature

consider requiring school districts to have their expenditure reports audited as part of their annual financial audits as a way of ensuring accurate reporting.

*HB 2379 does not add or change any processes to ensure the accuracy of expenditure data.*

**Types of Accounting Systems  
Used in a Sample of 20 States and Kansas**

Description of Different Types of Accounting Systems	Does the Accounting System Have...			States We Identified That Have This Type of Accounting System
	...a Single Computer System?	...a Single Set of Rules for Recording Transactions?	...a Single Set of Rules for Reporting?	
<b>Centralized system for recording transactions and reporting accounting information</b> —All school districts in a state record their financial transactions in a single, centrally managed computer and accounting system. Under a centralized accounting system, districts are required to follow the business rules and numbering schemes (called a uniform “chart of accounts”) established by the state. The chart of accounts specifies the level of detail that needs to be recorded—such as by fund, category of expenditure, building, program, or grade level.	YES	YES	YES	<b>No States</b>
<b>Standardized system for recording transactions and reporting accounting information</b> —This system is similar to the centralized accounting system described above, except school districts record their financial transactions in their own accounting systems, and report that information to the state’s department of education—usually electronically or over an Internet-based reporting system.	no (a)	YES	YES	<b>14 States</b> Arizona, Arkansas, Colorado, Iowa, Kentucky, Massachusetts, Minnesota, Missouri, New Hampshire, North Dakota, Oklahoma, Oregon, Pennsylvania, Wisconsin
<b>Standardized system for reporting accounting information, but a non-standardized system for recording transactions</b> —Under this structure, the state adopts a uniform chart of accounts for districts to use in reporting their accounting transactions, but districts aren’t required to record their financial information in these same categories. If districts record revenues or expenditures using different accounting codes, they must be able to “cross-walk” that information into an existing code when they report their accounting information up to the state. <b><i>This is the type of system used in Kansas.</i></b>	no	no	YES	<b>6 States</b> Georgia, Indiana, <b>KANSAS</b> , Maine, Nebraska, Vermont, Washington
<b>Non-standardized system for recording transactions and reporting accounting information</b> —Under this system, districts would be allowed to record and report their accounting information however they like, and the state department of education would categorize that information in a way that meets federal reporting requirements.	no	no	no	<b>No States</b>

(a) Although their computer systems aren’t maintained centrally, Arkansas and Kentucky do require all school districts to use the same accounting software.

Source: Legislative Post Audit analysis in *K-12 Education: Comparing the Centralization of School District Accounting in Different States (07PA14)*.

**ATTACHMENT A**

# KANSAS ACCOUNTING HANDBOOK

## FOR UNIFIED SCHOOL DISTRICTS

September 2015



**FUNDS  
FUNCTIONS  
SUBFUNCTIONS  
OBJECT CODES**

**Guidelines for Activity Funds**



*Subfunctions under the DEBT SERVICE function*

- 5210 Transfer to Adult Education Fund
- 5211 Transfer to At Risk (4 Year Olds)
- 5212 Transfer to Adult Supplemental Education Fund
- 5213 Transfer to At Risk (K-12)
- 5214 Transfer to Bilingual Education Fund
- 5215 Transfer to Virtual Education Fund
- 5216 Transfer to Capital Outlay Fund
- 5218 Transfer to Driver Training Fund
- 5220 Transfer to Educational Excellence Grant Program Fund
- 5222 Transfer to Extraordinary School Program Fund
- 5224 Transfer to Food Service Fund
- 5226 Transfer to Professional Development Fund
- 5228 Transfer to Parent Education Fund
- 5229 Transfer to Summer School Fund
- 5230 Transfer to Special Education Fund
- 5231 Transfer to Technology Education Fund
- 5232 Transfer to Transportation Fund
- 5234 Transfer to Vocational Education Fund
- 5236 Transfer to Area Vocational School Fund
- 5242 Transfer to Special Liability Expense Fund
- 5243 Transfer to Skills for Success
- 5253 Transfer to Contingency Reserve Fund
- 5256 Transfer to KPERS

## Function and Subfunction Codes

\* Appear on Kansas USD Budget Document

*1000			INSTRUCTION
*2000			<b>SUPPORT SERVICES</b>
*2100			Support Services (Students)
	2110		Attendance and Social Work Services
		2111	Supervision of Attendance and Social Work Services
		2112	Attendance Services
		2113	Social Work Services
		2114	Student Accounting Services
		2119	Other Attendance and Social Work Services
	2120		Guidance Services

		2121	Supervision of Guidance Services
		2122	Counseling Services
		2123	Appraisal (Testing) Services
		2124	Information Services
		2125	Record Maintenance Services
		2126	Placement Services
		2129	Other Guidance Services
	2130		Health Services
		2131	Supervision of Health Services
		2132	Medical Services
		2133	Dental Services
		2134	Nursing Services
		2139	Other Health Services
	2140		Psychological Educational Individual Services
		2141	Supervision of Psychological Services
		2142	Psychological Educational Testing Services
		2143	Psychological Counseling Services
		2144	Psychotherapy Services
		2149	Other Psychological Services
	2150		Speech Pathology and Audiology Services
		2151	Supervision of Speech Pathology and Audiology Services
		2152	Speech Pathology Services
		2153	Audiology Services
		2159	Other Speech Pathology and Audiology Services
		2160	
	2190		Other Support Services - Student
<b>*2200</b>			<b>Support Services (Instructional Staff)</b>
	2210		Improvement of Instruction Services
		2211	Supervision of Improvement of Instruction Services
		2212	Instruction and Curriculum Development Services
		2213	Instructional Staff Training Services
		2219	Other Improvement of Instruction Services
	2220		Educational Media Services
		2221	Supervision of Educational Media Services
		2222	School Library Services
		2223	Audiovisual Services
		2224	Educational Television Services
		2225	Computer-Assisted Instruction Services
		2229	Other Educational Media Services
		2230	
		2240	
	2290		Other Support Services-Instructional Staff

