

## B+ Coding

Org Key                      Function Object  
3 7 0 3 1    3 7 8    0 0    |    7 4 0 0    6 4 2

The first two numbers refer to the fund that the money comes from. For instance, 10 refers to the General fund. Coding that begins with a 4 refers to federal funds and 37 refers to Capital Projects. This can be important because different funds can have different documentation requirements and this must be noted on the Purchase Order.

3 7    0 3 1    3 7 8    0 0    7 4 0 0    6 4 2

The next 3 numbers tell you which location the money is designated for. This would be the last 3 numbers of your school or location number. 031 is Charlotte High School, 141 is Meadow Park, etc.

3 7    0 3 1    3 7 8    0 0    7 4 0 0    6 4 2

The next part of the account number refers to a “project” or funds that have been specifically set aside for a certain purpose. Some common examples are 153 – School Improvement, 369 – Musical Instruments, or 425 - Title I. The numbers 000 in the project location usually refers to your location’s Operational Budget.

3 7    0 3 1    3 7 8    0 0    7 4 0 0    6 4 2

These numbers are used to further specify monies inside a project. They are most commonly used with Grants and can include letters. This might look like 10151131G25100510. (This number tells me the money is an Arts and Humanities mini grant for use at Port Charlotte High School, to purchase consumable classroom supplies.)

3 7    0 3 1    3 7 8    0 0    7 4 0 0    6 4 2

The last two parts of the account number are the Function and Object. They tell us about the items being purchased. The Function is 4 digits and describes the “department” the items are being purchased for. Some examples are 7300 – School Administration, 5100 – Basic Education, or 7900 – Operation of Plant(Custodial). The final three numbers define the item being purchased. Some examples include 332- Out of County Travel, 510 – Supplies (Consumable), or 610 – Library Books.

The next page contains a list of the most commonly used Functions and Objects at the school level.

**Charlotte County Public Schools**  
**Function/Object Report**  
**Report Date: 9/19/2023**

<b>Function</b>		
5100	Basic Education	6400 Instructional Staff Training
5200	Exceptional	6500 Instructional Related Technol
5300	Vocational-Technical	7100 Board
5400	Adult General	7200 General Administration(Supt)
5500	Other Instruction	7300 School Administration
6100	Pupil Personnel Services	7400 Facilities Acquisition & Const
6200	Instructional Media Services	7500 Fiscal Services
6300	Instr and Curr Develop Serv	7600 Food Services
		7700 Central Services
		7800 Pupil Transportation
		7900 Operation of Plant
		8100 Maintenance of Plant
		8200 Administrative Technology Serv
		9100 Community Services

<b>Object</b>		
310	Sub agree over \$25000 excl	510 Supplies
311	Legal Services	511 COVID Supplies
312	Audit Services	515 Supplies - Shop
313	Negotiations Services	519 Technology Related Supplies
314	Other Pro & Tech Service	520 State Adopted Textbooks
327	Other Insurance	521 Non-state Adopted Textbooks
331	In-County Travel	522 E-Books
332	Out-of-County Travel	523 Textbook Access Codes
333	Taxable Travel	529 Tech Related Textbooks
350	Repairs and Maintenance	530 Periodicals
359	Tech Related Rep & Maint	531 Internet subscription services
360	Rentals	539 Tech Related Periodicals
369	Tech Related Rentals	550 Repair Parts
373	Postage	610 Library Books
376	Cellular/800 Phones	621 Capitalized AV Materials
377	Advertisements	622 Non Capitalized AV Materials
391	Field Trips	630 Buildings and Fixed Equipment
392	Printing	641 Capitalized Furn, Fix, & Equip
393	Tuition Expense	642 Non Capital Furn, Fix & Equip
395	Other Purchased Services	643 Capitalized Computer Hardware
397	Banking Charges	644 Non Capitalized Computer Hdwre
		648 Tech Rel Cap Furn/Fixt/Eq
		649 Non Capital Tech FFE
		670 Improv Other Than Bldg Non-Cap
		671 Improve OT Building Capitalize
		680 Remodeling and Reno Non-Cap
		681 Remodeling and Reno Capitalize
		691 Capitalized Software
		692 Non Capitalized Software
		730 Dues and Fees
		751 Temporary-Certified
		752 Temporary Non-Certified
		753 Substitute Teacher
		754 Substitute-Other
		791 Tuition & Master's Degree
		792 Uniforms Expense
		795 Other Miscellaneous Expenses