

1958

# Classification of accounts for use by fiscal officers in cities and villages

Minnesota. Department of Public Examiner

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## Recommended Citation

Minnesota. Department of Public Examiner, "Classification of accounts for use by fiscal officers in cities and villages" (1958). *State Publications*. 2.

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# CLASSIFICATION OF ACCOUNTS

FOR USE BY

## FISCAL OFFICERS

IN

## CITIES AND VILLAGES



DEPARTMENT OF PUBLIC EXAMINER  
STATE OF MINNESOTA  
SAINT PAUL

# **CLASSIFICATION OF ACCOUNTS**

**FOR USE BY**

## **FISCAL OFFICERS**

**IN**

## **CITIES AND VILLAGES**



**DEPARTMENT OF PUBLIC EXAMINER  
STATE OF MINNESOTA  
SAINT PAUL**

**THIS CLASSIFICATION OF ACCOUNTS  
WAS PREPARED UNDER THE DIRECTION OF**

Raymond B. Vecellio .....Public Examiner  
Robert A. Whitaker .....Deputy Public Examiner

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## FOREWORD

This classification of accounts was developed to meet the long-standing need for uniformity in the accounts used by the fiscal officers in Minnesota's cities and villages.

The advantages of uniform accounts for municipal governments are manifest. Auditing is simplified and made less expensive, reporting to the electorate is improved, and a better understanding between fiscal officers is achieved when terminology is identical.

The law (M.S.A. Section 215.10) makes it the duty of the Public Examiner to prescribe suitable systems of accounts for local units of government. A law passed at the 1957 Session of the Legislature, which calls for mutual co-operation between the Public Examiner and the public accountants, gave impetus to developing and prescribing this classification of accounts in accordance with the requirements of Section 215.10. A provision of the 1957 law requires the Public Examiner to prescribe minimum auditing procedures and led to the creation of a committee which has produced this classification of accounts. This classification completes the first of three assignments made to the committee, the others being an accounting manual for municipalities, and the establishment of minimum auditing procedures for use by the accountants engaged in auditing municipal financial affairs.

The committee has closely followed the recommendations of the National Committee on Governmental Accounting in the preparation of this classification.

The Public Examiner is deeply grateful to the Minnesota Society of Certified Public Accountants, the Minnesota Association of Public Accountants, the State Association of Public and Tax Accountants, and the Clerks and Finance Officers Association of the League of Minnesota Municipalities all of which were represented on the committee. The committee members have given unstintingly of their time to the end that this classification will be a worthwhile addition to the material with which finance officers and auditors have to work.

This classification is truly a mutual undertaking of the municipalities of the state, the accounting profession, and this department.

Raymond B. Vecellio  
Public Examiner

## INTRODUCTION

This classification of accounts is designed to furnish the finance officers of the cities and villages in Minnesota with the accounts which are prescribed for use in connection with the records they are required to maintain.

Although 88% of the municipalities in Minnesota are places with less than 2,500 population and consequently responsibility for record keeping is frequently placed, of necessity, on persons with little formal accounting training or experience, the committee has developed the accounts so that they may form the basis for either a simple system of cash receipts and disbursements or a complete double entry system of bookkeeping maintained on an accrual basis.

The committee strongly recommends the use of the double entry system for all communities operating utilities or public service enterprises and for those other places where size and volume of business make imperative the presentation of comprehensive statements of assets and liabilities in addition to the annual reports of cash receipts and disbursements which are required by law for villages and by charter for most cities.

The classification of accounts is divided into the following sections:

### I. Funds—

Given in this section are:

- a. The definition of a fund,
- b. The legal requirements for the establishment of a fund,
- c. An explanation of the classification of funds by groups,
- d. Funds most commonly maintained in Minnesota municipalities, and
- e. The code numbers prescribed for such funds.

### II. General Ledger Accounts—

An explanation of the prescribed general ledger accounts, together with the code numbers assigned thereto, is in this section.

### III. Revenues—

In this section are enumerated the sources of revenue most common to Minnesota cities and villages. The prescribed revenue accounts, both governmental and public service enterprise, together with the code numbers assigned thereto, are shown in this section.

### IV. Expenditures—

The functional, activity, character, and object nature of governmental and public service enterprise expenditures is described in this section. Here will also be found (1) the classification of expenditure accounts on a function and activity basis together with the code numbers, (2) the object classification of expenditures and the assigned code numbers, and (3) a finding list to aid the bookkeeper in coding objects of expenditure.

**ORDER PRESCRIBING CLASSIFICATION OF ACCOUNTS  
FOR USE BY CITY AND VILLAGE  
FISCAL OFFICERS**

The classification of accounts hereto attached, consisting of introductory statement, fund description, account description, classification of revenues, and classification of expenditures, are hereby prescribed by the Public Examiner, pursuant to M.S.A. Section 215.10, as the accounts to be used by the fiscal officers of cities and villages

/s/ Raymond B. Vecellio  
Public Examiner

Dated at Saint Paul, Minnesota  
this 21st day of May, 1958.

## **FUNDS**

### **Definition of Fund**

The National Committee on Governmental Accounting has defined the term fund, as used in governmental accounting, as follows:

A fund is a . . . sum of money or other resources (gross or net) set aside for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations and constituting an independent fiscal and accounting entity.

From this definition it will be seen that in addition to cash accounts, the accounting structure of a fund includes accounts for other assets, liabilities, surplus, revenue, expenditures and budgetary purposes which accounts apply to a specific phase of the activities of a governmental unit.

### **Legal Requirements**

The requirement that separate funds be established is found in state statutes, home rule charters, and resolutions or ordinances of the local governing body.

Many statutory authorizations for municipalities to levy special taxes or provide special services include the provision for separate funds. Examples of such funds are: Band Fund, M.S.A. Section 449.09; Library Fund, M.S.A. Section 134.11; Debt Service (Sinking Fund), M.S.A. Section 475.61; Bond Funds, M.S.A. Section 475.65; and Improvement Funds, M.S.A. Section 429.091.

In some instances the statutes authorizing special levies do not specifically require the establishment of separate funds. However, from the requirement that the proceeds of such levies be used for the purpose authorized, it may be implied that separate funds should be established for such levies.

Charters of cities operating under home rule charters usually provide for a general fund and several additional funds. The number and type of such funds is often dependent upon the specific activities of the city at the time the charter was adopted. When such cities engage in activities authorized by state law, funds should be established as provided in the statutes.

### **Classification of Funds**

Funds are classified according to the source of revenue and the type of activities which they finance. Funds of a similar nature are classified according to fund groups. This classification contains the following fund groups:

- General and Special Revenue Funds
- Bond Funds
- Debt Service Funds
- Improvement or Special Assessment Funds
- Working Capital Funds
- Public Service Enterprise Funds
- Trust and Agency Funds
- General Fixed Assets



## **General Fund**

Revenues and expenditures relating to normal governmental activities are recorded in the General Fund. In Villages this includes such activities as streets, police protection, and fire protection. In some cities having a home rule charter the use may be somewhat restricted, in that special revenue funds may be required for some activities that are normally included in the General Fund.

## **Special Revenue Funds**

Proceeds from special tax levies are accounted for in the Special Revenue Funds. In general, a separate fund should be established for each special levy.

The number of special revenue funds should be kept to a minimum consistent with charter and statutory requirements. As a general rule a separate fund should not be established except when required by statute or charter or unless a special tax levy in addition to the general levy is made for the particular activity.

