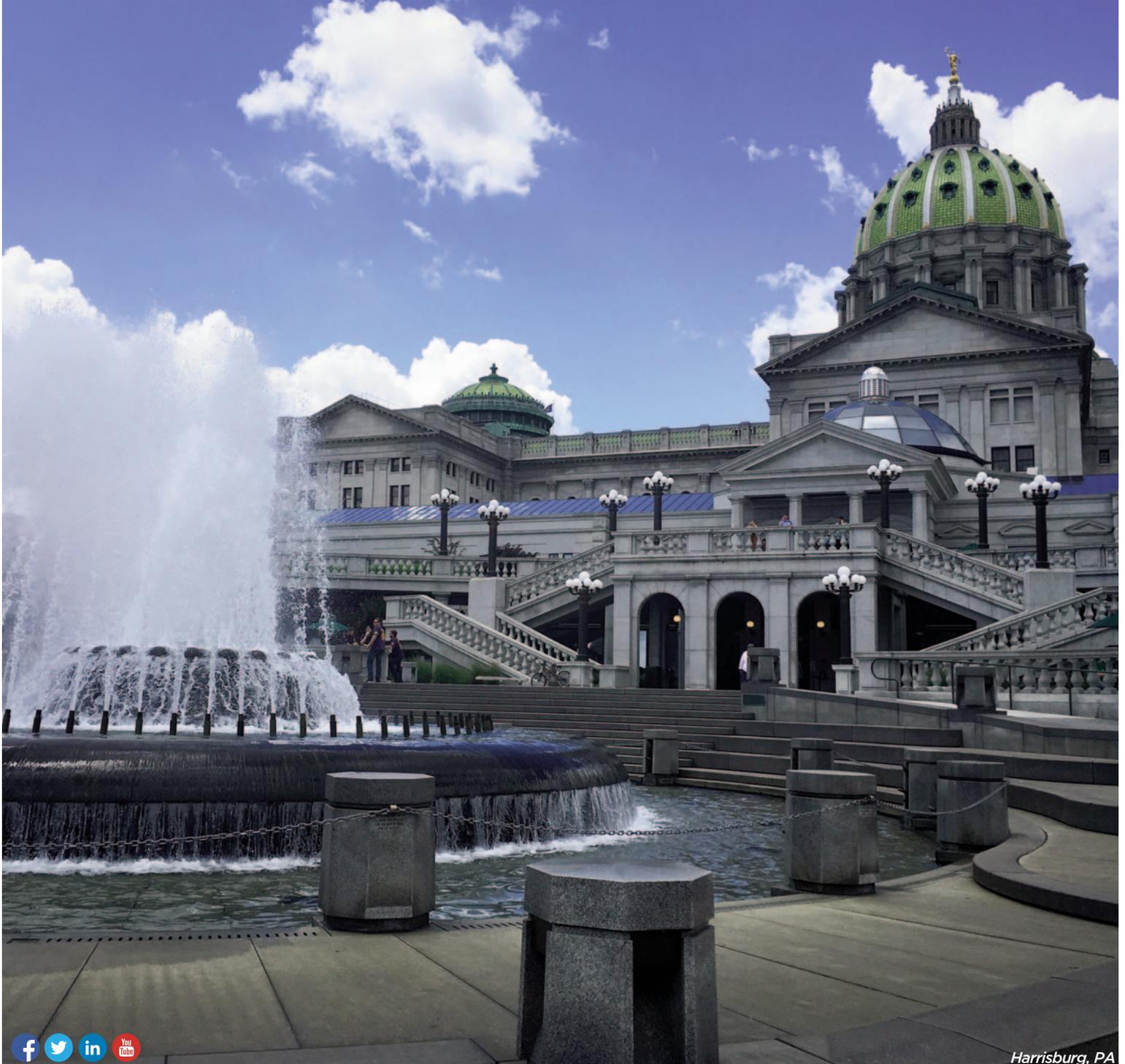


# CHART OF ACCOUNTS

Fifth Edition | July 2014



Harrisburg, PA

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Preparation of this publication was financed from appropriations of the General Assembly of the Commonwealth of Pennsylvania.

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## **Preface**

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This publication contains the recommended Chart of Accounts to be used in the fiscal administration of Pennsylvania municipalities. For assistance in the implementation and operation of any system of accounting based on this Chart of Accounts, users should consult the Department of Community and Economic Development (DCED).

The account numbers and descriptions of accounts used in the DCED form DCED-CLGS-30: Annual Audit and Financial Report, are based on this Chart of Accounts. These account numbers and descriptions also are used in the Department of Transportation Form (DOT) MS-903, Treasurer Account Book, Form MS-965, Actual Use Report of State Funds, and Form MS-991, County Liquid Fuels Tax Fund Report. Both DCED and the DOT encourage the use of accounting systems based on the Chart of Accounts presented in this publication.

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# I. Introduction

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The Department of Community and Economic Development Chart of Accounts is a numerical system for classifying financial transactions. It is the heart of the accounting system because it provides the means by which all transactions are recorded. For small municipalities, the structure can be quite simple—for larger municipalities, more complex. The Chart of Accounts meets the needs of manual as well as computerized accounting systems.

It is necessary for the purpose of accountability and reporting requirements to group similar transactions by like accounts. The numbering system employed in this Chart of Accounts may require as many as seven or eight digits to correctly identify a given transaction. Each digit is an integral part of the total identification process. The following paragraphs explain the process for identifying funds, assets, liabilities and expenditures or expenses.

## General Information

The basis for governmental accounting is determined by the timing of transactions as they relate to when revenues, expenditures, other financing sources/uses (and the related assets and liabilities) are recognized in the accounting system and reported in the financial statements.

The common basis of accounting methods include:

- **Cash Basis Accounting:**  
Cash basis accounting provides for the recording of revenues when received in cash and the recording of expenditures when paid in cash. While cash basis accounting may fulfill legal requirements, it does not facilitate accurate reporting of financial position and is considered inappropriate for reporting the financial position of any fund.
- **Modified Accrual Basis:**  
Modified Accrual Basis accounting recognizes an economic transaction or event as revenue in the operating period when the revenues are both measurable and available to liquidate liabilities of the current period. Available means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Similarly, expenditures are generally recognized when an event or transaction is expected to draw on current available resources.
- **Accrual Basis Accounting:**  
Accrual basis accounting records the financial effects of transactions and other events and circumstances that have cash consequences in the periods in which those transactions, events and circumstances occur, regardless of the timing of related cash flows.

Generally accepted accounting principles (GAAP) for governmental accounting and financial reporting established by the Governmental Accounting Standards Board (GASB) apply different basis for different types of funds as follows:

- **Funds:** A Fund is the vehicle by which revenues, expenditures, other financing sources/uses (and the related assets and liabilities) are captured to maintain in a segregated manner as prescribed by regulations, restrictions or other limitations.
- **Governmental Funds:** Governmental funds typically use modified accrual accounting. The General Fund, Special Revenue Funds (including the Highway Fund), Debt Service and Capital Projects Funds are Governmental Funds.
- **Proprietary Funds:** Proprietary funds typically use full accrual accounting. Enterprise Funds and Internal Service Funds are Proprietary Funds.
- **Fiduciary Funds:** Fiduciary funds typically are reported based on the type of fund. Expendable trust funds and agency funds use modified accrual accounting. Non-expendable trust funds and pension funds typically use full accrual accounting.