<b>*2300</b>			<b>Support Services (General Administration)</b>
	2310		Board of Education Services
		2311	Supervision of Board of Education Services
		2312	Board Clerk/Deputy Clerk/Clerk Services
		2313	Board Treasurer Services
		2314	Election Services
		2316	Staff Relations and Negotiations Services
		2317	Legal Services
		2318	Audit Services
		2319	Other Board of Education Services
	2320		Executive Administration Services
		2321	Office of the Superintendent Services
		2322	Community Relations Services
		2323	State and Federal Relations Services
		2329	Other Executive Administration Services
	*2330		Special Area Administration Services
<b>*2400</b>			<b>Support Services (School Administration)</b>
	2410		Office of the Principal Services
	2490		Other Support Services - School Administration
<b>*2500</b>			<b>Central Services</b>
	2510		Fiscal Services
		2511	Supervision of Fiscal Services
		2512	Budgeting Services
		2513	Receiving and Disbursing Funds Services
		2514	Payroll Services
		2515	Financial Accounting Services
		2516	Internal Auditing Services
		2517	Property Accounting Services
		2519	Other Fiscal Support Services
	2520		Purchasing Services
		2521	Supervision of Purchasing Services
		2522	Purchasing Services
	2530		Printing, Publishing and Duplicating Services
	2540		Planning, Research, Development and Evaluation Services
	2590		Central Services
<b>*2600</b>			<b>Operation and Maintenance of Plant Services (All except Transportation)</b>
<b>*2601</b>			Operation and Maintenance of Plant Services (Transportation)
	2610		Operation of Building
	2620		Maintenance of Buildings
	2630		Care and Upkeep of Grounds
	2640		Care and Upkeep of Equipment
	*2650		Vehicle Operation and Maintenance (Other than student transportation vehicles)



	2660		Security
	2670		Safety
	2680		Other Operation and Maintenance of Plant
<b>*2700</b>			<b>Student Transportation Services</b>
	*2710		Vehicle Operation
	*2720		Monitoring Services
	*2730		Vehicle Servicing and Maintenance
	*2790		Other Student Transportation Services
<b>*2900</b>			<b>Other Support Services</b> (would include room and board for Special Education students)
<b>*3000</b>			<b>OPERATION OF NON-INSTRUCTION SERVICES</b>
*3100			Food Service Operations
	3110		Supervision of Food Service
	3120		Food Preparation and Dispensing Services
	3130		Delivery Services (Food and Supplies)
	3140		Other Direct and/or Related Food Service Programs Services
	3150		Food Procurement Services
	3160		Non-Reimbursable Services
	3190		Other Food Service Programs Operations
*3300			Community Services Operations
<b>*4000</b>			<b>FACILITIES ACQUISITION AND CONSTRUCTION SERVICES</b>
*4100			Land Acquisition
*4200			Land Improvement
*4300			Architecture and Engineering
*4400			Educational Specifications Development
*4500			New Building Acquisition and Construction
*4600			Site Improvement
4700			Building Improvements
*4900			Other Facilities Acquisition and Construction
<b>*5000</b>			<b>DEBT SERVICE</b>
*5100			Debt Service
*5200			Fund Transfers
	5206		Transfer to General Fund
	5208		Transfer to Supplemental General Fund
	5210		Transfer to Adult Education Fund
	5212		Transfer to Adult Supplemental Education Fund
	5214		Transfer to Bilingual Education Fund
	5215		Virtual Education Fund (new 2008-09)
	5216		Transfer to Capital Outlay Fund
	5218		Transfer to Driver Training Fund
	5222		Transfer to Extraordinary School Program Fund
	5224		Transfer to Food Service Fund

5226	Transfer to Professional Development Fund
5228	Transfer to Parent Education Fund
5229	Transfer to Summer School Fund
5230	Transfer to Special Education Fund
5231	Transfer to Technology Education Fund (2002-03 last year)
5232	Transfer to Transportation Fund (2002-03 last year)
5234	Transfer to Vocational Education Fund
5236	Transfer to Area Vocational School Fund (2007-08 last year)
5242	Transfer to Special Liability Expense Fund
5253	Transfer to Contingency Reserve Fund
5254	Transfer to Textbook & Student Materials Revolving Fund
5256	Transfer to KPERS

## Expenditures – Object Codes and definitions

The final breakdown of expenditures is called object codes. The object codes include such expenditures as salaries, employee benefits, purchased services, supplies and equipment. A detailed breakdown of object codes is provided for those schools which would like a further breakdown.

You will notice in the budget document there will be numerous breakdowns of the major object codes. Whenever there is a breakdown of the major codes, we will list an OTHER expenditure category. All other expenditures which do not fall into one of the categories listed on the budget document should be placed in the OTHER category. For example, in the general fund for instruction, the 600 object for supplies has a breakdown -- 610 general supplies, 644 textbooks, and 680 miscellaneous supplies. All other expenditures under the 600 series such as 620, 630, 640, 650, 660 and 670 will be listed under the category 680 miscellaneous supplies. This same concept will hold true for other object codes.

Listed below are the nine major object codes, breakdowns and their definitions:

**\* Appear on Kansas USD Budget Document**

*100	<p><b>PERSONAL SERVICES - SALARIES –</b>                  Amounts paid to all employees of the district. This includes gross salary for personal services rendered while in the payroll of the district. Insurance payments reduced under section 125 plan should be reported under this code.</p>
*110	<p><b>Regular Certified Salaries –</b>                  Costs for work performed by certified permanent employees of the district.</p> <ul style="list-style-type: none"> <li>111 Full-Time Certified Salaries</li> <li>112 Full-Time Substitutes' Salaries for Certified Staff</li> <li>113 Part-Time Certified Salaries</li> <li>114 Unused Sick Leave for Certified Staff</li> <li>115 Temporary Certified Substitutes' Salaries for Certified Staff</li> <li>116 Salaries for Sabbatical Leave –                      Amounts paid by the district to employees on sabbatical leave.</li> </ul>
*120	<p><b>Regular Non-Certified Salaries –</b>                  Costs for work performed by non-certified permanent employees of the district.</p> <ul style="list-style-type: none"> <li>121 Full-Time Non-Certified Salaries</li> <li>122 Part-Time Non-Certified Salaries</li> <li>124 Unused Sick Leave for Non-Certified Staff</li> <li>125 Temporary Salaries for Non-Certified Staff – Costs for work performed by employees of the district who are hired on a temporary or substitute basis.</li> </ul>