Except as noted, the following activities would be accounted for in the General Fund of Villages and of Cities unless special funds are required by charter:

Cemetery—Except certain villages where special tax is authorized

Fire Department

Musical Entertainment—Except when additional levy is made pursuant to statute

Park—Except in certain cities and villages where additional levy is made

Police Department

Recreation—Except in certain cities and villages when additional levy is made pursuant to statute

Street

The list of special revenue funds contained herein includes funds for the most common special levies. Special laws or charter provisions may require other funds in certain cities or villages.

## **Bond Funds**

Proceeds from the sale of general obligation bonds issued to finance the construction or acquisition of fixed assets or refunding existing indebtedness, and the expenditure of such proceeds are recorded in Bond Funds. Separate funds should be established for each issue such as Village Hall Bonds, Park Bonds, Refunding Bonds, etc. Proceeds from bonds payable wholly, or in part, from special assessments, or from revenue producing utilities, are not included in this group.

## **Debt Service Funds**

Debt service funds are created to account for the revenue provided for the payment of bonds and interest. Separate funds are recommended for each bond issue. These funds may be divided into two classes: (1) those funds for bonds payable wholly from general ad valorem taxes, and (2) those funds for bonds payable in whole, or in part, from the proceeds of

special assessments. The retirement of bonds payable with the proceeds from revenue producing enterprises should be recorded in the Public Service Enterprise Fund which produces the revenue.

#### **Improvement Funds or Special Assessment Funds**

Improvement funds required by the enactment of Laws 1953, Chapter 398 are those funds created to account for the expenses of local improvements financed in whole, or in part, from special assessments. A separate fund is required for each improvement. When construction is completed the fund is discontinued, and the assets are transferred to the separate debt service fund which was created for the payment of obligations issued to finance the improvements. Unexpended cash from bond proceeds in one improvement fund may be transferred to other improvement funds as authorized by law.

Prior to the enactment of Laws 1953, Chapter 398 (Coded M.S.A. Chapter 429) many of the laws authorizing local improvements provided that collections of assessments be retained in the improvement fund and that the payment of bonds and interest thereon be made from such fund. Some city charters contain similar provisions. Funds of this type, commonly known as special assessment funds, serve a dual purpose; that of an improvement fund and that of a debt service fund.

#### **Working Capital Funds**

A working capital fund is established to account for the operations of a service unit which renders service to other departments. Examples of such funds are central stores, equipment rental, central purchasing, and permanent improvement revolving.

#### **Public Service Enterprise Funds**

Operations of revenue producing utilities or enterprises are accounted for in the Public Service Enterprise Funds. Separate funds for each utility or enterprise should be established.

#### **Trust and Agency Funds**

Assets are sometimes held, or revenue received, by a municipality in a fiduciary capacity to be used for a certain specified purpose. For example, investments or securities may be given the municipality, with provisions that the income be used to aid the library or park system. In other cases the municipality may charge a certain amount for perpetual care of cemetery lots, which amount is invested and only the earnings may be used for the designated purpose.

## **FUNDS**

### **General and Special Revenue Funds (1 and 2)**

101	General
201	Advertising
203	Airport
205	Band
207	Cemetery*
209	Civil Defense
211	Fire Department**
213	Library
215	Mosquito Abatement

- 217 Municipal Forest
  - 219 Musical Entertainment\*
  - 221 Park\*
  - 223 Police Department\*\*
  - 225 Poor
  - 227 Public Examiner's Post-Audit
  - 229 Recreation\*
  - 231 Street\*\*
- Bond Funds (3)**
- 301 Village Hall Construction
  - 302 Fire Equipment
  - 303 Paving
- Debt Service Funds (4)**
- 401 Village Hall Bonds of 1951
  - 402 Park Improvement Bonds of 1956
  - 403 Sewage Disposal Plant
- Improvement Funds or Special Assessment Funds (5)**
- 501 Sanitary Sewer Improvement No. 1
  - 502 Storm Sewer Construction
  - 503 Street Improvement No. 1
- Working Capital Funds (6)**
- 601 Asphalt Plant\*\*
  - 602 Land and Buildings\*\*
  - 603 Central Garage\*\*
- Public Service Enterprise Funds (7)**
- 701 Liquor
  - 703 Water
  - 705 Electric
  - 707 Sewer
  - 709 Gas
  - 711 Heat
  - 713 Hospital
  - 715 Market
  - 717 Refuse or Garbage
  - 719 Airport
  - 721 Cemetery
- Trust and Agency Funds (8)**
- 801 Firemen's Relief
  - 803 Police Relief
  - 805 Escrow
- General Fixed Assets (9)**

**Note:**

Funds listed are illustrative of those maintained by various cities and villages. The funds indicated by one asterisk would usually be a part of the general fund except in certain villages where the law provides for a tax levy for the purpose indicated by the fund name. Those designated by two asterisks would be included in the general fund in villages but are often established by charter in cities.

## GENERAL LEDGER ACCOUNTS

The accounting system of a municipality should be on double entry basis with a general ledger in which all financial transactions are summarized.

Each fund must have such accounts as are necessary to show its operation and condition. These accounts form a self-balancing group. That is, the total of the debit balances equal the total of the credit balances.

### **Treasurer's Cash Balance—101**

This account is debited with all cash received by the Treasurer. All disbursements are credited to the account.

### **Departmental Cash—102**

Cash received by departments other than the Treasurer's department is debited to this account. All credits to the account should be for deposits with the Treasurer.

### **Petty Cash and Change Funds—103 and 104**

Petty cash and change funds should be established in sufficient amounts so that all receipts may be deposited intact. Petty cash funds should be operated on an imprest basis.

### **Deposits With Fiscal Agents—105**

This account is debited with the amounts deposited with the fiscal agent for the payment of bonds and interest. The account is credited with the amount of bonds and interest coupons returned by the fiscal agent.

### **County Auditor's State Loan Account—106**

This account is administered by the County Auditor for the payment of State loans and interest thereon. Amounts received and disbursed by the County Auditor should be recorded in this account. The liability for bonds should be shown in the Bonds Payable Account.

### **Investments—109**

Municipalities are authorized to invest surplus money in general obligation bonds of the United States, the State of Minnesota, or any of its municipalities. Certificates of deposit are not considered as investments and should be included in the Treasurer's cash balance.

### **Taxes Receivable—110 to 112**

Current taxes are those taxes due during the current year.

Delinquent taxes are those taxes due but not collected in prior years.

Deferred taxes are those taxes levied for collection in future years to provide for the payment of bonds and interest. The amount of each years levy is certified to the County Auditor at the time the bonds are issued. The account is credited each year with the current installment.

### **Allowance for Uncollectible Taxes—113**

This account is a surplus reserve of the amount by which the deferred tax levies exceed the amount required to pay general obligation bonds and interest. The balance is reduced each year by the portion applying to the current levy.

The account would also be used as a valuation reserve for current and delinquent taxes in those municipalities not using Unrealized Revenue Account—240.

#### **Special Assessments Receivable—115 to 118**

Current assessments are the principal installments and interest due in the current year.

Delinquent assessments are the principal installments and interest due but not collected in prior years.

Deferred assessments are the principal installments due in future years.

Future interest is the amount of interest on deferred installments that would be received by the municipality if all installments are collected according to schedule. If future interest is recorded as an asset, the liability for future interest on bonds should also be included. Although future interest is not generally included in the assets, some municipalities, especially those where there is considerable prepayment of assessments and consequent loss of interest, establish the accounts in order to determine the sufficiency of amounts provided for the payment of interest.