## **Funds**

The first two digits in an account number identify the fund and are referred to as fund prefix numbers. In the example, the account number 01.405.20, the 01 indicates a general fund transaction. Other examples of fund prefix numbers are as follows:

- 02. Street Lighting Fund
- 06. Water Fund
- 08. Sewer Fund
- 30. Capital Reserve Fund
- 35. Highway Aid Fund
- 60. Police Pension Fund

## **Assets and Other Debits**

The third digit of an account number 01.100 identifies the type of account. The 100 series of account numbers are assigned to assets. The next two digits in the numbering system 01.100 further identify a particular asset. .100 identifies the regular checking account, .105 the payroll checking account, .109 certificates of deposit, etc. In some instances, it is necessary to provide a suffix of an additional two digits to further identify an asset. For example in, 01.130.06, the sixth and seventh digits identify which fund owes the general fund.

## **Liabilities and Other Credits**

The 200 series of numbers are assigned to liabilities and other credits. The next three digits in the numbering system further identify a particular liability. .210 identifies federal income tax withheld, .211 social security tax withheld, .217 state income tax withheld, etc. Some liabilities require further identification represented by a suffix of two additional digits. For example, in 01.230.08, the sixth and seventh digits identify the fund which is owed by the general fund.

## **Revenues and Other Financing Sources**

The .300 series of numbers are assigned to revenue and other financing sources. The next two digits in the numbering system further identify a particular revenue. .301 identifies real estate taxes, .305 occupation taxes, .321 licenses and permits, etc. Since it is necessary to further identify revenues, a suffix of a sixth and seventh digit is added. For example, in 01.301.10, general fund real estate taxes-current year; 01.310.20, general fund earned income taxes-prior years.

## **Expenditures and Other Financing Uses**

The .400 series of account numbers are assigned to expenditures and other financing uses. The next three digits in the numbering system .400 identify a particular program or function. For example, .400 identifies the governing body, .403 tax collection, .405 secretary/clerk, etc.

An expenditure has to be further identified as to the activity within a program or function. This is accomplished by adding a suffix of two or three digits referred to as cost objects. Small municipalities may find the two-digit cost objects adequate, 01.405.21, while larger ones may find it necessary to use the three digit cost objects, 01.405.211. The .21 cost object lumps all supplies for the secretary into one account, while .211 more specifically identifies the activity as paper products.

Smaller municipalities, while choosing to use two digit cost objects, may find it advantageous to use three digits for more detail in identifying their insurance and employee benefit activities. 01.485.00 lumps all insurance into one account. Three digit cost objects further identify insurance costs as follows:

01.485.10	Liability Insurance
01.485.20	Property Insurance
01.483.30	Automobile Insurance
01.485.XX	Etc.

## II. Fund and Account Group Prefix Numbers

---

The prefix numbers used to identify the several funds and account groups are based upon the following:

01. General Fund
02. Street Lighting Tax Fund (a special revenue fund)
03. Fire Protection Tax Fund (a special revenue fund)
04. Special Revenue Fund – (as required)
05. Special Revenue Fund – (as required)
06. Water Fund (an enterprise fund)
07. Electric Fund (an enterprise fund)
08. Sewer Fund (an enterprise fund)
09. Enterprise Fund – (as required)
10. Special Assessment Bond Fund – Series of \_\_\_\_\_ (a special assessment fund)
11. Special Assessment Bond Fund – Series of \_\_\_\_\_
12. Special Assessment Bond Fund – Series of \_\_\_\_\_
13. Special Assessment for Street Lighting Fund
14. Special Assessment for Fire Protection Fund
15. General Obligation Bond Fund – Series of \_\_\_\_\_ (a capital projects fund)
16. General Obligation Bond Fund – Series of \_\_\_\_\_ (a capital projects fund)
17. General Obligation Bond Fund – Series of \_\_\_\_\_ (a capital project fund)
18. Capital Projects Fund – (as required)
19. Capital Projects Fund – (as required)
20. Sinking Fund – Series of \_\_\_\_\_ (a debt service fund)
21. Sinking Fund – Series of \_\_\_\_\_ (a debt service fund)
22. Sinking Fund – Series of \_\_\_\_\_ (a debt service fund)
- 23.-29. Debt Service Fund – (as required)
30. Capital Reserve Fund (a capital projects fund)
35. Highway Aid Fund (a special revenue fund)
40. Revolving Fund
50. Fireman’s Relief Fund (an agency fund)—  
If you do not set up an agency fund to handle your Fire Relief/Foreign Fire monies, please show the revenue in 355.07 and the expenses in 411.00.
55. Fireman’s Pension Fund (a pension trust fund)
60. Police Pension Fund (a pension trust fund)
65. Municipal (non-uniformed) Pension Fund (a pension trust fund)
90. Payroll Fund (an agency fund)
95. Operating Reserve Fund

### III. Assets and Other Debts (Balance Sheet Accounts)

#### Current Assets, Long-Term Receivables, Deferred Charges and Valuation Accounts

<b><u>100</u></b>	<b><u>Cash</u></b>
100	Cash—Regular Checking Account
103	Cash—with Fiscal Agent
105	Cash—Payroll Checking Account
106	Cash—Savings Account
107	Cash—Other Temporary Deposits and Investments
109	Cash—Certificates of Deposits
110	Cash—Petty Cash
<b><u>120</u></b>	<b><u>Investments</u></b>
120.10	Investments
120.40	Unamortized Premiums on Investments
120.70	Unamortized Discounts on Investments (Credit)
121	Special Assessments Receivable--Current
122	Special Assessments Receivable--Delinquent
123	Special Assessments Receivable--Deferred
124	Special Assessment Liens Receivable
125	Interest Receivables—Special Assessments
126	Interest Receivable on Investments
127	Other Interest Receivable
128	Notes Receivable
129	Loans Receivable
<b><u>130</u></b>	<b><u>Due from other Funds (Reimbursements)</u></b> Used to identify funds that are due money from other funds
130.01	Due from General Fund
130.06	Due from Water Fund
130.08	Due from Sewer Fund
130.35	Due from Highway Aid Fund
130.XX	Etc.
<b><u>133</u></b>	<b><u>Advance to Other Funds</u></b>
133.01	Advance to General Fund
133.XX	Etc.
134	Taxes Levied for Other Governments
135	Due from Other Governments
138	Due from Developers
<b><u>140</u></b>	<b><u>Taxes Receivable – Current</u></b>
140.01	Real Estate Taxes Receivable
140.02	Occupation Taxes Receivable (Levied under the municipal code)
140.03	Residence Taxes Receivable (Levied by cities, of the third class)
140.04	Per Capita Taxes Receivable
140.05	Real Estate Transfer Taxes Receivable