126	Overtime Salaries – Amounts paid to employees of the district for work performed in addition to the normal work period for which the employee is compensated under regular salaries and temporary salaries above.
150	<b>Additional Compensation –</b> Compensation such as bonuses or incentives.
151	Additional compensation paid to teachers
152	Additional compensation paid to instructional aides and assistants
153	Additional compensation paid to substitute teachers
*200	<b>EMPLOYEE BENEFITS</b> - amounts paid by the district on behalf of employees; these amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe payments and, while not paid directly to employees, nevertheless are part of the cost of personal services. <i>Used with all functions except 5000.</i>
*210	<b>Group Insurance –</b> Employer's share of any insurance plan. (Included are health insurance premiums deducted under a Section 125 plan.)
211	Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA Premiums)
212	Dental Insurance
213	Health and Accident Insurance
214	Life Insurance
215	Long-Term Disability Insurance
219	Other Group Insurance
*220	<b>Social Security Contributions –</b> Employer's share of social security paid by the district.
221	FICA - Employer's Contribution
222	Medicare - Employer's Contribution
240	<b>On-Behalf Payments –</b> Payments made by the state or other governments on behalf of the school district that benefit active employees of the school district.
250	<b>Tuition Reimbursement –</b> Amounts reimbursed by the school district to any employee qualifying for tuition reimbursement on the basis of school district policy.
260	<b>Unemployment Compensation –</b> Amounts paid by the school district to provide unemployment compensation for its employees.
270	<b>Worker's Compensation –</b> Amounts paid by the district to provide worker's compensation insurance for its employees.
280	<b>Health Benefits –</b> Amounts paid by the school district to provide health benefits for its current employees or employees now retired for whom benefits are paid.
*290	<b>Other Employee Benefits –</b> Employee benefits other than those classified above. (Such as child care, medical reimbursement, etc.)
*300	<b>PURCHASED PROFESSIONAL AND TECHNICAL SERVICES –</b> Services which by their nature can be performed only by persons or firms with specialized skills and knowledge. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.
310	<b>Official/Administrative Services –</b> Services in support of the various policy-making and managerial activities of the district, such as election expenses, consultants, etc.
311	Board of Education Services
312	Management Services
313	Other Official/Administrative Services

320	<b>Professional-Education Services –</b> Services supporting the instructional program and its administration. Included would be curriculum improvement services, counseling and guidance services, library and media support and contracted instructional services. <i>Usually used with functions 1000, 2100 and 2200.</i>
321	Instructional Programs Improvement Services
322	Instructional Services
323	Student Services
329	Other Professional Educational Services
330	<b>Professional Employee Training and Development Services –</b> Services supporting the professional development of school district personnel, including instructional and administrative employees.
340	<b>Other Professional Services –</b> Professional services other than educational supporting the operation of the district. <i>Usually used with function 2000.</i>
341	Accounting Services
342	Architectural Services
343	Collective Bargaining Services
344	Engineering Services
345	Legal Services
346	Medical Services
350	<b>Technical Services –</b> Services to the district which are not regarded as professional but require basic scientific knowledge, manual skills, or both. Included are data processing services, purchasing and warehousing services, graphic arts and the like. <i>Usually used with functions 1000 and 2000.</i>
351	<b>Data Processing and Coding Services –</b> Data entry, formatting, and processing services other than programming.
352	<b>Other Technical Services –</b> Technical services other than data processing and related services.
353	Ambulance Services
354	Game Officials Services
355	Game Security Services
*400	<b>PURCHASED PROPERTY SERVICES –</b> Services purchased to operate, repair, maintain, and rent property owned or used by the district. These services are performed by persons other than district employees.
*410	<b>Utility Services –</b> Expenditures for utility services other than energy services supplied by public or private organizations. Water and sewerage are included here. Telephone and tele-graph are not included here (classified under object 530). <i>Used only with function 2600.</i>
*420	<b>Cleaning Services –</b> Services purchased to clean buildings (other than services provided by district employees), including, but not limited to, disposal services, snow plowing, custodial services, and lawn care services. <i>Used only with function 2600.</i>
421	Disposal Services
422	Snow Plowing Services
423	Custodial Services
424	Lawn Care Services
425	Extermination Services
429	Other Cleaning Services

*430	<p><b>Repairs and Maintenance Services –</b>  <i>Expenditures for repairs and maintenance services not provided directly by district personnel. This includes contracts and agreements covering the upkeep of buildings and equipment. Costs for renovating and remodeling are not included here but are classified under object 450.</i></p>
	<p>431 Non-Technology-Related Repairs and Maintenance –  <i>Contracts and agreements covering the upkeep of buildings and non-technology equipment.</i></p> <p>432 Technology-Related Repairs and Maintenance –  <i>Expenditures for repairs and maintenance services for technology equipment that are not directly provided by school district personnel.</i></p> <p>433 Cooling Services</p> <p>434 Electrical Services</p> <p>435 Heating Services</p> <p>436 Office Machine Services</p> <p>437 Plumbing Services</p> <p>438 Other Building Services</p> <p>439 Other Equipment Services</p>
*440	<p><b>Rentals –</b>  <i>Costs for renting or leasing land, buildings, equipment and vehicles.</i></p> <p>441 Renting Land and Buildings</p> <p>*442 Rental of Equipment and Vehicles –  <i>This cost excludes rental of computers or other technology-related equipment.</i></p> <p>443 Rental of Computers and Related Equipment</p> <p>444 Software Services</p> <p>445 Uniform Services</p> <p>446 Food Storage</p> <p>*449 Other Rentals or Lease Services</p>
*450	<p><b>Construction Services (Outside Contractors) –</b>  <i>Includes amounts for constructing, renovating and remodeling buildings or infrastructure assets paid to contractors.</i></p> <p>451 Cooling System Services</p> <p>452 Electrical System Services</p> <p>453 Heating and Cooling System Services</p> <p>454 Heating System Services</p> <p>455 Masonry, Concrete, and Plastering Services</p> <p>456 Painting and Glazing Services</p> <p>457 Plumbing System Services</p> <p>458 Roofing Services</p> <p>459 Other Construction Services</p>
*460	<p><b>Repair of Buildings</b>  <i>(General Fund, Supplemental General Fund and Contingency Reserve Fund)</i></p>
*490	<p><b>Other Purchased Property Services –</b>  <i>Purchased property services which are not classified above.</i></p>
*500	<p><b>OTHER PURCHASED SERVICES -</b> Amounts paid for services rendered by organizations on personnel not on the payroll of the district (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.</p>