#### **Accounts Receivable—119**

Amounts due from private persons are recorded in this account. If the books are kept on a strict accrual basis the credit would be made to the Revenue Account. If a modified accrual method is used then the credit would be made to the Unrealized Revenue Account.

#### **Allowance for Doubtful Accounts—120**

This account is credited with amount of accounts receivable estimated to be uncollectible when Unrealized Revenue Account 241 is not used.

#### **Due from Other Funds—121**

Amounts due from other funds arise from advances to other funds or through services rendered other funds. Subsidiary accounts should be established for each fund.

#### **Due from Other Governmental Units—122**

Amounts receivable from the Federal, State or County as special aids or grants are recorded in this account.

#### **Municipality's Share of Improvement—123**

This account is debited with the portion of the cost of a local improvement that is to be contributed by the municipality (cr. Improvements Authorized). The account is credited with transfers from other funds or taxes levied for the municipality's share of the improvement.

#### **Inventories—125 and 126**

The value of merchandise, materials or supplies on hand are recorded in this account. Adequate subsidiary records should be maintained to properly account for such items.

#### **Prepaid Expense—128**

This account would be used in public service enterprises for disbursements properly chargeable to subsequent years.

**Bonds Authorized—Unissued—135**

In bond funds the total amount of bonds which have been legally authorized is debited to this account (cr. Reserve for Authorized Expenditures). When bonds are sold the account is credited with the principal amount of the bonds. The liability for the bonds is recorded in the bonds payable account in the debt service fund.

**Improvements Authorized—140**

In improvement funds this account is debited with the estimated cost of the local improvement (cr. Reserve for Authorized Expenditures). The account is credited with the amount assessed and the municipality's share of the improvement.

**Amount to be Provided for Debt Retirement—145**

This is the amount necessary for the retirement of general obligation bonds which have not been fully provided for by deferred tax levies or special assessments.

**Fixed Assets and Allowances for Depreciation—151 to 160**

Except in Working Capital Funds and Public Service Enterprise Funds, fixed assets should not be carried in the fund with the current assets. However, a separate group of accounts should be kept in the general ledger to show the value of these assets and detailed subsidiary records should be kept to properly account for such assets.

Fixed assets of Working Capital Funds and Public Service Enterprises should be recorded in the respective funds, and the cost allocated to each years operations by annual depreciation charges.

**Work in Progress—190**

Costs of construction of fixed assets are recorded in this account. When construction is completed the amount is transferred to a fixed asset account.

**Estimated Revenue—191**

This is a budgetary account. The account is debited with estimated revenue at the beginning of the year (cr. Unappropriated Surplus) and the account is closed to Unappropriated Surplus at the end of the year. In some municipalities, the account is credited with actual revenue, and the account serves as a control account for the revenue ledger. In other municipalities, actual revenues are credited to the Revenue Account (192) and this balance is closed to Estimated Revenue at the end of the year. Budgetary accounts are usually employed only in general and special revenue funds.

**Revenue—192**

This is a control account for the revenue ledger. At the end of the year this account is closed to the Estimated Revenue Account, if such account is maintained, otherwise this account is closed to Unappropriated Surplus.

**Cost of Sales—195**

This is a clearing account for Public Service Enterprise Funds.

**Orders Not Paid for Want of Funds—201**

Some municipalities are permitted to issue orders although there is not sufficient cash to pay the orders. The Treasurer endorses these orders "Pre-

sented but not paid for want of funds" and enters the date and registration number on the order. These orders with interest are payable from the first moneys received by the Treasurer in the order in which they were registered.

#### **Accounts and Salaries Payable—202 and 203**

These payables differ from encumbrances in that the merchandise has been delivered or the service rendered.

#### **Matured Bonds and Interest Payable—205**

This account is credited with the amount of bonds and interest matured. The account is debited when such items are paid.

#### **Tax Anticipation Certificates—225**

Tax Anticipation Certificates are short-term loans payable from specific tax levies usually due in the current year.

#### **Deposits—230**

The liability for refundable deposits, such as meter deposits, is recorded in this account.

#### **Bonds Payable—235**

This account would be credited for the liability for bonds, certificates, improvement warrants or similar obligations.

In Debt Service Funds the entries required for the sale of bonds would be as follows:

Deferred taxes receivable—debit

Allowance for uncollectible taxes—credit

Bonds payable—credit

Reserve for future interest—credit

#### **Unrealized Revenue—240 to 242**

In municipalities operating under a cash basis or modified accrual basis these accounts are contra accounts to the respective asset accounts in the general and special revenue funds.

#### **Appropriations—245**

This is a budgetary account. The account is credited with the total appropriated at the beginning of the year (dr. Unappropriated Surplus). The balance in this account is closed into Unappropriated Surplus at the end of the year. In some municipalities the account is debited with the actual expenditures and the account serves as a control for the expenditure ledger, whereas other municipalities debit account 246 with actual expenditures and close the total to this account (245) at the end of the year.

#### **Expenditures—246**

The expenditure account is a control account for the expenditure ledger. At the end of the year the balance is closed to Appropriations Account 245. In bond funds and improvement funds the account is closed to Reserve for Authorized Expenditures

#### **Encumbrances—247**

Encumbrances are obligations in the form of unfilled purchase orders or other commitments which are chargeable to an appropriation. The account is debited when the encumbrance is made and credited when the lia-

bility is set up as a payable or payment made. Contra entries are made to Reserve for Encumbrances. The balance in this account at the end of the year is closed to Appropriations (245).

### **Reserves**

#### **Encumbrances—250**

A surplus reserve of the amount encumbered.

#### **Petty Cash and Change Fund—Inventories—251 and 252**

A surplus reserve of the assets not available for appropriation.

#### **Authorized Expenditures—253**

A surplus reserve of the amount authorized for a specific improvement.

#### **Future Interest on Bonds—257**

A liability reserve for future interest payable on general obligation bonds.

### **Fund Balance—260 and 261**

#### **Working Capital Funds**

Fund balance refers to the municipality's equity in the Working Capital Fund. If the fund is financed by long-term advances from other funds the amount should be shown as Due to Other Funds.

#### **Trust and Agency Funds**

In Trust and Agency Funds the term Fund Balance is applied to the excess of assets over liabilities. The account in Trust Funds should be divided into expendable or nonexpendable according to the nature of the trust.

### **Surplus**

#### **Unappropriated—265**

The amount available for appropriation.

#### **Current—266**

The excess of current assets over current liabilities in a Working Capital or Public Service Enterprise Fund.

#### **Invested in Fixed Assets—267**

The municipality's equity in fixed assets.