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140.06	Earned Income Taxes Receivable
140.07	Mercantile Taxes Receivable
140.08	Occupation Taxes Receivable (Levied under the local tax enabling act)
140.09	Local Services Tax (Formerly Occupational Privilege Tax) Receivable
140.10	Admission Taxes Receivable
140.11	Mechanical Devices Taxes Receivable
140.12	Business Privilege Taxes Receivable
140.XX	Etc.
140.51	Allowance for Uncollectible Current Real Estate Taxes (Credit)
140.XX	Etc.
<b>141</b>	<b><u>Taxes Receivable—Prior Years</u></b>
141.01	Real Estate Taxes Receivable
141.XX	Etc. (see 140.00 series for numbering sequence)
141.51	Allowance for Uncollectible Prior Years (Credit)
141.XX	Etc.
<b>142</b>	<b><u>Taxes Receivable—Delinquent</u></b>
142.01	Real Estate Taxes Collectable
142.XX	Etc. (see 140.00 series for numbering sequence)
142.51	Allowance for Uncollectible Delinquent Real Estate Taxes (Credit)
142.XX	Etc.
<b>143</b>	<b><u>Interest and Penalties Receivable on Taxes</u></b>
143.01	Interest and Penalties Receivable on Real Estate Taxes
143.XX	Etc. (see 140.00 series for numbering sequence)
143.51	Allowance for Uncollectible Interest and Penalties on Real Estate Taxes (Credit)
143.XX	Etc.
<b>144</b>	<b><u>Tax Liens Receivable</u></b>
144.01	Real Estate Tax Liens Receivable
144.XX	Etc. (see 140.00 series for numbering sequence)
144.51	Allowance for Uncollectible Tax Liens (Credit)
144.XX	Etc.
<b>145</b>	<b><u>Accounts Receivable (Other)</u></b>
145.30	Ordinances-Receiveable
145.40	Rent Receivable
145.51	Allowance for Uncollectible Accounts Receivable (Other)
<b>147</b>	<b><u>Unbilled Accounts Receivable</u></b>
147.51	Allowance for Uncollectible Unbilled Accounts Receivable

**Other Current Assets**

150	Inventory of Materials and Supplies
151	Inventory of Stores for Resale
155	Prepaid Items
156	Engineering Development Expense
157	Unamortized Discounts on Bonds sold

**Fixed Assets**

161	Land
<b>162</b>	<b><u>Buildings</u></b>
162.00	Buildings
162.50	Accumulated Depreciation (Credit)
<b>163</b>	<b><u>Improvements Other Than Buildings</u></b>
163.00	Improvements other than buildings (including fences, landscaping, parking lots, retaining walls etc.)
163.50	Accumulated Depreciation (Credit)
<b>164</b>	<b><u>Machinery and Equipment</u></b>
164.00	Machinery and Equipment
164.50	Accumulated Depreciation—Machinery and Equipment (Credit)
165	Construction in Progress
<b>166</b>	<b><u>Infrastructure</u></b>
166.00	Infrastructure
166.50	Accumulated Depreciation—Infrastructure (Credit)

**Other Debits**

<b>181</b>	<b><u>Amount Available in Debt Service Funds for Payment of Long-Term Debt</u></b>
181.10	General Obligation Bonds and Notes—Electoral
181.20	General Obligation Bonds and Notes—Non-Electoral
181.30	General Obligation Notes—Small Borrowing for Capital Purposes (Section 408)
181.40	General Obligation Bonds and Notes—Unfunded Debt (Section 509)
181.50	Revenue Bonds and Notes—Electoral
181.60	Revenue Bonds and Notes—Non-Electoral
<b>182</b>	<b><u>Amount to be Provided for Payment of Long-Term Debt</u></b>
182.10	General Obligation Bonds and Notes—Electoral
182.20	General Obligation Bonds and Notes—Non-Electoral
182.30	General Obligation Notes—Small Borrowing for Capital Purposes (Section 409)
182.40	General Obligation Bonds and Notes—Unfunded Debt (Section 509)
182.50	Revenue Bonds and Notes—Electoral
182.60	Revenue Bonds and Notes—Non-Electoral
182.70	Lease-Purchase Agreements
182.80	Installment Purchase Contracts
182.90	Other Long-Term Liabilities
183	Estimated Revenue Control
184	Estimated Other Financing Sources Control
185	Revenue Control (Credit)
186	Other Financing Sources Control (Credit)
187	Bonds Authorized—Unissued Control
188	Improvements Authorized Control

## IV. Liabilities and Other Credits (Balance Sheet Accounts)

### Current Liabilities and Deferred Credits

<b>200</b>	<b><u>Other Current Payables</u></b>
200.10	Vouchers Payable
200.20	Accounts Payable
200.30	Judgments Payable
200.40	Annuities Payable
200.60	Contracts Payable
200.61	Contracts Payable—Retained Percentage
200.62	Construction Contracts Payable
201	Accrued Wages Payable
202	Tax Refunds Payable
<b>210-220</b>	<b><u>Payroll Taxes and Other Payroll Withholdings Payable</u></b>
210	Federal Income Tax Withheld
211	Social Security (FICA) Contributions Withheld
212	Earned Income Taxes Withheld
213	Medicare Tax Withheld
214	Municipal (Non-Uniformed) Retirement Pay/Pension Fund Contributions Withheld
215	Police Retirement Pay/Pension Fund Contributions Withheld
216	Firefighter's Retirement Pay/Pension Fund Contributions Withheld
217	State Income Tax Withheld
218	Union Dues Withheld
219	EMS Tax Withheld
221	PA UC Tax Withheld
222	Health Insurance Premiums Withheld
22X	Etc.
<b>230</b>	<b><u>Due to Other Funds - (Used to identify funds that owe money to other funds)</u></b>
230.01	Due to General Fund
230.06	Due to Water Fund
230.08	Due to Sewer Fund
230.35	Due to Highway Aid Fund
230.XX	Etc.
235	Due to Other Governments
236	Due to Terminated Employees
238	Due to Deceased Employees' Estates
239	Due to Volunteer Firemen's Relief Associations
241	Matured Bonds and Notes Payable
242	Matured Interest Payable
245	Accrued Interest Payable
246	Compensated Balances-Current Period (earned but not used leave)
248	Developer Escrow Account

<b>250</b>	<b>Deposits</b>
250.10	Customer
250.20	Security
250.XX	Etc.
251	Due to Fiscal Agent
<b>252</b>	<b>Deferred Revenues</b>
252.10	Taxes Collected in Advance
252.20	Revenues Collected in Advance
252.XX	Etc.
253	Taxes Held in Escrow
254	Unauthorized Premiums on Bonds Sold
<b>255</b>	<b>Bonds and Notes Payable</b>
255.10	General Obligation Bonds and Notes—Electoral
255.20	General Obligation Bonds and Notes—Non-Electoral
255.30	General Obligation Notes—Small Borrowing for Capital Purposes (Section 409)
255.40	General Obligation Bonds and Notes—Unfunded Debt (Section 509)
255.50	Revenue Bonds and Notes—Electoral
255.60	Revenue Bonds and Notes—Non-Electoral
256	Lease Purchase Agreements
257	Installment Purchase Contracts
258	Other Short-Term Liabilities
259	Tax and Revenue Anticipation Notes Payable

### Long-Term Liabilities

<b>261</b>	<b>Bonds and Notes Payable</b>
261.10	General Obligation Bonds and Notes—Electoral
261.20	General Obligation Bonds and Notes—Non-Electoral
261.30	General Obligation Notes—Small Borrowing for Capital Purposes- (Section 409)
261.40	General Obligation Bonds and Notes—Unfunded Debt (Section 509)
261.50	Revenue Bonds and Notes—Electoral
261.60	Revenue Bonds and Notes—Non-Electoral
261.XX	Etc.
<b>266</b>	<b>Advance From Other Funds</b>
266.01	Advance From General Fund
266.XX	Etc.
<b>269</b>	<b>Other Long-Term Liabilities</b>
269.10	Compensated Balances—Long-Term (earned but not used leave)

