

OHIO AUDITOR OF STATE
KEITH FABER



Chart of Accounts for Townships

Presented by:
Christopher S. McKee
LGS Assistant Project Manager
Justin W. Sloan
LGS Project Manager

Efficient • Effective • Transparent

Course Catalog

- Part of a three-course session

1. Fund Accounting for Townships
- 2. Chart of Accounts for Townships**
3. Basic Accounting for Townships

Efficient • Effective • Transparent

2

Course Objectives

- Explain account codes and how they are created

Efficient • Effective • Transparent

3

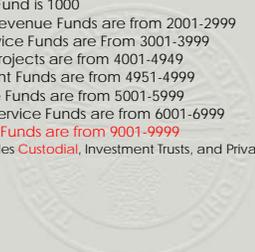
Numeric Account Code – Parts

- Fund
- Receipt - for revenues
- Program - for expenditures
- Object - for expenditures



Fund

- Each fund is assigned a unique fund number, based on the fund type.
 - General Fund is 1000
 - Special Revenue Funds are from 2001-2999
 - Debt Service Funds are from 3001-3999
 - Capital Projects are from 4001-4949
 - Permanent Funds are from 4951-4999
 - Enterprise Funds are from 5001-5999
 - Internal Service Funds are from 6001-6999
 - **Fiduciary Funds are from 9001-9999**
 - Includes **Custodial**, Investment Trusts, and Private Purpose Trusts.



Revenue

- Each Twp. revenue source is assigned a unique 3 digit code based on the type of revenue
- Revenue Types
 - 100s – Property and Other Local Taxes
 - 200s – Charges for Services
 - 300s – Licenses, Permits and Fees
 - 400s – Fines and Forfeitures
 - 500s – Intergovernmental Receipts
 - 600s – Special Assessments
 - 700s – Earnings on Investments
 - 800s – Miscellaneous Revenue
 - **820 – Contributions to a Permanent Fund**
 - **881-885 – Fiduciary Fund Receipts**
 - 900s – Other Financing Sources



Revenue Examples

- Liquor Permit Fees
 - 1000 533
 - 1000 – General Fund
 - 533 – Liquor Permit Fees (Intergovernmental Receipts)

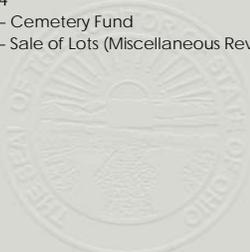


Efficient • Effective • Transparent

7

Revenue Examples

- Sale of Cemetery Lots
 - 2041 804
 - 2041 – Cemetery Fund
 - 804 – Sale of Lots (Miscellaneous Revenue)

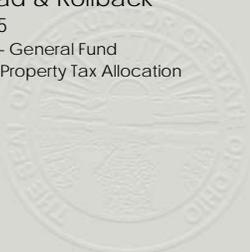


Efficient • Effective • Transparent

8

Revenue Examples

- Homestead & Rollback
 - 1000 535
 - 1000 – General Fund
 - 535 – Property Tax Allocation



Efficient • Effective • Transparent

9

Revenue Examples

- Oil and Gas Leases
 - 1000 802
 - 1000 – General Fund
 - 802 – Rentals and Leases



Efficient • Effective • Transparent

10

Program

- Program relates to the service that is being provided. Examples for Twp's are Administration, Police Protection, Lighting, Cemeteries, and Parks and Recreation.



Efficient • Effective • Transparent

11

Programs

- Each program relates to a specific function of government. Examples of functions for Townships are General Government, Public Safety, Health, Human Services, and Conservation-Recreation.



Efficient • Effective • Transparent

12

Programs

- Each program is assigned a unique 3 digit number, based on the function.
 - 100s – General Government
 - 200s – Public Safety
 - 300s – Public Works
 - 400s – Health
 - 500s – Human Services
 - 600s – Conservation-Recreation
 - 710 – Miscellaneous
 - 760 – Capital Outlay
 - 780s – Fiduciary Distributions
 - 800s – Debt Service
 - 900s – Other Financing Uses

Objects

- Each Object is assigned a unique 3 digit code based on the expense incurred.
 - 100s – Salaries
 - 200s – Employee Fringe Benefits
 - 300s – Purchased Services
 - 400s – Supplies and Materials
 - 500s – Other
 - 700s – Capital Outlay
 - 800s – Debt Service
 - 900s – Other Financing Uses