## **ASSETS**

101	Cash—Treasurer's balance
102	Departmental
103	Petty cash
104	Change
105	Deposited with fiscal agents
106	County Auditors State loan account
107-108	(Vacant)
109	Investments
110	Taxes receivable—Current



111	Delinquent
112	Deferred
113	Allowance for uncollectible taxes (credit)
114	(Vacant)
115	Special assessments—Current
116	Delinquent
117	Deferred
118	Future interest
119	Accounts receivable
120	Allowance for doubtful accounts (credit)
121	Due from other funds
122	Due from other governmental units
123	Municipal share of improvements
124	(Vacant)
125	Inventories—Merchandise for resale
126	Materials and supplies
127	(Vacant)
128	Prepaid expense
129-134	(Vacant)
135	Bonds authorized—unissued
136-139	(Vacant)
140	Improvements authorized
141-144	(Vacant)
145	Amount to be provided for debt retirement
146-149	(Vacant)
151	Fixed assets—Land
152	Buildings and structures
153	Allowance for depreciation
154	Office Furniture and Equipment
155	Allowance for depreciation
156	Machinery and Automotive Equipment
157	Allowance for depreciation
158	Other Improvements
159	Allowance for depreciation
160-164	(Vacant)
165	Cost of sales (clearing)
190	Construction Work in Progress
191	Estimated Revenue *
192	Revenue (credit) *
195	Cost of Sales

\* Budgetary accounts

## LIABILITIES

201	Orders not paid for want of funds
202	Accounts payable
203	Salaries payable
204	(Vacant)
205	Matured bonds and interest payable
206	Contracts payable—Uncompleted

207	Retained percentage
221	Due to other funds
222	Due to other governmental units
225	Tax anticipation certificates payable
230	Deposits
235	Bonds payable
240	Unrealized revenue—Taxes
241	Accounts receivable
242	Special assessments
245	Appropriations *
246	Expenditures (debit) *
247	Encumbrances (debit) *
250	Reserves—Encumbrances *
251	Petty cash and change funds
252	Material and supplies inventory
253	Authorized expenditures
257	Future interest on bonds
260	Fund Balance—Expendable
261	Nonexpendable
265	Surplus—Unappropriated
266	Current
267	Invested in fixed assets

\* Budgetary accounts

## REVENUE

The determination of what constitutes revenue is difficult in governmental accounting, as in commercial accounting. A widely accepted standard for identification of governmental revenue is a definition which states that revenue consists of "additions to cash or other current assets, which do not increase any liability or reserve, nor represent the recovery of an expenditure."

The primary functions of revenue accounting are as follows:

- (1) To provide a means for verifying receipt of all revenues which should have been received.
- (2) To furnish information for preparing financial statements.
- (3) To implement budgeting and planning for the future, by giving necessary information about sources of revenues which have been utilized, and the amount obtained from each source. Revenue information is greatly enhanced in value if it conforms to standards and practices generally followed in governmental accounting.

The primary classification of governmental revenue is by source. At the present time, eight primary classifications are being used. Source classes now recommended are:

- (1) Taxes
- (2) Licenses and permits

- (3) Fines, forfeits, and penalties
- (4) Revenue from use of money and property
- (5) Revenue from other agencies
- (6) Charges for current charges
- (7) Public service enterprises
- (8) Other revenues

Each of these will be discussed in more detail in the following sections:

## **TAXES**

3011—**Current Ad Valorem**—Enter proceeds from current year tax levies against real and personal property.

3012—**Delinquent Ad Valorem**—Enter proceeds from tax levies against real and personal property other than the current year.

3013—**Penalties and interest**—Enter proceeds representing penalties and interest for late payments of taxes.

3014—**Forfeited tax sale apportionments**—Enter only proceeds applicable to tax levies. Note: Proceeds from tax sales are apportioned to the municipality in the order of priority of the delinquency as follows: (1) Special assessments. (2) Debt service levies. (3) Other levies.

302—**Franchise Taxes**—Enter proceeds from taxes imposed on public utilities other than property taxes.

## **SPECIAL ASSESSMENTS**

3051—**Collected by municipality—Principal**—Enter collections received from benefited properties for local improvements. If balance sheet accounts are maintained, this account would not be used, as the collection actually represents an asset recovery.

3052—**Collected by municipality—Interest**—Enter collection received from benefited properties for financing local improvements.

3053—**Collected by County**—Enter proceeds received representing levies for local improvements. If balance sheet accounts are maintained, this account would not be used, as it represents an asset recovery.

3054—**Forfeited tax sale apportionments**—Enter only proceeds applicable to special assessments.

## **LICENSES AND PERMITS**

311—**Business**—Enter revenues from businesses and occupations which must be licensed before doing business within the municipality. Further breakdown may be used if desired. Examples: Food, cigarette, plumbing, heating, electrical, bowling alleys, beer, liquor, etc.

312—**Non-Business**—Enter revenues from all non-business licenses and permits levied according to benefits presumably conferred by the licenses or permits. Examples: Dog, building, signs, plumbing, electrical, heating, etc.

313—**Street use**—Enter revenues from privileges or permits granted for the use of public streets, but not franchises to public utilities. Examples: Bicycle, parking meter fees, stands (sidewalk or roadway), moving of buildings, etc.

## **FINES, FORFEITS, AND PENALTIES**

321—**Court fines, costs, fees**—Enter amounts received from Municipal or Justice Courts for fines, costs, and fees.

322—**Traffic Violation Bureaus—Fines**—Enter amounts received as authorized by Laws 1953, Chapter 527 or ordinance.

323—**Forfeitures and penalties**—Enter revenues derived from confiscated deposits or collections on bonds or other surety held by the municipality for the enforcement of contracts, or as security against loss or damage. Should be classified as to major items.

## **REVENUE FROM USE OF MONEY OR PROPERTY**

331—**Interest**—Enter amounts earned on investments and bank deposits.

332—**Rent**—Enter amounts received representing rental charges for use of municipal properties.

333—**Concessions**—Enter proceeds from municipal operated concession stands. Should be classified according to operating unit.

## **REVENUE FROM OTHER AGENCIES**

341—**Shared taxes**—Enter amount received from taxes imposed by the State or County and distributed to the municipality on the basis of the total collected. Examples: Cigarette, liquor, gasoline, etc.

342—**Shared licenses**—Enter amount received from licenses imposed by the State or County and distributed to the municipality.

343—**Grants**—Enter contributions from other governments. They are distinguished from shared taxes in that they are not definite shares of specific taxes. Reimbursements for specific expenditures or payments for services rendered other governmental units, should not be recorded as grants.

344—**Revenue from private sources**—Enter amounts received from private agencies and persons, for general governmental purposes. Donations which are restricted in their use should be accounted for separately among the public trust funds.

350—**Other**—Enter revenues from private sources not otherwise classified. Examples: Unclaimed moneys, checks of prior years not paid, etc.

## **CHARGES FOR CURRENT SERVICES**

351—**General Government**—Enter amounts from sales or service charges rendered by general government forces. Examples: Election filing fees, sale of maps, assessment searches, etc.

352—**Public Safety**—Enter amounts from sales or service charges rendered by Police, Fire, Inspection Departments, etc. Examples: Police patrol fees, fire service fees, board and room of prisoners, etc.

353—**Highways**—Enter amounts from sales or service charges rendered by Highway Department. Examples: Street and sidewalk repair, street oiling, etc.

354—**Sanitation**—Enter amounts from service charges rendered by Sanitation Department. Examples: Sewerage charges, unless Sewer Utility Fund is maintained, removal of dead animals, etc.

**355—Health**—Enter amounts from service charges rendered by Health Department. Examples: Vital statistics, inspection fees, clinic fees, etc.

**356—Public Welfare**—Enter amounts from sales and service charges rendered by Welfare Departments. Examples: Institutional receipts, charges for care of children not in an institution, etc.

**357—Libraries and Museums**—Enter amounts from sales and service charges rendered by libraries and museums. Examples: Charges for lost or damaged books, fines for delay in returning books, admission fees, etc.

**358—Recreation**—Enter amounts from sales and service charges rendered by Recreation Department. Examples: Registration fees, sale of craft supplies, transportation charges, etc.

**359—Other**—Enter amount from sales and service charges, not otherwise classified.

Note: A reimbursement of an expenditure should not be entered in the above accounts, but should be credited to expenditure account.

## **PUBLIC SERVICE ENTERPRISES**

### **Liquor Store:**

**3711—Liquor On Sale**—Enter total received from sale of liquor, wine, and beer sold on the premises. Separate account should be provided for wine, liquor, beer, etc.