**Fund Equity**

271	Fund Balance Reserved for Debt Service
272	Fund Balance Reserved For Endowments
273	Fund Balance Reserved for Encumbrances
274	Fund Balance Reserved For Inventory of Supplies
275	Fund Balance Reserved For Prepaid Items
<b>276</b>	<b><u>Fund Balance Reserved for Noncurrent Loans Receivable</u></b>
276.10	Fund Balance Reserved For Advances to Other Funds
277	Fund Balance Reserved for Fixed Assets Held for Resale
<b>278</b>	<b><u>Retirement Pay/Pension fund Matters</u></b>
278.10	Fund Balance Reserved for Employee Contributions
278.20	Fund Balance Reserved for Employer Contributions
278.30	Fund Balance Reserved for Unfunded Accrued Liability
278.40	Fund Balance Reserved for Membership Annuities
278.50	Fund Balance Reserved for Variations in Actuarial Assumptions
278.60	Fund Balance Reserved for Undistributed Interest Earnings
<b>279</b>	<b><u>Unreserved Fund Balance</u></b>
279.10	Unreserved Fund Balance Designated for _____ Purposes
279.XX	Etc.
279.99	Unreserved Fund Balance
281	Contribution from Government
282	Contribution from Customers
283	Contribution from Developers
284	Contribution from Other Governments
<b>287</b>	<b><u>Net Assets/Retained Earnings Reserved for Revenue Debt-Related Matters</u></b>
287.10	Net Assets/Retained Earnings Reserved for Revenue Bond and Note Current Debt Service Account
287.20	Net Assets/Retained Earnings Reserved for Revenue Bond and Note Future Debt Service Reserve Account
287.30	Net Assets/Retained Earnings Reserved for Revenue Bond and Note Contingency (Renewal and Replacement) Account
<b>289</b>	<b><u>Unreserved Net Assets/Retained Earnings</u></b>
289.10	Unreserved Net Assets/Retained Earnings Designated for _____ Purpose
289.XX	Etc.
289.99	Unreserved Net Assets/Retained Earnings
290	Investment in General fixed Assets
291	Encumbrances Control
292	Appropriation Control
293	Estimated Other Financing Uses Control
294	Expenditures Control (Debit)
295	Other Financing Uses Control (Debit)
296	Budgetary Fund Balance Control

## V. Revenues and Other Financing Sources

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<b>300</b>	<b>Taxes</b>
<b>301</b>	<b>Real Property Taxes</b>
301.10	Real Estate Taxes—Current Year’s Levy
301.1x	Real Estate Taxes – Special Levy Current Year
301.20	Real Estate Taxes—Prior Year’s Levy
301.2X	Real Estate Taxes – Special Levy Prior Year
301.30	Real Estate Taxes—Delinquent from Tax Collector
301.3X	Real Estate Taxes – Special Levy Delinquent from Tax Collector
301.40	Real Estate Taxes—Delinquent from Tax Claim Bureau
301.4X	Real Estate Taxes – Special Levy Delinquent from Tax Claim Bureau
301.50	Real Estate Taxes—Liened
301.5X	Real Estate Taxes – Special Levy Liened
301.60	Real Estate Taxes—Interim
301.6X	Real Estate Taxes – Special Levy Interim
<b>305</b>	<b>Occupation Taxes (Levied Under Municipal Code)</b>
305.10	Occupation Taxes—Current Year’s Levy
305.20	Occupation Taxes—Prior Year’s Levy
305.30	Occupation Taxes—Delinquent
<b>308</b>	<b>Residence Taxes (Levied Under Third Class City Code)- 308.00 is reserved for use by</b> 3rd class cities only
308.10	Residence Taxes—Current Year Levy
308.20	Residence Taxes—Prior Year’s Levy
308.30	Residence Taxes—Delinquent
309.10	Regional Asset District – Sales Tax
<b>310</b>	<b>Local Tax Enabling Act (Act 511) Taxes</b>
310.00	Per Capita Taxes
310.01	Per Capita Taxes—Current Year’s Levy
310.02	Per Capita Taxes—Prior Year’s Levy
310.03	Per Capita Taxes—Delinquent
310.10	Real Estate Transfer Tax
310.20	Earned Income Tax
310.21	Earned Income Tax—Current Year’s Levy
310.22	Earned Income Tax—Prior Year’s Levy
310.23	Earned Income Tax—Delinquent
310.30	Business Gross Receipts Taxes (Mercantile and Business Privilege)
310.31	Mercantile Taxes—Current Year’s Levy
310.32	Mercantile Taxes—Prior Year’s Levy
310.33	Mercantile Taxes—Delinquent
310.36	Business Privilege Taxes – Current Year’s Levy
310.37	Business Privilege Taxes – Prior Year’s Levy
310.38	Business Privilege Taxes – Delinquent
310.40	Occupation Tax ((Flat Tax Levied Under Act 511)
310.41	Occupation Tax—Current Year’s Levy
310.42	Occupation Tax—Prior Year’s Levy
310.43	Occupation Tax—Delinquent

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310.45	Occupational Tax (Millage Rate Levied Under Act 511)
310.46	Occupational Tax – Current Year’s Levy
310.47	Occupational Tax – Prior Year’s Levy
310.48	Occupational Tax – Delinquent
310.50	Local Services Tax
310.51	Local Services Tax—Current Year’s Levy
310.52	Local Services Tax—Prior Year’s Levy
310.53	Local Services Tax—Delinquent
310.60	Amusement/Admissions Taxes—Current Year’s Levy
310.62	Amusement/Admissions Taxes—Prior Year’s Levy
310.63	Amusement/Admissions Taxes—Delinquent
310.70	Mechanical Device
310.71	Mechanical Device Tax—Current Year’s Levy
310.72	Mechanical Device Tax—Prior Year’s Levy
310.73	Mechanical Device Tax—Delinquent
310.8X	Etc.

**319 Penalties and Interest on Delinquent Taxes**

319.01	Real Property Taxes
319.05	Occupation Tax (Levied Under Municipal Code)
319.08	Residence Tax (Levied by cities of the third class)
319.10	Per Capita Tax
319.12	Earned Income Tax
319.13	Business Gross Receipts Taxes (Mercantile and Business Privilege)
319.14	Occupation Tax (Flat of Millage levied under Act 511)
319.15	Local Services Tax (formerly Occupational Privilege Tax)
319.16	Amusement/Admissions Taxes
319.17	Mechanical Devices Taxes
319.XX	Etc.

**320 Licenses and Permits****321 Business Licenses and Permits**

321.20	Health
321.30	Police and Protective
321.31	Bicycle
321.32	Junkyard
321.33	Parking Lots
321.34	Hauler’s Licenses
321.3X	Etc.
321.40	Mercantile Licenses
321.45	Business Privilege Licenses
321.60	Professional and Occupational
321.61	Transient Retailers
321.6X	Etc.
321.70	Amusements-(Revenues generated from licenses and permits and NOT under the authority of Act 511)
321.71	Places of Amusement
321.72	Juke Boxes

321.73 Pinball Machines  
321.7X Etc.  
321.80 Cable Television Franchise  
321.90 Etc.

**322 Non-Business Licenses and Permits**

322.10 Moving Permit  
322.20 Demolition Permit  
322.30 Driveway Permit  
322.40 Etc.  
322.50 Street Opening Permit  
322.60 Curb Cut Permit  
322.80 Street and Curb Permits  
322.81 Pole Permits  
322.82 Street Encroachment  
322.8X Etc.  
322.90 Etc.