*510	<p><b>Student Transportation Services –</b>  <i>Expenditures for transporting children to and from school and other activities.</i></p> <p>511 Student Transportation Services Purchased From Another District Within the State</p> <p>512 Student Transportation Services Purchased From Another District Outside the State</p> <p>*513 Student Transportation Services by Outside Agency or Company</p> <p>514 Student Out of District Travel Services</p> <p>*519 Other Sources of Student Transportation Services (Including mileage paid in Lieu of Transportation)</p>
*520	<p><b>Insurance Services (Other than Employee Benefits - Object Code 200 Series) -</b> <i>Expenditures for all types of insurance coverage including property, liability, and fidelity. Used with function 2310 or 2620. It may also be used with 2700 if it applies to student transportation.</i></p> <p>521 Fleet Insurance</p> <p>522 Liability Insurance</p> <p>523 Property Insurance</p> <p>524 Student Transportation Vehicle Insurance</p> <p>525 Surety Bonds</p> <p>529 Other Insurance Services</p>
*530	<p><b>Communications –</b>  <i>Services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and telegraph services as well as postage machine rental and postage.</i></p> <p>531 Postage Services</p> <p>532 Telephone/or Telegraph Services</p> <p>539 Other Communication Services</p>
540	<p><b>Advertising –</b>  <i>Expenditures for announcements in professional publications, newspapers or broadcasts over radio and television. These expenditures include advertising for such purposes as personnel recruitment, legal ads, new and used equipment, and sale of property. Costs for professional advertising or public relations services are not recorded here but are charged to object 330.</i></p> <p>541 Electronic</p> <p>542 Printed</p> <p>549 Other Advertising</p>
550	<p><b>Printing &amp; Binding –</b>  <i>Expenditures for designing, printing and binding, usually according to specifications of the district. Preprinted standard forms are not charged here but are recorded under object 610. Usually used with function 2540, but may be assigned to other functions.</i></p> <p>551 Directories</p> <p>552 Handbooks</p> <p>553 Reports</p> <p>559 Other Printing and Binding</p>
*560	<p><b>Tuitions –</b>  <i>Expenditures to reimburse other educational agencies for instructional services to students residing in the legal boundaries described for the paying district. Used only with function 1000.</i></p> <p>*561 To Other LEA's Within the State</p> <p>*562 To Other LEA's Outside the State</p> <p>563 Tuition to Private Sources</p> <p>*565 Payment to Coop/Interlocals (Special Education flow-through)</p> <p>564 LEA Payments to COOP's/Interlocals</p>

566	Tuition to Charter Schools
567	Tuition to School Districts for Voucher Payments
*569	Other Tuitions
*570	<b>Food Service Management –</b> Expenditures for the operation of a local food service facility by other than employees of the district. Included are contracted services, such as food preparation, associated with the food service operation. Direct expenditures by the LEA for food, supplies, labor, and equipment would be charged to the appropriate object codes. <i>Used only with function 3100.</i>
571	Contracted Student Meals
579	Other Contracted Food Services
580	<b>Staff Travel –</b> Expenditures for registration fees, transportation, meals, hotel and other expenses associated with staff travel for the district. Payments for per diem in lieu of reimbursements for subsistence (room and board) also are charged here. <i>Used with all functions except 5000.</i>
581	In-District Travel
582	Out-of-District Travel
*590	<b>Inter-educational, Interagency Purchased Services –</b> Purchased services other than those described above.
591	Services Purchased from Another LEA or Educational Service Agency Within the State
592	Services Purchased from Another LEA or Educational Service Agency Outside the State
599	Other Purchased Services
*600	<b>SUPPLIES AND MATERIALS –</b> Amounts paid for items that are consumed, worn out, or deteriorated through use.
*610	<b>General Supplies and Materials –</b> <i>(includes computer software)</i> Expenditures for all supplies for the operation of an LEA, including freight and cartage.
611	Copy
612	Lubricating Oil/Lubricants
613	Office
614	Paper
615	Parts
616	Tires
617	Paper Products
618	Cleaning Supplies and Chemicals
619	Other Supplies and Materials
*620	<b>Energy –</b> Expenditures for energy and services received from public or private utility companies.
*621	Natural Gas (gas utility services e.g. heating)
*622	Electricity
*626	Gasoline
*629	Other
*630	<b>Food and Milk –</b> Expenditures for food used in the school food service program. <i>Food used in instructional programs is charged under object 610.</i>
631	Food (Except Produce and Bread Products) - Warehouse/Direct Purchase
632	Milk - Warehouse/Direct Purchase
633	Produce - Warehouse/Direct Purchase

634	Bread Products
639	Other Food Costs
*640	<b>Books and Periodicals –</b> Expenditures for books, textbooks and periodicals prescribed and available for general use, including reference books. This category includes the cost of workbooks, textbook binding or repairs, as well as textbooks which are purchased to be resold or rented. Also recorded here are costs of binding or other repairs to school library books. <i>Used with all functions except 5000.</i>
641	Books
642	Periodicals
*644	Textbooks
*645	Workbooks
*646	Binding and Repair
647	Newspapers
648	Magazines
*649	Other
*650	<b>Supplies-Technology Related –</b> Supplies that are typically used in conjunction with technology-related hardware or software. (Examples are diskettes, parallel cables and monitor stands.)
651	Films/Videos
652	Audio Tapes
653	Software
659	Other
*660	<b>Merchandise Purchased for Resale –</b> Merchandise purchased by the district for resale to students, parents, etc. LEA may identify types of merchandise purchased.
661	_____
662	_____
663	_____
664	_____
665	_____
666	_____
667	_____
668	_____
669	_____
670	<b>Testing Supplies and Materials –</b> Supplies and materials used in the districts testing programs.
*680	<b>Miscellaneous Supplies - all other supplies.</b>
*681	Specialized Clothing and Towels
*682	Musical Instruments' Supplies
*683	Other
*700	<b>PROPERTY –</b> Expenditures for acquiring fixed assets, including land or existing buildings; improvements of grounds; initial equipment; additional equipment; and replacement of equipment.
710	<b>Land and Improvement –</b> Expenditures for the purchase of land and the improvement thereon. Included are special assessments against the district for capital improvements such as streets, curbs and drains. <i>Used only with functions 4100 and 4200.</i>



711	Athletic Areas
712	Curbing and Streets
713	Land
714	Landscaping
715	Parking
716	Playground Improvements
717	Sidewalks
719	All Other Improvements
720	<b>Buildings (Existing Buildings)</b> - Expenditures for acquiring existing buildings. Included are expenditures for installation or lease payments (except interest) which have a terminal date and result in the acquisition of buildings. Expenditures for the contracted construction of buildings, for major permanent structural alterations, and for the initial or additional installation of heating and ventilating systems, fire protection systems, and other service systems in existing buildings are recorded under object 450. Buildings built and alterations performed by the district's own staff are charged to objects 100, 200, 610 and 730, as appropriate.
721	Cooling System
722	Electrical System
723	Heating and Cooling System
724	Heating System
725	Masonry, Concrete, and Plastering
726	Painting and Glazing
727	Plumbing System
728	Roofing
729	Other Buildings
*730	<b>Equipment</b> - expenditures for the initial, additional, and replacement items of equipment such as machinery, furniture and fixtures, and vehicles.
731	Machinery
732	Vehicles (Including school buses)
733	Furniture and Fixtures
734	Technology -Related Hardware
735	Technology -Related Software
736	Computers and Related Equipment (Including Software if bought as a package)
738	Instruments
739	Other Equipment
740	<b>Infrastructure</b> - expenditures for purchased infrastructure assets by the district. These items include water/sewer systems, roads, bridges, and other assets that have significantly longer useful lives than other capital assets.
790	<b>Depreciation</b> - the portion of the cost of a capital asset that is charged as an expense during a particular period.
*800	<b>DEBT SERVICE AND MISCELLANEOUS –</b> Amounts paid for goods and services not otherwise classified above.
810	<b>Dues and Fees –</b> Expenditures or assessments for district membership in professional or other organizations. Professional organization dues of <u>individuals</u> cannot be paid from school district funds. <i>Used with functions 1000 and 2000.</i>