**3712—Liquor Off Sale**—Enter total received from sales of liquor, wines, and beer, sold off the premises. Separate accounts should be provided for liquor, wine, beer, etc.

**3713—Other merchandise for resale**—Enter amount received from sales of other merchandise. Examples: Cigarettes, cigars, candy, gum, etc.

### **Utilities:**

**3721—General Customers**—Enter amount received or accrued on sales to regular customers.

**3722—Municipal**—Enter amount received or accrued on sales to other municipal governments.

**3723—Interdepartmental**—Enter amount received or accrued on interdepartmental sales.

**3724—Other customers**—Enter amount received or accrued on sales to customers not otherwise classified.

**3725—Hydrant Rent**—Enter amount received for fire protection.

**3726—Customer Services**—Enter amount received or accrued from customer services. Examples: Meter repairs, meter cleaning, etc.

**3727—Penalties and forfeited discounts**—Enter amount received or accrued because of delay in payment of billings.

Note: The above utilities classifications are not intended to supersede the system now being used as prescribed by other governmental agencies.

### **Hospital:**

3731—**Day rate service**—Enter amount received or accrued from all services which are rendered to a patient on a daily or weekly rate.

3732—**Special professional service**—Enter amount received or accrued from operating rooms, delivery rooms, nurseries, X-ray and laboratory services.

3733—**General Outpatient service**—Enter amount received or accrued for registration fees and professional services of physicians in the outpatient department.

3734—**Miscellaneous gross earnings**—Enter amount received or accrued not otherwise classified.

3735—**Non-hospital services**—Enter amount received or accrued from sales or service charges of a non-hospital nature. Examples: Gift shops, barber shops, sale of drugs to general public.

### **OTHER REVENUE AND NON-REVENUE RECEIPTS**

391—**Sale or compensation for loss of property**—Enter proceeds received from the sale of or as compensation for the loss of fixed assets. If fixed asset accounts are maintained, the value of the asset disposed of, or lost, should be removed from the accounts.

392—**Revenues collected for other agencies**—Enter collections received for other agencies. If balance sheet accounts are maintained, these collections should be classified a liability.

393—**Borrowing**—Enter proceeds received from lending institution. If balance sheet accounts are maintained, the proceeds received should be classified as liabilities. Separate accounts should be maintained for each type of borrowings.

394—**Deposits**—Enter amounts received as guarantee for payment of service charges, or for the performance of certain acts. Bid deposits are not ordinarily recorded but held with the bid and returned immediately after letting the contract. If balance sheet accounts are maintained, the amounts should be classified as liabilities.

395—**Refunds and reimbursements**—Enter amount received as refunds or reimbursement of direct expenditures, where the system of bookkeeping does not permit the credit to the expenditure account.

396—**Transfers In**—Enter amount transferred from other funds. Distinction should be made between permanent and temporary transfers. Temporary transfers must be repaid and classified as a liability, if general ledger accounts are maintained.

399—**Other**—Enter amounts received not otherwise classified.

## REVENUE ACCOUNTS

- 301 General Property Taxes:
  - 3011 Current Ad Valorem
  - 3012 Delinquent Ad Valorem
  - 3013 Penalties and Interest
  - 3014 Forfeited Tax Sale Apportionments
- 302 Franchise Taxes
- 305 Special Assessments:
  - 3051 Collected by Municipality—Principal
  - 3052 Collected by Municipality—Interest
  - 3053 Collected by County
  - 3054 Forfeited Tax Sale Apportionments
- Licenses and Permits:
  - 311 Business
  - 312 Non-Business
  - 313 Street Use
- Fines, Forfeits, and Penalties:
  - 321 Court Fines, Costs, Fees
  - 322 Traffic Violation Bureau Fines
  - 323 Forfeitures and Penalties
- Revenue from Use of Money and Property:
  - 331 Interest
  - 332 Rents
  - 333 Concessions
- Revenue from Other Agencies:
  - 341 Shared Taxes
  - 342 Shared Licenses
  - 343 Grants
  - 344 Revenue from Private Sources
  - 350 Other
- Charges for Current Services:
  - 351 General Government
  - 352 Public Safety
  - 353 Highways
  - 354 Sanitation
  - 355 Health
  - 356 Public Welfare
  - 357 Libraries and Museums
  - 358 Recreation
  - 359 Airports
  - 360 Cemetery
  - 370 Other
- Public Service Enterprises:
  - 371 Liquor—
    - 3711 On Sale
    - 3712 Off Sale
    - 3713 Other Merchandise for Resale

372	Utility Sales and Service Charges—
	3721 General Customers
	3722 Municipal
	3723 Interdepartmental
	3724 Other Customers
	3725 Hydrant Rent
	3726 Customer Services
	3727 Penalties and Forfeited Discounts
373	Hospital—
	3731 Day Rate Service
	3732 Special Professional Service
	3733 General Outpatient Service
	3734 Miscellaneous Gross Earnings
	3735 Non-Hospital Services
	Other Revenue and Non-Revenue Receipts:
391	Sale or Compensation for Loss of Property
392	Revenue Collected for Other Agencies
393	Borrowing
394	Deposits
395	Refunds and Reimbursements
396	Transfers In
399	Other

## EXPENDITURES

While the control and proper accounting of revenues is mandatory in present day government, equally important is the control and proper accounting of expenditures. Every municipality could get in financial difficulty without good budgetary and management control of expenditures. For this reason expenditures of a municipality must be recorded in such a manner as to be easily analyzed by legislative and administrative officials who require the accurate financial information for budgeting and budgetary control. Careful and deliberate consideration must be given to developing a system of recording expenditures which will furnish proper control, allow consistent comparison and analysis for planning and yet not be cumbersome to the point of jeopardizing efficiency. To facilitate consistent comparisons and evaluation of governmental activities with those of other units, expenditures must also be classified and recorded in a manner consistent with principles currently considered appropriate by leading authorities in the field of municipal accounting.

In accordance with currently accepted principles, the expenditure accounts should be designed to reflect expenditures according to **function, activity, organization unit, character and object**. **Function** relates to the purpose for which the expenditure is made, and **activity** is a classification of expenditures relating to a specific line of work performed in order to accomplish the function. **Organization unit** is a further organizational breakdown which identifies the physical unit of organization performing all or part of an activity.



The functional classification is useful primarily in the compilation of financial statistics. Since the organization structures of even the same units of government vary, it would be practically impossible to secure comparable financial data if some common classifications were not followed.

The classification of expenditures by activity is needed to secure accurate comparative cost data and in the preparation of the budget. Again, because comparable activities can be found in various governmental units, the classification of expenditures by activity makes it possible to compare costs for similar activities in different governmental units.

The classification of expenditures by organization unit is important because it provides the means whereby expenditures can be controlled and responsibility can be definitely allocated. (It will be noted that in several instances, the organization unit and activity account is synonymous.) Sound budgetary control is not possible without responsibility on the part of officials performing the operations of the government.

The function, activity, and organization unit deals with the hierarchical structure of the governmental unit, while the remaining two components (character and object) are concerned with the type of expenditure.

Expenditures are classified by character so as to permit the determination of the fiscal period which they are presumed to benefit. The main character classes and a brief description thereof are as follows:

Current Expenses—expenditures which apply to the current fiscal period.

Capital Outlays—expenditures which apply both to the current and future fiscal periods.

Debt Redemption—expenditures which could apply partially to a prior fiscal period although they may also pertain to the current and future periods.