**330 Fines and Forfeits**

**331 Fines**

331.10 Court-District Magistrate  
331.11 Vehicle Code Violations  
331.12 Violations of Ordinances, Statues, Etc.  
331.13 State Police Fines  
331.14 Parking Violation Fines  
331.20 Library  
331.XX Etc.

**332 Forfeits** (including restitution, settlements, municipal portion of proceeds from Sheriff's sale)

**340 Interest, Rents and Royalties**

**341 Interest Earnings**

341.01 Interest on Checking  
341.02 Interest on Savings  
341.03 Interest on Certificate of Deposits  
341.XX Etc.

**342 Rents and Royalties**

342.10 Rent of Land (including camper storage, garage space, etc.)  
342.20 Rent of Buildings  
342.30 Rent of Improvements Other Than Buildings  
342.40 Rent of Machinery and Equipment  
342.41 Rent of General Government Machinery and Equipment  
342.42 Rent of Public Safety Machinery and Equipment  
342.43 Rent of Public Works Machinery and Equipment  
342.44 Rent of Health and Welfare Machinery and Equipment  
342.45 Rent of Culture-Recreation Machinery and Equipment  
342.4X Etc.  
342.50 Royalties from Natural Resources  
342.51 Royalties from Natural Gas  
342.52 Royalties from Sale of Timber

**CHART OF ACCOUNTS**

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- 342.53 Royalties from Cell Tower Rental
- 342.54 Royalties from Wind Energy
- 342.55 Rent from Advertising on Public Property
- 342.5X Etc.

**350 Intergovernmental Revenues**

**351 Federal Capital and Operating Grants**

- 351.01 General Government
- 351.02 Public Safety
- 351.03 Highways and Streets
- 351.04 Sanitation
- 351.05 Health
- 351.06 Human Services
- 351.07 Culture-Recreation
- 351.08 Conservation of Natural Resources
- 351.09 Community Development
- 351.10 Economic Development
- 351.11 Education
- 351.12 Emergency Disaster Relief – FEMA
- 351.13 Homeland Security
- 351.XX Etc.

**352 Federal Shared Revenues and Entitlements**

- 352.01 National Forest
- 352.XX Etc.

**353 Federal Payments in Lieu of Taxes**

- 353.01 National Forest
- 353.02 National Parks
- 353.XX Etc.

**354 State Capital and Operating Grants**

- 354.01 General Government
- 354.02 Public Safety (e.g. Juvenile, Justice Commission, Etc., DARE)
- 354.03 Highways and Streets (including highway traffic safety, winter maintenance emergency, etc.)
- 354.04 Sanitation (e.g. Wastewater Treatment System, Operation and Maintenance, Sewage Facilities  
Act 537 enforcement, Etc.)
- 354.05 Health
- 354.06 Human Services
- 354.07 Culture-Recreation
- 354.08 Public Water Systems
- 354.09 Community Development
- 354.10 Economic Development
- 354.11 Education
- 354.12 Emergency Disaster Relief – PEMA
- 354.13 Land Use Planning
- 354.14 Transportation Revitalization Planning
- 354.15 Recycling/Act 101
- 354.XX Etc.

<b>355</b>	<b><u>State Shared Revenue and Entitlements</u></b>
355.01	Public Utility Realty Tax (PURTA)
355.02	Motor Vehicle Fuel Taxes (Liquid Fuels Tax)
355.03	State Road Turnback Payments
355.04	Alcoholic Beverages Licenses
355.05	General Municipal Pension System State Aid
355.06	Supplemental State Pension System Assistance
355.07	Foreign Fire Insurance Premium Tax
355.08	Local Share Assessment/Gaming Proceeds (including slots and table games)
355.09	Marcellus Shale Impact Fee Distribution
355.XX	Etc.
<b>356</b>	<b><u>State Payments in Lieu of Taxes</u></b>
356.01	Forest Reserves
356.02	Game Commission Lands (State Gamelands)
356.03	Project 70 Lands
356.04	Water Conservation and Flood Control Lands
356.XX	Etc.
<b>357</b>	<b><u>Local Government Units (County, Municipality and Municipal Authority)</u></b>
	<b><u>Capital and Operating Grants</u></b>
357.01	General Government
357.02	Public Safety
357.03	Highways and Streets (including County Liquid Fuels Tax Grants, County aid for road repair)
357.XX	Etc. by individual function as in 351 and 354
<b>358</b>	<b><u>Local Government Units (County, Municipality and Municipal Authority) Shared Payments for Contracted Intergovernmental Services</u></b>
358.10	Contract for Police Services
358.11	Contract for Fire Services
358.13	Contract for UCC and Code Enforcement Services
358.30	Contract for Public Works Services
358.XX	Etc.
<b>359</b>	<b><u>Local Government Units (County, Municipality and Municipal Authority), Authority Payments and Payments in Lieu of Taxes</u></b>
<b>360-361</b>	<b><u>Charges for Services (Departmental Earnings)</u></b>
361	General Government
361.30	Zoning and Subdivision and Land Development Fees
361.31	Preliminary and Final Subdivision and Land Development Plan Fees
361.32	Fees for Engineering Review and Site Inspection of Subdivision and Land
361.33	Zoning and Subdivision and Land Development Permits (including zoning, conditional use, special exception, and variance)
361.34	Hearing Fees (including Conditional Use, Curative Amendment, Planned Residential Development, Zoning Amendment, Zoning Hearing Board)
361.3X	Other Zoning and Subdivision and Land Development Fees
361.40	Plan Review Fees
361.50	Sale of Maps and Publications
361.51	Sale of maps of local government
361.52	Sale of code of ordinances

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- 361.53 Sale of subdivision and land development ordinance
- 361.54 Sale of zoning ordinance
- 361.55 Sale of building code
- 361.5X Etc.
- 361.60 Tax Collection Fees
- 361.61 Fees from Collecting Taxes for Government
- 361.62 Fees from Collecting Taxes for Counties
- 361.63 Fees from Collecting Taxes for School Districts
- 361.64 Fees from Collecting Taxes for Other Local Governments
- 361.65 Tax Certification Revenues
- 361.70 Reproduction of Records
- 361.71 Photocopies – Hard Copies of Documents
- 361.72 Electronic Version of Record
- 361.73 Conversion of Electronic Version
- 361.74 Postage
- 361.XX Etc.

**362      Public Safety**

- 362.10 Special Police Services (Contracted Police protection)
- 361.73 Sale of Copies of Accident Reports
- 362.11 Police Reports - Copies
- 362.12 Security Alarm Installation Fee
- 362.13 Security Alarm Monitoring Fee
- 362.14 School Crossing Guards
- 362.1X Etc.
- 362.20 Special Fire Protection Fees
- 362.21 Fire Reports – Copies
- 362.40 Protective Inspections & UCC Fees
- 362.41 Building Permits
- 362.42 Electrical Permits
- 362.43 Plumbing Permits
- 362.44 Sewage Permits (SEO fees)
- 362.45 Use and Occupancy Permits
- 362.46 Act 13 of 2004
- 362.4X Etc.
- 362.XX Etc.