*820	<p><b>Judgments Against the LEA –</b>                  Expenditures from current funds for all judgments (except as indicated below) against the LEA that are not covered by liability insurance, but are of a type that might have been covered by insurance. Only amounts paid as the result of court decisions are recorded here. <i>Used only with function 5000.</i></p>
830	<p><b>Debt-Related Expenditures/Expenses</b></p>
*831	<p>Redemption of Principal – Expenditures to retire bonds (including current and advance refunding) and long-term loans. <i>Used only with function 5000.</i></p>
*832	<p>Interest (Coupons) – Expenditures for interest on bonds or notes. <i>Used only with function 5000.</i></p>
833	<p>Amortization of Bond Issuance and Other Debt-Related Costs –                  Expenditures in connection with the amortization of bond and other debt issuance costs, including lease-purchase debt issuance costs.</p>
834	<p>Amortization of Premium and Discount on Issuance of Bonds –                  Expenditures amortized as debt premium and/or discount in connection with the issuance of debt.</p>
*890	<p>Other Miscellaneous Expenditures –                  Amounts paid for goods or services not properly classified in one of the objects included above. <i>Used with all functions, except 5000.</i></p>
*900	<p><b>OTHER ITEMS (APPROPRIATED FUNDS ONLY) –</b>                  This series of codes is used to classify transactions which are not properly recorded as expenditures to the LEA but require budgetary or accounting control. These include redemption of principal and interest on long-term debt and fund transfers. <i>Used with governmental funds only.</i></p>
*930 - 980	<p><b>Fund Transfers –</b> Includes all transactions conveying money from one fund to another.</p>
930	<p>General</p>
932	<p>Adult Education</p>
934	<p>Adult Supplemental Education</p>
936	<p>Bilingual Education</p>
937	<p>Virtual Education</p>
938	<p>Capital Outlay</p>
940	<p>Driver Training</p>
943	<p>Extraordinary School Program</p>
944	<p>Food Service</p>
946	<p>Professional Development</p>
948	<p>Parent Education Program</p>
949	<p>Summer School</p>
950	<p>Special Education</p>
954	<p>Vocational Education</p>
955	<p>Area Vocational School</p>
963	<p>Special Liability Expense Fund</p>
965	<p>KPERS</p>
970	<p>Coop Special Education</p>
972	<p>Contingency Reserve</p>
974	<p>Textbook &amp; Student Revolving Fund</p>
976	<p>Pre-K At-Risk</p>
978	<p>K-12 At-Risk</p>
980	<p>Supplemental General</p>
990	<p><b>Cash Basis Reserve –</b>                  Funds needed for cash flow purposes.</p>

**2007-08 General Fund Instruction Expenditures (USD 441 - Sabetha)  
As Reported to KSDE**

2007-2008 School Year Selected USD's	
<b>Data Items</b>	<b>441</b>
USD Name	Sabetha
06-1000-110 General - INSTRUCTION- Regular Certified Salaries	3,002,155.00
06-1000-120 General - INSTRUCTION- Non-Certified	0
06-1000-210 General - INSTRUCTION- Group Insurance	120,500.00
06-1000-220 General - INSTRUCTION- Social Security	214,550.00
06-1000-290 General - INSTRUCTION- Other	1,777.00
<b>06-1000-300 General - INSTRUCTION- Prof-Tech-Services</b>	<b>48,233.00</b>
06-1000-400 General - INSTRUCTION- Purchase Property Services	0
06-1000-561 General - INSTRUCTION- Tuition-Oth-St-Lea's	0
06-1000-562 General - INSTRUCTION- Tuition/Lea-Out-State	0
06-1000-563 General - INSTRUCTION- Tuition-Priv-Sources	1,721.00
06-1000-590 General - INSTRUCTION- Other Purchased Services	0
06-1000-610 General - INSTRUCTION- General-Supp-(Teaching)	148,169.00
06-1000-644 General - INSTRUCTION- Textbooks	0
06-1000-650 General - INSTRUCTION- Supplies-Technology Related	0
<b>06-1000-680 General - INSTRUCTION- Misc. Supplies</b>	<b>19,430.00</b>
06-1000-700 General - INSTRUCTION- Property(Equip _ Furn)	221
06-1000-800 General - INSTRUCTION- Other	728