The chart of accounts as presented herein also includes "Transfers" and "Other Disbursements" in this category. These two accounts were primarily established to provide a classification of those expenditure items not properly allocable to the first three character accounts, and also as a convenience to municipalities not utilizing a complete set of accounting records.

Object classification is a further breakdown of the character of expenditure to permit identification with type of service or commodity obtained. The major objects include personal services, contractual services, commodities, and other charges under Current Expenses. In addition, the major objects comprising Current Expense items have been further subdivided into minor objects. The major object classifications of Capital Outlay and Debt Redemption are self-evident. This detailed classification is necessary to permit accurate estimates for future budgetary requirements; establishing and maintaining proper budgetary controls of expenditures, and also to facilitate preparation of financial statements.

The numerical codification of the expenditure accounts contained herein, has been designed as follows:

The first digit (4) indicates an expenditure account; the second digit indicates the function; the third and fourth digits indicate the organization unit and activity. (see "Classification of Expenditures by Function and Activity")

It will be noted that the fourth digit has been omitted in several instances. This applies where there is no organizational unit breakdown. However, this does not preclude a municipality from establishing an organizational unit breakdown if it is deemed advisable for proper accounting or management. The fifth digit indicates the character and the last or sixth digit indicates the object of expenditure. (see "Classification of Expenditures by Character and Object") No attempt will be made to explain all the accounts that can be charged with the various expenditure items. However, there is included herein a coded alphabetical listing of minor object expenditure items that should be helpful in determining the proper classification. It, by no means contains all the expenditure items that can be applicable to a municipal government. It must be emphasized too, that the user should acquaint himself with the nature of the expenditure before attempting classification by object. As an example, let us assume a municipality purchases certain hardware material. If the item was intended to be used for repair of equipment it would be coded 34—Maintenance and repair of equipment. If the item was intended to repair a building, it would be classified under code 35—Maintenance and repair of buildings and structures. Again, if it was to be used in the construction of a new building, it would be charged to capital outlay.

The foregoing information relative to expenditure classification can be summarized as follows:

Each expenditure item can be coded according to function, activity, organization unit, character and object. Thus, the codes for function, activity and organization unit will be combined with the character and object codes in such a manner that it is possible to tell at a glance to which class a particular expenditure pertains. To illustrate, let us assume the municipal clerk purchased duplicating paper. The expenditure item would be coded 4051-30 and would indicate the following information:

Code No.	Information Indicated
4	Expenditure Account
0	Function—General Government
5	Organization Unit—Dept. of Finance
1	Activity—Municipal Clerk
30	{ Character—Current Expense Object—Commodity (Office Supplies)

The committee also wishes to point out that municipalities operating water and electric utilities, hospitals and libraries, may, if they so choose, elect to use the expenditure classifications as prescribed by the following organizations, in lieu of the expenditure classifications as presented herein:

Water Utilities—"Manual of Water Works Accounting"  
by Municipal Finance Officers Association and American Water Works Association.

Electric Utilities—"Uniform System of Accounts for Electric Utilities" by National Ass'n. of Railroad and Utilities Commissioners.

Hospitals—"Handbook on Accounting Statistics and Business Office Procedures for Hospitals" by American Hospital Association.

Libraries—"Public Library Statistical Report Form" by American Library Association and U. S. Office of Education.

## CLASSIFICATION OF EXPENDITURES BY FUNCTION AND ACTIVITY

### General Government

- 401 Mayor and Council
- 402 Manager
- 403 Courts—
  - 4031—Municipal
  - 4032—Conciliation
  - 4033—Justice
  - 4034—Traffic Violation Bureau
- 404 Elections and Voters Registration
- 405 Finance—
  - 4051—Municipal Clerk
  - 4052—Treasury
  - 4053—Assessing
  - 4054—Accounting and Internal Auditing
  - 4055—Independent Accounting and Auditing
  - 4056—Budgeting and Research
  - 4057—Purchasing
- 406 Legal
- 407 Administrative Offices, Boards, and Commissions—
  - 4071—Charter Commission
  - 4072—Civil Service Commission
  - 4073—Personnel Administration
- 408 Planning and Zoning
- 409 General Government Buildings

### Public Safety

- 411 Police Protection
- 412 Fire Protection
- 413 Protective Inspection
- 414 Armory
- 415 Civil Defense
- 416 Animal Control
- 417 Public Scales

## **Highways**

- 421 Engineering
- 422 Street and Alley
- 423 Snow and Ice Removal
- 424 Traffic Signs, Signals and Markings
- 425 Equipment Maintenance Shop
- 426 Street Lighting

## **Sanitation and Waste Removal**

- 431 Sanitary Sawers \*
- 432 Storm Sewers
- 433 Sewage Disposal Plant \*
- 434 Refuse Collection and Disposal \*
- 435 Street Sanitation—
  - 4351—Street Cleaning
  - 4352—Dust Prevention
- 436 Weed Eradication
- 437 Insect and Pest Control
- 438 Public Rest Rooms

\* When not operated as a utility.

## **Conservation of Health**

- 441 Boards and Commissions
- 442 Supervision (Health Officer)
- 443 Regulation and Inspection
- 444 Control of Communicable Diseases
- 445 Nursing Services

## **Public Welfare**

- 451 Board and Commissions
- 452 Administration
- 453 Public Assistance and Welfare Services

## **Libraries and Museums**

- 461 Boards and Commissions
- 462 Library
- 463 Museum

## **Recreation**

- 471 Boards and Commissions
- 472 Supervision
- 473 Cultural—Scientific—
  - 4731—Musical Entertainment
  - 4732—Celebrations
- 474 Organized Recreation—
  - 4741—Administration
  - 4742—Playgrounds and Playfields
  - 4743—Golf
  - 4744—Tennis
  - 4745—Skating Rinks
  - 4746—Swimming Pools and Bathing Beaches
  - 4747—Athletics and Sports

- 475 Municipal Parks
- 476 Tourist Camps
- 477 Special Recreation Facilities—
  - 4771—Auditoriums
  - 4772—Stadiums
  - 4773—Boat Harbors
  - 4774—Refectories
- 478 Community Buildings

**Public Service Enterprises**

- 481 Liquor—
  - 4811—Purchases for Resale
  - 4812—Selling
  - 4813—Overhead
  - 4814—Administration and General
  - 4815—Non-Operating
- 482 Water—
  - 4821—Source of Supply
  - 4822—Power and Pumping
  - 4823—Purification
  - 4824—Distribution
  - 4825—Administration and General
  - 4826—Non-Operating
- 483 Electric—
  - 4831—Production
  - 4832—Transmission and Distribution
  - 4833—Administration and General
  - 4834—Non-Operating
- 484 Sewer—
  - 4841—Collection
  - 4842—Disposal
  - 4843—Administration and General
  - 4844—Non-Operating
- 485 Gas—
  - 4851—Production
  - 4852—Distribution
  - 4853—Administration and General
  - 4854—Non-Operating
- 486 Heat—
  - 4861—Production
  - 4862—Distribution
  - 4863—Administration and General
  - 4864—Non-Operating
- 487 Hospital—
  - 4871—Dietary
  - 4872—Household and Property
  - 4873—Professional Care of Patients
  - 4874—Outpatient and Emergency
  - 4875—Administration and General
  - 4876—Non-Operating

- 488 Airport
- 489 Garbage

**Other Functions**

- 491 Debt Service—
  - 4911—General Obligation Bonds
  - 4912—Special Assessment Bonds and Improvement Warrants
  - 4913—Revenue Bonds
  - 4914—Other Debt Service
- 492 Working Capital Funds
- 494 Judgments and Losses
- 495 Trust and Agency Remittances
- 496 Other Service Enterprises (cemeteries, markets, etc.)
- 497 Unallocated General Expense
- 498 Refunds and Reimbursements
- 499 Transfers