**363      Highways and Streets**

- 363.10 Street, Sidewalk, and Curb Repairs
- 363.20 Parking
- 363.21 Parking Meters Use
- 363.22 Parking Permits
- 363.23 Parking Lots
- 363.24 Parking Facilities
- 363.25 Etc.
- 363.40 Bridge and Tunnel Tolls
- 363.50 Contracted Highway and Street Work
- 363.51 Contracted Snow Removal for Pennsylvania Department of Transportation
- 363.5X Etc.
- 363.xx Etc.

<b>364</b>	<b><u>Sanitation</u></b>
364.10	Sewage Charges
364.11	Sewage Connection/ Tap In Fee
364.12	Sewer Use Charge
364.13	Reserve Capacity Fee (where this is a revenue and not a capital contribution or capital advance)
364.20	Street Sanitation Charges
364.30	Solid Waste Collection and Disposal Charges
364.40	Landfill Tipping Fees
364.50	Sale of Recyclable Material
364.51	Sale of Recycling Bins
364.60	Host Municipality Benefit Fee for Solid Waste Facility
364.70	Sale of Sewage Sludge
364.80	Weed Cleaning and Removal Charges
364.XX	Etc.
<b>365</b>	<b><u>Health</u></b>
365.20	Health Inspection Fees
365.30	Hospital Fees
365.50	Animal Control and Shelter Fees (SPCA)
365.XX	Etc.
366	Human Services
<b>367</b>	<b><u>Culture—Recreation</u></b>
367.10	Golf Fees
367.11	Swimming Pool Fees
367.12	Playground Fees
367.13	Park and Recreation Concessions
367.14	Pavilion Rental Fees
367.15	Auditorium Use Fees
367.16	Library Use Fees (not fines)
367.17	Zoo Charges
367.18	History/Museum Fees
367.20	Recreation Program Fees
367.XX	Etc.
368	Airports
369	Bars
370	Cemeteries
<b>372</b>	<b><u>Electric System</u></b>
372.40	Sales of Electricity
372.41	Residential Sales
372.42	Commercial and Industry Sales
372.44	Public Street and Highway Lighting
372.45	Other Sales to Public Authorities
372.46	Sales to Railroads and Railways
372.47	Sales for Resale
372.48	Interdepartmental Sales
372.50	Other Operating Revenues

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372.51	Forfeited Discounts
372.52	Miscellaneous Service Revenues
372.53	Sales of Water and Water power
372.55	Interdepartmental Rents
372.XX	Other Electric Revenues
<b>373</b>	<b><u>Gas System</u></b>
373.80	Sales of Gas
373.81	Residential Sales
373.82	Commercial and Industrial Sales
373.83	Other Sales to Public Authorities
373.84	Sales for Resale
373.85	Interdepartmental Sales
373.90	Other Operating Revenues
373.91	Forfeited Discounts
373.92	Miscellaneous Service Revenues
373.93	Revenues from Transportation of Gas of Others
373.94	Sales of Products Extracted From Natural Gas
373.95	Revenues from Natural Gas Processed by Others
373.96	Incidental Gasoline and Oil Sales
373.97	Interdepartmental Rents
373.98	Other Gas Revenues
374	Housing Projects
375	Markets
377	Transit System
<b>378</b>	<b><u>Water System</u></b>
378.10	Metered Sales to General Customers
378.11	Metered Sales to Residential Customers
378.12	Metered Sales to Commercial Customers
378.13	Metered Sales to Industrial Customers
378.20	Flat Rate Sales to General Customers
378.21	Flat Rate Sales to Residential Customers
378.22	Flat Rate Sales to Commercial Customers
378.23	Flat Rate Sales to Industrial Customers
378.40	Private Fire Protection
378.50	Public Fire Protection
378.60	Other Sales to Public Authorities
378.70	Sales to Other Water Utilities
378.80	Interdepartmental Sales
378.90	Other Water Revenues
379	Other Charges for Services (e.g. Water Transportation and Terminals)
<b>383</b>	<b><u>Special Assessments (Not from Real Estate Tax)</u></b>
383.10	Construction
383.11	Street Lighting
383.12	Fire Hydrants
383.13	Water Lines
383.14	Streets
383.15	Sidewalks
383.XX	Etc.

386	Escheats (Sale of Personal Property)
387	Contributions and Donations from Private Sources
388	Fiduciary Fund Pension Contributions
389	All other Unclassified Operating Revenue

### Other Financing Sources

<b>391</b>	<b><u>Proceeds of General Fixed Asset Disposition</u></b>
391.10	Sales of General Fixed Assets (including vehicles, equipment, land etc.)
391.20	Compensation for Loss of General Fixed Assets (including insurance claim payments)
<b>392</b>	<b><u>Interfund Operating Transfers-</u></b>
	(When a budgeted allocation and not a loan. Loans should be “due to” or “due from”)
392.01	Transfer from General Fund
392.06	Transfer from Water Fund
392.08	Transfer from Sewer Fund
392.35	Transfer from Highway Aid Fund
392.XX	Etc.
<b>393</b>	<b><u>Proceeds of General Long-Term Debt-</u></b> (when not set up as a liability)
393.10	General Obligation Bond and Note Proceeds
393.11	General Obligation Bonds and Notes—Electoral
393.12	General Obligation Bonds and Notes—Non-Electoral
393.13	General Obligation Notes—Small Borrowing for Capital Purposes (Section 409)
393.14	General Obligations Bonds and Notes –Unfunded Debt (Section 509)
393.20	Premiums on Bonds Sold (where treated as a Revenue rather than as a Deferred Credit)
393.30	Inception of Lease-Purchase Agreement
393.40	Inception of Installment Purchase Contract
<b>394</b>	<b><u>Proceeds of Short-Term Debt-</u></b> (when not set up as a liability)
394.10	Tax Anticipation Notes
395	<b><u>Refunds of Prior Year Expenditures-</u></b> (when not accounted for as a credit to an Expenditure or Expense Account or as a Prior Period Adjustment by a Credit to a Fund Equity Account. Use for Workers’ Comp payments to facilitate ease of W-2 and Salary account reconciliation.)

## VI. Expenditure or Expense Accounts

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### **400-409    General Government**

- 400            Legislative (Governing) Body
- 401            Executive (e.g. Mayor or Manager)
- 402            Auditing Services/ Financial Administration
- 403            Tax Collection
- 404            Solicitor/Legal Services
- 405            Secretary/Clerk/Treasurer
- 406            Other General Government Administration
- 407            IT- Networking Services-Data processing
- 408            Engineering Services (including engineer, architect, surveyor, etc.)
- 409            General Government Buildings and Plant

### **410-419    Public Safety (Protection to Persons and Property)**

- 410            Police
- 411            Fire-(If there is no 50 fund, place outgoing Foreign Fire/Fire Relief in 411).
- 412            Ambulance/Rescue (If separate from Police or Fire)
- 413            UCC and Code Enforcement (including protective inspections enforcement officer, etc.)
- 414            Planning and Zoning
- 415            Emergency Management and Communications
- 416            Militia and Armories
- 417            Examination of Licenses Occupations
- 418            Public Scales (weights & measures)
- 419            Other Public Safety (including crossing guards, etc.)