Expenditure Examples

- Healthcare Reimbursement
 - XXXX XXX 228
 - XXXX – XXXX Fund
 - XXX – XXXXXX Program
 - 228 – Healthcare Reimbursement

Expenditure Examples

- Fiscal Officer's Salary
 - 1000 110 121
 - 1000 – General Fund
 - 110 – General Government – Administrative
 - 121 – Salary-Fiscal Officer



Efficient • Effective • Transparent

16

Expenditure Examples

- Purchase of tools to work on road equipment - 2021 330 430
 - 2021 – Gasoline Tax Fund
 - 330 – Highways
 - 430 – Small Tools and Minor Equipment



Efficient • Effective • Transparent

17

Further Reference

- The Ohio Township Handbook contains the UAN Chart of Accounts as well as examples of Alphanumeric Account Codes



Efficient • Effective • Transparent

18

QUESTIONS?

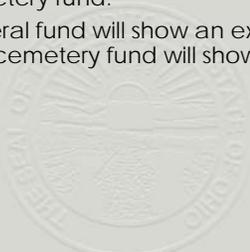


Efficient • Effective • Transparent

19

Example #1

- The general fund is transferring \$5,000 to the cemetery fund.
- The general fund will show an expenditure and the cemetery fund will show a receipt.

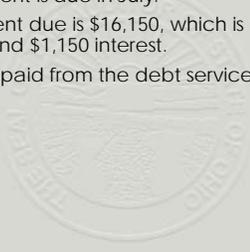


Efficient • Effective • Transparent

20

Example #2

- Your township has a note outstanding from the construction of a new administrative building. The next payment is due in July.
- The payment due is \$16,150, which is \$15,000 principal and \$1,150 interest.
- This will be paid from the debt service fund.

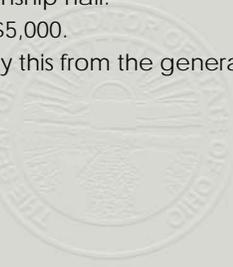


Efficient • Effective • Transparent

21

Example #3

- Your township is going to replace the roof on the township hall.
- It will cost \$5,000.
- You will pay this from the general fund.



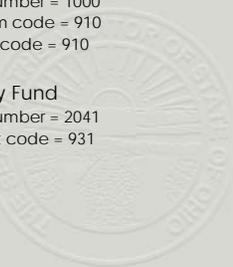
Example #4

- You get your monthly bank statement which shows interest earned for the month of \$10.
- You have the following funds with these balances:

General	\$500
Cemetery	100
Motor Vehicle License	200
Gasoline Tax	<u>200</u>
	\$1,000

Answer #1

- General Fund
 - Fund number = 1000
 - Program code = 910
 - Object code = 910
- Cemetery Fund
 - Fund number = 2041
 - Receipt code = 931



Answer #2

- Principal
 - Fund number = 3101
 - Program code = 820
 - Object code = 820
- Interest
 - Fund number = 3101
 - Program code = 830
 - Object code = 830

Answer #3

- Township - General Fund
 - Fund number = 1000
 - Program code = 760
 - Object code = 323

Answer #4

- Motor Vehicle License and Gasoline Tax MUST receive their share of interest

General	\$500	50%
Cemetery	100	10%
Motor Vehicle License	200	20%
Gasoline Tax	<u>200</u>	20%
	\$1,000	

- General Fund \$6 - MVL \$2
- Fund number = 1000 Fund number = 2011
- Receipt code = 701 Receipt code = 701
- Gas Tax Fund \$2
- Fund number = 2021
- Receipt code = 701

OHIO AUDITOR OF STATE
KEITH FABER

Local Government Services
88 E. Broad St.
Columbus, Ohio 43215
Christopher S. McKee
csmckee@ohioauditor.gov
Justin W. Sloan
jwsloan@ohioauditor.gov
Presenter(s) phone: (800) 345-2519

Efficient • Effective • Transparent

OHIO AUDITOR OF STATE
KEITH FABER



88 E. Broad St.
Columbus, Ohio 43215
Phone: (800) 282-0370
www.OhioAuditor.gov

Efficient • Effective • Transparent