**CLASSIFICATION OF EXPENDITURES BY OBJECT**

**Current Expense**

Personal Services:

- 10 Salaries and Wages of Regular Employees
- 11 Overtime of Regular Employees
- 12 Salaries and Wages of Temporary Employees
- 13 Professional and Consultant Services

Contractual Services:

- 20 Communications
- 21 Printing and Publishing
- 22 Utilities
- 23 Travel—Conferences—Schools
- 24 Maintenance and Repair of Equipment
- 25 Maintenance and Repair of Buildings and Structures
- 26 Maintenance and Repair of Other Improvements
- 27 Subsistence, Care and Support of Persons
- 28 Cleaning and Waste Removal
- 29 Other Contractual Services

Commodities:

- 30 Office Supplies
- 31 Small Tools
- 32
- 33 Motor Fuels and Lubricants
- 34 Maintenance and Repair of Equipment
- 35 Maintenance and Repair of Buildings and Structures
- 36 Maintenance and Repair of Other Improvements
- 37 Subsistence, Care and Support of Persons
- 38 Cleaning and Waste Removal
- 39 General Supplies (Departmental and Other Commodities)

Other Charges:

- 40 Rents
- 41 Insurance and Bonds

- 42 Awards and Indemnities
- 43 Subscriptions and Memberships
- 44 Interest
- 45 Pension and Insurance Contributions
- 46 Licenses and Taxes
- 47 Depreciation
- 48
- 49 Miscellaneous

**Capital Outlay**

- 50 Land
- 51 Buildings and Structures
- 52 Furniture and Equipment
- 53 Machinery and Automotive Equipment
- 54 Other Improvements

**Debt Redemption**

- 60 Serial Bonds and Certificates
- 61 Tax Anticipation Certificates
- 62 Other

**Transfers**

- 70 Permanent
- 71 Temporary

**Other Disbursements**

- 80 Guarantee Deposits
- 81 Remittance of Revenue Collected for Other Agencies
- 82 Refunds and Reimbursements
- 83 Merchandise or Services for Resale

## ALPHABETICAL LISTING OF EXPENDITURE ITEMS

	Code	Code		
<b>A</b>				
Adding Machine .....	52	Brake Linings .....	34	
Adding Machine Ribbon .....	30	Broom .....	39	
Adding Machine Tape .....	30	Brushes (Cleaning) .....	38	
Addressograph .....	52	Brushes (Motors) .....	34	
Addressograph Plates .....	30	Buckets for Sewer Equipment.....	34	
Advertising .....	21	Bulbs (Light—Equipment) .....	34	
Air Conditioner .....	52	Bulbs (Light—Buildings) .....	35	
Air Conditioning Repairs (Labor) ..	24	Bulbs (Flowers) .....	39	
Air Conditioning Repairs (Material) .....	34	<b>C</b>		
Ammunition .....	39	Cabinets for storage—Metal .....	52	
Analysis Pads .....	30	Cables for Sewer Equipment .....	34	
Antifreeze .....	34	Calcium Chloride .....	36	
Anvil .....	31	Calculators .....	52	
Appraisal Services .....	13	Calendars .....	30	
Ash Trays .....	30	Camera .....	52	
Asphalt .....	36	Canvas .....	39	
Automobile .....	53	Carbon Paper .....	30	
Audit—Post .....	29	Carburetors .....	34	
<b>B</b>			Card Files—Metal .....	52
Badges .....	39	Cars .....	53	
Ball Point Pens and Refills.....	30	Car Wash .....	24	
Ballots .....	30	Cases (Cardboard)—Storage and Transfer .....	30	
Baskets—File .....	30	Cement .....	39	
Baskets—Waste Paper .....	30	Chairs .....	52	
Batteries—Auto .....	34	Checks .....	30	
Batteries—Flashlight .....	34	Chemical Canisters .....	39	
Bearings, Ball and Roller.....	34	Cleaning Services .....	28	
Bedding .....	37	Cleaning Supplies .....	38	
Bicycle Licenses .....	30	Clip Boards .....	30	
Binders (Pressboard and Plastic) ..	30	Clothesline .....	39	
Binding of Papers .....	29	Clothing .....	37	
Bituminous Mix .....	36	Clutches .....	34	
Blades—Heavy Equipment .....	34	Coal .....	22	
Blotters .....	30	Consulting Services .....	13	
Board and Room .....	27	Conferences .....	23	
Boarding Prisoners .....	27	Copy Paper .....	30	
Bolts .....	34	Correction Fluid for Stencils .....	30	
Bond Paper .....	30	Court Forms .....	30	
Bonds—Surety .....	41	County Auditor's Service Charge ..	29	
Book Covers .....	30	Covers for Books, etc.....	30	
Books—Reference .....	30	Crutches .....	37	
Bowl Cleaners and Swabs .....	37	<b>D</b>		
Brake Fluid .....	34	Deodorants .....	38	
		Desk Pads .....	30	



	<b>Code</b>		<b>Code</b>
Desks .....	52	Flashlight Batteries .....	34
Developing Film .....	30	Flashlights .....	31
Dictating Machine .....	52	Fluorescent Tubes and Starters	
Dictating Machine Supplies .....	30	for Same .....	35
Diesel Oil .....	33	Food (Travel) .....	23
Distributor (Auto) .....	34	Food (Other) .....	37
Dog License Tags .....	39	Forms, Printed .....	30
Drugs .....	37	Fountain Pens .....	30
Drunkometer Apparatus .....	52	Fuel Oil .....	22
Drunkometer Tests .....	29	Fuel Pumps .....	34
Dry Cleaning .....	28	Furnace Filters .....	35
Duplicator .....	52	Furnace Repairs—Labor .....	24
Duplicating Fluid .....	30	Furnace Repairs—Material .....	34
Duplicating Paper .....	30	Furniture—Office .....	52
Dust Cloths .....	38	Fuses .....	35
Dust Pan .....	38		
		<b>G</b>	
		Gas—Fuel for Cars .....	33
		Gas—Heat .....	22
		Gaskets .....	34
		Gears .....	34
		Geiger Counter .....	52
		General Ledger Forms .....	30
		Glue .....	30
		Grader Blades .....	34
		Graders—Power .....	53
		Grease .....	33
		Guides .....	30
		Gummed Labels .....	30
		Guns .....	52
		<b>H</b>	
		Hammers .....	31
		Hand Cleaners .....	38
		Hardware—Equipment .....	34
		Hardware—Building .....	35
		Head Lamps .....	34
		Heaters, Oil .....	53
		Helmets .....	37
		Hoist .....	53
		Hospital Care .....	27
		Hotel .....	23
		Hub Caps .....	34
		<b>I</b>	
		Identification Badges .....	39
		Income Tax Forms, Printed .....	30
		Index Cards .....	30
		Index Guides and Tabs .....	30
		Ink .....	30
		Insurance .....	41