### **420-425    Health and Human Services**

- 421            Health Centers & General Clinics
- 422            Vector (Animal) Control
- 423            Human Services
- 424            Public Comfort Station
- 425            Welfare

### **426-429    Public Works—Sanitation**

- 426            Recycling Collection and Disposal
- 427            Solid Waste Collection and Disposal
- 428            Weed Control
- 429            Wastewater Collection and Treatment (includes sewage inspections)

### **430-439    Public Works—Highways, Roads and Streets**

- 430            General Services-Administration (include purchases of vehicles, fuel, etc.)
- 431            Cleaning of Streets and Gutters
- 432            Winter Maintenance-Snow removal
- 433            Traffic Control Devices
- 434            Street Lighting
- 435            Sidewalks and Crosswalks (not an allowable State Fund expenditure)
- 436            Storm Sewers and Drains
- 437            Repairs of Tools and Machinery
- 438            Maintenance and Repairs of Roads and Bridges
- 439            Highway Construction and Rebuilding Projects

**440-449 Public Works—Other Services**

- 440 Airports
- 441 Cemeteries
- 442 Electric System
- 443 Gas System
- 444 Markets
- 445 Parking
- 446 Storm Water Management and Flood Control
- 447 Transit System
- 448 Water System (including fire hydrants)
- 449 Water Transport and Terminal Facilities

**450-459 Culture—Recreation**

- 451 Culture—Recreation Administration
- 452 Participant Recreation (e.g. Recreation Centers, Playgrounds, Swimming Pools, Golf Courses, etc.)
- 453 Spectator Recreation (e.g. Botanical Gardens, Museums, Art Galleries, Zoos, etc.)
- 454 Parks
- 455 Shade Trees
- 456 Libraries
- 457 Civil and Military Celebrations (including holiday decorations, community-specific celebrations, parades etc.)
- 458 Senior Citizens' Centers
- 459 Etc.

**460-469 Community Development**

- 461 Conservation of Natural Resources (including open space preservation, etc.)
- 462 Community Development and Housing
- 463 Economic Development
- 464 Economic Opportunity
- 465 Etc.

**470-474 Debt Service**

**471.00 Debt Principal (When not posted to a liability account)**

- 471.10 General Obligation Serial Bond and Note Principal
- 471.20 General Obligation Term Bond and Note Principal
- 471.30 Revenue Bond and Note Principal
- 471.35 Lease Rental Payment - Principal
- 471.40 Small Borrowing (Section 409) Principal
- 471.50 Unfunded (Section 509) Principal
- 471.60 Tax and Revenue Anticipation Note Principal (where not charged to a liability account)

**472.00 Debt Interest**

- 472.10 General Obligation Serial Bond and Note Interest
- 472.20 General Obligation Term Bond and Note Interest
- 472.30 Revenue Bond and Note Interest
- 472.35 Lease Rental Payment - Interest
- 472.40 Small Borrowing (Section 409) Interest
- 472.50 Unfunded (Section 509) Interest
- 472.60 Tax and Revenue Anticipation Note Interest
- 472.70 Discount/Premium on a Bond Issue

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475.00	Fiscal Agent Fees (including loans, bonds, etc.)
<b>481-484.1</b>	<b><u>Employer Paid Benefits and Withholding Items</u></b> (When Not Distributed by Department)
481.10	Social Security (FICA) – Employer Paid
481.20	Medicare – Employer Paid
481.30	Unemployment Compensation (U/C) – Employer Paid
482.00	Judgments and Losses
483.10	Police Pension Contribution
483.20	Fire Pension Contribution
483.30	Non-Uniform Pension Contribution
484.00	Workers’ Compensation Insurance
<b>486</b>	<b><u>Insurance, Casualty, and Surety</u></b> (When Not Distributed by Department)
486.10	Insurance – Liability
486.20	Insurance – Property/Casualty
486.30	Insurance – Automobile
486.40	Insurance – Public Officials
486.50	Insurance – Police Professional
486.60	Fidelity and Surety Bonds
486.XX	Other Insurance Expense
<b>487.00</b>	<b><u>Health Insurance Benefit</u></b>
487.XX	Other Group Insurance Benefits
488.00	Fiduciary Fund Benefits and Refunds Paid
489.XX	All Other Unclassified Operating Expenditures
<b>491-492</b>	<b><u>Other Financing Uses</u></b>
491	Refunds of Prior Year Revenues (Tax Refunds, Etc.)
<b>492</b>	<b><u>Interfund Operating Transfers-</u></b>
	(When a budgeted allocation and not a loan. Loans should be “due to” or “due from”)
492.01	Transfer to General Fund
492.06	Transfer to Water Fund
492.08	Transfer to Sewer Fund
492.20	Transfer to Sinking Fund
492.30	Transfer to Capital Reserve Fund
492.35	Transfer to Highway Aid Fund
492.95	Transfer to Operating Reserve Fund
492.XX	Etc.
<b>493</b>	<b><u>Etc.</u></b>

## **VII. Expenditure or Expense Cost Objects (2-Digit)**

<b><u>.05-.19</u></b>	<b><u>Personal Services - Compensation</u></b>
.05	Salaries and Wages – Elected Officials
.10	Salaries and Wages – Appointed Officials (Manager, Secretary, Department Heads)
.12	Salaries and Wages – Full Time Staff
.14	Salaries and Wages – Professional Staff
.15	Salaries and Wages – Part Time Staff
.16	Commissions Paid as Compensation
.17	Salaries and Wages Paid for Leave
.18	Overtime and other Compensation
.19	Personal Services – Benefits and Other (Health, Employer Paid Withholding, Workers' Compensation)
<b><u>.20-.29</u></b>	<b><u>Supplies</u></b>
.21	Office Supplies
.22	Computer Supplies
.23	Postage
.24	General Operating Supplies
.25	Repairs and Maintenance Supplies
.26	Small Tools and Minor Equipment
.27	Computer Hardware, Software and/or Training Purchases with Liquid Fuels Funds (\$1,000 or less)
XX	Etc.
<b><u>.30 &amp; .40</u></b>	<b><u>Other Services and Charges</u></b>
.31	Professional Services
.32	Communication- Telephone and wireless
.33	Transportation-Fuel, Mileage reimbursements
.34	Advertising, Printing and Binding
.35	Insurance and Bonding
.36	Public Utility Services-Sewer, Electric, Water
.37	Repairs and Maintenance Services
.38	Rentals
.39	Bank Services Charges/Fees
.40	Court Costs and Investigations
.41	Judgments and Damages
.42	Dues, Subscriptions and Memberships
.43	Taxes
.44	Laundry and Other Sanitation Services
.45	Contracted Services (not otherwise classified)
.46	Meetings, Conferences, Continuing Education
.47	Drug & Alcohol Testing
.48	Internet Fees/Web Design
.49	Etc.
<b><u>.50</u></b>	<b><u>Contributions, Grants and Subsidies</u></b>
.51	To Individuals
.52	To Institutions
.53	To Governmental Units
.54	To Non-Governmental Organizations

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**Capital Construction**

- .61 General Construction Contracts
- .62 Heating Construction Contracts
- .63 Plumbing Construction Contracts
- .64 Electrical Construction Contracts
- .65 Elevator Construction Contracts
- .66 Professional Fees
- .67 Etc.