**Source:** Comparative Performance & Fiscal System (<http://cpfs.ksde.org/cpfs/>)

**06-1000-300 General - INSTRUCTION- Prof-Tech-Services**

YEAR	DISTRICT_NUM	DISTRICT_NAME	FUND_NUM	FUND_NAME	FUNCT_NUM	FUNCTION	OBJ_NUM	OBJECT	DATE	VENDOR	DESCRIPTION	AMOUNT
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	300	PROF-TECH SERVICES	10/1/2007	DEB HARSHAW	MILEAGE-NCA VISIT	\$ 31.96
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	300	PROF-TECH SERVICES	10/1/2007	DENISE LOHNESS	MILEAGE - NCA VIS	\$ 28.20
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	300	PROF-TECH SERVICES	11/5/2007	NE KANSAS ED S	1ST 1/2ASSESSMNT-	\$ 6,600.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	300	PROF-TECH SERVICES	11/5/2007	S.E. KS. EDUCA	ITBS ANSWER SHEET	\$ 296.70
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	300	PROF-TECH SERVICES	12/3/2007	S.E. KS. EDUCA	IDL CLASS FEE-SPA	\$ 1,625.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	300	PROF-TECH SERVICES	12/3/2007	S.E. KS. EDUCA	IDL CLSS FEE-SPAN	\$ 3,250.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	300	PROF-TECH SERVICES	1/7/2008	CT PLAN	ACT PLAN SUPPLIES	\$ 469.20
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	300	PROF-TECH SERVICES	1/7/2008	S.E. KS. EDUCA	ACHIEVE.TEST SCOR	\$ 940.50
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	300	PROF-TECH SERVICES	2/4/2008	CT PLAN	ACT PLAN SUPPLS-W	\$ 128.80
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	300	PROF-TECH SERVICES	2/4/2008	NE KANSAS ED S	PAT UNITS-2ND HAL	\$ 6,600.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	300	PROF-TECH SERVICES	2/4/2008	S.E. KS. EDUCA	ACHIEVMNT TEST SC	\$ 4.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	300	PROF-TECH SERVICES	3/3/2008	CT PLAN	WORKKEYS PRACTCE	\$ 1.50
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	300	PROF-TECH SERVICES	6/30/2008	NCA CASI	ACCREDITATION DUE	\$ 625.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	300	PROF-TECH SERVICES	6/30/2008	NE KANSAS ED S	PARENTS AS TEACHE	\$ 14,300.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	300	PROF-TECH SERVICES	6/30/2008	S.E. KS. EDUCA	PDP TOOLBOX CONSO	\$ 2,316.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	300	PROF-TECH SERVICES	6/30/2008	S.E. KS. EDUCA	TECHNLGY MEDIA CE	\$ 5,515.65
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	300	PROF-TECH SERVICES	6/30/2008	S.E. KS. EDUCA	IDL NETWORK DUES	\$ 5,500.00
												\$ 48,232.51

Source: Detailed accounting records obtained from USD 441 - Sabetha by Legislative Post Audit.

06-1000-680 General - INSTRUCTION- Misc. Supplies

YEAR	DISTRICT_NUM	DISTRICT_NAME	FUND_NUM	FUND_NAME	FUNCT_NUM	FUNCTION	OBJ_NUM	OBJECT	DATE	VENDOR	DESCRIPTION	AMOUNT
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	8/6/2007	XPEDX	SES COPY PAPER-MU	\$ 25.45
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	9/4/2007	PLANK ROAD PUB	MAGAZINES & CD'S	\$ 99.75
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	3/3/2008	HUME MUSIC COM	WAC BND INSTRMNT	\$ 40.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	4/7/2008	HUME MUSIC, IN	RED CHORAL FOLDER	\$ 38.50
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	5/5/2008	SENSENEY MUSIC	WAC MUSIC SUPPLIE	\$ 415.94
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	6/2/2008	HUME MUSIC, IN	SEA SONG TRILOGY	\$ 17.25
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	6/2/2008	HUME MUSIC, IN	FLIP FOLDERS	\$ 51.97
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	6/2/2008	SENSENEY MUSIC	WAC MUSIC SUPPLIE	\$ 24.95
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	6/30/2008	HUME MUSIC, IN	MAPEX DRUM SET	\$ 800.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	9/4/2007	PAXTONS	SHS LUMBER ORDER	\$ 3,687.81
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	9/4/2007	EDELMANS INC.	SHS LUMBER DELIVE	\$ 4.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	10/1/2007	TRUE VALUE HAR	T SHIRTS-SHS BAND	\$ 128.16
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	12/3/2007	MANNING MUSIC	SHS BAND SUPP-REI	\$ 27.50
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	1/14/2008		BAND SHOPPE - BAN	\$ 373.80
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	1/14/2008		BAND SHOPPE - BAN	\$ 59.80
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	1/14/2008		BAND SHOPPE - BAN	\$ 11.95
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	9/4/2007	PLANK ROAD PUB	PROCESSING FEE	\$ 2.50
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	10/1/2007	PLANK ROAD PUB	SES MUSIC SUPPLIE	\$ 343.24
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	10/1/2007	SCHOOL SPECIAL	SES MUSIC SUPPLIE	\$ 98.35
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	12/3/2007	MANNING MUSIC	SES BAND MUSIC-DI	\$ 16.85
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	12/3/2007	MANNING MUSIC	SES BAND SUPP.-DI	\$ 37.85
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	12/17/2007	CARDMEMBER SER	SES MUSIC SUPPLIE	\$ 101.25
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	3/3/2008	MANNING MUSIC	SES MUSIC SUPPLIE	\$ 212.68
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	4/7/2008	EDUCATIONAL RE	SES MUSIC SUPPLIE	\$ 245.73
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	4/7/2008	MUSIC IN MOTIO	SES MUSIC SUPPLIE	\$ 325.30
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	5/14/2008	CARDMEMBER SER	SES MUSIC SUPPLIE	\$ 120.30
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	6/30/2008	FRIENDSHIP HOU	SES MUSIC SUPPLIE	\$ 373.40
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	9/4/2007	MARCHING SHOW	MARCHING BAND SHO	\$ 450.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	9/4/2007	MARCHING SHOW	SHIPPING & HANDLI	\$ 22.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	10/1/2007	AND SHOPPE	SHS BAND SUPPLIES	\$ 373.80
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	10/1/2007	MANNING MUSIC	SMS BAND SUPPLIES	\$ 192.60
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	11/5/2007	AND SHOPPE	BLACK SPEEDSTER S	\$ 59.80
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	11/5/2007	AND SHOPPE	SHIPPING & HANDLI	\$ 11.95
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	11/5/2007	J. W. PEPPER	CAROLER'S HANDBOO	\$ 130.90
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	11/5/2007	J. W. PEPPER	ONE NIGHT ONLY	\$ 19.80
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	11/5/2007	J. W. PEPPER	SHIPPING & HANDLI	\$ 12.99
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	11/5/2007	MANNING MUSIC	SHS BAND SUPPLIES	\$ 228.20
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	11/5/2007	SENSENEY MUSIC	SHS VOCAL MUSIC S	\$ 579.85
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	11/5/2007	MANNING MUSIC	SHS BND INSTRMNT	\$ 686.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	12/3/2007	MANNING MUSIC	SHS INSTRMT REP-D	\$ 235.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	1/7/2008	HODA COX	CHOREOGRPHY-SHS M	\$ 90.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	1/14/2008		BAND SHOPPE - BAN	\$ (373.80)
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	1/14/2008		BAND SHOPPE - BAN	\$ (59.80)