	Code		Code
Institutional Care .....	27	Masking Tape .....	30
Interest .....	44	Meals (Travel) .....	23
Iron—Channel, Angle, I Beams, Plates (Equipment) .....	34	Meals (Other) .....	37
Iron—Channel, Angle, I Beams, Plates (Building) .....	35	Medical Supplies .....	37
		Medical Care .....	27
<b>J</b>		Membership Dues .....	43
Jackets .....	37	Mileage (Personal Car) .....	23
Jacks, Car .....	34	Minnesota Municipalities Directory .....	30
Janitor Supplies .....	38	Mirror .....	39
Jars, Storage .....	39	Mops .....	38
		Motor Fuel and Lubricants .....	33
<b>K</b>		Municipal and Traffic Court Forms .....	30
Keys .....	34		
		<b>N</b>	
<b>L</b>		Name Plates .....	30
Labels .....	30	Notebooks .....	30
Lamps and Bulbs (Equipment).....	34	Nursing Services .....	27
Lamps and Bulbs (Buildings).....	35	Nuts .....	34
Landscaping .....	29		
Lanterns (Batteries) .....	31	<b>O</b>	
Laundry .....	28	Oil Filters .....	34
Lawn Mower .....	53	Oil—Heat .....	22
Lawn Mower Repair and Sharpening .....	24	Oil—Lubrication for Vehicles ....	33
Lead (Pencils) .....	30	Onion Skin Paper .....	30
Lead (Construction Material).....	36		
Ledger Sheets and Forms .....	30	<b>P</b>	
Legal Notices .....	21	Pads, Analysis .....	30
Letterheads .....	30	Pails .....	38
Letter Trays .....	30	Paint (Equipment) .....	34
License Books .....	30	Paint (Buildings) .....	35
License Tags .....	39	Paper Clips .....	30
Light Bulbs (Equipment).....	34	Paper Cutter .....	52
Light Bulbs (Buildings).....	35	Paper Masters .....	30
Light Meter .....	52	Paper Towels .....	38
Locks .....	39	Paper Punch (Multiple Hole).....	52
Lubricants .....	33	Paper Punch (Single Hole).....	30
Lumber (Building) .....	35	Parts for Cars, Heavy Equip- ment, Office Machines, Others	34
Lumber (Other) .....	39	Payroll Checks .....	30
		Pencil Lead .....	30
<b>M</b>		Pencils .....	30
Machine Rentals .....	40	Pen Refills .....	30
Magazines .....	30	Pens .....	30
Magnetos .....	34	Pick Axes .....	31
Mailing Labels .....	30	Pick-up Trucks .....	53
Maintenance Contracts on Office Machines .....	24	Pins .....	30
Manila File Folders .....	30	Pistols .....	52
Maps .....	30	Plastic Binders for Binding Machine .....	30

	Code		Code
Playground Equipment .....	53	Respirators .....	53
Plywood .....	35	Ribbons (Typewriter, Adding Machine) .....	30
Points for Vehicles .....	34	Ring Binders .....	30
Poles .....	34	Rods for Sewer Equipment .....	34
Polisher for Floors .....	53	Rope (Manila and Wire) .....	34
Portfolios .....	30	Rubber Bands .....	30
Postage .....	20	Rubber Stamp and Pads .....	30
Post Cards .....	20	Ruled Pads .....	30
Post-Audit .....	29	Rulers .....	30
Pressboard Covers .....	30		
Printed Forms .....	30	<b>S</b>	
Printers Manuals .....	30	Safety Shields .....	34
Printing Films .....	39	Salaries (Regular Employees).....	10
Printing Legal Notices .....	21	Salaries (Overtime Regular Employees) .....	11
Professional Services .....	13	Salaries (Temporary Employees).....	12
Publications .....	21	Salt .....	36
Publishing .....	21	Sand .....	36
		Sandpaper .....	34
<b>Q</b>		Saw .....	31
Quadrille Paper .....	30	Saw Blades .....	34
		School .....	23
<b>R</b>		Scissors .....	30
Radiation Calculators .....	53	Screw Driver .....	31
Radiator .....	34	Screws .....	34
Radio Maintenance Service .....	24	Seed .....	39
Radio Repairs (Labor) .....	24	Sepia Paper .....	30
Radio Repairs (Material) .....	34	Service Calls on Machinery and Equipment .....	24
Radios .....	53	Sewer Billing Forms .....	30
Radio Tubes .....	34	Sewer Utility Service Charges....	22
Rags for Cleaning .....	38	Shipping Tags .....	30
Receipt Books .....	30	Shorthand Notebooks .....	30
Recreational Supplies .....	39	Shot Guns .....	52
Reference Books .....	30	Shovels .....	31
Refills for Ball Point Pens, Calen- dar Pads, Telephone Indexes .....	30	Shrubs .....	39
Reflectors .....	34	Signals .....	53
Reinforcements—Gummed .....	30	Signs .....	39
Rent (Land and Buildings).....	40	Sirens .....	53
Rent (Machines or Equipment)..	40	Snowplows .....	53
Repair of Equipment (Labor).....	24	Soap .....	38
Repair of Equipment (Material).....	34	Sod .....	39
Repair of Buildings and Structures (Labor) .....	25	Sorter Trays .....	30
Repair of Buildings and Structures (Material) .....	35	Spark Plugs .....	34
Repair of Other Improvements (Labor) .....	26	Special Assessment Sheets .....	30
Repair of Other Improvements (Material) .....	36	Spindles .....	30
Requisition Order Books.....	30	Spot Lights .....	34
		Stamp Pad Ink .....	30
		Stamp Pads .....	30

	Code		Code
Staple Remover .....	30	Transfer Files and Cases (Paper) .....	30
Stapler and Staples .....	30	Transmission Oil .....	33
Starters for Fluorescent Tubes....	35	Transportation of Persons .....	23
Stationery .....	30	Transportation of Voting Machine .....	29
Steam Cleaner Compounds.....	38	Travel .....	23
Steel Tapes .....	39	Trees .....	39
Stencils .....	30	Trucks .....	53
Storage of Equipment .....	24	Tubes for Radios .....	34
Storage Files and Cases (Steel)..	52	Tubes for Tires .....	34
Storage Files and Cases (Paper)..	30	Typewriter .....	52
Stoves .....	52	Typewriter Stands or Tables .....	52
String .....	30	Typewriter Ribbons, Cleaner, Pads .....	30
Subpoena Forms .....	30		
Subscriptions .....	43	<b>U</b>	
Sump Pumps .....	53	Utilities (Gas, Electricity, Water, Sewer, Refuse Coll. and Disp., Heat) .....	22
Survey Stakes .....	39	Uniforms and Allowances for Uniforms .....	39
Sweeping Compound .....	38		
Switches .....	34	<b>V</b>	
<b>T</b>		Valves .....	34
Tables .....	52	Varnish .....	35
Tally Rolls .....	30	Vise (Bench) .....	31
Tape .....	30	Violation Tag Books .....	30
Tape Measures (Steel) .....	39	Voltage Regulators .....	34
Telephone and Telegraph .....	20	Voting Machines .....	52
Telephone Installations .....	24		
Telephone List Finder .....	30	<b>W</b>	
Telephone Pads .....	30	Want Ads .....	21
Thumb Tacks .....	30	Washers .....	34
Tie Rods .....	34	Washing Cars .....	24
Tile .....	36	Waste Baskets .....	30
Tines (Blades for Mixer) .....	34	Wax .....	38
Tires .....	34	Waxer .....	52
Toilet Tissue .....	38	Weed Killers .....	39
Tools, Small .....	31	Welders, Acetylene, Etc. ....	53
Towel Service .....	28	Welding Rods .....	34
Tracing Paper .....	30	Wheels .....	34
Tractors .....	53	Wicks for Stencil Moistener .....	30
Traffic Signals .....	53	Wire .....	34
Traffic Signal Repair (Labor).....	24	Wrapping Paper .....	30
Traffic Signal Repair (Material)..	34	Wrenches .....	31
Trailers .....	53		
Transcript Paper .....	30		
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