**.70**

**Capital Purchases**

- .71 Land
- .72 Improvements other than Land
- .73 Building
- .74 Machinery and Equipment
- .75 Minor Machinery and Equipment (where minor machinery and equipment must be treated as capital purchase, not as supplies expense, and where it must be accounted for separately from major machinery and equipment. Generally \$4,000-\$10,000 )

**.80**

**Depreciation Expense**

- .82 Improvements other than Buildings
- .83 Buildings
- .84 Machinery and Equipment

## VIII. Expenditure or Expense Cost Objects (3-Digit)

### **.100-119 Personal Services – Regular Compensation**

- .105 Salaries & Wages - Elected Officials – Mayor, Council, Supervisors, Commissioners, Tax Collector, Controller
- .110 Salaries and Wages – Appointed Officials - Department Directors, Managers, Secretary, Department Heads
- .112 Salaries and Wages – Full-Time Staff
- .114 Salaries and Wages – Professional Staff
- .115 Salaries and Wages – Part-Time Staff
- .116 Commissions Paid as Compensation
- .11X Other Regular Salary & Wages
- .12X Other Regular Salary & Wages

### **.170 - .189 Personal Services – Other Compensation**

- .171 Leave -Administrative
- .172 Leave - Holiday
- .173 Leave - Civil
- .174 Leave -Training /Educational
- .175 Leave - Military
- .176 Leave - Personal
- .177 Leave - Sick
- .178 Leave - Other
- .179 Longevity Pay
- .180 Overtime Pay
- .181 Court Overtime Pay
- .182 Special Details
- .183 Special Details – Reimbursed
- .184 Sick Pay Buy-Back
- .185 Vacation Pay Buy-Back
- .186 Uniform Allowance (If Paid as Compensation)
- .18X Other Compensation

### **.190 Other Personal Services – Employer Paid Benefits**

- .191 Uniform Maintenance Allowance (If Cash Payment Separate from Compensation)
- .192 FICA – Employer Paid
- .193 Medicare – Employer Paid
- .194 Unemployment Compensation - Employer Paid
- .195 Workers Compensation Insurance
- .196 Health Insurance
- .197 Pension
- .19X Other Group Benefits (including Vision, Dental, Life, AD&D, Long-term Disability, Short-term Disability, etc.)

### **.200 Supplies**

- .210 Office Supplies
- .211 Paper Products
- .212 Forms
- .213 Computer/Copier Supplies
- .214 Maps
- .215 Postage
- .21X Etc.

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**.220 & .230 Operating Supplies**

- .221 Agricultural Supplies
- .221 Chemicals
- .222 Additives
- .223 Drugs
- .224 Medicines
- .225 Laboratory/Testing Supplies
- .226 Cleaning Supplies
- .227 Sanitation Supplies
- .228 Food For Animals
- .229 Food For Human Consumption
- .230 Heating Fuel
- .231 Vehicle Fuel—Gasoline
- .232 Vehicle Fuel—Diesel
- .233 Vehicle Fuel—Other
- .234 Oil
- .235 Lubricants
- .236 Building Supplies (light bulbs, etc.)
- .237 Institutional Supplies
- .238 Clothing and Uniforms
- .239 Etc.

**.240 Other Operating Supplies**

- .241 General Government Supplies
- .242 Protection to Persons and Property Supplies
- .243 Health and Welfare Supplies
- .244 Public Works—Sanitation Supplies
- .245 Public Works—Highway Supplies
- .246 Public Works—Other Services Supplies
- .247 Culture—Recreation Supplies
- .248 Conservation and Development Supplies
- .249 Etc.

**.250 Repair and Maintenance Supplies**

- .251 Vehicle Parts
- .252 Computer/Copier Parts
- .260 Small Tools and Minor Equipment
- .270 Computer Hardware, Software and/or Training Purchases with Liquid Fuels Funds (\$1,000 or less)

**.300 & .400 Other Services and Charges**

- .310 Professional Services
- .311 Accounting and Auditing Services
- .312 Management Consulting Services
- .313 Engineering and Architectural Services
- .314 Special Legal Services
- .315 Medical, Dental, and Hospital Services
- .316 Lab Fees
- .31X Etc.

<b><u>.320</u></b>	<b><u>Communication</u></b>
.321	Telephone Monthly Charges
.322	Telephone Long-Distance Toll Charges
.323	Telephone Equipment Installation
.324	Wireless Telephone
.325	Internet Fees
.326	Radio Equipment Lease
.327	Radio Equipment Maintenance
.328	Radio Equipment Installation
.329	Etc.
<b><u>.330</u></b>	<b><u>Transportation</u></b>
.331	Travel Expense (mileage Reimbursement)
.332	Motor Pool Charges
.333	Drayage
.334	Freight and Express Charges
.335	Messenger Service
.336	Automobile Rental
.337	Automobile Allowance
.33X	Etc.
<b><u>.340</u></b>	<b><u>Advertising, Printing, and Binding</u></b>
.341	Advertising
.342	Printing
.343	Binding
<b><u>.350</u></b>	<b><u>Insurance and Bonding</u></b>
.351	Property
.352	Liability (Casualty)
.353	Surety and Fidelity
.354	Workers' Compensation
<b><u>.360</u></b>	<b><u>Public Utility Services</u></b>
.361	Electricity
.362	Gas
.363	Hydrant Service
.364	Sewer
.365	Solid Waste—Disposal of Sludge
.366	Water
.367	Garbage—Refuse Removal
.36x	Etc.
<b><u>.370</u></b>	<b><u>Repairs and Maintenance Services</u></b>
.371	Land
.372	Improvements other than Buildings
.373	Buildings
.374	Machinery and Equipment
<b><u>.380</u></b>	<b><u>Rentals</u></b>
.381	Rent of Land
.382	Rent of Improvements other than building
.383	Rent of Buildings
.384	Rent of Machinery and Equipment
.385	Authority Rentals

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.390	Bank Services Charges/Fees
<b><u>.400</u></b>	<b><u>Court Cost and Investigations</u></b>
.410	Judgments and Damages
.420	Dues, Subscriptions and Memberships
.430	Taxes
.440	Laundry and Other Sanitation Services
.450	Contracted Services (not otherwise classified)
.451	Contracted Maintenance and Repair of Vehicles
.452	Contracted IT/Networking Services
.453	Web Design/Maintenance
.45x	Etc.
.460	Meetings and Conference, Continuing Education
.470	CDL, Drug & Alcohol Testing
.4XX	Etc.
<b><u>.500</u></b>	<b><u>Contributions, Grants, and Subsidies</u></b>
.510	To Individuals
.520	To Institutions
.530	To Governmental Units
.540	To Non-Governmental Organizations
<b><u>.600</u></b>	<b><u>Capital Construction</u></b>
.610	General Construction Contracts
.620	Heating Construction Contracts
.630	Plumbing Construction Contracts
.640	Electrical Construction Contracts
.650	Elevator Construction Contracts
.660	Professional Fees
.6XX	Etc.
<b><u>.700</u></b>	<b><u>Capital Purchases</u></b>
.710	Land
.720	Improvements other than Buildings
.730	Buildings
.740	Machinery
.750	Minor Machinery and equipment (where minor machinery and equipment must be treated as capital purchases not as supplies expense and where it must be accounted for separately from major machinery and equipment).
<b><u>.800</u></b>	<b><u>Depreciation Expense</u></b>
.820	Improvements other than Buildings
.830	Buildings
.840	Machinery and Equipment

**Pennsylvania Department of Community & Economic Development  
Governor's Center for Local Government Services**

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