YEAR	DISTRICT_NUM	DISTRICT_NAME	FUND_NUM	FUND_NAME	FUNCT_NUM	FUNCTION	OBJ_NUM	OBJECT	DATE	VENDOR	DESCRIPTION	AMOUNT
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	1/14/2008		BAND SHOPPE - BAN	\$ (11.95)
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	7/11/2007	H. P. FABER &	SMS TECH SUPPLIES	\$ 154.44
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	7/11/2007	NASCO	ECONOMY WHITE STU	\$ 52.65
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	7/11/2007	NASCO	SHIPPING & HANDLI	\$ 25.71
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	10/1/2007	MANNING MUSIC	SMS STDNT BAND SU	\$ 779.40
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	10/1/2007	TRUE VALUE HAR	T SHIRTS-SMS BAND	\$ 333.22
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	11/5/2007	LAMA	SERGER KITS - SMS	\$ 37.50
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	11/5/2007	LINDA WHITE	TSHIRT TRANSFERS-	\$ 26.71
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	11/5/2007	MANNING MUSIC	SMS MUSIC BKS-REI	\$ 277.30
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	11/5/2007	PINEAPPLE APPE	SMS SERGER KITS	\$ 146.38
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	12/3/2007	PITSCO/SYNERGI	BRASS WASHERS	\$ 32.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	12/3/2007	MANNING MUSIC	SMS MUSIC BOOKS-R	\$ 55.60
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	12/3/2007	MANNING MUSIC	SMS BAND SUPP.-RE	\$ 29.90
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	12/3/2007	MANNING MUSIC	SMS BAND SUPP.-RE	\$ 39.25
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	1/7/2008	MANNING MUSIC	RICO ALTO SAX 3	\$ 58.75
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	2/4/2008	ICKIE ANGELL	SHS VOCAL MUSIC S	\$ 10.62
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	3/3/2008	HODA COX	CHOREOGRAPHY-SHS	\$ 60.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	3/3/2008	SENSENEY MUSIC	SHS MUSIC SUPPLIE	\$ 43.08
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	4/7/2008	J. W. PEPPER	SHS BAND SUPPLIES	\$ 295.24
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	4/7/2008	SENSENEY MUSIC	SHS MUSIC SUPPLIE	\$ 186.41
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	4/7/2008	GREG ZIELKE	CLINICIAN FEE-SHS	\$ 200.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	4/14/2008	CARDMEMBER SER	MUSIC PURCHASED K	\$ 205.59
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	5/5/2008	KNAAK PIANO SE	PIANO TUNING	\$ 70.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	5/5/2008	MANNING MUSIC	SHS BAND SUPPLIES	\$ 26.75
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	6/2/2008	J. W. PEPPER	SHS BAND SUPPLIES	\$ 332.99
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	6/2/2008	J. W. PEPPER	SHS VOCAL MUSIC S	\$ 223.34
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	6/2/2008	J. W. PEPPER	POMP & CIRCUMSTAN	\$ 42.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	6/2/2008	US AWARDS INC.	SHS VOCAL MUSIC A	\$ 251.93
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	6/2/2008	MANNING MUSIC	SHS CLARINET REPA	\$ 30.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	1/7/2008	MANNING MUSIC	LESHER OBOE REED	\$ 30.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	1/7/2008	NASCO	VISIBLE HORSE MOD	\$ 91.50
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	1/7/2008	NASCO	SHIPPING & HANDLI	\$ 26.34
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	1/7/2008	EDELMANS INC.	SMS REIMB.SUPPLIE	\$ 14.68
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	2/4/2008	PITSCO/SYNERGI	SILVER SNAKE KEY	\$ 20.50
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	2/4/2008	PITSCO/SYNERGI	SHRINK ART PLASTI	\$ 6.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	2/4/2008	PITSCO/SYNERGI	SHIPPING & HANDLI	\$ 7.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	3/3/2008	LAMA	SERGR KITS-SMS MO	\$ 47.50
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	3/3/2008	PINEAPPLE APPE	SERGR KITS-SMS MO	\$ 87.44
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	4/15/2008		TRANS TECH TO REI	\$ 309.96
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	5/5/2008	LAMA	SERGER KITS-SMS	\$ 20.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	5/5/2008	PINEAPPLE APPE	SERGER KITS-SMS	\$ 30.48
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	9/4/2007	MANNING MUSIC	SMS MUSIC SUPPLIE	\$ 113.36
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	10/1/2007	KNAAK PIANO SE	SMS PIANO TUNING	\$ 70.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	11/5/2007	MANNING MUSIC	SMS BND INSTRMNT	\$ 426.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	11/5/2007	ICKIE ANGELL	SS VOCAL MUSIC SU	\$ 11.29

YEAR	DISTRICT_NUM	DISTRICT_NAME	FUND_NUM	FUND_NAME	FUNCT_NUM	FUNCTION	OBJ_NUM	OBJECT	DATE	VENDOR	DESCRIPTION	AMOUNT
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	12/3/2007	MANNING MUSIC	SMS MUSIC BOOKS-D	\$ 6.95
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	12/3/2007	MANNING MUSIC	SMS INSTRMT REP-D	\$ 185.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	1/7/2008	KNAAK PIANO SE	PIANO TUNING-SMS	\$ 70.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	3/3/2008	MANNING MUSIC	VITO CLARINET REP	\$ 60.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	3/3/2008	MANNING MUSIC	TENOR SAX REPAIR	\$ 40.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	4/7/2008	J. W. PEPPER	SMS BAND SUPPLIES	\$ 434.99
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	4/7/2008	ROW-LOFF PRODU	LIDS	\$ 25.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	4/7/2008	ROW-LOFF PRODU	STINKIN GARBAGE	\$ 20.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	4/7/2008	ROW-LOFF PRODU	SHIPPING & HANDLI	\$ 7.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	4/7/2008	SENSENEY MUSIC	SMS VOCAL MUSIC S	\$ 225.40
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	4/14/2008	CARDMEMBER SER	MUSIC PURCHASED K	\$ 320.42
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	5/5/2008	MANNING MUSIC	BASS DRUM REPAIR-	\$ 20.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	6/30/2008	MANNING MUSIC	SMS BAND SUPPLIES	\$ 477.75
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	9/4/2007	SENSENEY MUSIC	WAC MUSIC CLASS S	\$ 364.89
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	9/4/2007	MAKE MUSIC INC	SMART MUSIC SUB.-	\$ 100.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	11/5/2007	SENSENEY MUSIC	WAC MUSIC SUPPLIE	\$ 399.90
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	11/5/2007	TAMS-WITMARK M	ROYALTY/RENT - WA	\$ 410.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	11/5/2007	TAMS-WITMARK M	SHIPPING/HANDLNG/	\$ 78.75
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	11/12/2007	WETMORE SCHOOL	MUSICAL SUPPLIES	\$ 44.64
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	2/4/2008	HUME MUSIC, IN	SNARE SIDE DRUM H	\$ 14.96
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	2/4/2008	HUME MUSIC, IN	TENOR SAXOPHONE	\$ 40.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	2/4/2008	SENSENEY MUSIC	SANTA BABY SHOW T	\$ 26.59
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	2/4/2008	HUME MUSIC COM	LABOR-WAC BAND IN	\$ 40.00
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	3/3/2008	SENSENEY MUSIC	WAC MUSIC SUPPLIE	\$ 226.76
2008	D0441	SABETHA	06	GENERAL FUND	1000	INSTRUCTION	680	MISC SUPPLIES	3/3/2008	SENSENEY MUSIC	WAC MUSIC SUPPLIE	\$ 120.45
												\$ 19,429.88

Source: Detailed accounting records obtained from USD 441 - Sabetha by Legislative Post Audit.

**Summary of Policies on Building-Based Accounting for  
K-12 Education Expenditures in a Sample of States**

State	Does the state require school districts to...		Additional Notes
	...account for expenditures at the building level?	...report expenditures to the state at the building level?	
Arizona	<b>YES</b>	No	Arizona officials indicated that they planned to begin requiring building-level reporting after 2006-07 school year. <i>[NOTE: This did end up happening.]</i>
Arkansas	<b>YES</b>	<b>YES</b>	Building-level accounting and reporting is required for instructional, student support, and school administration function expenses.
Colorado	No	No	
Florida	<b>YES</b>	<b>YES</b>	
Georgia	<b>YES</b>	<b>YES</b>	
Indiana	<b>YES</b>	<b>YES</b>	
Iowa	No	No	
Kansas	No	No	
Kentucky	<b>YES</b>	<b>YES</b>	
Maine	<b>YES</b>	<b>YES</b>	Building-level accounting and reporting is required for certain program areas.
Massachusetts	<b>YES</b>	<b>YES</b>	Building-level accounting and reporting is required for instructional expenditures.
Minnesota	<b>YES</b>	<b>YES</b>	
Missouri	No	No	
Nebraska	No	No	
New Hampshire	No	No	
North Dakota	No	No	
Oklahoma	No	No	
Oregon	<b>YES</b>	<b>YES</b>	
Pennsylvania	No	No	
Vermont	No	No	
Washington	No	No	
Wisconsin	No	No	

Source: January 2007 Legislative Post Audit survey of state departments of education.







# **PERFORMANCE AUDIT REPORT**

## **K-12 Education: School District Efficiency Audits**

**A Report to the Legislative Post Audit Committee  
By the Legislative Division of Post Audit  
State of Kansas  
July 2009**

spending on compensation, we noted some other trends among districts that spent more than their peers:

- districts that contracted for bus services tended to spend more per rider on transportation
- districts that operated more school buildings tended to spend more per student on school-level administration
- districts that spent more on district-level administration tended to spend more on property and liability insurance

It's important to keep in mind that there's a limit to what can be concluded about a district's efficiency just from analyzing the data. The data can help identify where a district spends more (e.g., salaries for district administration), but not why it spends more. Understanding that requires a deeper look at the processes and procedures of the district and its peers.



**School districts didn't always report certain types of data consistently, making meaningful comparisons difficult.** As noted earlier, school districts need comparable expenditure and staffing data for themselves and their peers to make meaningful comparisons regarding how efficiently they are operating. One of the problems we encountered during this audit was with the reliability of the data school districts provided to the Department. Some of the issues we found included:

- **Districts sometimes mis-categorize expenditures, especially between student support and instruction support**—While the State accounting handbook provided by the Department provides good guidance to districts on how to categorize spending, districts don't always follow it. For example, the Goessel school district reported spending an average of \$4 per student on student support services for the 2006-07 and 2007-08 school years (on average, the 121 districts we looked at spend \$242 per student). When we followed up with the district, officials told us they contract with a service center for a variety of support services, including psychological services. While these services clearly are defined as student support in the state handbook, the district categorizes these and other expenditures with the service center as instruction. We found similar problems in a 2002 audit looking at school district budget formats.
- **The staffing data districts report aren't always reliable**—We identified a number of situations where a district's staffing data weren't consistent with their expenditure data, such as districts that reported spending for salaries in a functional area but no staff. For example, in 2007, the Eureka school district reported just more than \$135,000 in salaries for non-certified school-level administrative staff, yet the district's staffing data showed no such employees. In other cases we saw the opposite, such as the Kingman-Norwich school district, which reported having almost five non-certified school-level administrative staff in 2007 and 2008, but didn't report any salary expenditures for these employees.

In general, most districts probably categorized their expenditure and staffing data correctly. However, this kind of misreporting, even if it's relatively rare, causes problems when trying to compare districts to identify areas where they could become more efficient. For example, it would be impossible for the Goessel school district to make meaningful comparisons of its per-student spending on either student support or instruction support.

***Conclusion:***

As directed by the 2010 Commission, this audit was limited to looking only at high-level school district data maintained by the Department of Education to try to identify patterns or trends that might shed more light on districts' operational efficiency. Although we realize that on-site audits can take district officials' time and resources, and that district officials have been scouring their budgets looking for ways to reduce costs without harming their educational programs if possible, we think the efficiency audits envisioned in the enabling legislation that created the Commission can serve a vital role in helping districts identify additional efficiencies that may exist.

We strongly believe that the current fiscal situation—which may linger for some time—makes it all the more important that school districts find ways to make their operations more efficient. That's true not only from districts' perspective, but also from the State's perspective, which currently spends more than \$3.3 billion a year on educating K-12 students.

***Recommendations for Executive Action:***

1. To help ensure that the expenditure and staffing data school districts report to the Department of Education are complete and categorized accurately, and to provide districts, school boards, Department officials, and the Legislature with more meaningful information for comparison purposes, the Department should provide additional guidance to district staff on how to report their expenditures according to the Kansas Accounting Notebook. In developing that guidance, the Department should place particular emphasis on the areas of student support, instruction support, district-level administration, and school-level administration. Those are areas school districts frequently report their expenditure or staffing data inaccurately. The Department also should provide additional guidance to district staff on how to properly categorize staffing counts in their annual personnel reports.

***Recommendations for  
Legislative Action:***

1. To help ensure that the expenditure and staffing data that school districts report to the Department of Education are complete and categorized accurately, and to provide districts, school boards, Department officials, and the Legislature with more meaningful information for comparison purposes, the House Education Committee or Senate Education Committee should introduce legislation requiring school districts to have those reports audited as part of their annual financial audits.
2. To help identify ways districts can make their operations more efficient without harming their educational programs, the Legislative Post Audit Committee or the 2010 Commission should consider approving an in-depth efficiency audit looking at whether school districts are managing their personnel, facilities, and other resources in an efficient and economical manner.